
COMBINED DELEGATIONS MANUAL

Minister Delegations Amendment 100(02/10/24) Chapter 17 - Travel

Chapter 17 Travel – Amendment to Minister delegations to clarify the approval arrangements for staff with an employment or contractual entitlement to overseas travel and provide authority for Chief Executives to approve travel using moneys from Restricted Financial Asset accounts.

Replaced pages
Page 17.2
Page 17.2a

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

OVERSEAS TRAVEL - LEAVE

Approve official overseas travel for Ministry and NSW Health Service staff where no expenditure other than the granting of special leave is involved.

Conditions:

Compliance with NSW Health policy and state-wide policies on overseas travel. (Sec)

Note:

Where approval of overseas travel involves expenditure of public monies refer to the *Instrument of Authority for Approval of Overseas Travel* approved by the Minister for Health on 2 October 2024 on the following page. (Page 17.2a)

DELEGATES:

LEVEL 2

DIRECTOR WORKPLACE RELATIONS

CHIEF EXECUTIVE PUBLIC HEALTH ORGANISATIONS AND AMBULANCE SERVICE

APPROVAL OF OVERSEAS TRAVEL INSTRUMENT OF AUTHORITY

On the 2 October 2024 the Minister for Health, hereby **approved** overseas travel by NSW Health staff and 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 to the following categories of travel:

- 1) Overseas travel taken as part of approved leave arrangements in respect of:
 - a. a staff specialist who is entitled to funding for the purpose of training, education and study leave (TESL) pursuant to an employment entitlement;
 - b. a staff member who is entitled to conference, education or study leave pursuant to an approved employment or contractual entitlement.
- 2) Travel funded using moneys from a Restricted Financial Asset Fund¹,
- 3) Travel funded using moneys from the Special Deposits Account established under section 13A of the Health Administration Act 1982.

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

- i) In respect of overseas travel under point 1) and 2) above:
 - 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 (other than in respect of travel by the Chief Executive)
 - b. For all other staff – the Health Secretary or a Deputy Secretary (other than in respect of travel by the Secretary or Deputy Secretary):
- ii) In respect of overseas travel under point 3) above:
 - a. The Health Secretary or a Deputy Secretary.

Approvals are to occur within the relevant financial delegation limits.

This Instrument of Authority commences on 2 October 2024 and on commencement rescinds and replaces the Instrument of Authority concerning overseas travel which was signed by the Minister of Health on 1 March 2024.

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. Accessing monies from the Restricted Finance Asset requires initial approval of the cost centre manager.