
COMBINED DELEGATIONS MANUAL

Minister & Secretary Delegations

Amendment 106(03/06/25)

Amendment to the Secretary (as Health Administration Corporation) and Minister's delegation F3, to include the Executive Director Workplace Relations as a delegate.

Amendment to Minister delegation F19, for a limit of \$5,000 to be in place for Chief Executives when approving financial aid to impoverished families to provide financial assistance after a funeral has been performed.

Amendment to fifteen delegations in the Finance and Expenditure - Combined Delegations Manual, to update the title of the Deputy Secretary, Financial and Corporate Services and Chief Financial Officer.

Replaced delegations
F1, F3, F8, F10, F19, F21, F22, F23, F24, F25, F26, F27, F28, F29, F30 and F31

Manuals are available on the Internet at

<http://www.health.nsw.gov.au/policies/manuals/Pages/default.aspx>

If you require details of a past amendment, please email MOH-CGRM@health.nsw.gov.au

FINANCE & EXPENDITURE

EXPENDITURE ON GOODS AND SERVICES – standard limits

Delegation No: F1

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated

Expenditure on goods and services, including consultancy services, for the day to day operation of the Ministry of Health (including a Ministry of Health Division or Branch).

Part 2A: Delegates

SECRETARY	5,000,000
LEVEL 2	1,000,000
LEVEL 3	250,000
LEVEL 4	100,000
LEVEL 5	50,000
ADMINSTRATION/ EXECUTIVE OFFICERS	5,000

Part 2B: Delegates – refer condition 4 for prepayments/payments in advance

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. This delegation is limited to the extent that amounts paid are within the approved annual expenditure budget and also that funds are available.
2. Delegates must not split invoices or expenditure items such that delegate limits are being bypassed.
3. All professional services engagements, including consultants, over \$30,000 are also to be approved by the Chief Procurement Officer. For the avoidance of doubt, professional services does not include legal services, which are subject to separate arrangements.
4. Only delegates listed in Part 2B may approve a payment in advance / prepayment, up to the value of the limits delegated in Part 2A.
5. A Level 3 delegate may vary the financial limit of the delegation for Level 4 and 5 delegates reporting directly or indirectly to them, subject to:
 - (a) The variation must be in writing and a copy of the variation must be lodged with the Corporate Governance and Risk Management Unit before it is considered effective.
 - (b) Variation by way of increase can only be up to the financial limit of the Level 3 delegate.
6. Compliance with NSW Health Procurement (Goods and Services) Policy Directive PD2024_027 as issued from time to time.

Part 4: Notes

1. Refer to delegation F2 for non-standard limit expenditure.
2. This delegation applies to expenditure on goods and services only. This delegation should not be used for grants, donations or scholarship payments.
3. For delegated authority to execute a contract for goods and services on behalf of the Health Administration Corporation, see Delegation F6.

Version Control V03
Amendment 106(03/06/25)
Old ref merges F5, (F10, F69), A96, (A219, A220), A268, F85

FINANCE & EXPENDITURE

LEGAL SERVICES – PROCUREMENT AND EXPENDITURE

Delegation No: F3

- Delegator:**
1. Minister for Health
 2. Secretary as Health Administration Corporation

Source: Section 5.2 Government Sector Finance Act 2018 (Delegation by Minister)
Section 9.9 Government Sector Finance Act 2018 (Delegation by Minister)
Section 9.11 Government Sector Finance Act 2018 (Delegation by HAC as an accountable authority)

Part 1: Power/Function Delegated:

1. Incur expenditure on legal proceedings including engagement of legal representation and settlement of cases for and on behalf of the Ministry, Health Administration Corporation, Minister and the NSW Public Health System, with no limit.
2. Procure legal services without obtaining quotes or inviting tenders.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY PEOPLE, CULTURE AND GOVERNANCE

