

ISLHD Delegations

Delegation Manual - PART 1

Version 10 – August 2023



Health
Illawarra Shoalhaven
Local Health District

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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. (This document)
- **ISLHD Delegations – Board Delegations Manual PART 2**
Specific ISLHD Board delegations
- **ISLHD Delegations Framework Policy – ISLHD CORP PD 11**
Provides further information for delegates regarding roles, responsibilities, and mandatory requirements.

This Delegations Manual (PART 1) specifies the authority to make decisions and incur expenditure, as approved by the ISLHD Board, and delegated by the Chief Executive. These delegations are an essential instrument of internal control, and all officers are to strictly adhere to the outlined authorities.

The format of this Delegations Manual is designed to standardise delegations across the District. 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 CORP PD11 - Delegations Framework](#).

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

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

The 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. For example, the authority to purchase goods or services has delegation number of 1.2.

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
EDPC	Executive Director People and Culture
EDFCS	Executive Director Finance and Corporate Services
EDMHCIW	Executive Director Mental Health, Community, and Intergenerational Wellness
EDCO	Executive Director Clinical Operations
EDMSCG	Executive Director Medical Services & Clinical Governance
EDNMCG	Executive Director Nursing & Midwifery & Clinical Governance
EDIA	Executive Director Infrastructure and Assets
EDSRPP	Executive Director Strategy, Risk, Planning and Performance
EDDH(CIO)	Executive Director Digital Health (CIO)
CE - DIA	CE Support Services – Director Internal Audit
CE – CDR	CE Support Services - Clinical Director Research
CE – EO	CE Support Services – Executive Officer

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, driving financial and operational performance, and influencing the external environment as it impacts upon the organisation. Refer to ISLHD Board Delegations Manual – PART 2
- 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. E.g. 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 specified Ministry of Health delegations please refer the [NSW Health - Combined Delegations Manual](#) and [Section 21 of the Health Administration Act 1982](#).

The \$ limits specified for financial delegations are GST exclusive.

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	Executive Directors		Up to \$250k (*EDFCS Only \$250k - \$500k)
	B1	Executive Director Clinical Operations	
	B2	Executive Director Nursing and Midwifery	
	B3	Executive Director Mental Health, Community & Intergenerational Wellness	
	B4	Executive Director Medical Services & Clinical Governance	
	B5	Executive Director Finance and Corporate Services*	
	B6	Executive Director People and Culture	
	B7	Executive Director Digital Health (CIO)	
	B8	Executive Director Infrastructure and Assets	
	B9	Executive Director Strategy, Risk, Planning, & Performance	
C	General Managers & Major Service Directors		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 Services	
	C5	Director Engineering and Asset Management	
	C6	Director Oral Health Service	
	C7	Director Financial Operations	
	C8	Director Drug and Alcohol Service	
	C9	Director Ambulatory and Primary Health Care	
	C10	Director Financial Planning & Analysis	
D	District Divisional Directors, Service Directors, Operations Managers, Directors of Nursing & Midwifery (DONs)		Up to \$30k
	D1	Executive Director Allied Health	
	D2	Executive Director Aboriginal Health Strategy	
	D3	Director Internal Audit	

Category	Financial Decision-Making Level		Delegation Limit in Oracle		
	D4	Clinical Division Co-Directors			
	D5	Director Workforce Relations & Management			
	D6	Director Professional Practice Unit			
	D7	District Manager Medical Imaging			
	D8	District Director Medical Workforce			
	D9	Clinical Director Health and Medical Research			
	D10	Director of Pharmacy - Hubs (NIHG, SIHG, SHG)			
	D11	Director Clinical Engineering			
	D12	Clinical Director Mental Health Service			
	D13	Director Public Health			
	D14	Senior Manager Infrastructure Services			
	D15	Director Clinical Governance			
	D16	Director Office of the Chief Executive			
	D17	Director Procurement & Supply Chain			
	D18	District Engineering Operations Manager			
	D19	Director Corporate Governance & Risk			
	D20	Director People & Culture			
	D21	Manager Financial Operations			
	D22	Finance Business Partner			
	E	Group Heads, District Service Directors, Nurse Unit Managers, Nurse Managers, D/DONs, Cost Centre Managers (CC Managers)		Up to \$5k	
		E1			Manager Engineering Services (NIHG, SIHG, SHG)
		E2			Director Clinical Services – (NIHG, SIHG, SHG, Mental Health)
E3		Director Radiology			
E4		Director Nuclear Medicine			
E5		Clinical Divisions - Heads of Service (Medical - All Divisions)			
E6		Clinical Divisions - Service Leads (Nursing and Allied Services - All)			
E7		Director of Clinical Trials			
E8		Director Illawarra Shoalhaven Health Education Centre (ISHEC)			
E9		Manager Fleet Services			
E10		Allied Health Heads of Disciplines (All)			

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Category	Financial Decision-Making Level		Delegation Limit in Oracle
	E11	Manager Engineering Systems and Compliance	
	E12	Manager Corporate Records and GIPAs	
	E13	Manager Capital Projects and Assets	
	E14	Hospital Group Facility Managers (NIHG, SIHG, SHG)	
	E15	Senior Manager Communications	
	E16	Director Research Operations	
F	Hospital Department Unit/Heads, Team Leaders, Service & Senior Managers		Up to \$3k
	F1	Manager Taxation, RoPP and SP&T	
	F2	Senior Research Clinician	
	F3	Pharmacist in Charge – (PKH, BDH, CDH)	
	F4	Board Secretary	
	F5	Senior Manager Strategic Procurement	
	F6	Senior Manager Procurement Policy and Performance	
	F7	Senior Manager- Recovery Services	
	F8	Senior Manager Safety & Wellbeing	
F9	Workforce Support Managers		
G	Other Managers		Up to \$1k
	G1	Hub - Department Manager - Nursing, Medical, Allied Health (NIHG, SIHG, SHG)	
	G2	Manager Media and Corporate Communications	
	G3	Hub - Head of Department - Nursing, Medical, Allied Health (NIHG, SIHG, SHG)	
	G4	Manager Property and Business Services	
	G5	Manager Supply Chain	
	G6	Manager Senior Medical Officer (SMO) Services	
	G7	Manager Junior Medical Officer (JMO) Services	
	G8	Manager Salary Packaging	
	G9	Manager Ministerial & Executive Correspondence Services	
	G10	Research Governance Officer	

SECTION 1 - FINANCIAL DELEGATIONS

Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					\$500K	\$250K	\$100K	\$30K	\$5K	\$3K	\$1K
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.1 Clinical Products and Consumables											
1.1.1	Approval or variation of barcode maximum reorder levels for inventory (warehouse items).	In consultation with Clinical and Cost Centre Managers	EDFCS								G5
1.1.2	Approval of local inventory items (stock or non-stock).	In accordance with other delegation limits.	EDFCS		✓	✓	✓	✓	✓	✓	✓
1.1.3	Authority to approve urgent purchase requisitions for the creation of urgent purchase orders.	In accordance with other delegation limits.	EDFCS		✓	✓	✓	✓	✓	✓	
1.2 Other Goods and/or Services											
1.2.1	Authority to Purchase Goods and / or Services (excluding consultants & IT equipment).	In accordance with Policy.	EDFCS	ISLHD CORP PD 43 - Purchasing Card (PCard) Policy PD2019_028 NSW Health Procurement Policy		✓	✓	✓	✓	✓	✓
1.2.2	Authority to Purchase Goods and / or Services (excluding consultants & IT equipment).	In accordance with Policy. Purchases above \$250k may require MoH approval. Excludes payments under contracts, and recurring utility etc.	EDFCS	PD2019_028 NSW Health Procurement Policy	✓ B5						
1.3 Seeking Emergency Procurement or Exemptions under NSW Health Procurement Policy											
1.3.1	Authority to seek Exemptions under NSW Health Procurement Policy.		EDFCS	Section 7.5	✓						
1.3.2	Authority to recommend (for approval by the CE) an Emergency Procurement to protect life, stop the interruption of essential health services or to prevent substantial economic loss.	To be approved by CE	EDFCS	Section 7.4						F5	
1.3.3	Authority to conduct an Emergency Procurement to protect life, stop the interruption of essential health services or to prevent substantial economic loss.		EDFCS	Section 7.4 PD2019_028 NSW Health Procurement Policy	✓						

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Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.4 Invitation and Award of Tenders - Goods and Services											
1.4.1	Authority to recommend (for approval by the CE) Procurement Plan for the invitation of tenders for provision of goods and/or services to cover periods of up to 5 years.	Procurement Plans reviewed by the Procurement Advisory Committee prior to recommendation.	EDFCS					D17			
1.4.2	Approve the invitation of tenders for the provision of goods and/or services to cover periods of up to five years.	Procurement under Agency Accreditation Individual Entity Contracts.	EDFCS	Schedule 3.1 - PD2019_028 NSW Health Procurement Policy	✓						
1.4.3	Authority to recommend (for endorsement of Ministry Chief Procurement Officer and Secretary) the invitation to tender to cover a period exceeding 5 years.		EDFCS	PD2019_028 NSW Health Procurement Policy Page 3.	✓						
1.4.4	Authority to recommend (for approval by Ministry Chief Procurement Officer) Clinical Services contracts for tender (over \$100k PA or term of more than 3 years).		EDFCS	Section 6, PD2019_028 NSW Health Procurement Policy Public Health System delegation 14.6.	✓						
1.4.5	Authority to approve Evaluation Plan which includes Evaluation Committee representation and criteria used to assess tender submissions.		EDFCS	Section 9, PD2019_028 NSW Health Procurement Policy	✓	✓	✓	✓			
1.4.6	Authority to recommend (for approval by the Chief Executive) the award of a tender for goods and/or services	Recommendations are reviewed by the Procurement Advisory Committee	EDFCS					D17			
1.4.7	Approve the acceptance and award of a tender for goods and/or services.	Tenders over \$1m to be reported to the Board Finance and Workforce Performance Committee (FWPC) . Procurement under Agency Accreditation Individual Entity Contracts.	EDFCS	Refer to section 1.2 Delegations – Goods and Services.	✓						
1.5 Proof of Concept or Outcomes Based Trials											
1.5.1	Authority to recommend approval from Ministry Chief Procurement Officer to proceed with a proof of concept or outcomes based trial up to \$250k.		EDFCS	Board Direction 2014 – 05 – Procurement Innovation Stream. Part 11, Public Works and Procurement Act 1912.	✓						

