



POLICY P2.1.1

ADMINISTRATIVE DELEGATIONS

ITEM	DESCRIPTION
Version Number	3.0
SOPs	> Nil
Policy Owner	Executive Director People & Strategy
Policy Contact	Executive Director People & Strategy
Approved Date	3 November 2021
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1 Purpose

- 1.1 This policy establishes administrative delegations for people management and procurement within the NSW RFS.

2 Definitions

- 2.1 For the purpose of this document, the following definitions apply:
- a. **Core Delegate:** single or group of NSW RFS officers who are assigned primary organisational responsibility, or responsibility within their administrative unit(s), for the exercise of delegated powers.
 - b. **Functional Delegate:** NSW RFS officers who, in addition to a core delegate, have authority to exercise a power due to their functional responsibility.
 - c. **In good faith:** to exercise delegated powers with honesty, fairness and lawfulness of purpose.
 - d. **Due diligence:** having undertaken reasonable steps to evaluate the merits of an issue on which a decision requiring an exercise of delegated power must be made before a decision is taken.

3 Policy

- 3.1 Delegates must exercise their delegation authority in accordance with the schedule of people management delegations attached at Appendix 1, and procurement delegations attached at Appendix 2.
- 3.2 Where there are financial implications for the exercise of such delegations, the delegations set out in Appendices 1 and 2 must also be exercised in compliance with [Policy P4.1.1 Financial Delegations](#).
- 3.3 Delegates must exercise their powers in good faith and with due diligence including being familiar with the relevant Instrument of Delegation and in compliance with relevant NSW government and NSW RFS policy or procedures.

- 3.4 Leave, travel, purchase requisitions, petty cash and any other expenditure of RFS assets and resources may only be undertaken in accordance with NSW RFS rules and procedures and approved by authorised delegates.
- 3.5 Any delegation that refers to an Act also means a reference to any Regulations or Rules made under that Act.

Instructions to delegates

- 3.6 Ordinarily, delegates may only exercise their delegated authority as set out in the attached appendices in relation to the administrative unit(s) for which they are accountable.
- 3.7 Delegates may however, exercise their delegated power outside their administrative unit(s) if they have prior written approval from the Commissioner, the Deputy Commissioner or the Executive Director to whom they report.
- 3.8 People management delegations are to be exercised only by individuals who manage employees (with the exception of identified functional delegates). Where a NSW RFS officer manages employees but is not listed as a Core or Functional delegate, they must ensure any decisions requiring approvals are made by appropriate delegated officers.
- 3.9 Delegates cannot exercise approvals in relation to themselves, as this is a conflict of interest under the NSW RFS Code of Conduct. In relation to matters requiring approvals for themselves, delegates must obtain approval from a more senior authorised officer with the relevant delegation.
- 3.10 The functions and powers that may be exercised by a delegate are subject to any conditions or notations specified in the Instrument of Delegation. In exercising delegation powers and making decisions, delegates must comply with current NSW government and NSW RFS policy or procedural requirements.

4 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](#)
- > [Children's Guardian Act 2019](#)
- > [Independent Commission Against Corruption Act \(1988\)](#)
- > [Public Interest Disclosure Act 2013](#)
- > [Public Service Commission PSCC 2012-09 and Treasury Circular NSWTC 12/18 Manual of Delegations](#)
- > [Treasury Circular NSW TC 14/19 Manual of Delegations 2014](#)
- > [NSW Public Sector Personnel Handbook](#)
- > [Crown Employees \(Public Service Conditions of Employment\) Award 2009](#)
- > [Policy P4.1.1 Financial Delegations](#)
- > [Policy P5.1.9 Obtaining Legal Advice](#)
- > [Service Standard 1.4.3 Public Access to Government Information](#)
- > [NSW RFS Procurement Manual](#)

5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
13 June 2012	1.0	> Initial Release. Admin delegations split from Policy P4.1.1 Delegations
6 November 2012	1.1	> Repealed and remade P2.1.1 v1.0 > Update tables to reflect delegations in relation to performance management delegations
19 March 2013	1.2	> Repealed and remade P2.1.1 v1.1

