



NSW Police Force

NSW Police Force Financial Delegations

Finance and Business Services

16 December 2022



NSW POLICE FORCE

FINANCIAL DELEGATIONS – GOVERNMENT SECTOR FINANCE ACT 2018

INSTRUMENT OF SUBDELEGATION

I, Karen Webb, Commissioner of Police:

1. as the accountable authority for the NSW Police Force under the *Government Sector Finance Act 2018 (GSF Act)*, subdelegate, pursuant to section 9.9(6) of the GSF Act, the function conferred or imposed by each annual Appropriation Act regarding the expenditure of money out of the Consolidated Fund for the services of the NSW Police Force and the function of expending money taken to have been appropriated out of the Consolidated Fund for the services of the NSW Police Force under section 4.7 of the GSF Act, being delegable functions of the kind described in section 9.7(1)(b) of the GSF Act:
 - (a) to the persons for the time being holding, occupying or acting in the offices specified in Column One of Schedule One, subject to the condition that the function may only be exercised in accordance with the monetary limit specified in Column Two of Schedule One, and subject to the conditions set out in the Headnote to Schedule One;
 - (b) to the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Two, subject to the condition that the function may only be exercised in accordance with the monetary limit specified in Column Three of Schedule Two, and subject to the condition that the function may only be exercised for the purpose described in Column One of Schedule Two, and subject to the conditions set out in the Headnote to Schedule Two;
 - (c) to the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Three, subject to the condition that the function may only be exercised in accordance with the monetary limit specified in Column Three of Schedule Three, and subject to the condition that the function may only be exercised for the purpose described in Column One of Schedule Three, and subject to the conditions set out in the Headnote to Schedule Three;
 - (d) to the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Four, subject to the condition that the function may only be exercised in accordance with the monetary limit specified in Column Three of Schedule Four, and subject to the condition that the function may only be exercised for the purpose described in Column One of Schedule Four, and subject to the conditions set out in the Headnote to Schedule Four; and

- (e) to all members of the NSW Police Force, subject to the condition that the exercise of the function is limited to the making of payments, including any administrative task incidental to the making of payments, in connection with a purpose for which the person is not otherwise authorised by this instrument to expend money, and subject to the condition that the exercise of the function must be approved in writing by a person who is authorised by this instrument to expend money in connection with that purpose, and subject to the condition that the function may only be exercised in accordance with the monetary limit pertaining to the approving officer under this instrument in connection with that purpose, and subject to the applicable conditions set out in the Headnote to Schedules One, Two, Three and Four;
- 2. delegate, pursuant to section 31 of the *Police Act 1990* (**Police Act**), to the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Four, my function under section 8(4A) of the Police Act to make or enter into contracts or arrangements, on behalf of the Crown, with any person for the carrying out of works or the performance of services or the supply of goods or materials in connection with the exercise of the functions of the NSW Police Force (and functions incidental to that function), subject to the condition that the function may only be exercised in relation to the contracts or arrangements (or the incidental function) described in Column One of Schedule Four; and
- 3. issue instructions, pursuant to section 8(4) of the Police Act:
 - (a) that the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Five, may exercise the functions described in Column One of Schedule Five in relation to procurement for the NSW Police Force;
 - (b) that the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Six, may write-off the debts described in Column One of Schedule Six, subject to the condition that write-off may only be exercised in accordance with the monetary limit specified in Column Three of Schedule Six, and subject to the conditions set out in the Headnote to Schedule Six; and
 - (c) that the persons for the time being holding, occupying or acting in the offices specified in Column Two of Schedule Seven, may write-off fixed assets, plant and equipment and inventory described in Column One of Schedule Seven, subject to the condition that write-off may only be exercised in accordance with the monetary limit specified in Column Three of Schedule Seven, and subject to the conditions set out in the Headnote to Schedule Seven.

Signed the 7 day of December 2022



Karen Webb APM
Commissioner of Police
NSW Police Force

INTERPRETATION

This instrument takes effect on the day it is signed.

The subdelegation to more than one office to exercise a function is a subdelegation to each office concurrently.

Terms used in this instrument have the same meaning as in the GSF Act, unless otherwise indicated.