EXECUTIVE DIRECTOR LEGAL AND REGULATORY SERVICES AND GENERAL COUNSEL

EXECUTIVE DIRECTOR WORKPLACE RELATIONS

Part 3: Conditions

1. Delegate must have regard to:
 - (a) the nature of the matter for which the legal services are required;
 - (b) the practicality of obtaining quotes or tenders;
 - (c) the availability of the services through Whole of Government Legal Panels, including any requirements for engaging services off-panel;
 - (d) Market rates; and
 - (e) Any applicable whole of Government policies, including Premier's Memorandum 2016-04 NSW Government Core Legal Work Guidelines and Premier's Circular 2019-06 Briefing Senior Counsel.
2. The Executive Director Workplace Relations may only exercise this delegation for Industrial Relation matters and only up to their financial delegation (see delegation F1).

Part 4: Notes

1. This delegation is a general exemption from the requirements of the NSW Health Procurement (Goods and Services) Policy Directive PD2024_027 as issued from time to time.

Version Control V03
Amendment 106(03/06/25)
Old ref merges F79 and A342

FINANCE & EXPENDITURE

NSW TREASURY MANAGED FUND

Delegation No: F8

Delegator: Minister for Health

Source: Section 9.9 Government Sector Finance Act 2018
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated:

Approve renewal payment of the annual NSW Treasury Managed Fund deposit premiums.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

Nil

Part 4: Notes

Nil

Version Control V02
Amendment 106(03/06/25)
Old ref F34

FINANCE & EXPENDITURE

GRANTS - MARKET RENTAL ASSISTANCE

Delegation No: F10

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated:

Approve grants for rent or lease of properties owned by the Ministry of Health on behalf of the Crown, the Health Administration Corporation or a public health organisation.

Part 2: Delegates:

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

CHIEF PROCUREMENT OFFICER

Part 3: Conditions

1. Grants must be consistent with NSW Treasury policy (as amended from time to time) in relation to charging of market rental for organisations that comprise non-government organisations (NGOs) and other philanthropic or charitable organisations (providing not for profit health services).
2. Any arrangements relating to new assets require approval of the Chief Financial Officer prior to approval of grant.

Part 4: Notes

1. The grant must comply with section 10.3A of the Government Sector Finance Act 2018 and the NSW *Grants Administration Guide* (as issued September 2022 and amended from time to time).
2. For further guidance see NSW Health Policy Directive (PD2010_038) *Accommodation – Health Owned – Consideration of Rental/Market Rental Assistance Grant*.

Version Control V02
Amendment 106(03/06/25)
Old ref (F105)

FINANCE & EXPENDITURE

ACT OF GRACE PAYMENT

Delegation No: F19

Delegator: Minister for Health

Source: Section 5.7 Government Sector Finance Act 2018 (NSW)
Section 9.9 Government Sector Finance Act 2018 (NSW)

Part 1: Power/Function Delegated

Authorise an act of grace payment in accordance with section 5.7(1) of the *Government Sector Finance Act 2018* (NSW).

Part 2a: Delegates (Limited to Conditions 1 & 3)

SECRETARY

DEPUTY SECRETARY PEOPLE, CULTURE AND GOVERNANCE

Part 2b: Delegates (Limited to Conditions 2 & 3)

CHIEF EXECUTIVE LOCAL HEALTH DISTRICT

CHIEF EXECUTIVE, SPECIALTY HEALTH NETWORK

Part 3: Conditions

1. Limited to circumstances where a member of the NSW Health Service has been suspended after being charged with having committed a serious criminal offence and their salary is withheld in accordance with section 120A of the Health Services Act, where the charge against the staff member is finalised without conviction, and the staff member seeks payment of salary that has been withheld.
2. Limited to circumstances where the Chief Executive is approving financial aid to impoverished families to provide financial assistance after a funeral has been performed under the *Destitute Burials Policy Directive (PD2008_012)* as issued from time to time, up to a maximum of \$5,000.
3. The delegate must be satisfied that there are special circumstances or circumstances of a kind prescribed by the regulations under the Government Sector Finance Act 2018, and make a record of the circumstances relied on.

