

POLICY P4.1.1

FINANCIAL DELEGATIONS

| ITEM | DESCRIPTION |
|------------------|--|
| Version Number | 4.1 |
| Appendices | <ul style="list-style-type: none"> ➤ Appendix 1 – Schedule of Delegates ➤ Appendix 2 – General Financial Delegations ➤ Appendix 3 – Special Financial Delegations ➤ Appendix 4 – Write Offs and Disposal Authorities ➤ Appendix 5 – Authorised Officers ➤ Appendix 6 – Instrument of Delegations |
| Owner | Executive Director, Technology, Finance & Legal |
| Contact | Director, Finance & Procurement |
| Approved Date | 10 May 2021 |
| Effective Date | 10 May 2021 |
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| Document Control | Electronic - Printed Copies are Uncontrolled |

1 Purpose

1.1 This policy and associated appendices:

- a. Define the financial delegations conferred on nominated roles;
- b. Outlines the framework and requirements for exercising financial delegations; and
- c. Support compliance with the *Public Finance and Audit Act 1983*, NSW Government Treasurer’s Directions, Treasury Circulars and Treasury Policy and Guidelines Papers.

2 Definitions

2.1 For the purpose of this policy:

- a. **Budget limit:** means that a delegate may exercise a delegation up to the limit of the total organisational budget for the relevant type of good or service over the period of the purchase.
- b. **Delegate:** a staff member authorised by the Minister for Emergency Services to exercise a delegation on behalf of the Minister in respect of the Public Finance and Audit Act 1983 under this policy.

- c. **General financial delegation:** in the context of Appendix 2 of this policy refers to incurring expenditure for acquiring goods and services that form a normal or routine part of the duties of the identified role. The delegation is only conferred on a position whose role is listed in the delegation schedule, and only applies to expenditure incurred within the role's organisation command structure.
- d. **No limit:** indicates that a delegate may exercise a delegation irrespective of whether a budget currently exists within the NSW Rural Fire Service. In respect of expenditure, this situation only occurs in respect of emergency response expenditure, and is created due to the NSW Government natural disaster funding arrangements whereby funds are held in and reimbursed from the NSW Disaster Relief Account.
- e. **Special financial delegation:** in the context of Appendix 3 of this policy confers additional delegations on roles that are specifically listed for the nominated items only. Roles that are not specifically listed cannot exercise these delegations, or utilise a general financial delegation to incur expenditure on the nominated goods or services.

3 Policy

- 3.1 Delegations are conferred by the Minister for Emergency Services, and may not be sub-delegated.
- 3.2 All staff members exercising a delegation must ensure they are aware of, and are complying with the requirements of, sections 12 and 13 of the *Public Finance and Audit Act 1983* and relevant Treasurer's Directions.
- 3.3 All amounts listed in this policy are exclusive of GST. Where the NSW Rural Fire Service must pay GST, the Finance Branch is responsible for managing GST recovery (where appropriate).
- 3.4 A delegation will only be exercised where the expenditure is necessary and reasonable for the operation of the NSW Rural Fire Service in meeting its legislated functions.
- 3.5 Staff members exercising delegations are responsible for exercising due economy.
- 3.6 Expenditure shall be committed, incurred or approved by a delegate only within the limits of the delegation conferred by this policy.
- 3.7 Expenditure for goods or services for which there is a special delegation can only be committed, incurred or approved by a delegate with that special delegation. A delegate with a general delegation, irrespective of the value, cannot utilise that delegation for items for which a special delegation exists.
- 3.8 Where no financial delegation exists, or where the expenditure exceeds the Commissioner's delegation, approval must be sought from the Minister.
- 3.9 Delegations can only be exercised within a role's prescribed area of responsibility and over resources for which their role has authorised access. Except where otherwise specified, this means delegations can only be exercised where a budget is available in the relevant area of responsibility.
- 3.10 The value of the transaction used to determine the appropriate delegate will be the total value of goods and services being transacted or contracted for. Transactions shall not be broken down into components (colloquially referred to as 'order splitting') in order to avoid the requirement for a higher delegation to be exercised. Delegation limits are per transaction.