All amounts stated in this instrument are net costs (i.e. such amounts are exclusive of GST). If GST is payable, the full amount (ie, net cost plus GST) must be paid even if it exceeds "Funds Available". The NSW Police Force must pay GST and then the Chief Financial Officer will seek a refund from the Australian Taxation Office

In this instrument, "Funds Available" means, in relation to the NSW Police Force generally, the unexpended amount at any given time of the amount allocated under each annual Appropriation Act for expenditure of money out of the Consolidated Fund for the services of the NSW Police Force and the amount of money taken to have been appropriated out of the Consolidated Fund for the services of the NSW Police Force under section 4.7 of the GSF Act.

EXPLANATORY NOTES

The Financial Delegations provide the required written authority for members of the NSW Police Force expend money for the services of the NSW Police Force.

The aim of the Financial Delegations is to enable officers to perform the duties of the role to which they are assigned, and for which they are accountable.

Responsibilities and Accountabilities

The primary responsibilities and accountabilities in relation to the Financial Delegations are set out below.

- The Attorney General is appropriated sums under an annual *Appropriation Act* for the services of the NSW Police Force.
- The Minister for Police and Emergency Services, as the Minister responsible for the administration of the *Police Act 1990*, is a delegate of the Attorney General's function regarding the expenditure of money for the services of the NSW Police Force.
- The Commissioner of Police is the "accountable authority" for the NSW Police Force under the GSF Act (see section 2.7(2)(d) of the GSF Act) and is generally responsible to the Minister for Police and Emergency Services for the agency's administration and business. This includes ensuring that the expenditure of the agency does not exceed the limit of its appropriations. Section 3.6 of the GSF Act requires the Commissioner to develop, maintain and make available financial management policies and procedures and to establish, maintain and keep under review effective systems for risk management, internal control and assurance.
- The Chief Financial Officer (CFO) is responsible for developing, maintaining and reviewing the Financial Delegations for the NSW Police Force. The CFO must ensure that:

- delegations are made to roles at the most appropriate level in the agency in terms of decision making;
 - delegations clearly state maximum monetary limits;
 - delegations are current, documented and readily available to staff (including on the NSW Police Force's intranet); and
 - the appropriateness of delegations is reviewed on a regular basis, particularly following a reorganisation or restructure, or when the duties of roles are substantially varied, or roles assume new responsibilities.
- Commanders/Managers are responsible for ensuring that their staff who hold delegations understand their responsibilities in relation to the delegations.
 - Staff with delegations are responsible and personally accountable to the Commissioner in relation to the exercise of their delegations.

Requests to Amend the Financial Delegations

Commands that wish to request a change to the Financial Delegations should submit their request in writing via their chain of command to Finance and Business Services. A request for an amended or new delegation must explain why a change required, including the types and level of expenditure that the role(s) will expend.

Enquiries or Suggestions

Any enquiries about, or suggestions for improving, the Financial Delegations should be directed to Director, Financial Control, Finance and Business Services.

Limitations on the Exercise of Financial Delegations

Members of the NSW Police Force must only exercise delegations:

- for which they have authority, as set out in the Financial Delegations;
- for functions within their role's area of responsibility;
- over resources for which their role has authorised access; and
- in accordance with NSW Government and NSW Police Force policies on the procurement of goods and services.

Staff responsibilities relating to delegations also include the following:

- checking that the appropriate delegation has actually been given to them in the Financial Delegations;
- acting only within the power and monetary limit of their delegation;
- not exercising a delegation where it would involve a conflict of interest;
- becoming aware of the delegations applicable to a role when acting in that role; and
- understanding that a delegation, or a portion of it, cannot be subdelegated to any other person.

When exercising any delegation, the monetary limit must not be evaded by creating more than one transaction or order to cover the total cost of one supply or service.

In exercising any financial delegation, all members of the NSW Police Force must comply with the requirements of the GSF Act and any other applicable legislation.

Failure to comply with these requirements may result in the NSW Police Force not complying with its legislative responsibilities. Non-compliance with these Financial Delegations will be treated as a serious matter and may result in disciplinary action.

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SCHEDULE ONE – GENERAL FINANCIAL DELEGATIONS

The general financial delegations in this Schedule are provided for incurring expenditure for acquiring goods and services which form a normal or routine part of the duties of the office identified. The delegation is only conferred on offices specified in Column One and only apply to expenditure incurred within the office's own organisational Command structure.

The general financial delegations in this Schedule do not authorise incurring expenditure for overseas travel (in respect of which approval from the Minister is required).

