



POLICY P2.1.1 ADMINISTRATIVE DELEGATIONS

ITEM	DESCRIPTION
Policy Title	Administrative Delegations
Policy Number	P2.1.1
Version Number	2.0
SOPs	> Nil
Policy Owner	Executive Director, Membership and Strategic Services and Executive Director, Infrastructure Services
Policy Contact	Executive Director, Membership and Strategic Services and Executive Director, Infrastructure Services
Approved Date	2 May 2016
Next Review	2 May 2019
Classification	Unclassified
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 This policy provides staff of the NSW RFS with guidance in relation to the delegation of activities relating to the management and administration of the assets and human resources of the NSW RFS. It also provides guidance on NSW RFS' staff roles and responsibilities in procurement processes.

2 Policy

- 2.1 All delegations remain in force unless and until rescinded.
- 2.2 The NSW RFS administrative delegations are authorised by the Commissioner under section 14 of the *NSW Rural Fires Act 1997*.
- 2.3 A list of current delegations is attached at Appendix 1.
- 2.4 General Instruments of Delegations are attached at Appendices 2 and 3 regarding staff administrative matters.
- 2.5 Procurement Delegations are attached at Appendix 4.
- 2.6 NSW RFS financial delegations are recorded in Policy P4.1.1 Financial Delegations.

- 2.7 All staff requiring leave, travel, purchase requisitions, petty cash, etc will refer to the attached schedules for the appropriate delegations for authorisation.
- 2.8 For the purpose of this Policy, Headquarters includes satellite locations of the Lidcombe complex at which Headquarters functions are performed.
- 2.9 Any delegation that refers to an Act also means a reference to any Regulations or Rules made under that Act.

3 Related documents

- *Government Sector Employment Act 2013*
- Government Sector Employment Regulation 2014
- Government Employment Sector Rules 2014
- *NSW Rural Fires Act 1997*
- *Public Works and Procurement Act 1912*
- Policy P4.1.1 Financial Delegations
- Policy P5.1.9 Obtaining Legal Advice
- Service Standard 1.1.40 Public Access to Government Information
- Public Service Commission PSCC 2012-09 and Treasury Circular NSWTC 12/18 Manual of Delegations
- NSW Public Sector Personnel Handbook
- Crown Employees (Public Service Conditions of Employment) Award 2009
- NSW RFS Procurement Manual

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
13 June 2012	1.0	➤ Initial Release. Admin delegations split from Policy P4.1.1 Delegations
6 Nov 2012	1.1	➤ Repealed v1.0 ➤ Update tables to reflect delegations in relation to performance management delegations
19 March 2013	1.2	➤ Repealed v1.1 ➤ Addition of delegation for EDMSS to engage and instruct NSW RFS legal representatives in relation to work health and safety matters ➤ Addition of new delegations for BM OMSS for SMSS crews
16 July 2013	1.3	➤ Repealed v1.2 ➤ New delegations for GMs and RMs Op Services as a result of realignment of Regional Services into Ops Services
27 August 2013	1.4	➤ Repealed v1.3 ➤ Delegations for Regional Business Managers amended and clarification of delegations for study leave
30 April 2014	1.5	➤ Repealed v1.4 ➤ Reviewed to align with the commencement of the <i>Government Sector Employment Act 2013</i>
8 August 2014	1.8	➤ Repealed v1.5 ➤ Appendix 4 Procurement Delegations added to policy. This requirement was identified as part of the Procurement Accreditation Project ➤ NOTE: Due to an administrative error versions 1.6 and v1.7 were never published.