AMENDMENT DATE	VERSION NO	DESCRIPTION
		<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > Repealed and remade P2.1.1 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	<ul style="list-style-type: none"> > Repealed and remade P2.1.1 v1.3 > Delegations for Regional Business Managers amended and clarification of delegations for study leave
30 April 2014	1.5	<ul style="list-style-type: none"> > Repealed and remade P2.1.1 v1.4 > Reviewed to align with the commencement of the <i>Government Sector Employment Act 2013</i>
8 August 2014	1.8	<ul style="list-style-type: none"> > Repealed and remade P2.1.1 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.
2 December 2014	1.9	<ul style="list-style-type: none"> > Repealed and remade P2.1.1 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 > 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 and remade P2.1.1 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 and remade P2.1.1 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 Manager Procurement
13 November 2019	2.1	<ul style="list-style-type: none"> > Repeals and remakes P2.1.1 v2.0 > Appendix 4 updated to align with Q2C

AMENDMENT DATE	VERSION NO	DESCRIPTION
27 February 2020	2.2	<ul style="list-style-type: none"> > Repeals and remakes P2.1.1 v2.1 > Appendices 1 and 2 updated – replacing Director, Regions North and East, and Director, Regions South and West, with “Director, Area Operations”
1 November 2021	3.0	<ul style="list-style-type: none"> > Repeals and remakes P2.1.1 v2.2 > Complete update to align with current organisational structure and processes > Matrix-style format

APPENDIX 1 – INSTRUMENT OF DELEGATIONS

I, Rob Rogers, 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*, hereby delegate the employment functions under the *Government Sector Employment Act 2013* as set out in Appendix 1 – People Management Delegations.



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Rob Rogers AFSM
Commissioner

Dated this 3rd day of November 2021

APPENDIX 1 – PEOPLE MANAGEMENT DELEGATIONS

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
1. RECRUITMENT & EMPLOYMENT									
1.1 Executive									
1.1.1	Approve the creation, evaluation/grading and variation of executive role	x	x	x	x	x	✓	x	GSE Act S26
1.1.2	Approve the advertisement for executive role	x	x	x	✓	✓	✓	x	GSE Act S26
1.1.3	Approve the use of Executive Search Provider	x	x	x	x	✓	✓	Executive Director People & Strategy	Executive search pre-qualification panel
1.1.4	Approve initial engagement and assignment of an executive	x	x	x	x	x	✓	x	GSE Rules R4
1.1.5	Determine probation and confirm the executive's employment	x	x	x	x	✓	✓	x	GSE Rules R5
1.1.6	Approve payment of relocation expenses for executive as provided in letter of offer of employment	x	x	x	x	✓	✓	x	Relocation Expenses Framework
1.1.7	Approve assignment of an executive to a different role	x	x	x	x	x	✓	x	PSSE Delegations – Justice Cluster GSE Rules R4
1.1.8	Approve temporary assignment of an executive to another role for a period of up to six months	x	x	x	x	✓	✓	x	PSSE Delegations – Justice Cluster GSE Rules R11
1.1.9	Approve temporary assignment of an executive to another role for a period of greater than six months	x	x	x	x	x	✓	x	PSSE Delegations – Justice Cluster GSE Rules R11
1.1.10	Approve temporary assignment of a non-executive to an executive role for a period of up to 12 months	x	x	x	✓	✓	✓	x	PSSE Delegations – Justice Cluster GSE Rules R11

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
1.1.11	Approve temporary assignment of a non-executive to an executive role for a period greater than 12 months	x	x	x	x	✓	✓	x	PSSE Delegations – Justice Cluster GSE Rules R11
1.1.12	Approve the abolishment of an executive role	x	x	x	x	x	✓	x	GSE Act S26
1. RECRUITMENT & EMPLOYMENT									
1.2 Non-executive									
1.2.1	Approve the creation and grading of non-executive role (NOT WITHIN APPROVED ESTABLISHMENT)	x	x	x	x	✓	✓	x	GSE Act S26
1.2.2	Approve the variation/repurposing and grading of non-executive role (WITHIN APPROVED ESTABLISHMENT)	x	x	x	✓	✓	✓	x	GSE Act S26
1.2.3	Approve the advertisement for non-executive role (BULK RECRUITMENT)	x	x	x	✓	✓	✓	Director People & Culture	GSE Act S26
1.2.4	Approve ongoing or temporary employment in a non-executive role (BULK RECRUITMENT)	x	x	x	✓	✓	✓	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10
1.2.5	Approve the advertisement for non-executive (NOT BULK RECRUITMENT)	✓	✓	✓	✓	✓	✓	x	GSE Act S26
1.2.6	Approve ongoing employment in a non-executive role RFS 10/11 and below (NOT BULK RECRUITMENT) (except District Manager) ¹	x	x	✓	✓	✓	✓	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10 Rural Fires Act 1997

¹ NSW Rural Fires Act (1997) requires approval of the Commissioner to appoint a Fire Control Officer, which is a responsibility normally undertaken by a District Manager.