An officer approving expenditure must be satisfied that:

- (a) the amount being approved is correct and within the monetary limit specified in Column Two;
- (b) the correct cost centre/account numbers etc. are indicated;
- (c) funds are available within the identified account; and
- (d) the expenditure is necessary and reasonable.

Officers holding delegation to incur or sanction expenditure must not approve payment of claims which are payable to themselves.

Decisions made under a delegation to incur expenditure must be documented and may be subject to scrutiny and/or audit.

	Column One	Column Two
1	Commissioner of Police	Funds Available
2	Deputy Commissioner, Corporate Services	\$2,000,000 or Funds Available (whichever is the lesser)
3	Deputy Commissioner, Metropolitan Field Operations Deputy Commissioner, Regional NSW Field Operations Deputy Commissioner, Investigations and Counter Terrorism	\$1,500,000 or Funds Available (whichever is the lesser)
4	All police officers of or above the rank of Assistant Commissioner Chief Financial Officer General Counsel, Office of the General Counsel Commander, Technology Command Group Director, Shared Services	\$1,000,000 or Funds Available (whichever is the lesser)
5	Chief of Staff, Office of the Commissioner All offices with the title of Executive Director, Group Director, Director or General Manager, of or above the grade of Senior Executive Band 1	\$500,000 or Funds Available (whichever is the lesser)

	Column One	Column Two
6	<p>Commander, Firearms Registry</p> <p>Commander, Witness Protection Unit</p> <p>Commander, Communications Group</p> <p>Commander, Professional Standards Command</p> <p>All offices with the title Emergency Management Officer</p>	\$250,000 or Funds Available (whichever is the lesser)
7	<p>All offices with the title Commander, Controller, Coordinator, Manager or Staff Officer, of or above the rank of Superintendent</p> <p>All offices with the title Manager, Executive Officer or Administration Coordinator, of or above the grade of Clerk Grade 12</p> <p>All offices at the grade of Legal Officer Grade 6</p>	\$100,000 or Funds Available (whichever is the lesser)
8	<p>All offices with the title Duty Officer or District Inspector</p> <p>All offices with the title Commander, Controller, Coordinator, Manager or Staff Officer, of or above the rank of Inspector</p> <p>All officers with the title Manager, Executive Officer or Administration Coordinator, of or above the grade of Clerk Grade 7</p>	\$35,000 or Funds Available (whichever is the lesser)
9	<p>All police officers of or above the rank of Inspector</p> <p>All offices with the title Commander, Coordinator, Leader, Program Coordinator, Supervisor or Team Leader, of or above the rank of Senior Sergeant</p> <p>All offices with the title Manager, Executive Officer or Administration Coordinator, of or above the grade of Clerk Grade 5</p> <p>All offices with the title Manager, Coordinator, Accountant, Controller or Officer, of or above the grade of Clerk Grade 3</p> <p>All offices with the title General Administration Officer</p>	\$5,000 or Funds Available (whichever is the lesser)
10	<p>All police officers who are Designated Shift Supervisors when the Duty Officer or District Inspector is not rostered on shift</p> <p>Special Constable (Security) Field Supervisor</p> <p>All offices with the title General Administrative Support Officer, of the grade of Clerk Grade 1/2</p>	\$1,000 or Funds Available (whichever is the lesser)

SCHEDULE TWO – SPECIAL FINANCIAL DELEGATIONS

The special financial delegations in this Schedule are additional delegations conferred on the offices specified in Column Two.

An officer approving expenditure must be satisfied that:

- (a) the amount being approved is correct and within the monetary limit specified in Column Three;
- (b) the correct cost centre/account numbers etc. are indicated;
- (c) funds are available within the identified account; and
- (d) the expenditure is necessary and reasonable.