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Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					\$500K	\$250K	\$100K	\$30K	\$5K	\$3K	\$1K
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.6 Clinical Equipment Trial Approval											
All Clinical Equipment Trials must be reviewed by the Director Clinical Engineering and endorsed by the Clinical Procurement Advisory Board or nominee prior to establishment of the trial and agreement execution											
1.6.1	Authority to execute on contract equipment trial agreement.	Authority is in line with the financial delegations of the position	EDCO		✓	✓	✓	✓	✓		
1.6.2	Authority to execute off contract equipment trial agreement.	With endorsement of B5 (Executive Director Finance) if there is a financial expense impact.	EDCO	ISLHD CORP PD 09 - Biomedical Equipment – Evaluation, Loan or Rental Of	✓	✓	✓	✓			
1.7 Clinical Consumable Trial Approval											
NOTE: All Clinical Consumable Trials must be endorsed by the Clinical Procurement Advisory Board or nominee prior to establishment of the trial and agreement execution.											
1.7.1	Authority to execute on contract clinical consumable trial agreement.	All Clinical Consumable Trials must be endorsed by Clinical Procurement Advisory Board or nominee, prior to establishment of trial and agreement execution.	EDCO		✓	✓	✓	✓	✓		
1.7.2	Authority to execute off contract clinical consumable trial agreement.	All Clinical Consumable Trials must be endorsed by the Clinical Procurement Advisory Board or nominee, prior to establishment of the trial and agreement execution. With endorsement of B5 (EDF) if a financial expense impact.	EDCO	ISLHD CORP PD 09 - Biomedical Equipment – Evaluation, Loan or Rental Of	✓	✓	✓	✓			
1.8 Purchasing Cards (PCard)											
NOTE: PCard use must be in accordance with ISLHD CORP PD 43 - Purchasing Card (PCard) Policy and Application and Use of Procurement Cards (PCards) within NSW Health PD2016 005 .											
1.8.1	Authority to approve new PCard applications.		EDFCS		✓	B5					
1.8.2	Authority to revoke and cancel PCards.		EDFCS		✓	B5					
1.8.3	Authority to purchase goods and services using a PCard is provided to all officers approved up to the credit limit outlined in the approved application as per 1.8.1.		EDFCS	TPP 21-02 Use and Management of NSW Government Purchasing Cards PD2016 005 Application and Use of Procurement Cards within NSW Health	✓	✓	✓	✓	✓	✓	✓

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Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
				ISLHD CORP PD 43 Purchasing Card (PCard) Policy							
1.8.4	Authority to amend credit limit on a PCard.	Must be on recommendation of direct line manager's approval.	EDFCS	ISLHD CORP PD 43 - Purchasing Card (PCard) Policy	✓	B5					
1.8.5	Authority to approve or sanction expenditure committed or incurred on a PCard.	CE PCard expenditure to be approved by B5 (EDF) via ISLHD Board Chair .	EDFCS	ISLHD CORP PD 43 - Purchasing Card (PCard) Policy	✓	✓	✓	✓	✓	✓	✓
1.8.6	Authority to approve the deposit of money into a PCard account.		EDFCS			B5					
1.9 IT Equipment - Specialised Purchases											
1.9.1	Authority to purchase IT equipment following endorsement from Chief Information Officer (B7) – Replacement of existing equipment.	Specialised IT Equipment purchases capital cost over \$500k requires endorsement by Board following endorsement by Board Workforce and Finance and Performance Committee (FWPC)	EDDH(CIO)		✓	B7	✓	✓	✓		
1.9.2	Authority to purchase IT equipment following endorsement from Chief Information Officer (B7) – New / additional equipment	Specialised IT Equipment purchases capital cost over \$500k requires endorsement by Board following endorsement by FWPC	EDDH(CIO)		✓	B1 B7	✓	✓			
1.9.3	Authority to purchase IT software / licences (including any cloud based services) – Up to \$500k.	Authority to purchase IT software/ licences (including any cloud based services) following endorsement from Chief Information Officer (B7).	EDDH(CIO)		✓	B5					
1.9.4	Authority to purchase IT software / licences following Endorsement from Chief Information Officer (B7) - Over \$500k.	Authority to purchase IT software/ licences (including any cloud based services) following endorsement from CIO (B7).	EDDH(CIO)		✓						
1.10 Clinical Equipment											
1.10.1	Authority to purchase clinical equipment following endorsement from the Director Clinical Engineering - New or replacement equipment	All Clinical Equipment must be reviewed and endorsed by Director Clinical Engineering (D11).	EDDH(CIO)		✓	✓	✓	✓	✓		

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Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.11 Mobile Phones - Specialised Purchases											
1.11.1	Authority to approve purchase of new or replacement base model mobile phone and/or new mobile voice service.	Must be in accordance with policy and procedures.	EDDH(CIO)		✓	✓	✓	✓	✓	✓	✓
1.11.2	Authority to approve purchase of new or replacement higher model mobile phone (e.g. iPhone).	Must be in accordance with policy and procedures.	EDDH(CIO)		✓	✓					
1.11.3	Authority to approve purchase of new or replacement mobile phone using SP&T funding.	Must be in accordance with policy and procedures. Must also meet SP&T approval requirements as in Section 1.31	EDDH(CIO)		✓	✓	✓	✓			
1.11.4	Authority to approve mobile data usage on a mobile phone (for email/calendar access).	Must be in accordance with policy and procedures.	EDDH(CIO)		✓	✓	✓	✓			
1.11.5	Authority to approve International Roaming for mobile phones.	Must be in accordance with policy and procedures. Where funds are from SP&T account, must meet requirements of Section 1.31	EDDH(CIO)		✓	✓					
1.11.6	Authority to approve mobile data service (for use with laptop, iPad to provide Remote Access).	Must be in accordance with policy and procedures.	EDDH(CIO)		✓	✓	✓				
1.12 Motor Vehicles - Specialised Purchase, Repairs, Maintenance, Suspension, Personal Use, Novated Lease											
1.12.1	Authority to approve replacement of like vehicle with like vehicle or downgrade of size and value.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.12.2	Authority to approve replacement vehicles not like with like (upgrade of size and value).	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.12.3	Authority to approve the increase of the Motor Vehicle Fleet.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	B5					
1.12.4	Authority to purchase special vehicles (Transit vehicles, buses etc.).	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	B5					
1.12.5	Approval of repairs and maintenance	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓	E9		
1.12.6	Authority to approve fitting of non-business use accessories.		EDFCS		✓	✓	✓	✓			

SECTION 1 – FINANCIAL DELEGATIONS

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ISLHD Delegations Manual – PART 1

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.12.7	Authority to approve taking an official vehicle home overnight on a regular basis due to requirement to use vehicle for official duties.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓					
1.12.8	Authority to approve personal allocation of vehicle for business / private use (home to office only) for single trip).	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.12.9	Authority to approve business/private use (to and from place of work and after hours and general weekend running).	In consultation with E9 (Manager Fleet Service)	EDFCS		✓	✓					
1.12.10	Authority to approve use of vehicle during periods of leave > 4 days.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.12.11	Authority to suspend use for inappropriate use.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.12.12	Authority to approve Motor Vehicle Novated Lease Agreements.	In consultation with G8 (Manager Salary Packaging).	EDFCS		✓	✓	✓			F1	
1.12.13	Authority to approve full private use of vehicle for HES officers.	In consultation with E9 (Manager Fleet Service).	EDFCS	PD2014_051 Motor Vehicles - Use of Within NSW Health.	✓						
1.12.14	Authority to process motor vehicle insurance claims.		EDFCS						E9		
1.13 Motor Vehicles - Medical Staff											
1.13.1	Authority to approve business/private use (to and from place of work and after hours and general weekend running) for Medical Staff.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	B4		D8			
1.13.2	Authority to approve use of private-allocated vehicle during periods of leave > 4 days for Medical Staff.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	✓	✓	✓			
1.13.3	Authority to approve replacement of like vehicle with like vehicle or downgrade of size and value for Medical Staff.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	B4					
1.13.4	Authority to approve replacement vehicles not like with like (upgrade of size and value) for Medical Staff.	In consultation with E9 (Manager Fleet Service).	EDFCS		✓	B4					

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1.14 Catering for Functions											
1.14.1	Authority to purchase catering for a function (total for a single event): Up to \$200.		EDFCS		✓	✓	✓	✓	✓		
1.14.2	Authority to purchase catering for a function (total for a single event): Up to \$1k.		EDFCS		✓	✓	✓				
1.14.3	Authority to purchase catering for a function (total for a single event): Over \$1k.		EDFCS		✓	✓					
1.15 Capital Works Expenditure											
1.15.1	Up to \$25k and on the approved capital budget list.		EDIA		✓	✓	✓	✓			
1.15.2	Over \$25k and on the approved District Capital Plan.		EDIA		✓	B1 B8					
1.15.3	Over \$25k and not on the approved District Capital Plan.		EDIA		✓						
1.15.4	Over \$250k and not on the approved District Capital Plan.	Approval of capital plant etc. over \$250k not on annual plan to be referred to Board FWPC to recommend Board endorsement.	EDIA		✓						
1.15.5	Certification of expenditure on approved projects, including variations and certificates of completion.	In consultation with B5 EDF. In line with other financial delegations in Section 1.16.	EDIA	Public Works & Procurement Act 1912 and Building & Construction Industry Security of Payment Act 1999 .			C5				
1.15.6	Reimbursement of General Fund from Capital Account, subject to approval of initial expenditure within delegation.		EDIA			B5					
1.16 Leases & Lease Variations											
1.16.1	Authority to execute lease for land and property for District use - Lease for period less than 6 years.	Must be in accordance with relevant policies	EDIA	Premier's Memorandum M2012-20 Government Property NSW (previously State Property Authority) and Government Property Principles .	✓			D14			G4
1.16.2	Approval of variations in lease price.		EDIA		✓			D14			
1.16.3	Authority to execute lease for land and property for District use - Lease for period less than 6 years – Residential Properties.		EDIA		✓		C7				

