



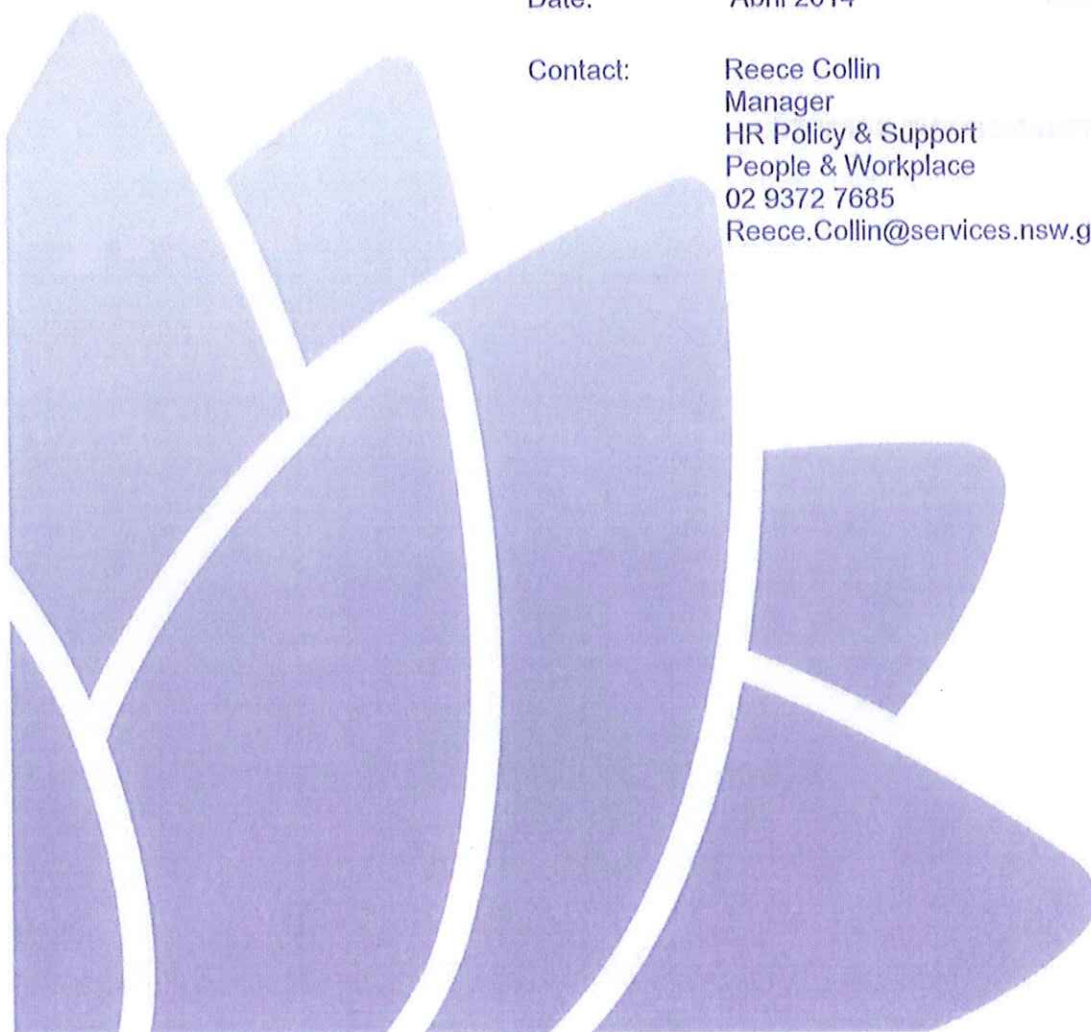
Finance
& Services

DFS Delegations Manual GSE Act Addendum to Part 3 Human Resources Delegations

To be read in conjunction with Delegation Manual Part 1

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Instrument of Delegation from the Secretary

INSTRUMENT OF DELEGATION

I Laurie Glanfield, Secretary, Department of Finance and Services, hereby delegate, pursuant to Section 27 the *Government Sector Employment Act* ("the Act"), the functions of the Head under the Act identified in this instrument, to the employees of the Department of Finance and Services identified in this Schedule.

Delegates must exercise the functions delegated under this instrument in accordance with the Act, the *Government Sector Employment Regulation 2014*, all other regulations, rules, orders and instruments made under the Act or Regulation, and subject to the additional conditions and limitations (if any) identified in this Schedule.

Previous delegations under 10.3, 10.4 and 10.5, DFS Delegations Manual, Part 3 Human Resources Delegations are withdrawn.

Made on the 2nd day of April 2014.