	Column One	Column Two	Column Three
1	Engagement of consultants and payment of consultancy fees in accordance with Premier's guidelines and Deed of Confidentiality	Commissioner of Police	Funds Available
		All police officers of the rank of Deputy Commissioner	\$50,000 or Funds Available (whichever is the lesser)
		All offices listed in Rows 4 and 5 of Column One in Schedule One	\$25,000 or Funds Available (whichever is the lesser)
2	Expenditure on approved Capital Works projects (Program to be approved by the Minister and appropriated allocation not be exceeded)	Commissioner of Police All police officers of the rank of Deputy Commissioner Chief Financial Officer	Funds Available
3	Insurance Premiums	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer	Funds Available
4	Regular payments for Fringe Benefits Tax and Goods and Services Tax	Chief Financial Officer All offices within Finance and Business Services of or above the grade of Senior Executive Band 1	Funds Available
5	Regular payments for Salaries and Wages, Employer's Superannuation and Payroll Tax	Chief Financial Officer Group Director, Shared Services Director, HR Transactional Services, Shared Services	Funds Available
6	Payment of Utility Accounts, i.e., Council rates, Water rates, Electricity and Gas	Chief Financial Officer Commander, Police Property Group Group Director, Shared Services Manager, Accounts Services, Shared Services	Funds Available

	Column One	Column Two	Column Three
7	Payments for Crimtrac electronic white pages and telephone directory searches	Group Director, Shared Services Manager, Accounts Services, Shared Services	Funds Available
8	Payment of Witness Expenses	Group Director, Shared Services Manager, Accounts Services, Shared Services	Funds Available
9	Payment of Postal and Courier charges (including but not limited to Australia Post and Toll), Cabcharge Expenses, travel expenses to contracted travel providers and contracted office supply expenses	Group Director, Shared Services Manager, Accounts Services, Shared Services	Funds Available
10	Accounts for Lease Fees/Changeover costs of official motor vehicles	Deputy Commissioner, Corporate Services Chief Financial Officer Director, Fleet Services	\$5,000,000 or Funds Available (whichever is the lesser)
11	Accounts for Servicing and/or Fitting out of Motor Vehicles	Chief Financial Officer Director, Fleet Services	\$1,000,000 or Funds Available (whichever is the lesser)
12	Motor Vehicle Third Party Insurance	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement	Funds Available
		Director, Fleet Services	\$200,000 or Funds Available (whichever is the lesser)
13	Motor Vehicle Registration Fees	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement	Funds Available
		Director, Fleet Services	\$200,000 or Funds Available (whichever is the lesser)

	Column One	Column Two	Column Three
14	Payments in relation to motor vehicle bulk fuel costs in accordance with fuel contracts	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement Director, Fleet Services	Funds Available
15	Property Capital Works approved projects (approved by Minister and appropriated allocation not to be exceeded)	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer Commander, Police Property Group	Funds Available
16	Property related recurrent expenditure (including maintenance, rent and outgoings) Payments relating to communication services such as, but not limited to, telephone and data	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer Commander, Police Property Group	Funds Available
17	Payments relating to communication services such as, but not limited to, telephone and data (including for charges pertaining to each calendar month)	Deputy Commissioner, Corporate Services Commander, Technology Command Director, Technology Command, Technology Infrastructure & Networks	\$3,000,000 or Funds Available (whichever is the lesser)
18	Payments in relation to Radio and Radar licences	Commander, Communications and Security Command Commander, Traffic and Highway Patrol Command	Funds Available
		Commander, Communications Group	\$250,000 or Funds Available (whichever is the lesser)
19	Payments for Forensic Biology and DNA Analysis Services	Commander, Forensic Evidence and Technical Services Command	Funds Available
20	Maintenance payment for the Integrated Ballistic Identification System (IBIS)	Commander, Forensic Evidence and Technical Services Command	Funds Available
21	Payments in relation to NIFS and Crimtrac	Commander, Forensic Evidence and Technical Services Command	Funds Available

	Column One	Column Two	Column Three
22	Payments in relation to Livescan maintenance	Commander, Forensic Evidence and Technical Services Command	Funds Available
23	Regular payments for the Constable Education Program to external education supplier	Deputy Commissioner, Corporate Services Commander, People and Capability Command Business Manager, People and Capability Command Academy Principal, People and Capability Command	Funds Available
24	Payments in relation to Hardware and Software Maintenance	Deputy Commissioner, Corporate Services Commander, Technology Command Director, Technology Operations, Technology Command	Funds Available
25	Payments of DTI contractor expenses (this delegation relates to account 525400 Computer contract labour and is exclusive of payroll tax)	Commander, Technology Command	Funds Available
		Director, Technology Command Business Manager, Technology Command	\$500,000 or Funds Available (whichever is the lesser)
26	Payment of Police and Community Youth Clubs NSW Ltd (the payment is paid annually in advance for the PCYC and is charged against account 580000)	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer	Funds Available
27	Expenses in relation to covert operations other than accommodation leases as specified in Row 2 of Schedule 4 (approvals are limited to the nominated position's organisational responsibility and funds available)	Commander, State Crime Command Commander, Counter Terrorism and Special Tactics Command Commander, State Intelligence Command Commander, Professional Standards Command Commander, Terrorism Investigations Squad Director, Crime Operations, State Crime Command	Funds Available