- 3.11 A delegation can only be exercised by a NSW Rural Fire Service employee employed under the *Government Sector Employment Act 2013*. Consultants, contractors, agency temporary staff or volunteers cannot exercise delegations even when they are performing the duties of established roles.
- 3.12 A staff member appointed to act in a role has the delegations of the role in which they are acting, no matter the duration of the appointment.
- 3.13 Staff members holding a delegation to incur, commit or approve expenditure must not exercise the delegation for their own direct benefit. For example, employees cannot approve expenditure for their own travel, for their own attendance at conferences (unless as part of a group booking) or for equipment primarily for their own use.
- 3.14 Staff members shall not exercise a delegation that would involve or create a conflict of interest.
- 3.15 A senior staff member who considers it is not appropriate that a subordinate staff member exercises a delegation may, in writing, direct their subordinate not to exercise the delegation. Any such direction should be reported to the Executive Director, Finance and Executive Services in writing setting out the reasons for revocation of the delegation.
- 3.16 Delegations will continue to apply where there are minor changes in role title arising from organisational realignments or role description amendments.
- 3.17 Decisions made to commit, incur or approve expenditure under delegation are subject to scrutiny and/or audit.
- 3.18 Misuse of delegations, or incurring of expenditure without a delegation, is a breach of this policy and a breach of the NSW RFS Code of Conduct and Ethics. Such activity may result in misconduct processes under section 69 of the *Government Sector Employment Act 2013* and Part 8 of the *Government Sector Employment Rules 2014*.

4 Related documents

- > [Public Finance and Audit Act 1983](#)
- > [Treasurer's Directions](#)
- > [Rural Fires Act 1997](#)
- > [Government Sector Employment Act 2013](#)
- > [Government Sector Employment Rules 2014](#)
- > [Service Standard 1.1.7 Code of Conduct and Ethics](#)
- > [Policy P1.1.3 Conflicts of Interest](#)
- > [Policy P2.1.1 NSW RFS Administrative Delegations](#)
- > [Policy P4.1.3 Procurement](#)

5 Amendments

| AMENDMENT DATE | VERSION NO | DESCRIPTION |
|----------------|------------|--|
| 27 June 2006 | 1.0 | <ul style="list-style-type: none"> > Repealed and remade policy 1.1.2 v1.4 > Converted to new format and new policy number > Addition of new financial delegations |

| AMENDMENT DATE | VERSION NO | DESCRIPTION |
|-------------------|------------|--|
| 21 June 2007 | 2.0 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v1.0 ➤ Delegations updated by EDs (Appendix 1 and 3) |
| 21 January 2009 | 2.1 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v2.0 ➤ Update Appendices 1, 2 and 3 to align with organisational realignment |
| 27 May 2009 | 2.2 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v2.0 ➤ Amendments to Appendices 1 and 3 |
| 18 September 2009 | 2.3 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v2.2 ➤ Amendments to Appendix 1 |
| 4 January 2011 | 2.4 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v2.3 ➤ Appendix 1 and 3 updated to reflect current structure and position titles |
| 6 November 2012 | 3.0 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v2.4 ➤ Separation of general and administrative delegations to P2.1.1 ➤ Review and update of Appendix 1 and 2 |
| 10 October 2018 | 4.0 | <ul style="list-style-type: none"> ➤ Repealed and remade P4.1.1 v3.0 ➤ Complete review to align with current organisation structures and activities |
| 10 May 2021 | 4.1 | <ul style="list-style-type: none"> ➤ Repeals and remakes P4.1.1 v4.0 ➤ Administrative update to role titles |

Appendix 1

SCHEDULE OF DELEGATES

Delegations apply to role and not rank, and do not reside with the occupant personally, but rather attach to the role and current approved occupant of that role.