Part 4: Notes

Ministry of Health Finance must be notified of any act of grace payments made in accordance with this delegation, via email to MOH-HealthFinReporting@health.nsw.gov.au, for inclusion on the Statutory Act of Grace payments register.

Version Control V02
Amendment 106(03/06/25)
Merges F91 and GSF002

FINANCE & EXPENDITURE

NEW SOUTH WALES HEALTH FOUNDATION FUND

Delegation No: F21

Delegator: Minister for Health

Source: Sections 19(3)(a) Health Administration Act 1982
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

Payment from the NSW Health Foundation Fund for charges, costs and expenses incurred in the administration of the NSW Health Foundation.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL
OFFICER

EXECUTIVE DIRECTOR EXTERNAL REPORTING AND FINANCIAL COMPLIANCE AND DEPUTY
CHIEF FINANCIAL OFFICER

Part 3: Conditions

Nil

Part 4: Notes

Nil

Version Control V03
 Amendment 106(03/06/25)
 Old ref F111

FINANCE & EXPENDITURE

AMBULANCE SERVICE RESEARCH FUND

Delegation No: F22

Delegator: Minister for Health

Source: Sections 19(3)(a) Health Administration Act 1982
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

Determine the amount and purpose of sums to be paid from the Ambulance Service Research Fund.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL
OFFICER

EXECUTIVE DIRECTOR EXTERNAL REPORTING AND FINANCIAL COMPLIANCE AND DEPUTY
CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. In making a determination, the delegate must consider advice from the Advisory Panel (see note below).
2. Payments from the Fund can only be for the purpose of research into the clinical or other aspects of aeromedical and associated road retrieval services, or for other purposes related to the conduct of the Ambulance Service of NSW.

Part 4: Notes

1. The Ambulance Service Research Fund was established in 2007 by the then Minister for Health as part of the NSW Health Foundation Fund.
2. The instrument establishing the Fund provides for an Advisory Panel to provide advice and recommendations. The Panel is to be made up of Ministry and Ambulance Service of NSW representatives and independent persons.

Version Control V03
Amendment 106(03/06/25)
Old ref F104

FINANCE & EXPENDITURE

SUBSIDIES FOR LOCAL HEALTH DISTRICTS AND STATUTORY HEALTH CORPORATIONS

Delegation No: F23

Delegator: Minister for Health

Source: Sections 127(3A), 127(4) and 127A Health Services Act 1997
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

1. Vary a determination of subsidy to a local health district or statutory health corporation.
2. Attach or vary conditions associated with a subsidy (or part thereof) to a public health organisation.
3. Determine that payment of the whole or any part of an amount of subsidy payable under section 127 Health Services Act 1997 in a financial year is to be deferred until a subsequent financial year.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

The power to vary a subsidy only permits a variation by way of an increase unless reduction is required:

- by NSW Treasury for budget, policy or other adjustments; or
- due to change in function or service including delay or cessation.

Part 4: Notes

1. The initial determination of subsidy is made by the Minister under section 127(3) Health Services Act 1997, following the recommendation of the Secretary under s122(1)(e) Health Services Act 1997.
2. Section 21A of the *Cancer Institute (NSW) Act 2003* states that Chapter 10 (Administration of the public health system) of the *Health Services Act 1997* extends to the Cancer Institute as if it were a statutory health corporation.

Version Control V03
Amendment 106(03/06/25)
Merges F46, F52, F92, F95

FINANCE & EXPENDITURE

PERIODIC PAYMENTS TO PUBLIC HEALTH ORGANISATIONS

Delegation No: F24

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated

Make periodic payments to public health organisations from the amount of subsidy determined under s127 of the Health Services Act 1997 and other external sources of funding for the NSW public health system.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

DIRECTOR SYSTEM FINANCIAL REPORTING

DIRECTOR CASH AND FINANCIAL SYSTEM GOVERNANCE

Part 3: Conditions

1. Amounts paid must be within the total subsidy approved for the public health organisations and are subject to availability of funds.