	Column One	Column Two	Column Three
28	Payments in relation to the Traffic Road Safety Replacement Program	Deputy Commissioner, Corporate Services Chief Financial Officer Commander, Traffic and Highway Patrol Command	Funds Available
29	Witness Protection Program payment/transfers to witnesses	Commander, Counter Terrorism and Special Tactics Command	Funds Available
		Business Manager, Counter Terrorism and Special Tactics Command	\$500,000 or Funds Available (whichever is the lesser)
		Manager, Witness Protection Unit	\$100,000 or Funds Available (whichever is the lesser)
30	Approval to authorise expenditure for buy and show monies	Commander, State Crime Command Director, Crime Operations, State Crime Command	\$300,000 or Funds Available (whichever is the lesser)
31	Purchase with a NSW Police Force Purchase Card, goods and services for business unit administration or processes, such as stationery and office supplies, computer consumables, repairs, training, conference fees etc Note: Delegation 31 is to incur but not authorise expenditure. This delegation is intended to cover those officers issued with a purchasing card not otherwise covered in Schedule One	All offices with the title General Administrative Support Officer, of or above the grade of Clerk Grade 1/2 All other officers issued with a Purchasing Card who are not listed in Schedule One	\$3,000 or Funds Available (whichever is the lesser)
32	Approval to authorise the disbursement of Security Licence revenue to NSW Treasury which is collected on behalf of NSW Treasury by the NSW Police Force	Deputy Commissioner, Corporate Services	Up to \$1,000,000
		Chief Financial Officer Director, Security Licensing and Enforcement Directorate	Up to \$700,000
33	Approval to allow the Shared Services Business Centre to facilitate payments within SAP	Manager, Corporate Business Service Centre, Shared Services	\$100,000 or Funds Available (whichever is the lesser)

	Column One	Column Two	Column Three
	on behalf of their customers (this only applies after the relevant business unit has provided approval to the Business Service Centre)	Finance Manager, Corporate Business Services Centre, Shared Services	\$35,000 or Funds Available (whichever is the lesser)
34	Approval to pay staff on transfer costs which includes recoupment of costs associated with the transfer of officers as per industrial awards	Commander, People and Capability Command	Funds Available
		Manager, Transfers, Mobility and Secondments	\$60,000 or Funds Available (whichever is the lesser)
		Coordinator, Transfers	\$35,000 or Funds Available (whichever is the lesser)
35	Payments of IT Capital works within approved projects (approved by Minister and appropriated allocation not to be exceeded)	Commissioner of Police Deputy Commissioner, Corporate Services Chief Financial Officer Commander, Technology Command	Funds Available
36	Payments relating to periodic contractual multifunctional devices	Commander, Technology Command Business Manager, Technology Command Director, Technology Operations, Technology Command	Funds Available
37	Payments relating to catering, cleaning and associated services at Goulburn Police Academy	Deputy Commissioner, Corporate Services Commander, People and Capability Commander, Education and Training Command Business Manager, Education and Training Command Academy Principal, Education and Training Command	\$200,000 or Funds Available (whichever is the lesser)
38	Payment for drug testing consumables	Commander, Traffic and Highway Patrol Command Chief Financial Officer	Funds Available

SCHEDULE THREE – LEGAL FINANCIAL DELEGATIONS

The legal financial delegations in this Schedule are additional delegations conferred on the offices specified in Column Two.

The General Counsel is to provide a report each calendar month to the Deputy Commissioner, Corporate Services concerning all relevant payments, settlements and judgments made during that period under this Schedule.