| Level | Role |
|---------|--|
| Level 1 | Commissioner |
| Level 2 | Deputy Commissioners Executive Directors |
| Level 3 | Directors |
| Level 4 | Managers (where not otherwise specified) Area Commanders |
| Level 5 | District Managers Area Manager, People and Business Area Manager, Capability Project Managers of projects approved by the Project Control Group (where not otherwise delegated) |
| Level 6 | Executive Assistant to the Commissioner |

Appendix 2

GENERAL DELEGATIONS

F1 General goods and services

Authority to commit or incur expenditure (excluding capital expenditure) on goods and services for the day to day function of an organisational unit.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- The availability of recurrent funds within the budget of the organisational unit for which the delegate is responsible;
- The delegation not being exercised for expenditure covered by specific financial delegations (refer Appendix 3); and
- Compliance with relevant Administrative Delegations contained in P2.1.1 NSW RFS Administrative Delegations (where appropriate).

DELEGATES

| | |
|--------------|-------------|
| Level 1..... | \$1,500,000 |
| Level 2..... | \$500,000 |
| Level 3..... | \$100,000 |
| Level 4..... | \$50,000 |
| Level 5..... | \$20,000 |
| Level 6..... | \$5,000 |

F2 Capital Expenditure

Authority to commit or incur capital expenditure on goods and services for the function of the organisation.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- The availability of recurrent funds within the budget of the organisational unit for which the delegate is responsible;
- The delegation not being exercised for expenditure covered by specific financial delegations (refer Appendix 3); and
- Compliance with relevant Administrative Delegations contained in P2.1.1 NSW RFS Administrative Delegations (where appropriate).

DELEGATES

| | |
|--------------|-------------|
| Level 1..... | \$1,500,000 |
| Level 2..... | \$500,000 |
| Level 3..... | \$100,000 |

Appendix 3

SPECIAL DELEGATIONS

F3 Salaries and wages and related statutory obligations

Authority to approve expenditure on salaries and wages and associated payments including termination payments, PAYG remittances, superannuation and employee related salary payments.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- Obtaining necessary approvals where prescribed (e.g. voluntary redundancies, appointment schedules etc.); and
- The availability of recurrent funds within the budget of the organisation.

DELEGATES

| | |
|--|--------------|
| Level 1..... | No limit |
| Executive Director, Technology, Finance & Legal..... | Budget limit |
| Executive Director, People & Strategy..... | Budget limit |

F4 Statutory obligations

Authority to approve expenditure on statutory obligation payments such as fringe benefits tax, goods and services tax, payroll tax and insurance premiums.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- Obtaining necessary approvals where prescribed; and
- The availability of recurrent funds within the budget of the organisation.

DELEGATES

| | |
|--|--------------|
| Level 1..... | Budget limit |
| Executive Director, Technology, Finance & Legal..... | Budget limit |
| Director, Finance and Procurement..... | \$250,000 |

F5 Emergency response

Authority to commit, incur or approve expenditure (including aircraft expenditure) on emergency response to events that are:

- Declared bush fire emergencies under section 44 or 45 of the *Rural Fires Act 1997*;
- Declared natural disasters; or
- Events for which assistance has been requested by another emergency services agency under either State, National or International mutual aid arrangements.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- The relevant declaration or request being in place;
- Due to the natural disaster arrangements in NSW whereby expenditure on declared natural disasters is reimbursed from the NSW Disaster Relief Account held by the Department of Justice on behalf of NSW Government, funds do not need to be available in the organisational budget; and
- Expenditure being relevant to the officer's role in the event.