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					\$500K	\$250K	\$100K	\$30K	\$5K	\$3K	\$1K
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.17 Equipment and Maintenance Operating Leases											
1.17.1	Approve operating lease of equipment not covered under existing Whole of Government or Health contract: (Note: Upper limit refers to value per Lease - Total or \$100k per annum)		EDIA		✓	✓	✓				
1.18 Sale, Disposal and or Write Off of Plant & Equipment											
1.18.1	Approve the disposal of surplus or obsolete plant and equipment subject to the conditions specified in the PD2019_028 NSW Health Procurement Policy - Up to \$3k –(Negotiated sales, Trade-ins, transfers or oral quotations).	In consultation with C5 (Director AIEMS).	EDIA		✓	✓	✓	✓	✓	✓	
1.18.2	Approve the disposal of surplus or obsolete plant and equipment subject to the conditions specified in the PD2019_028 NSW Health Procurement Policy - Up to \$30k - (Three written quotes, Trade-ins, auction).	In consultation with C5 (Director AIEMS).	EDIA		✓	✓	✓	✓			
1.18.3	Approve the disposal of surplus or obsolete plant and equipment subject to the conditions specified in the PD2019_028 NSW Health Procurement Policy - Up to \$50k - (Three written quotes, Trade-ins, auction).	In consultation with C5	EDIA		✓	✓	✓				
1.18.4	Authority to write off plant and equipment with written down, net book value: - Up to \$50k.		EDIA		✓	✓	✓	D21 D22			
1.18.5	Approve the disposal of surplus or obsolete plant and equipment subject to the conditions specified in the PD2019_028 NSW Health Procurement Policy - Over \$50k.	Full tendering procedure required if estimated value > \$25k. Disposal of Assets valued over \$50k to be reported to the Board FWPC	EDIA	-	✓	B5					
1.18.6	Authority to write off plant and equipment with written down, net book value - Up to \$150k.	In consultation with C7 (Director Finance Operations).	EDIA		✓	✓					

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1.18.7	Authority to write off plant and equipment with written down, net book value - Over \$150k	In consultation with C7 (Director Finance Operations). Write-off of assets over \$150k to be reported to the Board FWPC	EDIA		✓	B5					
1.19 Stocktake											
1.19.1	Approve periodic adjustments to asset records as a result of stocktaking action or advice of loss.	In consultation with C7. (Director Finance Operations) Adjustment for items acquired at a cost greater than \$5k is to be reported to B5.	EDFCS			B5	C7	D21 D22			
1.20 Repairs, Maintenance & Renewals (RMR)											
1.20.1	Authority to approve repairs, maintenance and renewals	In consultation with C5 (Director AIEMS).	EDIA		✓	B5	✓	✓	✓	✓	✓
1.20.2	Authority to approve repairs, maintenance and renewals - Greater than \$500k.	On recommendation of C5 (Director AIEMS).	EDIA		✓						
1.21 Agreements and Contracts											
1.21.1	Authority to execute (sign) MOU formalising a contractual relationship.		EDFCS		✓						
1.21.2	Authority to execute (sign) MOU formalising a multi-party relationship.		EDFCS		✓	✓					
1.21.3	Authority to execute expenditure contracts or agreements for goods and services – Up to \$100k.		EDFCS		✓	✓	✓				
1.21.4	Authority to execute expenditure contracts or agreements for goods and services - Up to \$250k.		EDFCS	S.2.2.	✓	✓					
1.21.5	Authority to execute expenditure contracts or agreements for goods and services - Up to \$500k.	For procurements over \$250,000, Entities are to seek assistance from HealthShare or the MoH.	EDFCS	S.2.2.	✓	B5					
1.21.6	Authority to execute expenditure contracts or agreements for goods and services - \$500K to \$30M.	The CE can approve procurement plans, invite tenders, and enter into contracts up to \$30M in accordance with MoH policy	EDFCS	S.2.2.	✓						
1.21.7	Authority to execute revenue contracts (Note: the upper limit refers to total revenue per contract, Not including 2.19 Research Agreements)	In accordance with applicable policies.	EDFCS	S.2.2.	✓	B5					

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					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.22 Contract Variation and Extension											
Note: All contracts arising from quotations (under \$250k other than those derived from Whole of Government Contracts or Prequalification Schemes) are not to be varied or extended (PD2019_028 NSW Health Procurement Policy). All requests for Contract Extension must be preapproved by the ISLHD Procurement Advisory Committee or independent nominee.											
1.22.1	Approve variations of contract to facilitate effective administration and operation but do not alter substantive provision of contract.		EDFCS	PD2019_028 NSW Health Procurement Policy under Agency Accreditation Individual Entity Contracts.	✓	✓	✓				
1.22.2	Approve variations to the monetary cap of Public Liability insurance, Product Liability insurance and other forms of insurances based on outcome of the risk assessment.	On recommendation of D19 (Director Corporate Governance & Risk). In consultation with MoH.	EDFCS	PD2019_028 NSW Health Procurement Policy under Agency Accreditation Individual Entity Contracts.		B5					
1.22.3	Approve contract extensions where the conditions of contract include such an option for extension providing it is made before the contract expiry date.		EDFCS	PD2019_028 NSW Health Procurement Policy under Agency Accreditation Individual Entity Contracts.	✓						
1.22.4	Authority to recommend (for approval by the Chief Executive) any variation or extension requiring approval by Ministry Chief Procurement Officer		EDFCS	NSW Health Procurement Policy PD2019_028 .						F5 F6	
1.22.5	Authority to recommend (for approval by Ministry Chief Procurement Officer) a contract extension up to 12 months (where contractual conditions do not provide for extension).		EDFCS	PD2019_028 NSW Health Procurement Policy under Agency Accreditation Individual Entity Contracts.	✓						
1.22.6	Authority to recommend (for endorsement by Ministry Chief Procurement Officer and Secretary approval) the variation or extension of a contract so that the total term of the contract will exceed 5 years.	Exceptional circumstances must be demonstrated.	EDFCS	PD2019_028 NSW Health Procurement Policy under Agency Accreditation Individual Entity Contracts .	✓						
1.23 Contract notices and termination											
1.23.1	Approve the termination of contracts.		EDFCS	under Agency Accreditation Individual Entity Contracts.	✓						
1.23.2	Designated officer to receive all legal notices under contracts and agreements.		EDFCS	under Agency Accreditation Individual Entity Contracts.				D17			

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					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.24 Contractors Consultants and Contingent Workers											
1.24.1	Authority to approve consultant, contractor and/or contingent worker on contract greater than six (6) months into an existing role; or for consultant, contractor and/or contingent worker on contract less than six (6) months into new unapproved roles.		EDPC	In accordance with WoG Performance and Management Services Scheme (SCM0005) and Contingent Workforce Scheme (SCM0007)	✓						
1.24.2	Authority to approve engagement of a consultant, contractor and/or contingent worker for less than six (6) months into an existing role.	Upper limit is \$500k and includes the total value of the initial engagement and subsequent flow on engagements.	EDPC	In accordance with WoG Performance and Management Services Scheme (SCM0005) and Contingent Workforce Scheme (SCM0007).		✓					
1.25 Legal Counsel											
1.25.1	Authority to engage legal counsel: Up to \$50k.	Appointment of all legal services is to be in accordance with relevant MoH and NSW Government policy. B5 (EDFCS) for Corporate-related matters only.	EDFCS	PD2017_003 Significant Legal Matters & Management of Legal Services and NSW Government Legal Services Panel Scheme 2015/068 .	✓	✓					
1.25.2	Authority to engage legal counsel: Over \$50k.	Appointment of all legal services is to be in accordance with relevant MoH and NSW Government policy. B5(EDFCS) for Corporate-related matters only.	EDFCS	PD2017_003 Significant Legal Matters & Management of Legal Services and NSW Government Legal Services Panel Scheme 2015/068 .	✓						
1.26 Settlements											
1.26.1	Authority to approve out of court settlements / Authorise Deeds of Release: Employment or industrial matters, up to the statutory limit.	Note: The statutory limit for the Industrial Relations Commission is up to 6 months' pay.	EDPC		✓						
1.27 License Agreements (Excluding Intellectual Property)											
1.27.1	Authority to approve licence agreements: Up to 3 years.		EDFCS		✓	✓					
1.28 Intellectual Property and Copyright											
1.28.1	Authorise Agreements that assign or licence Intellectual Property.		EDFCS		✓						

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1.28.2	Authorise collaborative agreements.		EDFCS		✓						
1.28.3	Authorise sale, purchase and/or transfer of copyright.		EDFCS		✓						
1.29 Pharmacy Supplies											
1.29.1	Approve the purchase of pharmacy supplies (including drugs of addiction), approved by the Drug and Therapeutics Committee , to authorised stock levels	One of the signatories on purchase orders for drugs of addiction must be the Hub Director of Pharmacy (D10) or in the absence of a Director of Pharmacy a delegated registered Pharmacist.	EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth	✓	B1 B3		D10		F3	
1.29.2	Countersigning of orders for drugs of addiction, approved by the Drug and Therapeutics Committee , to authorised stock levels	One of the signatories on purchase orders for drugs of addiction must be the Hub Director of Pharmacy (D10), or in the absence of a Director of Pharmacy a delegated registered Pharmacist	EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth				D10		F3	
1.29.3	Approve pharmacy requisitions on main pharmacy stores, excluding drugs of addiction.		EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth	✓	B1		D10		F3	
1.29.4	Approve the purchase of non S100 drugs used in the treatment of HIV from AIDS Program funds.		EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth	✓	B1		D10		F3	
1.29.5	Approve periodic adjustments to pharmacy stock holdings as a result of stock take action or advice of loss subject to compliance with legal requirements.	In consultation with C7 (Director Financial Operations).	EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth	✓	B1		D10		F3	

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1.29.6	Approve the disposal of surplus or out-of-date pharmaceutical supplies in accordance with approved MoH procedures.	In consultation with C7 (Director Financial Operations).	EDMSCG	PD2013_043 - Medication Handling in NSW Public Health Facilities applies. PD2005_395 Drugs - Funding Arrangements for Outpatient Use of High Cost Drugs Not Funded by the Commonwealth	✓	B1		D10		F3	
1.30 Travel											
This includes all fares, sustenance, accommodation, and other incidental expenses, associated with travel and attendance at meetings, seminars, and conferences etc. Approval of the leave to attend the meeting etc. is a separate delegation (refer Section 2.13).											
1.30.1	Approval of domestic travel for medical staff specialists for training, education, and study leave purposes (TESL), in accordance with NSW Health regulations	When using SP&T or Staff Specialist Trust funds, requires approval from the Special Purpose & Trust Trustee.	EDFCS	MoH PD2016_10 - Official Travel Policy.	✓	✓	✓	✓	✓	✓	
1.30.2	Approval of domestic travel up to \$5k.	When using SP&T or Staff Specialist Trust funds, requires approval from the Special Purpose & Trust Trustee.	EDFCS	MoH PD2016_10 - Official Travel Policy.	✓	✓	✓	✓	✓		
1.30.3	Approval of domestic travel above \$5k.	When using SP&T or Staff Specialist Trust funds, requires approval from the Special Purpose & Trust Trustee.	EDFCS	MoH PD2016_10 - Official Travel Policy.	✓	✓					
1.30.4	Approval of domestic travel, accommodation and expenses where the source of funding is Sponsorship.	Advice to be provided to D19 (Director Corporate Governance & Risk).	EDFCS	PD2005_415 - NSW Health Sponsorships Policy & MoH PD2016_10 - Official Travel Policy.	✓	✓					
1.30.5	Approval to present a paper at a meeting, seminar or conference.	Advice to be provided to G10 (Research Governance Officer).	EDFCS	MoH PD2016_10 - Official Travel Policy.	✓	✓	✓	✓			
1.30.6	Approval of overseas travel for medical staff specialists for training, education, and study leave purposes (TESL), in accordance with NSW Health regulations.	When using SP&T or Staff Specialist Trust funds, requires approval from the Special Purpose & Trust Trustee.	EDFCS	MoH PD2016_10 - Official Travel Policy.	✓						
1.30.7	Approval of overseas travel, where source of funding is General Fund and expenditure is within NSW Health annual notional budget allocation for overseas travel from General Funds.	Other than approved training, education and study leave for salaried staff specialists, overseas travel to be funded (whether in part or whole) from the General Fund must not be approved by the Chief Executive, unless prior approval of the Secretary has	EDFCS	NSW Health Accounts and Audit Determination – Section 3.4 MoH PD2016_10 - Official Travel Policy.	✓						

