

**TREASURER'S INSTRUCTION**  
**FINANCIAL MANAGEMENT ACT 2016**  
**DELEGATIONS**

**EFFECTIVE DATE**

1 July 2019

**SCOPE**

This Treasurer's Instruction applies to all agencies listed in Column I of Schedule I, Part I in the *Financial Management Act 2016* unless otherwise exempted or provided for under the provisions of the Act.

**APPLICATION**

At all times.

**OBJECTIVE**

To provide direction on the management of delegations of functions, powers or duties made by the Accountable Authority under section 33 of the Act.

**INSTRUCTION**

- 6.1 The Accountable Authority must ensure that delegations of functions, powers or duties are documented and signed by the Accountable Authority.
- 6.2 The Accountable Authority must ensure that a record of all active delegations is maintained.
- 6.3 The Accountable Authority must ensure that all delegations are current. In particular:
  - 6.3.1 delegations must be re-made whenever the occupant of the position of Accountable Authority changes;
  - 6.3.2 where a delegation has been made to a particular person, the delegation must be re-made if that person changes his or her position within the Agency; and
  - 6.3.3 where a delegation has been made to a position, the delegation must be re-made if the position is removed, re-named or restructured.
- 6.4 The Accountable Authority must ensure that a written instrument of delegation includes advice that the delegation made must not be delegated, by the person to whom the delegation has been made, to another person or position.
- 6.5 The Accountable Authority must ensure that delegations clearly state any restrictions that apply to the delegated authority.

6.6 The Accountable Authority must ensure that all instruments of delegations are readily available to relevant staff.

**ADDITIONAL GUIDANCE**

There is no additional guidance.