AMENDMENT DATE	VERSION NO	DESCRIPTION
2 December 2014	1.9	<ul style="list-style-type: none"> ➤ Repealed v1.8 ➤ Reviewed to reflect the commencement of the <i>Government Sector Employment Act 2013</i> ➤ Tables 1 and 2 amended to add new delegations for SMSS Supervisors to approve certain types of leave and other administrative functions ➤ Delegation 23 amended to correct the type of attendance at RFSA meetings / activities. ➤ Role titles changed to reflect new Executive Structure
6 July 2015	1.10	<ul style="list-style-type: none"> ➤ Repealed v1.9 ➤ Reviewed to reflect current organisational alignment ➤ Update role titles from Group Manager to Director ➤ Appendix 1 – Table 1 Previous delegation #35 removed to align with GSE Act; new delegation added (new #42) – recordable leave ➤ Appendix 1 – Table 2 – items 4 and 5 amended to align with Table 1 ➤ Appendix 2 – Replace Regional Managers with Director Regional Services ➤ Appendix 4 - Amend wording P2 and P3 to align with revised Procurement manual; amend wording P14; add P26; amend P32 position of delegation
2 May 2016	2.0	<ul style="list-style-type: none"> ➤ Repealed v1.10 ➤ Update shared ownership, replacing Executive Director Executive Services with Executive Director Infrastructure Services ➤ Updated to align with review and update of Service Standard 1.1.30 Public Interest Disclosures in the NSW RFS, Policy P3.3.1 Training and Professional Development, Policy P4.1.3 Procurement and Policy P5.1.9 Obtaining Legal Advice. ➤ Appendix 1 Table 1 ➤ Appendix 1 Table 2 ➤ Delegations relating to Regional Managers updated ➤ Appendix 4 updated by Procurement Manager

APPENDIX 1 – INSTRUMENT OF DELEGATIONS

I, Shane Fitzsimmons, as Commissioner of the NSW Rural Fire Service and the Head of the agency as specified at Schedule 1 of the *Government Sector Employment Act 2013*, extend the following delegations to the Officers who, for the time being, hold the below mentioned appointments:

- Executive Directors (ED)
- Executive Director, Operations (EDO)
- Executive Director, Membership and Strategic Services (EDMSS)
- Directors (D), includes Chief Financial Officer (CFO) and Chief Information Officer (CIO)
- Director, Corporate Planning, Governance and Learning (DCPGL)
- Director, Membership Services (DMS)
- Director, Operational and Mitigation Support Services (DOMSS)
- Director, Program Audit and Inquiries (DPAI)
- Director, Professional Standards (DPS)
- Director, Regional Services (DRS)
- Director, Planning and Environment Services (DPES)
- Headquarters Managers (Mgr)
- Manager, Legal and Government Information (MLGI)
- Manager, Membership Administration (MMA)
- Business Manager, Operational and Mitigation Support Services (BMOMSS)
- Regional Managers (RM)
- Regional Business Managers (RBM)
- Regional Services Managers (RSM)
- District/Zone/Team Managers (DM)
- Supervisors State Mitigation Support Services (SSMSS)
- Regional Business Officer (RBO)
- Supervisor, Membership Coordination Unit (Supervisor MCU)

Delegations as follows:

Table 1

Delegation	Position of Delegation	
	HQ and Regional Staff	District Staff
1. Leave – All forms of Recordable Leave (excluding re-crediting of Leave, Study Leave, LWOP, Parental Leave and Extended Leave in the case of double or half pay) See Note 1.	Executive Director/D/Mgr/RM/ SSMSS - approval	DM/RM/RSM/RBM - approval
2. Re-crediting of Leave	Mgr – recommendation DMS/MMA - approval	DM/RM/RBM - recommendation DMS/MMA - approval
3. Study Leave	D/Mgr/RM – recommendation MCU – calculation of time D (Operational Services only) - approval Executive Director - approval	DM – recommendation RBO – calculation of time RM/RSM/RBM- approval
4. Study Time	Executive Director/D/Mgr/RM - approval	DM/RM/RSM/RBM - approval