Part 4: Notes

1. Under Schedule 6A of the *Health Services Act 1997*, certain payments to public health organisations are required to be made via the State Pool Account and State Managed Fund.
2. The total budget /subsidy may be varied from time to time under delegation F23.

Version Control V03
Amendment 106(03/06/25)
Old ref F48

FINANCE & EXPENDITURE

SUBSIDIES AND BUDGET FOR AMBULANCE SERVICES AND STATEWIDE SERVICES

Delegation No: F25

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated

1. Vary a determination of budget / subsidy in relation to the provision of ambulance services or statewide services.
2. Attach or vary conditions associated with a budget / subsidy (or part thereof) in relation to the provision of ambulance services or statewide services.
3. Determine that payment of the whole or any part of an amount of budget / subsidy payable in relation to the provision of ambulance services or statewide services in a financial year is to be deferred until a subsequent financial year.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

The power to vary a subsidy only permits a variation by way of an increase unless reduction is required:

1. by NSW Treasury for budget, policy or other adjustments; or
2. due to change in function or service including delay or cessation.

Part 4: Notes

1. The initial determination of budget/subsidy is made by the Minister.
2. "Ambulance services" means ambulance services provided by the Health Secretary under s67B of the Health Services Act 1997.
3. "Statewide services" means services provided by HealthShare NSW, eHealth NSW, NSW Health Pathology, Health System Support Group, Single Digital Patient Record Implementation Authority and Health Infrastructure.

Version Control V03
Amendment 106(03/06/25)
Merges F100, F101

FINANCE & EXPENDITURE

PERIODIC PAYMENT TO AMBULANCE SERVICE, STATEWIDE SERVICES AND CLUSTER AGENCIES

Delegation No: F26

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated

Make periodic payments in relation to the provision of ambulance services or statewide services from the amount of subsidy determined.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

DIRECTOR SYSTEM FINANCIAL REPORTING

DIRECTOR CASH AND FINANCIAL SYSTEM GOVERNANCE

Part 3: Conditions

1. Amounts paid must be within the total budget /subsidy amount approved for the provision of ambulance services or statewide services and subject to availability of funds.

Part 4: Note

1. The total budget /subsidy may be varied from time to time under delegation F25 for Ambulance and Statewide Services. The Minister has not delegated the ability to vary cluster agency budgets.
2. "Ambulance services" means ambulance services provided by the Health Secretary under s67B of the Health Services Act 1997.
3. "Statewide services" means services provided by HealthShare NSW, eHealth NSW, NSW Health Pathology and Health Infrastructure.
4. Cluster agencies means the Mental Health Commission and the Health Care Complaints Commission.

Version Control V03
Amendment 106(03/06/25)
Old ref F99

FINANCE & EXPENDITURE

SUBSIDIES FOR AFFILIATED HEALTH ORGANISATIONS

Delegation No: F27

Delegator: Minister for Health

Source: Section 129 Health Services Act 1997
Section 127 Health Services Act 1997
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

1. Determination, and variation, of subsidy to be received by any affiliated health organisation for its recognised establishments and recognised services.
2. Attach or vary conditions to the determined subsidy.

Part 2: Delegates

SECRETARY

*DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
CHIEF EXECUTIVE, LOCAL HEALTH DISTRICT*

Part 3: Conditions

1. Chief Executive, Local Health District delegation is restricted to affiliated health organisations within the geographic boundaries of the Local Health District.
2. A determination under this delegation must include a condition requiring compliance with the Accounts and Audit Determination for Public Health Organisations.

Part 4: Notes

1. The initial determination of subsidy to a local health district is made by the Minister under section 127(3) Health Services Act 1997, following the recommendation the Secretary under s122(1)(e) Health Services Act 1997. This subsidy is taken to include sufficient funds from which a Chief Executive can determine and pay subsidy to affiliated health organisations within the geographic boundaries of the Local Health District.