Laurie Glanfield
Secretary
DEPARTMENT OF FINANCE AND SERVICES



Level 1 – Secretary has approved delegation for all below listed functions unless otherwise indicated

	Description of Delegation/Function	Reference	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
A – NON-EXECUTIVE EMPLOYMENT								
A1	To employ a non-executive employee in a classification of work. <i>Note: Consultation must take place with HR</i>	GSE Act s45	✓	✓	✓	X	X	X
B – ASSIGNMENT TO ROLES								
B1	Assignment or re-assignment of non-executive employees to a role in the classification of work in which the employee is employed. <i>Note: Consultation must take place with HR</i>	GSE Act s46	✓	✓	✓	X	X	X
C – UNAUTHORISED ABSENCE FROM DUTY								
C1	If an employee fails to provide a satisfactory explanation for an unplanned absence, the amount paid to the employee for the period of the absence may be deducted from the employee's pay. <i>Note: Consultation must take place with HR</i>	GSE Regulation cl13(3)	✓	✓	✓	X	X	X
D – REVIEW OF PROMOTION DECISION								
D1	Receive a written request for a review of a promotion decision and determine if there are sufficient grounds for an appeal to proceed to review.	GSE Rules r24	Deputy Secretary Corporate Services ONLY	DPWP ONLY	X	X	X	X
E – REVIEW OF EMPLOYER-INITIATED TRANSFERS OR SECONDMENTS								
E1	Receive a written request for a review of an employer-initiated transfer or secondment and determine if there are sufficient grounds for an appeal to proceed to review.	GSE Rules r34	Deputy Secretary Corporate Services ONLY	DPWP ONLY	X	X	X	X
E2	Make a decision in relation to the finding of the review.		Deputy Secretary Corporate Services ONLY	DPWP ONLY	X	X	X	X
F – Misconduct								
F1	Initial stage for dealing with allegations of misconduct	GSE Rules r38	SECRETARY ONLY					
F2	Inquiries	GSE Rules r39						
F3	Findings	GSE Rules r40						
F4	Records relating to misconduct	GSE Rules r41						



Document Control

1.1 Document Approval

Name & Position	Signature	Date
Kirsten Watson Director People & Workplace	Signed 	2 /04/2014
John Hubby Deputy Secretary Corporate Services	Signed 	2/04/2014
Laurie Glanfield Secretary	Signed 	2/04/2014

1.2 Document Version Control

Version	Status	Date	Prepared By	Comments
1.0	Final	1 April 2014	Sally Wawn	

INSTRUMENT OF DELEGATION FROM THE SECRETARY

Instrument of Delegation

I, Philip Gaetjens, Secretary of NSW Treasury, hereby delegate, pursuant to section 27 of the *Government Sector Employment Act 2013* (the Act), to the person occupying the position of Chief Executive of the Office of Finance and Services, the employer functions in relation to senior executives within the Office of Finance and Services except:

- the initial engagement of a Public Service senior executive who reports directly to the Chief Executive of the Office of Finance and Services and the consequent assignment of the senior executive to a role,
- the assignment of a Public Service senior executive to a different role (not being a temporary assignment for a period of less than 6 months), and
- termination of the employment of a Public Service senior executive under section 41, 68 or 69 of the *Government Sector Employment Act 2013*

The person occupying the position of Chief Executive of the Office of Finance and Services is authorised to sub-delegate all employer functions hereby delegated except:

- the initial engagement of a Public Service senior executive and the consequent assignment of the senior executive to a role.

Made on the 28th day of May 2014



Philip Gaetjens
Secretary
NSW Treasury

INSTRUMENT OF DELEGATION FROM THE ACTING CHIEF EXECUTIVE

Human Resources

I, John Hubby, Acting Chief Executive, Office of Finance and Services hereby, to the extent that I am permitted to sub-delegate, sub-delegate the employment functions relating to the senior executives of the Office of Finance and Services and do so in accordance with the delegations contained in the current Human Resource delegations issued by:

- Michael Coutts-Trotter, the then Director-General of the Department of Finance and Services dated 20 July 2012,
- Laurie Glanfield, the then Secretary of the Department of Finance and Services dated 24 February 2014; and
- the *Government Sector Employment Act 2013* Addendum to Part 3 Human Resources Delegations issued by Laurie Glanfield, the then Secretary of the Department of Finance and Services, dated 2 April 2014.

This instrument is issued in the following context:

On 23 April 2014 the Secretary of Treasury was authorised by the *Administrative Arrangements (Administrative Changes) – Ministers and Public Service Agencies* Order 2014 to exercise the employer functions in relation to senior executives within the Office of Finance and Services.

On 28 May 2014 Philip Gaetjens, Secretary of Treasury delegated to the person occupying the position of Chief Executive of the Office of Finance and Services these employer functions with the exception of:


- the initial engagement of a Public Service senior executive who reports directly to the Chief Executive of the Office of Finance and Services and the consequent assignment of the senior executive to a role,
- assignment of a Public Service senior executive to a different role (not being a temporary assignment for a period of less than 6 months), and
- termination of the employment of a Public Service senior executive under section 41, 68 or 69 of the *Government Sector Employment Act 2013*.

The Secretary of Treasury also provided the power of sub-delegation to the person occupying the position of Chief Executive of the Office of Finance and Services with the exception of:

- the initial engagement of a Public Service senior executive and the consequent assignment of the senior executive to a role

Any purported delegations in the Office of Finance and Service Human Resources delegations which relate to senior executive positions and, which go beyond the Secretary's delegation, are not to be exercised.

Made on the 28th day of MAY 2014



John Hubby
Acting Chief Executive Officer
Office of Finance and Services