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
1.2.7	Approve temporary employment in a non-executive role RFS 10/11 and below (NOT BULK RECRUITMENT) (except District Manager) ²	✓	✓	✓	✓	✓	✓	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10 Rural Fires Act 1997
1.2.8	Approve ongoing or temporary employment in District Manager ² role	x	x	x	x	✓	x	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10 Rural Fires Act 1997
1.2.9	Approve ongoing employment in RFS 12/13 role	x	x	x	x	✓	x	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10
1.2.10	Approve temporary employment in RFS 12/13 role	x	x	x	✓	✓	✓	x	GSE Act S21 GSE Act S26 GSE Act S43 GSE Act S46 GSE Rules Part 3 GSE Rules R10
1.2.11	Approve commencing rate of pay within salary range for the role for a non-executive employee	x	x	✓	✓	✓	✓	x	
1.2.12	Determine probation and confirm the non-executive's employment	x	x	✓	✓	✓	✓	x	GSE Rules R5

² NSW Rural Fires Act (1997) requires approval of the Commissioner to appoint a Fire Control Officer, which is a responsibility normally undertaken by a District Manager.

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
1.2.13	Impose, vary or waive conditions of employment for ongoing non-executive in relation to formal qualifications, security and other clearances, health assessments	x	x	x	x	✓	✓	Executive Director People & Strategy Director People & Culture	GSE Rules R6-9
1.2.14	Appoint an executive who was not involved with the selection process to conduct a review of a promotion decision relating to a non-executive role	x	x	x	x	✓	✓	Executive Director People & Strategy Director People & Culture	GSE Rules R24-25 GSE Rules 34 P3.2.7 Request for Review of Promotional Decisions
1.2.15	Approve filling of a non-executive role pending the retirement/cessation of employment of the incumbent	x	x	✓	✓	✓	✓	x	GSE Reg C25
1.2.16	Approve the abolishment of a non-executive role	x	x	✓	✓	✓	✓	x	GSE Act S26
1.2.17	Approve the temporary assignment to a non-executive role up to 12 months	✓	✓	✓	✓	✓	✓	x	GSE Rules R11
1.2.18	Approve the temporary assignment to a non-executive role greater than 12 months	x	✓	✓	✓	✓	✓	x	GSE Rules R11
2. OTHER EMPLOYMENT									
2.1	Approve transfer of established non-executive role to new location or between directorates within the organisation where there is no change to the role description	x	x	x	✓	✓	✓	x	GSE Act S26
2.2	Approve an application for secondary employment ³	x	x	✓	✓	✓	✓	x	GSE Regulation C7
2.3	Approve employment of casual employee (excluding contingent labour and independent contractors)	x	✓	✓	✓	✓	✓	x	GSE Act S21 GSE Act S26(1) GSE Act S43(1)(c)
2.4	Approve conversion of full-time employment to part-time employment	x	✓	✓	✓	✓	✓	x	

³ PSSE Band 2 Deputy Commissioner for ranked Operational staff and Operational Communications Centre (OCC) staff

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
2.5	Approve conversion of temporary employment to ongoing employment at-level non-executive	x	x	✓	✓	✓	✓	x	GSE Rules R12
2.6	Approve assignment of a non-executive employee to a different role in the same classification level, or at a lower classification level (where employee initiated)	x	x	✓	✓	✓	✓	x	GSE Act S46
2.7	Approve transfer of non-executive employees between the NSW RFS and other government sector agencies	x	x	✓	✓	✓	✓	x	GSE Act S64
2.8	Approve secondment of non-executive employees between the NSW RFS and other government sector agencies	x	x	✓	✓	✓	✓	x	GSE Act S64
2.9	Approve secondment of current employees between the NSW RFS and non-government sector bodies	x	x	x	✓	✓	✓	Director People & Culture	GSE Act S66
2.10	To make decisions on the cross-agency employment of a non-executive employee	x	x	x	x	✓	✓	Executive Director People & Strategy Director People & Culture	GSE Act S65
3. PAY AND ALLOWANCES									
3.1	Approve allowances for executives other than those provided for within the remuneration package under the employment contract	x	x	x	✓	✓	✓	x	GSE Act S40 GSE Reg C38
3.2	Approve progression within the discretionary remuneration range of an executive based on assessed performance	x	x	x	x	x	✓	x	Senior Executive Remuneration Management Framework
3.3	Approve and defer salary increments for non-executive employees	✓	✓	✓	✓	✓	✓	x	GSE Reg C14
3.4	Approve accelerated progression of a non-executive employee through the incremental scale within the salary range for the role	x	x	✓	✓	✓	✓	x	GSE Reg C14
3.5	Approve payment of temporary assignment allowance to executives and non-executives	✓	✓	✓	✓	✓	✓	x	GSE Reg R20-21