Delegation	Position of Delegation	
	HQ and Regional Staff	District Staff
5. Leave Without Pay	D/Mgr/RM – recommendation Executive Director – approval	RSM/RBM - recommendation Executive Director, Operations (EDO) – approval
6. Parental Leave	D/Mgr/RM – recommendation D (Operational Services only) - approval Executive Director - approval	RSM/RBM - recommendation RM – approval
7. Extended Leave in the case of double or half pay	D/Mgr/RM – recommendation D (Operational Services only) - approval Executive Director - approval	RSM/RBM - recommendation RM – approval
8. Recognition of Prior Service	Supervisor MCU - recommendation MMA – approval	Supervisor MCU - recommendation MMA – approval
9. Special Sick Leave	Supervisor MCU – recommendation Executive Director – approval	Supervisor MCU - recommendation EDO – approval
10. Agreed Absences and Local Arrangements	Executive Director/D/Mgr - approval Supervisor SMSS - approval	DM//RM/RSM/RBM - approval
11. Annualised Conditions Allowance (ACA)	D/Mgr/RM - recommendation Executive Director – approval of percentage	RM - recommendation EDO – approval of percentage
12. After Hours Duty Allowance	D/Mgr/RM – approval Supervisor SMSS – recommend	DM – recommend RM/RSM/RBM - approve
13. On-Call Allowance	D/Mgr/RM – approval	DM – recommendation RM/RSM/RBM – approval
14. Overtime Payments	D/Mgr/ RM – approval	DM – recommendation RM/RSM/RBM – approval
15. Time in Lieu	D/Mgr/RM – approval	DM – recommendation RM/RSM/RBM – approval
16. Section 44 Overtime Payments	Executive Director, Operations (EDO) D Response and Coordination – approval	RM – recommendation D Response and Coordination – approval
17. Temporary Assignment Allowances (TAA)	D/Mgr - recommendation Executive Director – approval D (Operational Services only)/RM – approval	DM – recommendation RM – approval
18. Temporary Assignment Allowances (TAA) up to 6 months – Public Service Senior Executives	Executive Director – recommendation Commissioner - approval	
19. Temporary Assignment Allowances (TAA) over 6 months – Public Service Senior Executives	Commissioner – recommendation Secretary for the Department of Justice - approval	
20. Annual Increments (approve)	D/Mgr/ RM – approval	RM/RSM/RBM – approval

Delegation	Position of Delegation	
	HQ and Regional Staff	District Staff
21. Annual Increments (defer)	D/Mgr/RM - recommend Executive Director – approval to defer	RM - recommendation EDO – approval to defer
22. Professional Development (PD) Expenditure	D/Mgr/ RM – recommendation PD Committee – approval of attendance	Mgr/D/RM – recommendation PD Committee – approval of attendance
23. Professional Development (PD) Expenditure – Short Course	Mgr – recommendation Director, Corporate Planning, Governance and Learning – approve funding	RM/RSM /RBM– recommendation DCPGL– approve funding
24. Travel	D/Mgr/RM – approval	DM/RM/RSM /RBM–approval
25. Attendance at RFSA activities	D (Operational Services only) - approval Executive Director – approval	RSM/RBM – recommendation RM - approval
26. Recruitment (up to RFS level 11)	D/Mgr/RM - recommendation Executive Director - approval	RM/RSM/RBM - recommendation EDO - approval
27. Recruitment (RFS level 12 and above)	Commissioner - approval	Commissioner - approval
28. Temporary Employment (up to 12 months)	D/Mgr/RM - recommendation D Response and Coordination – approval (staff for OCSC only) Executive Director – approval	RM/RSM/RBM - recommendation EDO - approval
29. Appointment - up to and including RFS level 8/9	Convener/Mgr/D/RM - recommendation Executive Director - approval	Convener/RM- recommendation EDO - approval
30. Appointment - Above level 8/9	Convener - recommendation Executive Director – supported Commissioner - approval	Convener - recommendation RM/EDO – supported Commissioner- approval
31. Annulment of probationary appointment	Executive Directors – recommendation EDMSS - approval	EDO – recommendation EDMSS - approval
32. Extension of length of probationary period	Executive Directors – recommendation EDMSS - approval	EDO – recommendation EDMSS - approval
33. Transferred Officers Entitlements	D/Mgr/RM – recommendation Supervisor MCU - supported Executive Director- approval	RM/RSM/RBM – recommendation Supervisor MCU - supported EDO - approval
34. Secondary Employment	D/Mgr/RM – recommendation Executive Director- approval	RM/RSM/RBM – recommendation EDO - approval
35. Secondary Employment – Public Service Senior Executives	Commissioner – approval	Commissioner – approval