Version Control V02
Amendment 106(03/06/25)
Old ref A318

FINANCE & EXPENDITURE

LOANS TO PUBLIC HEALTH ORGANISATIONS

Delegation No: F28

Delegator: Minister for Health

Source: Section 127B Health Services Act 1997
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

1. Determine amount of money to be lent to a public health organisation out of money appropriated from the Consolidated Fund to the Minister.
2. Determine any terms and conditions for such amounts.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER
EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

NIL

Part 4: Notes

1. Loans made pursuant to this delegation must not result in expenditure in excess of forward estimates (Section 127B(3) *Health Services Act 1997*)
2. Part 6 of the *Government Sector Finance Act 2018* does not apply to these loans (Section 127B(4) *Health Services Act 1997*)

Version Control V02
Amendment 106(03/06/25)
Old ref F94

FINANCE & EXPENDITURE

SERVICES PROVIDED BY THE HEALTH SECRETARY

Delegation No: F29

Delegator: Minister for Health

Source: Section 5.2 Government Sector Finance Act 2018
Section 9.9 Government Sector Finance Act 2018

Part 1: Power/Function Delegated

Expend Annual Consolidated Fund Allocation monies for:

1. Ambulance services provided by the Secretary under section 67B of the Health Services Act 1997, and
2. Services provided for or on behalf of the Health Secretary under section 126B of the Health Services Act 1997.

Part 2A: Delegates – Point 1 only

SECRETARY

CHIEF EXECUTIVE AMBULANCE SERVICE OF NSW

Part 2B: Delegates – Point 1 & 2

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. Subject to the annual budget for each Health agency approved by the Minister in the Annual Consolidated Fund Allocation not being exceeded for that agency.
2. The Chief Executive of the Ambulance Service of NSW is limited to expenditure of \$5 million for goods and services.
3. Notwithstanding anything else in this Delegations Manual:
 - a. the Chief Executive of the Ambulance Service of NSW may sub-delegate this function to specific officers within the Ambulance Services of NSW in accordance with section 9.9(5) of the Government Sector Finance Act 2018.
 - b. The Secretary may sub-delegate this function to specific officers within the Health Administration Corporation divisions in accordance with section 9.9(5) of the Government Sector Finance Act 2018.

Part 4: Notes

For all divisions of the Health Administration Corporation, also refer to the individual entity's delegation manual.

Version Control

V03
Amendment 106(03/06/25)
Old ref F102

FINANCE & EXPENDITURE

SCALE OF FEES - PUBLIC HEALTH SYSTEM

Delegation No: F30

Delegator: Minister for Health

Source: Section 69 Health Services Act 1997
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

Fix, amend or revoke a scale of fees for hospital services and other health services received from any public health organisation.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. Compliance with any condition or limitations contained in Directives issued by NSW Treasury or relevant Commonwealth legislation or obligations under state and federal agreements.

Part 4: Notes

1. Any Order fixing, amending or revoking a scale of fees must be published in the NSW Government Gazette (Section 69 Health Services Act 1997).

Version Control V02
Amendment 106(03/06/25)
Old ref: F96

FINANCE & EXPENDITURE

SCALE OF FEES – AMBULANCE SERVICE

Delegation No: F31

Delegator: Minister for Health

Source: Section 67L Health Services Act 1997
Section 21 Health Administration Act 1982

Part 1: Power/Function Delegated

Fix, amend or revoke a scale of fees for ambulance services provided by the Ambulance Service.

Part 2: Delegates

SECRETARY

DEPUTY SECRETARY FINANCIAL AND CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. Compliance with any condition or limitations contained in Directives issued by NSW Treasury or relevant Commonwealth legislation or obligations under state and federal agreements.

Part 4: Notes

1. Any Order fixing, amending or revoking a scale of fees must be published in the NSW Government Gazette. (Section 67L of the Health Services Act 1997)

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Amendment 106(03/06/25)
Old ref F97