DELEGATES

| | |
|--|-----------|
| Level 1..... | No limit |
| Deputy Commissioner, Field Operations | No limit |
| Director, State Operations | \$500,000 |
| State Operations Controller | \$250,000 |
| State Logistics Officer..... | \$100,000 |
| Manager, Operational Business..... | \$100,000 |
| Manager, Operational Response..... | \$100,000 |
| Manager, Communications Systems | \$50,000 |
| State Duty Operations Officer..... | \$50,000 |
| Incident Controller (section 44 appointee) | \$20,000 |
| Incident Management Team Logistics Officer | \$2,000 |

F6 Operational aircraft expenditure

Authority to commit, incur or approve expenditure on aircraft outside of emergency response conditions.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate; and
- The availability of recurrent funds within the budget of the organisation, where appropriate.

DELEGATES

| | |
|---|-----------|
| Level 1..... | No limit |
| Deputy Commissioner, Field Operations | No limit |
| Director, State Operations | \$500,000 |
| State Operations Controller | \$250,000 |
| Manager, Operational Business..... | \$100,000 |
| Manager, Operational Response..... | \$100,000 |
| State Duty Operations Officer..... | \$50,000 |

F7 Disaster Resilience and Bush Fire Mitigation

Authority to commit, incur or approve expenditure on the natural disaster resilience program and bush fire mitigation program.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate; and
- The availability of recurrent funds within the budget of the organisation, where appropriate.

DELEGATES

| | |
|---|-----------|
| Level 1..... | No limit |
| Deputy Commissioner, Field Operations | No limit |
| Director, Operations Support | \$100,000 |
| Director, Area Operations..... | \$100,000 |
| Manager, Operational Business..... | \$50,000 |

F8 Fleet

Authority to commit, incur or approve expenditure on the purchase of fleet vehicles and fire fighting appliances in accordance with the annual fleet program approved by the Commissioner.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- The availability of recurrent funds within the organisational budget for fleet and fire fighting appliances;
- The availability of capital funds within the organisational budget for fleet and fire fighting appliances; and
- Compliance with relevant Administrative Delegations contained in P2.1.1 NSW RFS Administrative Delegations (where appropriate).

DELEGATES

| | |
|---|-------------|
| Level 1..... | \$1,500,000 |
| Deputy Commissioner, Preparedness & Capability..... | \$500,000 |
| Manager, Fleet Production | \$250,000 |

F9 Local Government Maintenance and Repairs Grants

Authority to approve maintenance and repairs grants to Local Government entities.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate; and
- The availability of recurrent funds within the organisational budget.

DELEGATES

| | |
|--|--------------|
| Level 1..... | Budget limit |
| Executive Director, Technology, Finance & Legal..... | Budget limit |

F10 Expenditure on legal representation and costs

Authority to commit or incur expenditure on legal proceedings including engagement of legal representation and settlement of cases for an on behalf of the NSW Rural Fire Service and the Minister.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate; and
- The availability of recurrent funds within the organisational budget.

DELEGATES

| | |
|-----------------------------------|-------------|
| Level 1..... | \$1,500,000 |
| Level 2..... | \$500,000 |
| Director, Legal & Assurance | \$100,000 |
| Manager, Legal | \$50,000 |

F11 Expenditure on telephony, communications or website contracts

Authority to commit or incur expenditure on organisational contracts for the provision of the web services (including the public website, volunteer intranet and staff intranet), telecommunications (e.g. mobile or fixed line telephony), radio networks and charges (e.g. Government Radio Network fees or Private Mobile Radio network maintenance contracts) and the wide area network.

PROCEDURES

This authority is subject to:

- The financial limit appearing opposite the position held by the delegate;
- Obtaining necessary approvals where prescribed; and
- The availability of recurrent funds within the organisational budget.

DELEGATES

| | |
|--|--------------|
| Level 1..... | Budget Limit |
| Level 2..... | Budget Limit |
| Director, Information and Communications Technology..... | \$500,000 |

Appendix 4

WRITE OFFS AND DISPOSAL AUTHORITIES

F12 Write-off debts due to the State

Authority to write off debts due to the State.