Delegation	Position of Delegation	
	HQ and Regional Staff	District Staff
36. Variation to Working Hours	D/Mgr/RM – recommendation D (Operational Services only) - approval Executive Director – approval	DM/RSM/RBM - recommendation RM - approval
37. Secondment of an RFS Officer to another Government Department	Executive Director – approval	EDO– approval
38. Staff Workers Compensation Claims	D/Mgr/ RM – recommendation Return to Work Coordinator – referral and action DMS/MMA - approval	Mgr/RM – recommendation Return to Work Coordinator – referral and action DMS/MMA - approval
39. Declaration of excess staff	EDMSS	EDMSS
40. Declaration of voluntary redundancies	EDMSS	EDMSS
41. Direct a staff member to submit to a medical examination or other health assessment in order to determine fitness for work	EDMSS	EDMSS
42. Direct a staff member to take sick leave in accordance with clause 79 of the Crown Employees (Public Service Conditions of Employment) Award 2009	EDMSS	EDMSS
43. Direct a staff member to proceed on a period of recordable leave, including but not limited to, special leave	EDMSS	EDMSS
44. Misconduct (instigation of investigations to determine whether misconduct action is required)	Executive Director/D/Mgr/RM - recommendation EDMSS – approval (See Notes 2 and 3)	EDO/RM/DM - recommendation EDMSS – approval (See Notes 2 and 3)
45. Referrals / Reports under Section 11 of the <i>Independent Commission Against Corruption Act 1988</i>	Commissioner - refer/report	Commissioner - refer/report
46. Day to day management of a government sector employee in accordance with Part 7 of the Government Sector Employment Rules including: (a) resolution of minor unsatisfactory performance/conduct (b) establishing and implementing a performance review improvement strategy	(a) Line Supervisor Recommendation Line Manager Approval (b) Line Manager recommendation Executive Director Approval	(a) Line Supervisor recommendation Line Manager Approval (b) Line Manager recommendation Executive Director Approval

Delegation	Position of Delegation	
	HQ and Regional Staff	District Staff
47. Termination of employment of non-executive employee under section 47 of the <i>Government Sector Employment Act 2013</i>	EDMSS (See Note 3)	EDMSS (See Note 3)
48. Taking of one of the nominated actions to deal with (unsatisfactory performance/conduct of a government sector employee under section 68 of the <i>Government Sector Employment Act 2013</i> and Part 7 of the <i>Government Sector Employment Rules 2014</i>	EDMSS (See Note 3)	EDMSS
49. Management of the misconduct of Public Service and other prescribed government sector employees under section 69 of the <i>Government Sector Employment Act 2013</i>	EDMSS (See Note 3)	EDMSS
50. Suspension of employees from duty pending the decision in relation to misconduct, criminal charge or corrupt conduct under section 70 of the <i>Government Sector Employment Act 2013</i>	Executive Director - recommendation EDMSS - approval (See Note 3)	EDO – recommendation EDMSS - approval
51. Functions relating to Proactive Disclosure, Informal Release and Formal Access Applications under the GIPA Act	Executive Director DPAI MLGI	EDO DPAI MLGI
52. Application to fill vacant positions	Executive Director - approval	EDO – approval
53. Placement of EOIs	D (Operational Services only) /RM-approval Executive Director – Approval	RM/RSM/RBM – Recommend EDO - approval
54. Referral of Child Protection Matters in accordance with Part 3A of the <i>Ombudsman Act 1974</i>	Commissioner	Commissioner
55. Public Interest Disclosures in accordance with the <i>Public Interest Disclosure Act 1994 (the PID Act)</i>	Commissioner – Principal Officer DPS/DRS/DMS/DPES/DOMS and RMs as nominated officers delegated to receive and manage Public Interest Disclosures	Commissioner – Principal Officer DPS/DRS/DMS/DPES/DOMS and RMs as nominated officers delegated to receive and Public Interest Disclosures

Table 2

Position of Delegation		Delegation
1.	Commissioner	<ul style="list-style-type: none"> ➤ Appointments above RFS level 8/9 ➤ Appointment of all District Mgrs at any RFS level ➤ Referrals/Reports under s11 of the ICAC Act ➤ Secondary Employment – PSSE Officers ➤ Temporary Assignment Allowances (TAA) up to 6 months – PSSE Officers ➤ Recruitment RFS level 12 and above ➤ Referrals/Reports of Child Protection matters under Part 3A of the <i>Ombudsman's Act 1974</i> ➤ Designated Principal Officer for Public Interest Disclosures under <i>Public Interest Disclosure Act 1994</i>
2.	EDO	<ul style="list-style-type: none"> ➤ Appointment of all District Officer positions
3.	EDO/D Response and Coordination	<ul style="list-style-type: none"> ➤ Section 44 Overtime Payments ➤ Temporary Assignment Allowance (OCSC staff only)
4.	Executive Directors	<ul style="list-style-type: none"> ➤ Special Sick Leave ➤ Annualised Conditions Allowance (ACA) Percentage ➤ Temporary Assignment Allowances (TAA) ➤ Annual Increments (defer) ➤ Attendance at RFS sponsored functions and activities ➤ Study Leave ➤ Study Time ➤ Leave Without Pay ➤ Parental Leave ➤ Extended Leave in the case of double or half pay ➤ Secondment of an RFS officer to another Government Department ➤ Secondary employment ➤ Variation to Working Hours ➤ Recruitment up to level 11 ➤ Transferred Officers Entitlements ➤ Application to fill vacant roles ➤ Placement of EOIs ➤ Appointments up to RFS level 9 ➤ Temporary employment up to 12 months pursuant to the <i>Government Sector Employment Act 2013</i> and for further periods as permitted by the Act ➤ Taking of one of the actions to deal with unsatisfactory performance of a government sector employee through the established NSW RFS processes Section 68 of the <i>Government Sector Employment Act 2013</i> and Part 7 of the <i>Government Sector Employment Rules 2014</i> <p>NB: for recommendations to EDMSS for formal action with regard to misconduct or unsatisfactory performance, see Delegations at Table 1 Numbers 44 and 48 and Table 2 Number 5</p>

