
COMBINED DELEGATIONS MANUAL**Minister Delegations
Amendment 103(25/11/2024)
Finance and Expenditure**

Minister delegations - Amendment to the finance and expenditure delegations to further clarify requirements. Revoking former delegations which had remained in force during transition period of the new finance and expenditure delegations.

Amendments
Replaced delegations F1, F2, F3, F11, F13, F21, F22, F23, F24, F25, F26 and F29.
Revoked delegations F13, (A238), (A318), (A333), (A339), (A346), (F5), (F7), (F10, F69), (F34), (F39), (F46), (F48), (F52), (F66), (F79), (F85), (F89), (F90), (F91), (F92), (F93), (F94), (F95), (F96), (F97), (F100), (F104), (F105), (F106), (F109), (F108), (F110), (F111) and (F114).

Manuals are available on the Internet at

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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
ADMINISTRATION/ EXECUTIVE OFFICERS	5,000

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

SECRETARY

DEPUTY SECRETARY FINANCIAL SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
Old ref merges F5, (F10, F69), A96, (A219, A220), A268, F85

FINANCE & EXPENDITURE

EXPENDITURE ON GOODS AND SERVICES – non- standard limits

Delegation No: F2

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 related to:

1. Essential services and related expenses (this is limited to payments for, and associated with, regular/periodic payments such as rent and utilities including electricity, gas, water and telephone)
2. Immunisation Program
3. Services provided by the Secretary under section 126B of the *Health Services Act 1997* being services to support the public health system and public health organisations and the public hospitals they control, or to enable the co-ordinated provision of health services involving more than one public health organisation or on a State-wide basis

Part 2A: Delegates – All points

SECRETARY

LEVEL 2

Part 2B: Delegates – Point 1 only

CHIEF PROCUREMENT OFFICER

EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 2C: Delegates – Point 2 only

EXECUTIVE DIRECTOR HEALTH PROTECTION NSW

Part 2D: Delegates – Point 3 only

EXECUTIVE DIRECTOR SYSTEM FINANCIAL PERFORMANCE AND DEPUTY CHIEF FINANCIAL OFFICER

Part 3: Conditions

1. This delegation is limited to the extent that the amounts paid are within the approved annual expenditure budget and also that funds are available.
2. All professional services engagements 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.
3. A prepayment / payment in advance may be approved as per condition 4 in Delegation F1.
4. 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 F1 for standard limit expenditure
2. This delegation should not be used for grants, donations or scholarship payments.
3. The power to approve expenditure under Part 1.3 only relates to expenditure incurred by the Ministry of Health. Approval of expenditure incurred by the divisions of the Health Administration Corporation should be approved under delegation F29.

Version Control V02
Amendment 103(25/11/2024)
Old ref merges (F10, F69), F66

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

Part 3: Conditions

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.

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 V02
Amendment 103(25/11/2024)
Old ref merges F79 and A342

FINANCE & EXPENDITURE

GRANTS – PROGRAM GRANTS AND AD HOC FUNDING REQUESTS

Delegation No: F11

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

Authority to approve:

1. program grants - generally for state-wide, whole-of-health programs with payment to non-government organisations and other government agencies
2. ad hoc requests – generally one-off grants to persons/organisations external to NSW Health.

Part 2A: Delegates – Point 1 only

<i>MINISTER FOR MEDICAL RESEARCH</i>	<i>Condition 2</i>
<i>MINISTER FOR MENTAL HEALTH</i>	<i>Condition 3</i>
<i>SECRETARY</i>	<i>\$500,000</i>
<i>LEVEL 2</i>	<i>\$400,000</i>
<i>LEVEL 3</i>	<i>\$100,000</i>
<i>LEVEL 4</i>	<i>\$75,000</i>

Part 2A: Delegates – Point 2 only

<i>MINISTER FOR MEDICAL RESEARCH</i>	<i>Condition 2</i>
<i>MINISTER FOR MENTAL HEALTH</i>	<i>Condition 3</i>
<i>SECRETARY</i>	<i>\$100,000</i>
<i>LEVEL 2</i>	<i>\$100,000</i>
<i>CHIEF EXECUTIVE, LOCAL HEALTH DISTRICT</i>	<i>\$100,000</i>
<i>CHIEF EXECUTIVE, SPECIALTY HEALTH NETWORK</i>	<i>\$100,000</i>
<i>CHIEF EXECUTIVE, AMBULANCE SERVICE OF NSW</i>	<i>\$100,000</i>

Part 3: Conditions

1. Compliance with Ministry of Health policy directives on administration of NSW Health grant funding as issued and amended from time to time.
2. The Minister for Medical Research may approve grants to any value, subject to the total expenditure on grants approved by the Minister each financial year not exceeding the component of the annual budget of the Ministry of Health's Office of Health and Medical Research, including as adjusted over the course of the financial year, that is allocated specifically for the purpose of grants expenditure in that financial year.
3. The Minister for Mental Health may approve grants to any value, subject to the total expenditure on grants approved by the Minister each financial year not exceeding the component of the annual budget of Ministry of Health's Mental Health branch, including as adjusted over the course of the financial year, that is allocated specifically for the purpose of grants expenditure in that financial year.

Part 4: Notes

1. Ad hoc/One-off grants of more than \$100,000 require approval by the Minister for Health, or by the Minister for Medical Research or the Minister for Mental Health, in line with Conditions 2 and 3.

FINANCE & EXPENDITURE

2. 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).
3. This delegation only applies to grants and cannot be used for the procurement or purchase of services. Any procurement or purchase must comply with the relevant delegations and NSW Health Procurement (Goods and Services) Policy Directive PD2024_027 as issued from time to time.
4. This delegation does not apply to Ministerially approved grants under the NGO Grants Program as defined in the NSW Health Policy Directive *Administration of NSW Health Grant Funding for Non-Government Organisations* (as amended from time to time). Authority to approve grants under that program has not been delegated by the Minister.
5. The accumulative value of the grant agreement should be considered when determining a delegate's limit.
6. For execution of funding agreements and subsequent payments, refer to delegation F12.

Version Control V02
 Amendment 103(25/11/2024)
 Merges A333 & F89

FINANCE & EXPENDITURE

GRANTS –USE OF UNSPENT OR RESIDUAL GRANT FUNDS

Delegation No: F13

Delegation F13 'Grants – Use of Unspent or Residual Grant funds is REVOKED.
Refer to PD2019_013 Administration of NSW Health Grant Funding for Non-Government Organisations' as amended from time to time.

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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
Old ref F104

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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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
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 SERVICES AND ASSET MANAGEMENT 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 V02
Amendment 103(25/11/2024)
Old ref F99

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 SERVICES AND ASSET MANAGEMENT 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

V02
Amendment 103(25/11/2024)
Old ref F102