PROCEDURES

This authority is subject to the delegate being satisfied:

- The debtor cannot be located; or
- It is uneconomic to finalise recovery action; or
- The medical, financial or domestic circumstances of the debtor at the time do not warrant the taking of recovery action; or
- Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

Only the Minister may waive a debt.

DELEGATES

| | |
|--|----------|
| Level 1..... | No limit |
| Executive Director, Technology, Finance & Legal..... | \$5,000 |

F13 Stocktaking discrepancies and disposal of inventories and stores

Authority to adjust inventory levels or asset holdings where the discrepancy is not considered to be due to theft, suspected theft or classified as a debt due to the State.

PROCEDURES

This authority is subject to:

- Advice being provided to the Finance Branch in accordance with NSW RFS policies and procedures (where necessary) to allow adjustment of the financial records.
- The delegate providing written advice to the Director, Finance and Program Management specifying the circumstances that surround any adjustment with a financial impact above \$5,000.

DELEGATES

Level 1
Level 2
Level 3
Level 4
Level 5
Warehouse Supervisor

F14 Approval to dispose of assets and equipment

Approval to dispose of NSW RFS vehicles and equipment, and fire fighting equipment vested under section 119 of the *Rural Fires Act 1997*.

PROCEDURES

This authority is subject to:

- An assessment of fire fighting vehicles intended to be disposed of by Engineering Services as a pre-requisite to disposal;
- Advice being provided to the Finance Branch in accordance with NSW RFS policies and procedures to allow adjustment of the financial records.

DELEGATES

Level 1

Level 2

Director, Area Operations

Appendix 5

AUTHORISING OFFICERS

All NSW Rural Fire Service staff who receive electronic workflows for approval in the SAP finance system are hereby appointed to authorise the payment of accounts subject to the following requirements:

- The expenditure represented by the workflow is within the officer's delegation as specified elsewhere in this policy, or has been approved by an officer or authority so empowered in accordance with section 12 of the *Public Finance and Audit Act 1983*; and
- The proposed payment is authorised by law and complies with the provisions of the *Public Finance and Audit Act 1983* and Treasurer's Directions; and
- If:
 - The expenditure is chargeable upon any fund or account subject to a Parliamentary Appropriation, that the necessary appropriation exists and there is an unexpended balance sufficient to meet the payment; or
 - Where no such appropriation or balance exists, that the payment is necessary in order to make an emergency response that is expected to be reimbursed through the approved NSW Natural Disaster Funding Arrangements; or
 - Where no such appropriation or balance exists, that the payment has been approved by the NSW Treasury, and, where otherwise chargeable, that the funds are available; and
- The expenditure or account has been certified in terms of section 13 of the *Public Finance and Audit Act 1983*; and
- All payment details are correctly recorded in the finance system and the requirements set out above have been met.

Appendix 6

INSTRUMENT OF DELEGATION

I, Troy Grant MP, Minister for Emergency Services for the time being in the State of New South Wales, the responsible Minister of the Crown charged with the administration of the *Rural Fires Act 1997* and NSW Rural Fire Service, do hereby appoint the occupants for the time being of the roles prescribed in the Appendices listed hereunder to each be my delegates and on my behalf incur, commit or sanction expenditure for the services of the NSW Rural Fire Service up to the limits shown in respect of any one item in accordance with the provisions of section 12 of the *Public Finance and Audit Act 1983* in:

Appendix 1 – Schedule of delegates

Appendix 2 – General financial delegations

Appendix 3 – Special financial delegations

Appendix 4 – Write offs and disposals

Appendix 5 – Authorising Officers

Subject in all cases and in all respects to the limit of the relevant Parliamentary appropriation or natural disaster funding arrangements approved by NSW Treasury.

This instrument takes effect from the date hereof and replaces and revokes all prior delegations under the *Public Finance and Audit Act 1983*.

SIGNED

TROY GRANT MP

Minister for Emergency Services

10 October 2018