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		been given and sufficient budget limits exist. ISLHD Finance travel officer will determine if expenditure is within NSW Health annual notional budget allocation.									
1.30.8	Approval of overseas travel where source of funding is Special Purpose & Trust funds; or Self-funded (leave sought for official travel / request to be on duty); or Sponsorship.	Requires approval from the Special Purpose & Trust Trustee	EDFCS	MoH PD2016_10 - Official Travel Policy , PD2005_415 - NSW Health Sponsorships Policy .	✓						
1.30.9	Approval to present a paper at an overseas meeting, seminar or conference.	Advice to be provided to G10 (Research Governance Officer).	EDFCS	MoH PD2016_10 - Official Travel Policy .	✓						
1.31 Special Purpose and Trust Funds											
<p>1. Delegates authorising expenditure from a Special Purpose and Trust (SP&T) Fund should certify that:</p> <p>a. Funds are available to meet the expenditure that is to be incurred</p> <p>b. There are no known emerging liabilities that, when added to the expenditure which is about to be approved, would leave the Trust in deficit</p> <p>2. Delegates authorising expenditure from a SP&T Fund must ensure the approval of the Trustee(s) has been obtained.</p> <p>3. Expenditure of SP&T funds must all be approved in accordance with other delegations that apply. For example, purchase of capital expenditure items or agreements for leases due to potential cost implications, procurement rules.</p>											
1.31.1	Approve the opening or closure of ledger accounts within the Special Purpose and Trust Fund accounts.		EDFCS	The Accounts & Audit Determination for Public Health Organisations , The Accounting Manual for Public Health Organisations , Fees Procedures Manuals & PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts		B5	C7				
1.31.2	Approve expenditure of SP&T funds - Staff Specialists' Private Practice Trust Funds.	All levels of expenditure require prior approval from Staff Specialist Trustee and consideration and recommendation by District Staff Specialist Trust Fund Expenditure Review Committee. SPT funds expenditure over \$250k to be reported to Board FWPC	EDFCS	The Accounts and Audit Determination for Public Health Organisations , The Accounting Manual for Public Health Organisations , Fees Procedures Manuals & PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts	✓	✓	✓	✓	✓		
1.31.3	Approve expenditure of SP&T funds - Staff Specialists' Private Practice Trust Funds - Over \$500k.	All Levels of Expenditure require prior approval from Staff Specialist Trustee and consideration and recommendation by Staff Specialist	EDFCS	ISLHD OPS PD 27 - Staff Specialist Trust Fund Management Committee - Expenditure of Funds	✓						

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		Trust Fund Management Committee.									
1.31.4	Approve expenditure of SP&T funds - Other than Staff Specialists' Private Practice Funds.	SP&T funds expenditure over \$250k to be reported to the Board FWPC .	EDFCS	The Accounts and Audit Determination for Public Health Organisations, The Accounting Manual for Public Health Organisations, Fees Procedures Manuals & PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts	✓	✓	✓	D1		F1	
1.31.5	Approve expenditure of SP&T funds - Other than Staff Specialists' Private Practice Funds - Up to \$500k.	SPT funds expenditure over \$250k to be reported to the Board FWPC .	EDFCS	The Accounts and Audit Determination for Public Health Organisations, The Accounting Manual for Public Health Organisations, Fees Procedures Manuals & PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts	✓	B5					
1.31.6	Approve expenditure of SP&T funds - Other than Staff Specialists' Private Practice Funds - Over \$500k.	SPT funds expenditure over \$250k to be reported to the Board FWPC .	EDFCS	The Accounts and Audit Determination for Public Health Organisations, The Accounting Manual for Public Health Organisations, Fees Procedures Manuals & PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts	✓						
1.31.7	Approval of day to day expenditures from Patient's assistance funds includes Good Samaritan Fund and Resident Patient Trust Funds - Up to \$5k.	Special conditions apply to expenditure from Good Samaritan Funds.	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .			✓	D1		F1	
1.31.8	Approval of day to day expenditures from Patient's assistance funds includes Good Samaritan Fund and Resident Patient Trust Funds - Up to \$25k.	Special conditions apply to expenditure from Good Samaritan Funds.	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .	✓	✓					
1.31.9	Approval of day to day expenditures from Patient's assistance funds includes Good Samaritan Fund and Resident Patient Trust Funds - Over \$25k.	Special conditions apply to expenditure from Good Samaritan Funds.	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .	✓						
1.31.10	Approval of expenditure from Public Contributions Account - Up to \$10k.	Special conditions apply to expenditure from Good Samaritan Funds	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .			✓			F1	

SECTION 1 – FINANCIAL DELEGATIONS

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ISLHD Delegations Manual – PART 1

Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.31.11	Approval of expenditure from Public Contributions Account - Up to \$50k.	Special conditions apply to expenditure from Good Samaritan Funds.	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .	✓	✓					
1.31.12	Approval of expenditure from Public Contributions Account - Over \$50k.	Special conditions apply to expenditure from Good Samaritan Funds	EDFCS	Sect. 6 of the NSW Health Accounting Policy Manual and Sect. 4 of the NSW Health Accounts & Audit Determination .	✓						
1.32 Patient Fees and Other Revenue											
1.32.1	Patient Fees - Remit, reduce or write off patient fees or sundry revenue in accordance with the NSW Health Accounts and Audit Determination - Single Claims up to \$25k.		EDFCS		✓	✓	C7				
1.32.2	Patient Fees - Remit, reduce or write off patient fees or sundry revenue in accordance with the NSW Health Accounts and Audit Determination - Single Claims over \$25k.	Patient fee write offs over \$25k to be reported the Board FWPC .	EDFCS		✓						
1.32.3	Postpone patient fees, per admission - Up to \$10k.		EDFCS				✓				
1.32.4	Postpone patient fees, per admission - Over \$10k.		EDFCS		✓	✓					
1.32.5	Approve charges for room and equipment hire, food sales and sundry charges other than those prescribed in District Schedule.		EDFCS		✓	✓	✓	✓	✓		
1.32.6	Authorise write-off for room and equipment hire, food sales and sundry charges other than those prescribed in District Schedule – Up to \$10k		EDFCS		✓	B5	C7				
1.32.7	Authorise write-off for room and equipment hire, food sales and sundry charges other than those prescribed in District Schedule – Over \$10k		EDFCS		✓						

ISLHD Delegations Manual – PART 1

Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					\$500K	\$250K	\$100K	\$30K	\$5K	\$3K	\$1K
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.33 Fundraising											
1.33.1	Authority to approve the conduct of fundraising activities and requests for donations for such activities with minimal risk and expected income less than \$10k - (Excludes Sponsorship).	For more information on sponsorship see Section 2.29 - Sponsorship.	CE - EO	NSW Health PD2009_067-Fundraising Policy and ISLHD-DOC-155 – ISLHD’s Fundraising Guidelines .	✓	✓					
1.33.2	Authority to approve the conduct of fundraising activities and requests for donations for such activities with minimal risk and expected income over \$10k - (Excludes Sponsorship).	For more information on sponsorship see Section 2.29 - Sponsorship.	CE - EO	NSW Health PD2009_067-Fundraising Policy and ISLHD-DOC-155 – ISLHD’s Fundraising Guidelines .	✓	B5 B6					
1.34 Debt Recovery											
1.34.1	Approve legal action to recover outstanding accounts.	In accordance with policy and/or NSW Health Accounting Manual requirements	EDFCS	NSW Health Accounting Manual requirements .	✓	B5					
1.34.2	Approve the engagement of debt collectors to recover outstanding accounts.	In accordance with policy and/or NSW Health Accounting Manual requirements	EDFCS	NSW Health Accounting Manual requirements .	✓	B5					
1.35 Lease Revenue and Other Revenue											
1.35.1	Approve revenue generating contractual arrangements except the leasing of ISLHD premises or part of ISLHD premises.		EDFCS		✓	✓					
1.35.2	Approve the leasing of ISLHD premises or part of premises (excludes land) - Up to 24 months.		EDFCS		✓	B5					
1.36 Investment of Funds											
1.36.1	Approve the investment of funds and the redemption of investments in accordance with Section 38 Health Services Act 1997.	With the approval of the ISLHD Board Chair.	EDFCS	Section 38 of the Health Services Act 1997 .	✓	B5					
1.37 Banking Account & Signatories											
1.37.1	Authorised Account signatories including EFT transfers for ISLHD General and Special Purpose & Trust Funds.	Requires any two of the delegated officers.	EDFCS		✓	B5	C7				
1.37.2	Authority to open, operate and close bank accounts.	Based on government contract provider.	EDFCS		✓						

ISLHD Delegations Manual – PART 1

Financial Delegation Details					Delegation Categories						
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					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.37.3	Authority to request variation in banking institution utilised.	MoH approval required	EDFCS		✓						
1.37.4	Approve cheque signatories for operation of bank accounts.		EDFCS		✓						
1.38 General Financial											
1.38.1	Approval of Internal Activity and Resource Allocation Targets from Annual Service Level Agreement.	Via approval from the ISLHD Board.	EDFCS		✓						
1.38.2	Approving issue of the District and Network Return to the MoH.	The Return is to be accompanied by required MoH documentation.	EDFCS		✓						
1.38.3	Approval of annual financial statements.	Via Audit and Risk Committee (ARC).	EDFCS		✓						
1.38.4	Authorise budget supplementation within overall District budget allocation.	Following approval by Strategy and Planning Committee .	EDFCS			B5					
1.38.5	Authorise transfer of budgets from one department to another between different units/sectors.	Following approval by Strategy and Planning Committee .	EDFCS			B5					
1.38.6	Approval of subsidy payments where corresponding budget allocation has been approved by the Chief Executive.		EDFCS		✓	B1 B2 B3 B5 B6	C7				
1.38.7	Approval of Internal Activity and Resource Allocation Targets from Annual Service Level Agreement.	Via approval from the ISLHD Board.	EDFCS		✓						
1.38.8	Approval of annual financial statements.	Via Audit and Risk Committee (ARC).	EDFCS		✓						
1.38.9	Approving issue of the District and Network Return to the MoH.	Via approval from the ISLHD Board.	EDFCS	The Return is to be accompanied by MoH required documentation.	✓						
1.39 Taxation											
1.39.1	Approve the completion of business activity statement returns to the Australian Taxation Office.		EDFCS			B5	C7				