	Position of Delegation	Delegation
5.	EDMSS	<ul style="list-style-type: none"> ➤ Management of the misconduct of Public Service and other prescribed government sector employees under section 69 of the <i>Government Sector Employment Act 2013</i> ➤ Termination of employment of non-executive employee under section 47 of the <i>Government Sector Employment Act 2013</i> ➤ Suspension of employees from duty pending the decision in relation to misconduct, criminal charge or corrupt conduct under section 70 of the <i>Government Sector Employment Act 2013</i> ➤ Misconduct or unsatisfactory performance (instigation of investigations to determine whether action is required) ➤ Declaration of excess staff ➤ Declaration of voluntary redundancies ➤ Annulment of Probationary Appointment ➤ Extension of length of probationary period ➤ Workers Compensations - referral and action ➤ Direct a staff member to submit to a medical examination or other health assessment in order to determine fitness for work ➤ Direct a staff member to proceed on a period of recordable leave, including but not limited to, special leave ➤ Direct a staff member to take sick leave in accordance with clause 79 of the Crown Employees (Public Service Conditions of Employment) Award 2009
6.	DMS/MHSW	<ul style="list-style-type: none"> ➤ Staff Workers Compensation Claims
7.	DMS/MMA	<ul style="list-style-type: none"> ➤ Recognition of extended leave * Delegation to Supervisor Membership Coordination Unit in the absence of DMS/MMA. ➤ Re-crediting of Leave
8.	D (Operational Services only) / Regional Managers	<ul style="list-style-type: none"> ➤ Temporary Assignment Allowance (TAA) ➤ Attendance at RFSA sponsored functions and activities ➤ Study Leave ➤ Study Time ➤ Parental Leave ➤ Extended leave in the case of double or half pay ➤ Variation to working hours ➤ Placement of EOIs
9.	RM/HQ Mgr/D/ DM/RBM and RSM	<ul style="list-style-type: none"> ➤ All forms of Recordable Leave (excluding re-crediting of Leave, Study Leave, LWOP, Parental Leave and Extended leave in the case of double or half pay) ➤ Agreed Absences and Local Arrangements ➤ Annual Increments (approve) ➤ Time in Lieu ➤ Travel ➤ Overtime payments ➤ After Hours Duty Allowance ➤ On-Call Allowance ➤ Study Time
10.	SSMSS	<ul style="list-style-type: none"> ➤ All forms of Recordable Leave (excluding re-crediting of Leave, Study Leave, LWOP, Parental Leave and Extended leave in the case of double or half pay) ➤ Agreed Absences and Local Arrangements ➤ After hours duty allowance –(recommend only)

Position of Delegation		Delegation
11.	Executive Directors DPAI MLGI	➤ Functions relating to the Proactive Disclosure Informal Release and Formal Access Applications under the GIPA Act
12.	Professional Development Committee	➤ Approval of participation
13.	Line Manager	➤ Day to day management of government sector employees including minor unsatisfactory performance/conduct
14.	DCPGL	➤ Professional development expenditure – short course
15.	DPS/DRS/DMS/DPES/DO MS and RMs	➤ Nominated officer to receive Public Interest Disclosure under the <i>Public Interest Disclosure Act 1994</i>

General Notes for Tables 1 and 2:

- a. Officers should be aware that if they hold a position of delegation, approval for the officer is referred to the next level.
- b. The Regional Manager holds discretionary authority in reference to approvals made by Regional Services Managers.