	Column One	Column Two	Column Three
1	Approve settlements of legal claims (whether or not proceedings have been commenced)	Commissioner of Police	Funds Available
		Deputy Commissioner, Corporate Services	\$1,000,000 plus costs or Funds Available (whichever is the lesser)
		General Counsel, Office of the General Counsel	\$500,000 plus costs or Funds Available (whichever is the lesser)
		Staff Officer, Office of the General Counsel	\$30,000 plus costs or Funds Available (whichever is the lesser)
2	Approval to engage law firms and Counsel	General Counsel, Office of the General Counsel Director, Commercial and Administrative Law, Office of the General Counsel Director, Crime Disruption and Special Inquiries Law, Office of the General Counsel Director, Employment and Safety Law, Office of the General Counsel Director, Tort and Compensation Law, Office of the General Counsel	Funds Available
		Commander, Police Property Group	\$20,000 or Funds Available (whichever is the lesser)
		Commander, InfoLink	\$10,000 or Funds Available (whichever is the lesser)

3	<p>Approval or rejection of ex gratia payment applications and corresponding payments</p> <p>Applications above the \$15,000 limit are to be referred to the Minister for Police and Emergency Services</p> <p>Statutory ex gratia payment applications are to be determined in accordance with section 5.7 of the GSF Act and non-statutory ex gratia applications are to be determined in accordance with any applicable Treasury requirements</p>	Commissioner of Police	\$15,000 or Funds Available (whichever is the lesser)
		Deputy Commissioner, Corporate Services	\$10,000 or Funds Available (whichever is the lesser)
		General Counsel, Office of the General Counsel Staff Officer, Office of the General Counsel	\$2,000 or Funds Available (whichever is the lesser)
4	<p>Approval of payments for ex gratia legal assistance</p> <p>For ex gratia legal assistance applications made by NSWPF officers in accordance with M2022-10 "Guidelines for the Provision of Ex-Gratia Legal Assistance for Ministers, Public Officials and Crown Employees" that have been approved by the Attorney General</p>	<p>Deputy Commissioner, Corporate Services</p> <p>General Counsel, Office of the General Counsel</p> <p>Director, Crime Disruption and Special Inquiries Law, Office of the General Counsel</p>	In accordance with Schedule One

SCHEDULE FOUR – PROCUREMENT FINANCIAL AND LEGAL DELEGATIONS

The delegations in this Schedule primarily relate to any direct (agency specific) procurement for NSW Police Force and takes into consideration applicable Procurement Board Directions regarding the use of whole of government contracts.

Where an existing contract exists for the provision of goods or services Officers must purchase from that contract and not purchase like goods from other suppliers. Only the Group Director, Strategic Procurement, Chief Financial Officer and Deputy Commissioner, Corporate Services can approve an exemption.

Officers must ensure the procurement has followed legislation, regulation, policy and procedures. Particular attention should be paid to the NSW Government Procurement Policy Framework and the NSW Police Force Procurement Policy. If the officer considers there has been a departure that has not been approved in advance, the delegation should not be exercised.

Officers must use judgement in the exercise of a delegation where the matter is of a sensitive nature, high risk or of strategic importance. Such matter should be referred to the Group Director, Strategic Procurement.

Rows 2 - 7 include specific authorities to execute instruments and contractual agreements which have been previously approved. If there is no specific authority, then row 1 applies. Officers who have the administrative delegation to execute contractual agreements must receive formal notification from an officer with the appropriate Financial Delegation in Schedules 1 or 2 prior to the execution of the contractual agreement.

	Column One	Column Two	Column Three
1	Execute contractual agreement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available

	Column One	Column Two	Column Three
2	Execute contracts or arrangements relating to the lease of accommodation for covert operational purposes	Commander, Counter Terrorism and Special Tactics Command Commander, Professional Standards Command Commander, State Crime Command Commander, State Intelligence Command Region Commander, Central Metropolitan Region Region Commander, North West Metropolitan Region Region Commander, South West Metropolitan Region Region Commander, Northern Region Region Commander, Southern Region Region Commander, Western Region General Counsel, Office of the General Counsel Director, Crime Operations, State Crime Command	In accordance with Schedule One
3	Execute contracts or arrangements relating to the maintenance, leasing and disposal of properties	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer	Funds Available
4	Execute contracts or arrangements relating to the provision of communication services including, but not limited to, telephone and internet	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement Commander, Technology Command	Funds Available
		Director, Technology Command, Technology Infrastructure & Networks	\$100,000 or Funds Available (whichever is the lesser)
5	Execute contracts or arrangements relating to the acquisition of corporate computer software, IT services and hardware	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement Commander, Technology Command	Funds Available