SECTION 1 – FINANCIAL DELEGATIONS

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ISLHD Delegations Manual – PART 1

Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.39.2	Approve the completion of fringe benefits tax returns to the Australian Taxation Office.		EDFCS			B5	C7				
1.39.3	Approve entering into Recipient Created Tax Invoice (RCTI) agreements on behalf of ISLHD.		EDFCS			B5	C7			F1	
1.40 Accounting											
1.40.1	Authorise changes in accounting systems and procedures.		EDFCS		✓	B5					
1.40.2	Authority to certify correctness of reports to Finance and Workforce Performance Committee.		EDFCS			B5					
1.41 Petty Cash and Out of Pocket Expenses											
1.41.1	Authority to approve petty cash vouchers up to \$100 per invoice/receipt.	Delegates shall restrict authorisation of petty cash to urgent purchases only, where purchase via PCard is unavailable. Delegate/Staff cannot authorise petty cash vouchers to themselves. Must be signed by a more senior officer (exception being the CE which must be approved by a Category B Level - District Executive Directors.	EDFCS	Maximum Claim determined as per District Policy and Sect. 7.36 of the NSW Health Accounts & Audit Determination .	✓	✓	✓	✓	✓	✓	✓
1.41.2	Authority to approve petty cash vouchers up to \$150 per invoice/receipt.	As Above – 1.40.1	EDFCS	Maximum Claim determined as per District Policy and Sect. 7.36 of the NSW Health Accounts & Audit Determination .	✓	✓	✓	✓			
1.41.3	Authority to approve petty cash vouchers over \$150 per invoice / receipt up to a maximum of \$250.	As Above – 1.40.1	EDFCS	Maximum Claim determined as per District Policy and Sect. 7.36 of the NSW Health Accounts & Audit Determination .	✓	✓					

ISLHD Delegations Manual – PART 1

Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
					A \$500K	B \$250K	C \$100K	D \$30K	E \$5K	F \$3K	G \$1K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
1.42 Salary Overpayments											
1.42.1	Write off an overpayment up to \$1K.	In consultation with D5 (Director Workforce Relations & Management).	EDPC		✓	B5	C7	D21 D22			
1.42.2	Write off an overpayment above \$1k up to \$5k.	In consultation with D5 (Director Workforce Relations & Management).	EDPC		✓	B5	C7				
1.42.3	Write off an overpayment above \$5K up to \$10K.	In consultation with D5 (Director Workforce Relations & Management).	EDPC		✓	B5					
1.42.4	Write off an overpayment greater than \$10K.	In consultation with D5 (Director Workforce Relations & Management).	EDPC		✓						
1.42.5	Approve a repayment plan if the recovery rate for the overpayment is less than 10% based on an application of undue hardship.		EDPC					D5			

SECTION 2 – NON-FINANCIAL DELEGATIONS

Non-Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.1 Staff Recruitment											
2.1.1	Approve creation of new staff positions (other than HSSE, Medical and Dental Positions).	A new position defined as: One that does not currently exist; or role has been vacant, and not subject to active recruitment, for 3 months or more; or appointment would result in an increase in total FTE employed in that role compared to previous 12 months.	EDPC	All requests must be made via a business case or brief.	✓						
2.1.2	Approve creation or deletion of HSSE position, or changes to existing HSSE position which results in change of remuneration band.	All new HSSE positions must be submitted to MoH for approval via the ISLHD Board .	EDPC		✓						
2.1.3	Approve deletion of staff positions (other than HSSE, medical and dental position).	In consultation with Finance Business Manager	EDPC		✓	✓	✓	✓			
2.1.4	Approve new and/or deletion of senior medical and dental officer positions.	All requests must be made via a business case.	EDMSCG		✓						
2.1.5	Approval to fill an approved position.	An approved position is either an existing position or new position that has been approved as per section 2.1.1. In consultation with Finance Business Manager.	EDPC	PD2017_040 - Recruitment and Selection of Staff to the NSW Health Service.	✓	✓	✓				
2.1.6	Approval to fill existing HSSE positions (except Chief Executive Position)	In consultation with ISLHD Board.	EDPC		✓						
2.1.7	Repurposing of existing positions for new service delivery	Any requests associated with delivering a new service must be submitted via a rigorous written proposal to the Chief Executive.	EDPC	All requests must be made via a brief.	✓						

ISLHD Delegations Manual – PART 1

Non-Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.1.8	Full repurposing of existing positions for improved service delivery and/or efficiency where the annual cost increase is more than \$10K. This includes where there is a cost saving.	Full repurposing occurs in instances where one new role effectively replaces another of a completely different nature. Examples include: where a Registered Nurse role is changed to a Physiotherapist or where an Administrative Officer role is changed to a Health Service Manager. Minor changes to a position description, often as part of an annual performance review process or prior to recruitment for a recently vacated role, which do not result in a change in the Award classification/grading, are not considered as repurposing.	EDPC		✓						
2.1.9	Full repurposing of existing positions for improved service delivery and/or efficiency where the annual cost increase is less than \$10K. This includes where there is a cost saving.	Full repurposing occurs in instances where one new role effectively replaces another of a completely different nature. Examples include: where a Registered Nurse role is changed to a Physiotherapist or where an Administrative Officer role is changed to a Health Service Manager. Minor changes to a position description, often as part of an annual performance review process or prior to recruitment for a recently vacated role, which do not result in a change in the Award classification/grading, are not considered as repurposing.	EDPC			✓					

ISLHD Delegations Manual – PART 1

Non-Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, NM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.1.10	Partial repurposing of existing positions where the annual cost increase is more than \$10K. This includes where there is a cost saving	Partial repurposing occurs in instances where the key purpose of an existing role is maintained (possibly with immaterial changes), but the key accountabilities are substantially changed to the extent that there is a change in the Award classification/grading of the role. Examples include: a regrade from a Nurse Unit Manager Level 1 to Level 2 due to additional responsibilities or where a Finance Officer HSM2 is regraded to a Finance Officer HSM3 due to additional responsibilities. Minor changes to a position description, often as part of an annual performance review process or prior to recruitment for a recently vacated role, which do not result in a change in the Award classification/grading, are not considered as repurposing.	EDPC		✓						
2.1.11	Partial repurposing of existing positions where the annual cost increase is less than \$10K. This includes where there is a cost saving.	Partial repurposing occurs in instances where the key purpose of an existing role is maintained (possibly with immaterial changes), but the key accountabilities are substantially changed to the extent that there is a change in the Award classification/grading of the role. Examples include: a regrade from a Nurse Unit Manager Level 1 to Level 2 due to additional responsibilities or where a Finance Officer HSM2 is regraded to a Finance Officer HSM3 due to additional responsibilities. Minor changes to a position description, often as part of an annual performance review process or prior to recruitment for a recently vacated role, which do not result in a change in the Award classification/grading, are not considered as repurposing.	EDPC			✓					

ISLHD Delegations Manual – PART 1

Non-Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.2 Appointment of Staff											
2.2.1	Approve appointment of staff (not including medical and dental officers) in approved positions in their area of administrative responsibility and within available funds and issue of signed letters of offer in approved positions.		EDPC	PD2019_003 Working with Children Checks and Other Police Checks and PD2017_040 - Recruitment and Selection of Staff to the NSW Health Service.	✓	✓	✓	✓	✓		
2.2.2	Approve the temporary appointment to a vacancy for up to 13 weeks without advertising.	In accordance with the relevant award	EDPC	PD2017_040 - Recruitment and Selection of Staff to the NSW Health Service	✓	✓	✓	✓	✓		
2.2.3	Approve the temporary appointment to a vacancy greater than 13 weeks and less than 12 months without advertising.		EDPC	1.6 of PD2017_040 Recruitment and Selection of Staff to the NSW Health Service.	✓	✓	✓	✓	✓		
2.2.4	Approve the temporary appointment to a vacancy for up to 12 months without advertising	In accordance with appendix 1.6 Options for filling vacancies in the NSW Health Service set out in PD2017_040 Recruitment and Selection of Staff to the NSW Health Service	EDPC	1.6 of PD2017_040 Recruitment and Selection of Staff to the NSW Health Service.	✓	✓	✓				
2.2.5	Authority to remove employees from child related work when a Working With Children Check has not been renewed.	In accordance with section 6.1 of PD2019_003 Working with Children Checks and Other Police Checks . In consultation with the Workforce Support Team.	EDPC	PD2019_003 Working with Children Checks and Other Police Checks	✓	✓	✓				
2.2.6	Authority to fill positions prior to results of criminal record checks being obtained in emergency situations where it is essential that a position be filled.	In consultation with Workforce Support Manager.	EDPC	PD2019_003 Working with Children Checks and Other Police Checks.	✓	✓	✓	✓			
2.2.7	Approve direct redeployment or appointment of an affected, excess or injured (work related) employee to a vacant position.	Vacant position must be approved under 2.2.1. In consultation with Workforce Support Manager.	EDPC	PD2012_021 Managing Excess Staff of the NSW Health Service.	✓	✓	✓	✓			
2.2.8	Approve reasonable actual relocation expenses on acquittal basis (except for HSSE & HSM positions) up to \$25K.	All requests for reimbursement of relocation expenses must be submitted to the CE for approval before submission to MoH.	EDPC	Refer Business Rule – Reimbursement of relocation expenses. Refer to HSSE Recruitment Information Fact Sheets and Guidelines.	✓						