Note 1: Recordable leave includes recreation, sick, adoption, extended, Family and Community, Leave without Pay, maternity leave, military leave, study leave, natural emergencies and major transport disruptions, observance of religious duties and cultural obligations, parental leave, personal carer’s leave, special leave and trade union and employee representation activities. Approvals of such leave must only be made in accordance with the permissible guidelines outlined in the Government Sector Employment Regulations and Rules, and the Personnel Handbook.

Note 2: The Commissioner is to be advised of all resignations of permanent staff from the Service.

Note 3: In the absence of Executive Director, Membership and Strategic Services, the Director, Membership Services assumes delegation for lines 47 to 50 inclusive (Table 1).

Note 4: In the absence of the Executive Director, their nominated Officer assumes delegation.

Note 5: In the case of Region South, the Regional Business Manager assumes the delegation of the Regional Services Manager.

Note 6: For responsibilities with regard to engaging and instructing legal representatives to act for the NSW RFS, refer to Policy P5.1.9 Obtaining Legal Advice.

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Shane Fitzsimmons AFSM
Commissioner

Dated this day of May 2016

APPENDIX 2 – INSTRUMENT OF DELEGATIONS

I, Shane Fitzsimmons, as Commissioner of the NSW Rural Fire Service and the Head of the agency as specified at Schedule 1 of the *Government Sector Employment Act 2013*, extend the following delegations to the Officers who, for the time being, hold the below mentioned appointments:

- > Executive Director, Executive Services
- > Executive Director, Infrastructure Services
- > Executive Director, Operations
- > Chief Financial Officer
- > Director, Regional Services

Delegation:

- > Approval to grant Disposal of Service Owned Vehicles and Equipment; and
- > Approval to grant Disposal of Fire Fighting Equipment under section 119 of the *Rural Fires Act 1997*.

The delegations in this Instrument remain in force unless and until rescinded.

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Shane Fitzsimmons AFSM
Commissioner

Dated this day of May 2016

APPENDIX 3 – INSTRUMENT OF DELEGATIONS

Road Transport (Vehicle Registration) Regulation 2007 (NSW)

APPROVAL UNDER CLAUSE 12(C)(5) OF SCHEDULE 1

For the purposes of the exemption under clause 12 of Schedule 1 to the Road Transport (Vehicle Registration) Regulation 2007 (NSW) (the Regulations), approval is hereby given for vehicles travelling on a road or road related area to perform anyone or more or all of the functions as set out in this instrument of approval.

This Approval is given under clause 12(c)(5) of the Regulations.

The functions of the NSW Rural Fire Service (NSW RFS) that a vehicle may perform are:

- a. to convey persons or equipment for the purpose of publicising or promoting the activities of the NSW RFS or of a rural fire brigade formed under the *Rural Fires Act 1997*;
- b. to convey persons or equipment for the purpose of informing and educating students or other members of the community on the prevention, mitigation or suppression of fires in rural fire districts;
- c. to convey persons or equipment for the purpose of attending or performing fundraising activities intended to raise money for the benefit of a rural fire brigade formed under the *Rural Fires Act 1997*;
- d. to convey persons or equipment for the purpose of attending meetings or other events of or in connection with the NSW Rural Fire Service Association Inc (RFSA) (including, without limitation, a committee or conference of the RFSA), a local government council, or any organisation or entity that holds or convenes a meeting or event in connection with the activities of the NSW RFS;
- e. to convey persons or equipment for the purpose of training those persons in relation to any of the purposes referred to in clauses a. to d. of this Approval;
- f. to perform a function necessary or incidental to any of the purposes referred to in clauses a. to d. of this Approval;
- g. for reasonable and limited private purposes if the person operating the vehicle is required to have it at their immediate disposal in order to be in a position to attend a fire, incident or other emergency in accordance with the *Rural Fires Act 1997*;
- h. to convey people or equipment for the purpose of:
 - i. carrying out any function of the NSW RFS as contemplated in section 9 of the *Rural Fires Act 1997* (NSW); or
 - ii. attending any activity organised or undertaken by the NSW RFS or a rural fire brigade or related to or in connection with their operations.

The delegations in this Instrument remain in force unless and until rescinded.

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Shane Fitzsimmons AFSM

Commissioner

Dated this day of May 2016

APPENDIX 4 – PROCUREMENT DELEGATIONS

These Procurement Delegations should be read in conjunction with the NSW RFS Procurement Manual, which provides guidance to NSW RFS employees undertaking procurement activities. The Manual forms part of Policy P4.1.3 – Procurement and incorporates procedures and work instructions for procuring goods and services. It aims to ensure that a consistent procurement process is used throughout NSW RFS.