	Column One	Column Two	Column Three
		Director, Technology Command, Technology Infrastructure & Networks	\$100,000 or Funds Available (whichever is the lesser)
6	Contracts or arrangements relating to the acquisition of land or any interest in land including but not limited to, any lease, licence, permit, occupation right, easement or access right for the installation or maintenance of radio network equipment	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
		Commander, Communications and Security Command	\$500,000 or Funds Available (whichever is the lesser)
7	Contracts or arrangements relating to the granting of any lease, licence, occupation right, access right or easement in respect of any radio network equipment site or tower	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	In accordance with Schedule One
		Commander, Communications and Security Command	\$500,000 or Funds Available (whichever is the lesser)
8	Vary the terms and conditions of a contract or arrangement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
9	Make a price variation where the variation is in accordance with the terms and conditions of a contract or arrangement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
10	Add, cancel, alter or substitute items (goods or services) to be provided under a contract or arrangement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available

	Column One	Column Two	Column Three
11	Extend the term of a contract or arrangement where an extension option is available under the terms and conditions of the contract or arrangement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
12	Extend the term of a contract or arrangement where an extension option is not available under the terms and conditions of the contract or arrangement	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
13	Terminate a contract or arrangement early	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available
14	Novate a contract or arrangement where the transfer is under identical or similar terms and conditions	Deputy Commissioner, Corporate Services General Counsel, Office of the General Counsel Chief Financial Officer Group Director, Strategic Procurement	Funds Available

SCHEDULE FIVE – PROCUREMENT INSTRUCTIONS

The instructions in this Schedule primarily relate to any direct (agency specific) procurement for NSW Police Force and takes into consideration applicable Procurement Board Directions regarding the use of whole of government contracts.

Where an existing contract exists for the provision of goods or services Officers must purchase from that contract and not purchase like goods from other suppliers. Only the Group Director, Strategic Procurement, Chief Financial Officer and Deputy Commissioner, Corporate Services can approve an exemption.

Officers must ensure the procurement has followed legislation, regulation, policy and procedures. Particular attention should be paid to the NSW Government Procurement Policy Framework and the NSW Police Force Procurement Policy. If the officer considers there has been a departure that has not been approved in advance, the delegation should not be exercised.

Officers must use judgement in the exercise of a delegation where the matter is of a sensitive nature, high risk or of strategic importance. Such matter should be referred to the Group Director, Strategic Procurement.

Officers must only exercise any delegation to accept tenders submitted in response to an expression of interest where that acceptance is solely for the further stage of the tendering process.

	Column One	Column Two
1	Approve an alternative procurement method to calling of open tender	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement
2	Approve the procurement strategy including feasibility and viability analysis	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement
3	Approve inviting tenders, including Request for Proposals, Expressions of Interest and subsequent Selective Tenders	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement
4	Approve the acceptance of late tenders where the integrity and competitiveness of the tendering process has not been compromised	Chief Financial Officer Group Director, Strategic Procurement
5	Approve early notification of unsuccessful tenderers prior to finalisation of tender outcomes and contact award	Group Director, Strategic Procurement

	Column One	Column Two
6	Approve cancellation of tender process and inviting fresh tenders where: (a) no conforming tender is received; or (b) there is a substantial change in the requirements since tenders were received	Group Director, Strategic Procurement
7	Approve acceptance of tenders	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement
8	Approve to enter into best and final offer negotiations with approved tenderers	Deputy Commissioner, Corporate Services Chief Financial Officer Group Director, Strategic Procurement

SCHEDULE SIX – BAD DEBT WRITE-OFF INSTRUCTIONS

The instructions in this Schedule are in relation to a “debt” due to the Crown which is identified as irrecoverable.

Before a debt may be regarded as irrecoverable, one of the following conditions must be satisfied:

- (a) the debtor cannot be located; or
- (b) it is uneconomic to finalise recovery action due to the relatively small value of the debt; or
- (c) the medical, financial, or domestic circumstances of a particular debtor at that time do not warrant the taking of recovery action or further recovery action; or
- (d) legal proceedings through the courts have proved, or on legal advice, would prove unsuccessful.

The amounts specified in Column Three are per transaction.