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
3.6	Approve incremental progression of a non-executive employee assigned to an above-level role by way of temporary assignment allowance	✓	✓	✓	✓	✓	✓	x	
3.7	Approve transfer compensation for non-executive employees	x	x	x	✓	✓	✓	x	
3.8	Approve the working of overtime by non-executive employees in accordance with conditions specified in awards and agreements	x	✓	✓	✓	✓	✓	x	
3.9	Approve Time in Lieu	x	✓	✓	✓	✓	✓	x	
3.10	Approve overtime payments relating to emergency conditions (S44 Overtime)	x	x	x	✓	✓	✓	Director State Operations	
3.11	Approve percentage of ACA in accordance with relevant legislation, policies and conditions	x	x	x	✓	✓	✓	x	P3.2.3 ACA
3.12	Approve all other allowances unless otherwise specified	✓	✓	✓	✓	✓	✓	x	
3.13	Approve the appointment of a first aid officer by suitably qualified persons and the payment of associated allowances and training costs	✓	✓	✓	✓	✓	✓	x	
4. LEAVE & FLEXIBLE EMPLOYMENT									
4.1	Approve leave in accordance with relevant legislation, policies and conditions, unless otherwise specified ⁴	✓	✓	✓	✓	✓	✓	x	GSE Act S39 GSE Act 54A GSE Rules R51 GSE Reg Div 3
4.2	Approve employee representing the NSW RFS in an official capacity (e.g. attendance at meetings of professional societies)	x	✓	✓	✓	✓	✓	x	

⁴ Area Commanders may sub-delegate this function to Area Managers (RFS 10/11) for administrative unit(s) for which the Area Managers are accountable.

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
4.3	Approve flexible working arrangements <ul style="list-style-type: none"> - variations to working hours and/or number of days worked each week - working from home or alternate work locations - any other flexible working arrangements 	x	✓	✓	✓	✓	✓	x	
4.4	Approve leave without pay for a continuous period of three months or more	x	x	✓	✓	✓	✓	x	
4.5	Approve extended leave for a continuous period of three months or more	x	✓	✓	✓	✓	✓	x	
4.6	Approve special sick leave	x	✓	✓	✓	✓	✓	x	
5. PERFORMANCE									
5.1	Undertake performance agreements and reviews in accordance with relevant legislation, policies and conditions	✓	✓	✓	✓	✓	✓	x	GSE Act S67 GSE Rules R49
5.2	In dealing with unsatisfactory performance of an executive employee, exercise the powers to: <ul style="list-style-type: none"> - temporarily assign the executive to another role for up to 6 months - direct the executive to perform alternative duties 	x	x	x	x	✓	✓	Executive Director People & Strategy	GSE Rules Part 7
5.3	In dealing with unsatisfactory performance approve the implementation of a performance improvement plan	x	✓	✓	✓	✓	✓	x	
5.4	In dealing with unsatisfactory performance of a non-executive employee, exercise the powers to: <ul style="list-style-type: none"> - temporarily assign the non-executive to another role for up to 6 months - direct the non-executive to perform alternative duties - take action under section 68(2)(a)-(d) 	x	x	x	x	✓	✓	Executive Director People & Strategy	GSE Act S68 (2a-d) GSE Act S47(1)(c)

