
COMBINED DELEGATIONS MANUAL

Minister delegations
Amendment 98(01/03/24)
Chapter 17 – Travel

Chapter 17 Travel - Amendment to Minister delegation, administrative arrangements that apply when approving overseas travel using public monies.

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Manuals are available on the Internet at

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APPROVAL OF OVERSEAS TRAVEL INSTRUMENT OF AUTHORITY

On the 1 March 2024 the Minister for Health, hereby **approved** overseas travel by NSW Health staff and related expenditure on overseas travel, subject to compliance with the conditions set out in this approval.

Overseas travel must **be consistent** with such **NSW whole of government policies** on overseas travel by officials as may be issued from time to time (currently contained in the NSW Government Travel and Transport Policy), as well as any NSW Health policy directives as may be issued by the NSW Ministry of Health from time to time.

This approval **applies to overseas travel** by staff and officials of the following NSW Health agencies:

- the Ministry of Health
- any public health organisation within the meaning of the Health Services Act 1997
- Cancer Institute (NSW)
- Ambulance Service of New South Wales
- Divisions and units of the Health Administration Corporation
- Health Professional Councils
- Health Professional Councils Authority

only in respect the following categories of travel:

- a) a staff member who is entitled to funding for the purpose of Training, Education and Study Leave pursuant to an employment entitlement, and overseas travel is taken as part of such leave arrangements, or
- b) travel funded using moneys from a Restricted Financial Asset Fund¹,
- c) travel funded using moneys from the Special Deposits Account established under section 13A of the Health Administration Act 1982.

Individual applications for overseas travel consistent with this approval are to be authorised by:

- 1) in respect of a staff member who is entitled to funding for the purpose of Training, Education and Study Leave pursuant to an employment entitlement, and overseas travel is taken as part of such leave arrangements:
 - a. for staff, of a public health organisation, the Ambulance Service of New South Wales, the Cancer Institute (NSW) or the following divisions of the Health Administration Corporation, NSW Health Pathology, Health Infrastructure, HealthShare NSW and eHealth – the Chief Executive of the organisation or unit of the Health Administration Corporation,
 - b. for all staff – the Health Secretary or a Deputy Secretary
- 2) in respect of travel that is funded using moneys from a Restricted Financial Asset Fund (other than in respect of travel falling with item 1) above) – the Health Secretary or a Deputy Secretary (other than in respect of travel by the Secretary or Deputy Secretary),
- 3) in respect of travel that is funded using moneys from the Special Deposits Account established under section 13A of the Health Administration Act 1982 – the Health Secretary or a Deputy Secretary.

This instrument of Authority commences on 1 March 2024 and on commencement rescinds and replaces the Instrument of Authority concerning overseas travel which was signed by the Minister of Health on 14 February 2015 and amended from time to time.

¹ “Restricted Financial Asset Fund” has the same meaning as in the NSW Ministry of Health *Accounts & Audit Determination for Public Health Entities in NSW*, as updated from time to time.