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					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.2.9	Approve reasonable actual relocation expenses on acquittal basis for HSSE & HSM positions up to \$25K.	Refer to HSSE Recruitment Information Fact Sheets and Guidelines.	EDPC		✓						
2.2.10	Approve commencing salaries above initial entry point of the band, other than Award based.		EDPC		✓	✓					
2.2.11	Approve transfer of annual leave entitlements in excess of 40 days from a NSW Government Sector Agency.		EDPC	PD2017_028 Leave Matters for the NSW Health Service & ISLHD OPS PROC 72 Managing Excessive Annual Leave.	✓	✓	✓	✓			
2.2.12	Approve appointment to HSSE position.		EDPC		✓						
2.2.13	Approve conversion to permanent employment in line with Award requirements and where there is a vacant approved position.	In consultation with the relevant Workforce Support Team or Nursing Workforce.	EDPC	Health Industry Status of Employment (State) Award.	✓	✓	✓	✓			
2.2.14	Approve the temporary (up to 3 months) employment of JMOs in approved medical staff positions and within available funds.	Excludes the appointment of agency staff.	EDMSCG		✓	B4		D8			
2.2.15	Approve the temporary (up to 6 months) employment of JMOs in approved medical staff positions and within available funds.	Excludes the appointment of agency staff.	EDMSCG		✓	B4		D8			
2.2.16	Authority to appoint JMOs prior to results of working with children and/or criminal record checks being obtained in emergency situations where it is essential that a position be filled.	Risk Assessment is completed prior to appointment	EDMSCG		✓	B4					
2.2.17	Sign letters of offer of appointment to JMO (medical officers, career medical officers, registrars and resident medical officers) in approved medical staff positions, within available funds.	Subject to a Criminal Record check clearance.	EDMSCG		✓	B4		D8			

ISLHD Delegations Manual – PART 1

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.2.18	Approval to make temporary appointments of SMOs for a single period not exceeding 3 months.	Any exercise of this delegation shall be notified to the Medical & Dental Appointments Advisory Committee (MDAAC) .	EDMSCG		✓	B4		D8			
2.2.19	Approval to make temporary appointments (up to 6 months in total) of SMOs in approved medical staff positions and within available funds.	Any exercise of this delegation shall be notified to the MDAAC	EDMSCG		✓	B4		D8			
2.2.20	Approve the appointment of visiting practitioners and staff specialists (SMOs)	As recommended by MDAAC.	EDMSCG		✓						
2.2.21	Approve Scope of Clinical Practice (SoCP).	As recommended by MDAAC.	EDMSCG		✓						
2.2.22	Complete schedules and sign visiting practitioner contracts (SMOs).	Following approval by Chief Executive.	EDMSCG			B4		D8			G6
2.2.23	Sign letters of offer of appointment to SMOs.	Where appointment as been approved under 2.2.18, 2.2.19, 2.2.20.	EDMSCG		✓	B4		D8			G6
2.2.24	Authority to appoint SMOs prior to results of working with children and/or criminal record checks being obtained in emergency situations where it is essential that a position be filled.	Risk Assessment to be completed prior to appointment.	EDMSCG		✓	B4					
2.2.25	Approval for senior specialist status (SMO)	As recommended by the MDAAC.	EDMSCG		✓						
2.2.26	Approval for change in and/or removal of SoCP.	As recommended by the MDAAC.	EDMSCG		✓			D8			
2.2.27	Approval for change in SoCP for urgent or emergency situations.	MDAAC to be notified.	EDMSCG		✓	B4		D8	E2		
2.2.28	Approval to limit SoCP of SMO for a period of up to 3 months.	MDAAC to be notified and ratify change.	EDMSCG		✓	B4					
2.3 Secondments and Permanent Transfer of Staff											
2.3.1	Approve secondment of staff.		EDPC	ISLHD OPS PROC 108 - Secondment Procedure.	✓	✓	✓	✓			

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
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2.3.2	Approve permanent transfer of staff from another government sector agency, within NSW Health or within ISLHD.		EDPC	S64 Government Sector Employment (General) Rules 2014 . PD2017_040 – Recruitment & Selection of Staff to NSW Health Service .	✓	✓	✓				
2.4 Visiting Medical and Dental Officer Payments											
2.4.1	Approve the payment of visiting practitioners (SMO) claims after the completion of internal check functions.		EDFCS				C7		E2		G1 G3
2.5 Casual and Agency Staff											
2.5.1	Authority to sign agency medical officer agreements (SMO and JMO)		EDMSCG	PD2019_006 - Employment and Management of Locum Medical Officers by NSW Public Health Organisations.	✓	B1 B4	C1 C2 C3	D8			
2.5.2	Authority to engage agency medical officers (SMO and JMO).	Consultation should occur between relevant Directors of Clinical Service (E2) and General Managers (C1, C2, and C3) prior to engagement.	EDMSCG		✓	B1 B4	C1 C2 C3 C4 C8 C9	D8	E2		
2.5.3	Authority to sign nursing agency agreements		EDNM		✓	B1 B2 B3					
2.6 Position Grading and Re-Grading											
2.6.1	Approve grading, regrading, reclassification of positions and personal regrading's relative to the Award.		EDPC	ISLHD CORP PROC 37 Grading Procedure (Non Nursing) and ISLHD CORP PROC 17 Grading, Re-grading and reclassification – Nursing and Midwifery .	✓	B2 B6		D4 D1			
2.6.2	Approve implementation of approved positional grading, regrading, and reclassification outside of budget.	Refer to Section 2.1.	EDPC		✓						

ISLHD Delegations Manual – PART 1

Non-Financial Delegation Details					Delegation Categories						
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2.6.3	Approve implementation of approved positional grading, regrading and reclassification within budget.	Refer to Section 2.1.	EDPC		✓	✓	✓	✓			
2.6.4	Approve implementation of approved personal re-grading.		EDPC		✓	✓	✓	✓			
2.7 Disciplinary Action, Suspension and Managing Misconduct											
2.7.1	Approve recommendation to issue formal warning.	In consultation with relevant Workforce Support Team.	EDPC		✓	✓	✓	✓			
2.7.2	Approve access to Service Check Register (SCR) database	Access only to be provided to Workforce or Medical Workforce employees when required as part of their role.	EDPC	Service Check Register for NSW Health - PD2021_017	✓	✓	✓	D1 D4 D5			
2.7.3	Create, Amend and Remove Service Check Register (SCR) records		EDPC	Service Check Register for NSW Health - PD2021_017	✓						
2.7.4	Approve remedial action; including educative, training & development, additional supervision, performance monitoring etc.	In consultation with relevant Workforce Support Team.	EDPC		✓	✓	✓	✓	✓	✓	✓
2.7.5	Approve Administrative action; any risk management action taken whilst investigation is underway	In consultation with Workforce Support Team. May include alternative work arrangements - reduced or no patient contact, additional supervision etc.	EDPC		✓	✓	✓	✓			
2.7.6	Approve internal investigation into alleged misconduct.	Refer to 1.25	EDPC		✓	✓	✓	✓			
2.7.7	Approve external investigation into alleged misconduct.		EDPC		✓	✓					
2.7.8	Approve a Service Check Register Review - as requested by an individual.		EDPC		✓						

ISLHD Delegations Manual – PART 1

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2.7.9	Approve a Service Check Register review - 30 day review & 2 year review.		EDPC		✓	✓	✓	✓			
2.7.10	Approve the suspension of a staff member with pay.	In consultation with District and/or Hub Workforce Support Team.	EDPC		✓	✓	C1 C2 C3 C4 C8 C9				
2.7.11	Approve the suspension of a staff member without pay.		EDPC		✓						
2.7.12	Approve the Suspension of a SMO (including VMO)	On advice of B4 (Executive Director Medical Services).	EDMSCG		✓						
2.8 Termination											
2.8.1	Approve the termination of employee (other than VMO, SMO and HES).		EDPC	Health Services Act 1997.	✓						
2.8.2	Termination of a SMO (including VMO)	On advice of B4 (Executive Director Medical Services).	EDMSCG		✓						
2.8.3	Approve processing of separation for terminated staff and approve the payment of the monetary value of leave entitlements on retirement and resignation.	In accordance with ISLHD CORP Form 126 Separation Checklist.	EDPC	HES resignations by the Chief Executive only with a copy to the Secretary, NSW Health	✓	✓	✓	✓	✓	✓	✓
2.8.4	Approve voluntary redundancy payment to an employee.	In consultation with MoH Workforce Relations.	EDPC	PD2012_21 Managing Excess Staff of the NSW Health Service.	✓						
2.8.5	Approve the termination of HES.	With Agreement of the Secretary of Health.	EDPC	Health Services Act 1997.	✓						
2.9 Outside Employment											
2.9.1	Approve the undertaking of outside employment or other business activity in accordance with the Code of Conduct - fulltime staff.	To be approved on recommendation by direct manager. Must be in accordance with respective policies.	EDPC		✓	✓	✓	✓			

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
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2.9.2	Approve the undertaking of outside employment or other business activity in accordance with the Code of Conduct - Medical Staff.	To be approved on recommendation by direct manager. Must be in accordance with respective policies.	EDMSCG		✓	B4		D4 D8			
2.10 Flexible Work Practices											
2.10.1	Approve work from a staff member's place of residence on a regular basis.	Delegates have been updated in line with ISLHD CORP PROC 29 Flexible Working	EDPC	ISLHD CORP PROC 29 Flexible Working	✓	✓	✓	✓	✓		
2.10.2	Approve work from a staff member's place of residence (in consultation with WHS to ensure safe working conditions at residence).	Must be in consultation with Workforce Support Team.	EDPC		✓	✓	✓	✓			
2.11 Unsatisfactory Performance											
2.11.1	Termination of employment following the management of unsatisfactory performance.		EDPC	Section 68 Government Sector Employment Act 2013, Rule 36 Government Sector Employment Rules 2014, and ISLHD CORP PROC 06 Resolving Unsatisfactory Performance.	✓						
2.11.2	Transfer of employee to a different position where there is a reduction in the remuneration, classification or grade (i.e. demotion), following the management of unsatisfactory performance.		EDPC	Section 68 Government Sector Employment Act 2013, Rule 36 Government Sector Employment Rules 2014, and ISLHD CORP PROC 06 Resolving Unsatisfactory Performance.	✓						
2.11.3	Transfer of employee to a different position at the same remuneration, classification or grade, following the management of unsatisfactory performance.		EDPC	Section 68 Government Sector Employment Act 2013, Rule 36 Government Sector Employment Rules 2014, and ISLHD CORP PROC 06 Resolving Unsatisfactory Performance.	✓	✓					