In these delegations, the term “Contract” includes Deeds, Agreements, MOUs or any other arrangements entered into with suppliers.

The lowest level delegate is nominated and those above in the chain of command automatically receive the delegation unless specifically excluded.

	Delegation	Position of Delegation
P1	Approval to add items to SAP Catalogue	Procurement Manager
P2	Approval of Procurement Strategy - Very Small	Cost Centre Manager
P3	Approval of Procurement Strategy – Small - Medium	Procurement Officer Procurement Manager if obtaining less than 3 quotes is contemplated in the strategy
P4	Approval of Procurement Strategy – Brief	Procurement Manager
P5	Approval of Procurement Strategy – Full	Procurement Manager
P6	Approval of Specification document and/ or Statement of Works	Director
P7	Approval to issue a Request for Tender (inc Request for Proposal, EOI's & subsequent selective tenders)	Executive Director subject to confirmation of availability of funds
P8	Approval to issue a Request for Quotation (not on prequalified scheme or contract, or prequalified scheme or contract >\$150K)	Director
P9	Approval to issue a Request for Quotation <\$150K (prequalified scheme or contract)	Cost Centre Manager
P10	Approval of Quotation or Tender Evaluation Plan	Chair of Project Steering Committee or Executive Sponsor and all Members of the Evaluation Committee
P11	Approval to enter into Best and Final Offer negotiations with approved tenderers (if allowed for in the Evaluation Plan)	Procurement Manager
P12	Approval to enter into Best and Final Offer negotiations with approved tenderers (if not allowed for in the Evaluation Plan)	Executive Director, Infrastructure Services
P13	Approval of Negotiation Strategy	Procurement Manager
P14	Acceptance of Evaluation Committee recommendations for a procurement activity	Appropriate officer in accordance with Policy P4.1.1 Financial Delegations
P15	Approval for departure from procurement policy	Procurement Manager
	Approval to Cancel or amend a procurement activity	Procurement Manager
P16	Approval to accept late tenders or quotations	Director, Assets & Infrastructure
P17	Execution of contracts relating to procurements of computer hardware, software or licenses	Chief Information Officer Subject to the exercising of financial delegation by an appropriate employee
P18	Execution of contracts relating to any lease, licence, permit or occupation right, access right or easement over property or other infrastructure	Director, Assets & Infrastructure Subject to the exercising of financial delegation by an appropriate employee

Delegation		Position of Delegation
P19	Execution of contracts for any other good or service	Director Subject to the exercising of financial delegation by an appropriate employee
P20	Approval of Contract Management Plan < \$250 000	Contracts Officer
P21	Approval of Contract Management Plan > \$250 000	Procurement Manager
P22	Approval of Contract Variations	Executor of original contract (refer to P18, P19 or P20) Subject to the exercising of financial delegation by an appropriate officer NB: the new total contract value including the value of the variation is to be used to determine the appropriate financial delegate, not the value of the variation only
P23	Approval of Price Variations (in accordance with contract)	Contracts Officer
P24	Approval of Price Variations (not in accordance with contract)	Executive Director, Infrastructure Services
P25	Approval of addition, alteration or substitution or item changes to a contract	Procurement Manager
P26	Approval to take up option to extend contract (to a maximum of 5 years)	Executor of original contract (refer to P18, P19 or P20)
P27	Approval of a novation of a contract under similar or identical terms and conditions	Procurement Manager
P28	Approval to issue a RFT for a contract term exceeding 5 years or extend an existing contract beyond 5 years	Commissioner
P29	Approval of Early Termination of contract	Executive Director, Infrastructure Services
P30	Approval to release information (GIPA)	As per Service Standard 1.1.40 Public Access to Government Information
P31	Approval of Procurement Management Plan	Commissioner
P32	Directly negotiate with a supplier without undertaking a formal tender or quote process	Executive Director, Infrastructure Services

Cost Centre Managers are as those listed in Policy P4.1.1 Financial Delegations.

The delegations in this Instrument will be reviewed annually by the Procurement Strategy Steering Committee. These will remain in force unless and until rescinded.

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Shane Fitzsimmons AFSM

Commissioner

Dated this day of May 2016