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
6. CONDUCT									
6.1	The power to manage misconduct under section 69 and 70 of the GSE Act and part 8 of the GSE Rules in relation to executive employees.	x	x	x	x	x	✓	x	GSE Act s69 GSE Act S70 GSE Rules Part 8
6.2	The power to manage misconduct under section 69 and 70 of the GSE Act and part 8 of the GSE Rules in relation to non-executive employees, including the power to: <ul style="list-style-type: none"> - suspend the employee from duty - direct the employee to perform alternative duties - temporarily assign the employee to another role 	x	x	x	x	✓	✓	Executive Director People & Strategy	GSE Act s69 GSE Act S70 GSE Rules Part 8
7. EXIT									
7.1	Retire a non-executive employee on medical grounds	x	x	x	x	✓	✓	Executive Director People & Strategy Director Health & Safety	GSE Act S56
7.2	Determine and declare that an ongoing non-executive employee is to be excess to the requirements of the relevant part of the agency in which the person is employed	x	x	x	x	✓	✓	Executive Director People & Strategy Director People & Culture	
7.3	Approve a voluntary redundancy program	x	x	x	x	x	✓	x	
7.4	Approve an offer of voluntary redundancy and approve payment of voluntary redundancy to employee who has accepted an offer	x	x	x	x	✓	✓	Executive Director People & Strategy Director People & Culture	
7.5	Terminate the employment of a non-executive ongoing or temporary employee, in accordance with GSE Act S47	x	x	x	x	✓	✓	Executive Director People & Strategy	GSE Act S47(1)(2) GSE Rules R14

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
7.6	Terminate the employment of a casual employee	✓	✓	✓	✓	✓	✓	x	
7.7	Terminate executive employment	x	x	x	x	x	✓	x	GSE Rules R4
8. TRAVEL									
8.1	Approve interstate travel	x	✓	✓	✓	✓	✓	x	NSW Government Travel and Transport Policy
8.2	Approve interstate travel where travel is within the local geographical area (defined as travel within 100kms of neighbouring state borders) ⁵	✓	✓	✓	✓	✓	✓	x	Travel on Official Business Guidelines NSW Government Travel and Transport Policy
8.3	Approve intra-state travel including travel by air ⁵	✓	✓	✓	✓	✓	✓	x	
8.4	Approve payment of travelling expenses and allowances, including late claims ⁵	✓	✓	✓	✓	✓	✓	x	
9. MISCELLANEOUS									
9.1	Identify roles requiring cross-cultural skills and particular skills or experience related to a disadvantaged group	x	x	x	✓	✓	✓	Director People & Culture	
9.2	Approval of leave for employees contesting elections	x	x	x	✓	✓	✓	x	

⁵ Area Commanders may sub-delegate this function to Area Managers (RFS 10/11) for administrative unit(s) for which the Area Managers are accountable.

Delegation	Description of delegation/ functions	RFS 10/11 District Manager	RFS 12/13 Manager	PSSE Band 1 Director	PSSE Band 2 Executive Director Deputy Commissioner	PSSE Band 3 Commissioner	PSSE Band 4 Secretary	Functional Delegation	Reference/Comment
9.3	Approve secondment of non-executive employees to staff of political office holders	x	x	x	x	✓	✓	x	GSE Reg C35
9.4	Direct an employee to attend a medical examination or other health assessment and the power to direct an employee to cease duty or resume duty pending the outcome of the assessment	x	x	x	x	✓	✓	Executive Director People & Strategy Director Health & Safety	GSE Reg C15
9.5	Approve Professional Development applications including funding and attendance	x	x	x	✓	✓	✓	Professional Development Committee	P3.3.1 Professional Development
9.6	Engage or provide instructions relating to legal advice	x	x	x	x	✓	✓	Executive Director Technology, Finance & Legal Executive Director People & Strategy	P5.1.9 Obtaining Legal Advice
10. EXTERNAL REPORTING									
10.1	GIPA - functions relating to proactive disclosure, informal release and formal access applications under GIPA Act	x	x	x	x	✓	✓	Executive Director Technology, Finance & Legal Director Legal & Assurance Manager Legal	SS 1.4.3 GIPA
10.2	ICAC Referrals/reports under the ICAC Act 1988	x	x	x	x	✓	✓	x	ICAC Act (1988)
10.3	Child Protection matters - referral of reportable conduct allegations in accordance with the Children's Guardian Act 2019	x	x	x	x	✓	✓	x	Children's Guardian Act 2019
10.4	Principal Officer - Public Interest Disclosures - in accordance with the Public Interest Disclosure Act 1994	x	x	x	x	✓	✓	x	PID Act 2013