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2.12 Mandatory Reporting											
2.12.1	Make a mandatory employer report to the relevant health professional council or to the Australian Health Practitioner Regulation Agency (AHPRA).		EDPC	Section 117 A (regarding staff of the NSW Health Service) and 99A (regarding Visiting Practitioners) of the Health Services Act 1997, section 142 of the Health Practitioner Regulation National Law, and PD2018_032 Managing Complaints and Concerns about Clinicians.	✓						
2.13 Public Interest Disclosure Investigations											
2.13.1	Receive notification of matters that may be considered in accordance with the Public Interest Disclosures Act 1994.	Additional delegates as per Nominated Disclosures Officers list available on the intranet.	CE - DIA		✓			D3			
2.13.2	Determine that a matter will be handled in accordance with the Public Interest Disclosures Act and related ISLHD Health policies.	In consultation with the Disclosures Co-ordinator (D3).	CE - DIA		✓						
2.13.3	Determine the action to be taken, including disciplinary proceedings, as a result of an investigation stemming from a Public Interest Disclosure.	The decision maker must form a view of the appropriate outcome of the process based on the material available.	CE - DIA	PD2018_031 Managing Misconduct.	✓	✓					
2.14 Leave Approval											
2.14.1	Approval of the following types of leave: (i) Annual; (ii) Sick; (iii) Study; (iv) Maternity; (v) Parental; (vi) State Emergency, Defence Force Duties, Trade Union, (vii) Family & Community Service, (Viii) Domestic & Family Violence, (ix) and Special Leave (not for the purposes of Suspension refer to 2.7.10).		EDPC	PD2019_010 Leave Matters for the NSW Health Service.	✓	✓	✓	✓	✓	✓	✓
2.14.2	Approval of Long Service Leave (LSL) and Leave Without Pay (LWOP) for staff reporting to a position up to 1 week.	LWOP should only be approved where employee has insufficient paid leave to cover requested period, unless in contravention of relevant Award.	EDPC		✓	✓	✓	✓	✓	✓	✓

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No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.14.3	Approval of Long Service Leave (LSL) and Leave Without Pay (LWOP) for staff reporting to a position up to 3mth	As above – 2.13.2.	EDPC		✓	✓	✓	✓	✓		
2.14.4	Approval of Long Service Leave (LSL) and Leave Without Pay (LWOP) for staff reporting to a position up to 1yr	As above – 2.13.2.	EDPC		✓	✓	✓	✓			
2.14.5	Approval of Long Service Leave (LSL) and Leave Without Pay (LWOP) for staff reporting to a position up to 3yrs	As above – 2.13.2	EDPC		✓	✓					
2.14.6	Approve Covid Leave	In accordance with NSW Health COVID-19 Workforce Advice. Document refers to this leave type as Special Leave. Locally referred to as Covid Leave. Advice to be sought from Workforce Operations at ISLHD-COVID19Workforce@health.nsw.gov.au regarding the appropriateness of Covid Leave.	EDPC		✓	✓	✓				
2.14.7	Approve Additional Sick Leave or Approve access to Sick Leave entitlement in advance	Reviewed on a case by case basis by Workforce Operations. Access to Sick Leave in advance is possible where an employee has been employed for less than three months. Advice to be sought from Workforce Operations at ISLHD-COVID19Workforce@health.nsw.gov.au regarding the appropriateness of the request. In accordance with NSW Health COVID-19 Workforce Advice.	EDPC		✓	✓		D5			
2.14.8	Approve Staff Specialist Training & Education Study Leave (TESL).		EDMSCG		✓	B4 B3	C1 C2 C3 C8 C9	D4	E2		
2.14.9	Leave to attend meetings, seminars, conferences - Domestic.	In accordance with policy. Separate approval for travel required.	EDPC	Refer to Section 1.32.	✓	✓	✓	✓	✓		
2.14.10	Leave to attend meetings, seminars, conferences - Overseas	In accordance with policy. Separate approval for travel required.	EDPC	Refer to Section 1.32.	✓						

SECTION 2 – NON-FINANCIAL DELEGATIONS

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ISLHD Delegations Manual – PART 1

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					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.14.11	Approve accrual of leave up to maximum of 2yrs accrual (without reference to MoH).	All requests for conservation of leave beyond 2 years accrual are to be referred to the MoH and to the Industrial Registrar, via the CE.	EDPC	Certain Awards restrict annual leave accrual to the conditions of the Annual Holidays Act 1944 .	✓	✓	✓	✓	✓		
2.14.12	Approve unpaid leave of absence for visiting practitioners: Up to 3 months.		EDMSCG		✓	✓	✓	✓	✓		
2.14.13	Approve unpaid leave of absence for visiting practitioners: Up to 12 months.		EDMSCG		✓	✓	✓	✓			
2.14.14	Approve unpaid leave of absence for visiting practitioners outside entitlements.		EDMSCG		✓						
2.14.15	Approve re-crediting of Paid Annual Leave and Long Service Leave due to provision of medical certificate (minimum 1 week as per Awards and Leave Matters Manual).		EDPC	PD2019_010 Leave Matters for the NSW Health Service .	✓	✓	✓	✓	✓	✓	✓
2.14.16	Direct employee to take excessive annual leave.		EDPC	Refer to relevant award and ISLHD CORP PROC 72 Annual Leave – Managing Excess Annual Leave .	✓	✓	✓	✓	✓	✓	✓
2.14.17	Direct employee to take sick leave non-work related injury.		EDPC	ISLHD CORP PROC 66 Management of Employees with Non-Work Related Injuries or Health Conditions .	✓	✓	✓	✓	✓		
2.14.18	Approve the reinstatement of leave entitlements used whilst awaiting Medical advice when it is subsequently found the employee was fit for duty.	To be paid as Absent with Pay via HealthRoster adjustment. In consultation with Workforce Support Team.	EDPC	ISLHD CORP PROC 66 Management of Employees with Non-Work Related Injuries or Health Conditions .	✓	✓	✓				
2.15 Timesheets and Payroll Certification											
2.15.1	Certify timesheets and rosters for work done.	Category B (Executive Directors) approvals by the Chief Executive only	EDPC		✓	✓	✓	✓	✓	✓	✓
2.15.2	Ability to approve specific officers in relation to 5.1.2 and under ISLHD CORP PROC 02 .		EDPC	Refer to ISLHD CORP PROC 02 - ISLHD Application for HealthRoster Profile - Special Delegation .	✓	✓	✓	✓			

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2.15.3	Certify payroll via HealthRoster finalisation including retrospective adjustments as required.	ISLHD Roster Support Team process payroll for HealthShare to provide payment.	EDPC		✓	✓	✓	✓	✓	✓	✓
2.16 Approve Overtime and Time off in Lieu											
2.16.1	Approve the working of overtime and payment or time off in lieu for overtime worked.	Category B (Executive Directors) approvals by the CE only.	EDPC		✓	✓	✓	✓	✓	✓	
2.17 Approve Higher Grade Duties											
2.17.1	Approve the payment of higher grade duty allowances less than or equal to 1 month against a funded position.	Category B (Executive Directors) approvals by the CE only. In accordance with Award provisions.	EDPC		✓	✓	✓	✓	✓	✓	
2.17.2	Approve the payment of higher grade duty allowances greater than 1 month	Category B (Executive Directors) approvals by the Chief Executive only. Any cumulative higher grade duties exceeding 1 month also approved at these levels.	EDPC		✓	✓	✓	✓			
2.18 Salary Increases within the Bands											
2.18.1	Authority to approve salary increase within the Health Manager band greater than 2.5%	Increases outside band requires additional approval from Secretary	EDPC	ISLHD CORP PROC 78 Health Manager Salary Increases	✓						
2.18.2	Approve the payment of discretionary salary increments for medical staff greater than 5 per cent and within grade.	Recommendation for salary increase to be made by Category D and C delegates to their respective Category B (Executive Director). Refer to ISLHD Recognition and Reward Framework.	EDMSCG		✓	✓					
2.19 Research Agreements and Governance											
2.19.1	Authorise low and negligible risk research projects that involve sites, staff, patients or patient data for whom ISLHD is responsible.	Delegated Officers are unable to approve research they are involved in. Following approval through a certified Human Research Ethics Committee (HREC) .	CE-CDR		✓	✓		D9	E16	F2	G10
2.19.2	Authorise all other clinical research projects, including Clinical Trials, that involve sites, staff, patients or patient data for whom ISLHD is responsible.	Delegated Officers are unable to approve research they are involved in. Following approval through a certified HREC .	CE-CDR		✓	✓		D9	E7 E16	F2	

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2.19.3	Authority to execute Memoranda of Understanding (MOU) for research purposes.		CE-CDR		✓						
2.19.4	Authority to execute contracts and/or agreements for research purposes.		CE-CDR		✓	✓		D9	E7		
2.19.5	Approve appointment of Honorary Research Associate.		CE-CDR	ISLHD CORP PROC 40 – Appointment of Honorary Research Associate.	✓	✓		D9	E16	F2	
2.19.6	Approve appointment of ISLHD employees as Research Affiliates of Illawarra Health & Medical Research Institute (IHMRI).		CE-CDR	ISLHD CORP BR 63 – Appointment of ISLHD employees as Research Affiliates of IHMRI.	✓	✓					
2.19.7	Authority to disclose and release identified or de-identified health data that are collected and held by ISLHD for purposes of research (CHRISP) to settings outside direct control of LHD.		CE-CDR	PD2018_001 - Disclosure of Unit Record Data by Local Health Districts for Research or Contractor Services.	✓			D9			
2.20 Research Grants											
2.20.1	Approve involvement of ISLHD staff or use of ISLHD resources in an application for research funding.	To be submitted via G10 (Research Governance Officer).	CE-CDR		✓	B1 B3 B4	C1 C2 C3 C4 C6 C8 C9	D1 D2 D9 D12 D13	E16		G10
2.20.2	Approve provision of ISLHD research grants.	Must ensure expenditure meets the requirements of the grant.	CE-CDR		✓	B1 B3 B4	C1 C2 C3 C4 C6 C8 C9	D1 D2 D9 D12 D13	E16		G10
2.20.3	Approve expenditure of funds received through commercially sponsored clinical trials.		CE-CDR		✓	B1 B3 B4	C1 C2 C3 C4	D2 D9 D13	E16		G10

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							C6 C8 C9				
2.20.4	Approve expenditure of internal ISLHD funds for research activity.		CE-CDR		✓	B1 B3 B4	C1 C2 C3 C4 C6 C8 C9	D1 D2 D9 D12 D13			
2.21 General Human Resources											
2.21.1	Approve persons undertaking duties within a facility in relation to work experience or community service order programs.	In consultation with Workforce Support Team.	EDPC		✓	✓	C1 C2 C3 C4 C8 C9		E14	F9	
2.21.2	Approve persons to appear on behalf of the District as deemed employer in before a competent tribunal having power to deal with industrial matters.		EDPC		✓	B6		D5			
2.21.3	Approval of additional EAP consultation.	To be approved via D20 (Director People & Culture).	EDPC		✓	✓	✓	✓		F8	
2.21.4	Referral of staff to approved medical practitioners in accordance with MoH or other Return to Work policies or procedures.		EDPC					D5		F7 F8 F9	
2.22 Disposals											
Disposal of Goods - Refer to Section 1.18.											
2.22.1	Authority to dispose of radioactive material.		EDIA					D18	E14		
2.22.2	Authority to dispose of other contaminated waste.		EDIA					D18	E14		

