

Policy – Property - Delegations Manual

1. Policy statement

To enable the objectives and strategies of Roads and Maritime Services to be achieved, under section 50 of the *Transport Administration Act 1988*, the organisation has delegated functions to specific positions.

Roads and Maritime Services Maritime Property Staff will undertake their respective functions in accordance with the provisions established in the Roads and Maritime Services Delegations Manual.

2. Scope and coverage

This Policy is applicable to all Roads and Maritime Services Property staff, excluding Maritime Operations Division which has a specific Maritime Operations Division Delegations Manual.

3. Purpose and intended outcomes

The purpose of this Policy is to:

- provide an overarching statement in relation to the application of the Roads and Maritime Services Delegations Manual to Property functions.
- confirm the scope and coverage of the Roads and Maritime Services Delegations Manual as it applies to Property staff
- enable managers and others to carry out their responsibilities in an efficient and effective manner
- establishes a link between the Roads and Maritime Services Delegations Manual and Roads and Maritime Services Property policies and procedures

Adherence to this Policy will ensure that Roads and Maritime Services Property staff comply with the provisions of a range of legislation governing the management of Roads and Maritime Services funds and other resources.

4. Delegations

All delegations come from the authority of the Chief Executive and only the Chief Executive can approve an amended delegation.

Delegated Property staff is accountable for their actions. Roads and Maritime Services Property staff should only exercise those delegations for which they have authority and over those resources for which they have responsibility within approved budgets and resources.

All Property staff must ensure that the policies and procedures outlined in the Delegations Manual are adhered to at all times.

5. Responsibilities

The Director, Business Services is responsible for the development and review of this Policy.

The General Manager, Commercial and Property Management is responsible for the implementation, administration and review of this Policy.

6. Evaluation

The Director, Business Services and Legal Branch are responsible for the evaluation of this Policy.

7. Related information

Reference documents: For additional information go to:

- Treasurer's Direction 469.01
- Premier's Memorandum M2012-20 'Government Property NSW (previously State Property Authority) and Government Property Principles'
- NSW Government Code of Practice for Procurement and Implementation Guidelines and Guidelines for Privately Financed Projects
- Applicable Independent Commission Against Corruption (ICAC) guidelines and reports relating to tendering
- Relevant laws of the Commonwealth Government and the State of NSW
- Relevant policies, guidelines and directions of the NSW Government
- *Transport Administration Act 1988*
- *Public Sector Employment and Management Act 2002*

Review date: May 2019.