APPENDIX 2 – 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	Approval Mode
P1	Approval to add items to SAP Catalogue	Manager Procurement or Supervisor Category Management	Offline
P2	Approval of Procurement Strategy - Quick Quote	Cost Centre Manager	Q2C – Free search
P3	Approval of Procurement Strategy – Standard Procurement	Manager Procurement or Supervisor Category Management and appropriate officer in accordance with P4.1.1 Financial Delegations (based on estimated value of the procurement)	Q2C – triage by Manager Procurement
P4	Approval of Specification document and / or Statement of Works	Director	Q2C – triage by Manager Procurement
P5	Approval to issue a Request for Quote / Tender/Proposal – Standard Procurement	Executive Director subject to confirmation of availability of funds	Q2C or Offline
P6	Approval to issue a Request for Quotation - Quick Quote	Cost Centre Manager	Q2C – Matrix RFQ Publishing
P7	Approval to issue a Request for Information / Expression of Interest	Cost Centre Manager Subject to there being no commitment to expend funds	Q2C – Matrix RFQ Publishing
P8	Directly negotiate with a supplier without undertaking a formal tender or quote process	Deputy Commissioner, Preparedness & Capability Executive Director Technology, Finance & Legal	Q2C – Matrix RFI publishing
P9	Approval of EOI recommendations	Director	Q2C – Triage by Manager Procurement
P10	Approval of Negotiation Plan	Manager Procurement or Supervisor Category Management	Q2C – Approval List
P11	Approval to accept a quotation or tender and award a contract	Appropriate officer in accordance with P4.1.1 Financial Delegations	Q2C – Approval List
P12	Approval for departure from procurement policy	Manager Procurement or Supervisor Category Management	Q2C – triage by Manager Procurement

Delegation		Position of Delegation	Approval Mode
P13	Approval to cancel or amend a procurement activity	Manager Procurement or Supervisor Category Management	Q2C or Offline
P14	Approval to accept late tenders or quotations	Manager Procurement or Supervisor Category Management	Q2C – Approval List
P15	Execution of all contracts	Subject to the exercising of financial delegation by an appropriate officer in accordance with P4.1.1 Financial Delegations	Q2C or Offline
P16	Approval of all ICT contracts	Director Information Communication Technology & CIO	Q2C or Offline
P17	Execution of contracts relating to any lease, licence, permit or occupation right, access right or easement over property or other infrastructure	Director, Logistics & Equipment only Subject to the exercising of financial delegation by an appropriate officer in accordance with P4.1.1 Financial Delegations	Q2C offline and recorded in Q2C
P18	Execution of contracts for any other good or service	Director Subject to the exercising of financial delegation by an appropriate officer in accordance with P4.1.1 Financial Delegations	Q2C offline and recorded in Q2C
P19	Approval of Contract Management Plan	Manager Procurement, or Supervisor Category Management (subject to endorsement by the relevant Category Manager)	Q2C
P20	Approval of Contract Variations	Manager Procurement, or Supervisor Category Management (subject to endorsement by the relevant Category Manager) and the appropriate officer in accordance with P4.1.1 Financial Delegations. 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	Q2C or offline and recorded in Q2C
P21	Approval of Price Variations (in accordance with contract)	Manager Procurement or Supervisor Category Management	Offline using appropriate change request form and recorded in Q2C
P22	Approval of Price Variations (not in accordance with contract)	Executive Director, Technology, Finance & Legal	Offline and recorded in Q2C

	Delegation	Position of Delegation	Approval Mode
P23	Approval of addition, alteration or substitution of items on a contract	Manager Procurement or Supervisor Category Management	Offline and recorded in Q2C
P24	Approval to take up option to extend contract (to a maximum of 5 years)	Appropriate officer in accordance with P4.1.1 Financial Delegations. 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 extension only	Offline and recorded in Q2C
P25	Approval to issue a RFT for a contract term exceeding 5 years or extend an existing contract beyond 5 years	Commissioner	Offline and recorded in Q2C
P26	Approval of a novation of a contract under similar or identical terms and conditions	Manager Procurement or Supervisor Category Management	Offline and recorded in Q2C
P27	Approval of Early Termination of contract	Executive Director, Technology, Finance & Legal	Offline and recorded in Q2C
P28	Approval to publish Contract Award Notice / Standing Offer Notice	Manager Procurement or Supervisor Category Management	Offline and recorded in Q2C
P29	Approval to complete Supplier account and credit applications	Manager Procurement or Supervisor Category Management	Offline

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.



Rob Rogers AFSM
Commissioner

Dated this 3rd day of November 2021