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2.22.3	Authority to dispose of records.	Must be undertaken in consultation with E12 (Manager Corporate Records & Archival Services).	CIO		✓	✓	✓	✓	✓		
2.22.4	Authority to dispose of unclaimed Patient Valuables.		EDFCS	ISLHD CORP PD 44 for details of responsibilities for disposal of patient valuables.	✓	✓	C1 C2 C3				
2.23 Information Systems											
2.23.1	Approve Local Health District network access.		EDDH(CIO)		✓	✓	✓	✓	✓	✓	
2.23.2	Approve corporate software applications access.		EDDH(CIO)		✓	✓					
2.23.3	Approve external connections to the corporate network (record to be kept of all external connections).		EDDH(CIO)		✓	B7					
2.23.4	Approve linking data obtained from different sources within the public health system	Purpose must be consistent with: the original purpose which data was collected; data is necessary for public health reasons; efficient and effective management of health system; and data only used for requested purpose.	EDDH(CIO)		✓	B7					
2.23.5	Approval of linkage where linkage is not consistent with the original purpose for which data was collected.		EDDH(CIO)		✓	B7					
2.23.6	Approve requests to link data from public health system data collection with data from external collection.		EDDH(CIO)		✓	B7					
2.23.7	Authority to disclose and release identified or de-identified health data collected and/or held by ISLHD for any purpose to settings outside direct control of the LHD.		EDDH(CIO)	PD2018_001 - Disclosure of Unit Record Data by Local Health Districts for Research or Contractor Services.	✓						

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2.24 Subpoenas and Right to Information											
2.24.1	Authority to coordinate responses to subpoenas.	Multiple entry points in including: Hub level GMs, Medical Records Managers, Service level Directors, Manager Corporate Records.	EDDH(CIO)				C1 C2 C3 C4 C6 C8 C9	D4	E12		
2.24.2	Authority to make a determination under the Government Information (Public Access) Act 2009 (GIPAA).		EDDH(CIO)	Government Information (Public Access) Act 2009 (GIPAA).					E12		
2.24.3	Authority to divulge information about staff members of LHD to external bodies (e.g. Freedom of Information and Health Care Complaints Commission).		EDDH(CIO)		✓						
2.25 Media											
2.25.1	Approval of media statements in relation to patient condition and accident reports.	Via D16 (Executive Officer) or E15 (Senior Manager Communications).	CE-EO		✓	✓	C1 C2 C3 C4 C6 C8 C9	D2 D13			
2.25.2	Approval of verbal discussion with media personnel.	Via D16 (Executive Officer) or E15 (Senior Manager Communications).	CE-EO		✓	✓	C1 C2 C3 C4 C6 C8 C9	D2 D4 D13			
2.25.3	Approval of other media releases on behalf of directorate.	Via D16 (Executive Officer) or E15 (Senior Manager Communications).	CE-EO			✓					
2.25.4	Approval of Corporate Statements.	Also refer to Delegations Manual – Board Delegations (PART 2)	CE-EO		✓						

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Non-Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.25.5	Approval to make official comment on matters relating to NSW Health (other than when giving evidence in court or authorised or required by law) or release contents of internal working documents or privileged knowledge.		CE-EO			✓					
2.26 Ministerial and Parliamentary											
2.26.1	Authority to investigate, draft report and prepare draft reply – Ministerial and Parliamentary matters.	Via D16 (Executive Officer) or G9 (Manager Ministerial & Executive Correspondence Services)	CE-EO			✓	✓	D1D3 D4 D6 D7 D8 D9 D15	E3 E4 E8		
2.26.2	Authority to reply to Ministerial And Parliamentary matters.		CE-EO		✓						
2.27 Facilities and Resources											
2.27.1	Approve the use of official resources for other than core business, in accordance with the Code of Conduct.		EDIA		✓	✓					
2.27.2	Approve building access for employees and contractors.		EDIA		✓	✓	✓	✓	✓	✓	
2.27.3	Use of facilities by community groups for bona fide health related activities.		EDIA		✓	✓	✓	✓			
2.28 Burials of Destitute People											
2.28.1	Burial of destitute person.	Approval for inpatients - GMs Approval for community members - Public Health	EDFCS				C1 C2 C3	D13			
2.29 Reportable Incident Briefings											
2.29.1	Authority to sign reportable incident briefings to be forwarded to MoH.		EDMSCG		✓	B4		D15			

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Non-Financial Delegation Details					Delegation Categories						
					✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
2.30 Corporate Governance											
2.30.1	Approval of Strategic Plan (Refer: Health Services Act 1997).		EDSRPP	Health Services Act 1997.	✓						
2.30.2	Authority to process insurance claims.		EDSRPP		✓	✓		D19			
2.30.3	Authority to accept bequests.		EDFCS	PD2015_045 - Conflicts of Interest and Gifts and Benefits Policy	✓	B5					
2.30.4	Authority to approve sponsored travel and accommodation fees to present research findings.	For sponsored travel see Section 1.30. Advice to be provided to D9 (Clinical Director Health and Medical Research) upon approval.	EDFCS	MOH PD2005_415 - Sponsorship PD2015_045 - Conflicts of Interest and Gifts and Benefits Policy.	✓	✓					
2.30.5	Approval of sponsorship (non-travel related).	For sponsored travel see Section 1.30	EDFCS	MOH PD2005_415 - Sponsorship PD2015_045 - Conflicts of Interest and Gifts and Benefits Policy.	✓	✓					
2.30.6	Approve urgent amendment (addition, deletion and/or alteration) to the Delegations Manual.		EDFCS	PD2012_059 Authority - Local Health Districts and Specialty Health Networks	✓						
2.30.7	Temporarily revoke any subordinates' delegation provided elsewhere in this manual.	Refer to the section 'Power to Limit or Revoke Delegations'.	EDFCS	PD2012_059 Authority - Local Health Districts and Specialty Health Networks	✓	✓	✓	✓	✓		
2.30.8	Access to all records, information and systems by Internal Audit.	Also refer to Delegations Manual – Board Delegations (PART 2)	CE - DIA		✓						
2.30.9	Authorised officer for Gifts and Benefits.		EDSRPP	In accordance with PD2015_045 – Conflicts of Interest and Gifts & Benefits Policy and ISLHD CORP PD 10 - Management of Conflicts of Interest and Gifts and Benefits in ISLHD	✓	✓		D3 D19			
2.30.10	Determine appropriate action and management of Gifts and Benefits		EDSRPP	In accordance with PD2015_045 – Conflicts of Interest and Gifts & Benefits Policy and ISLHD CORP PD 10 - Management of Conflicts	✓	✓	✓	✓	✓	✓	

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Non-Financial Delegation Details					Delegation Categories						
						✓ = All	✓ = All	✓ = All	✓ = All	✓ = All	✓ = All
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	A	B	C	D	E	F	G
					Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON	HOD, Service Director, NUM, D/DON, CCM	Depart / Unit Head, Team Leader, Senior Manager	Other Manager
				of Interest and Gifts and Benefits in ISLHD							
2.30.11	Authorised officer for Conflicts of Interest.		EDSRPP	In accordance with PD2015_045 – Conflicts of Interest and Gifts & Benefits Policy and ISLHD CORP PD 10 - Management of Conflicts of Interest and Gifts and Benefits in ISLHD	✓	✓		D3 D19			
2.30.12	Determine appropriate action and management plans for Conflicts of Interest.	Managers can determine Conflicts of Interest management plans, however final approval is by Category B (Executive Directors Only)	EDSRPP	In accordance with PD2015_045 – Conflicts of Interest and Gifts & Benefits Policy and ISLHD CORP PD 10 - Management of Conflicts of Interest and Gifts and Benefits in ISLHD	✓	✓	✓	✓	✓	✓	
2.30.13	Authority to approve action and management plans for Conflicts of Interest.		EDSRPP	In accordance with PD2015_045 – Conflicts of Interest and Gifts & Benefits Policy and ISLHD CORP PD 10 - Management of Conflicts of Interest and Gifts and Benefits in ISLHD	✓	✓					

Glossary

Term	Definition
Chief Procurement Officer	Refers to the NSW Ministry of Health's Chief Procurement Officer.
Cost Centre	A department or unit within ISLHD, may also apply to individual functions within a department or unit.
Cost Centre Manager	The person responsible for ensuring the revenue, expenses and activity within a cost centre are within budget.
Delegate	An employee who has been provided authority to executive decisions.
Delegate Categories	The delegate categories that outlines the level of authority devolved throughout ISLHD.
Goods and Service Tax (GST)	A value added tax on most goods and services sales.
Level	The Delegate Structure consists of six Levels, starting at the top devolving authority down the levels.
Group	Within each level in the Delegate Structure are groups. The groups relate to delegates who have similar functions and similar delegations.
JMO	<p>A Junior Medical Officer is a non-Specialist medical officers in the foundation years of their medical career, OR in a vocational training program, OR a hospitalist. They may be further identified as:</p> <ul style="list-style-type: none"> • Intern • Resident • Registrar • Senior registrar • Basic Trainees • Advanced Trainees • Unaccredited Trainee • Accredited Trainee • Career Medical Officer <p>Includes short-term Locum JMOs</p>
SMO	<p>A Senior Medical Officer is a specialist medical or dental officer appointed on the advice of the Medical and Dental Appointments Advisory Committee (MDAAC). They may be further identified as:</p> <ul style="list-style-type: none"> • Staff Specialist Medical Officer • Staff Specialist Dental Officer • Visiting Medical Officer • Visiting Dental Officer • GP VMO • Multiskilled Medical Officer (MMO) • Post Graduate Fellows • Dental Officers Grade 3 and above • Clinical Academic <p>Includes short-term Locum SMOs</p>
VMO / VDO	Visiting Medical Officer / Visiting Dental Officer. See SMO definitions

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Acronyms

Term	Definition
CPO	Chief Procurement Officer
GST	Goods and Services Tax
HOD	Head of Department or Service
ICT	Information Communication and Technology Directorate
ISLHD	Illawarra Shoalhaven Local Health District
JMO	Junior Medical Officer
MDAAC	Medical and Dental Appointments Advisory Committee
MOH	Ministry of Health
MOU	Memorandum of Understanding
SOCP	Scope of Clinical Practice
SMO	Senior Medical Officer
SP&T	Special Purpose and Trust
TESL	Training, Education and Study Leave (for Staff Specialists)



Health
Illawarra Shoalhaven
Local Health District