	Column One	Column Two	Column Three
1	Any debt	Commissioner of Police	Unlimited
2	Any debt	Deputy Commissioner, Corporate Services	\$250,000
3	Any debt	Chief Financial Officer	\$100,000
4	Money owed to the NSW Police Force by deceased employees	Commander, Human Resources Command	\$100,000
5	Costs orders made in favour of the NSW Police Force in legal proceedings that are irrecoverable	General Counsel, Office of the General Counsel	\$25,000
6	Minor salary overpayments, but only when settling litigated section 181D dismissal matters	General Counsel, Office of the General Counsel	\$5,000
7	Dishonoured cheques and credit card payments	Director, Security Licensing and Enforcement Directorate	\$2,500
8	Minor underpayments by debtors	Group Director, Shared Services	\$1,000
9	Minor salary overpayments	Group Director, Shared Services	\$1,000

**SCHEDULE SEVEN – FIXED ASSETS, PLANT AND EQUIPMENT AND INVENTORY
WRITE-OFF INSTRUCTIONS**

The NSW Police Force operates a Fixed Asset System as part of the overall Finance System. Guidelines that identify what constitutes a Fixed Asset are separately maintained and may be amended from time to time. An item that has been identified as a Fixed Asset is to remain on the Computerised Fixed Asset System (currently SAP) until such time as approval to delete the item is given.

A second component of the Fixed Asset System is for the recording of “items of interest”. Generally, these are items which do not fall within the Fixed Asset Category but which need to be recorded due to the risk of loss. Plant and Equipment items must remain on the computerised system until such time as approval to delete the item is given.

The delegated officer approving the write-off of fixed assets and plant and equipment is responsible for deciding whether:

- (a) the write-off of the asset, plant or equipment is appropriate;
- (b) the process to be followed is consistent with relevant Government and NSW Police Force policies; and
- (c) adequate records of the write-off exist for management, audit and review purposes.

In relation to fixed assets, the amounts specified in Column Three are the net book value per item. In relation to plant and equipment and inventory, the amounts specified in Column Three are the gross book value per item.

	Column One	Column Two	Column Three
1	Approve the write-off of a fixed asset	Commissioner of Police	Unlimited
		All police officers of the rank of Deputy Commissioner	\$350,000
		All police officers of or above the rank of Assistant Commissioner General Counsel, Office of the General Counsel Chief Financial Officer Commander, Technology Command Chief of Staff, Office of the Commissioner Commander, Communications Group Commander, Tactical Operations Group Commander, Public Order and Riot Squad Commander, Protective Security Group Commander, Firearms Registry All offices of or above the grade of Senior Executive Band 1	\$50,000

		<p>All offices with the title Commander, General Manager or Manager, of or above the rank of Superintendent</p> <p>All officers with the title Director, General Manager, Manager or Executive Officer, of or above the rank of Clerk Grade 12</p>	\$20,000
		<p>All offices with the title Commander, Controller, Manager or Staff Officer, of or above the rank of Inspector</p> <p>All officers with the title Director, Manager or Executive Officer, of or above the rank of Clerk Grade 9</p>	\$2,000
2	Approve the write-off of plant and equipment	Commissioner of Police	Unlimited
		<p>All police officers of the rank of Deputy Commissioner</p> <p>All police officers of or above the rank of Assistant Commissioner</p> <p>General Counsel, Office of the General Counsel</p> <p>Chief Financial Officer</p> <p>Commander, Technology Command</p> <p>Chief of Staff, Office of the Commissioner</p> <p>Commander, Tactical Operations Group</p> <p>Commander, Public Order and Riot Squad</p> <p>Commander, Protective Security Group</p> <p>Commander, Firearms Registry</p> <p>Commander, Communications Group</p> <p>All offices of or above the grade of Senior Executive Band 1</p> <p>All offices with the title Commander, General Manager or Manager, of or above the rank of Superintendent</p> <p>All officers with the title Director, General Manager, Manager or Executive Officer, of or above the rank of Clerk Grade 12</p>	\$4,999
		<p>All offices with the title Commander, General Manager or Manager, of or above the rank of Inspector</p> <p>All offices with the title Director, General Manager or Manager, of or above the rank of Clerk Grade 9</p>	\$2,000
3		Commissioner of Police	Unlimited

	Delete or remove an item from the Inventory System	Deputy Commissioner, Corporate Services	\$50,000
		Chief Financial Officer	\$10,000