
COMBINED DELEGATIONS MANUAL

Minister and Secretary Delegations

Amendment 104(07/03/25)

Amendment to the Schedule of Delegates to include the Program Manager, Official Visitors Program as a Level 4 delegate.

Replaced page
Schedule of Delegates

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

NSW MINISTRY OF HEALTH

1. Schedule of Delegates

Unless otherwise specified in the delegations the undermentioned generic titles as listed in list A cover the positions in list B.

List A

List B

Level 1	Secretary
Level 2	Deputy Secretary and State Health Services Functional Area Co-Ordinator
Level 3	Persons occupying position one level below Level 2 no matter how designated, the Executive Director, Office of the Secretary and the Director, Internal Audit.
Level 4	Persons occupying position one level below Level 3 no matter how designated.

As well as the positions listed below:

Registrar, Mental Health Review Tribunal; President, Mental Health Review Tribunal; Director, Health Professional Councils Authority; Program Manager, Official Visitors Program.

Level 5	Persons occupying position one level below Level 4 no matter how designated.
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Conditions and Scope of Delegations

- (1) The Delegations contained in this manual are subject to the conditions and limitations as set out in the specific Delegations;
- (2) A delegate must exercise delegations in accordance with relevant NSW Health Policy Directives and/or whole of government policies in place and updated from time to time.
- (3) A delegation made to any person occupying a specified position may, in the absence of that person, be exercised by a person acting or relieving in that position.
- (4) A delegate may not, unless the specific delegation provides, further delegate or authorise another person to exercise the delegation.
- (5) If a supervisor does not consider it appropriate that an officer has a delegation that is listed, then a written administrative direction should be issued to direct the officer not to exercise the delegation.
- (6) The \$ limits specified for financial delegations are GST exclusive.
- (7) A delegate may not approve matters that are:
 - a. self-related e.g. own overtime; and
 - b. for an officer for whom the delegated officer has no responsibility.
- (8) In accordance with Section 49 of the Interpretations Act, a delegated function that is duly exercised by the delegate is taken to have been exercised by the Delegator (e.g. Minister or Secretary)