

Public Sector Management (Financial Management Act 1996 – Write Offs and Write Downs) Delegation 2016 (No 3)

made under the

Public Sector Management Act 1994, s 20 (Delegation by directors-general)

1 Name of instrument

This instrument is the *Public Sector Management (Financial Management Act 1996 – Write Offs and Write Downs) Delegation 2016 (No 3)*.

2 Commencement

This instrument commences on the day that it is signed.

3 Delegation

I delegate such of my functions under section 31 and 31A of the *Financial Management Act 1996* (the Act), as are reasonably necessary and convenient for the making of write offs and write downs resulting from:

- a) losses or deficiencies of public money; or
- b) revenue or debts that have become in practical terms irrecoverable;

to the persons who from time to time occupy the public service positions identified in column 1 of the schedule (delegates) subject to the limitations noted below and the conditions in section 4 of this instrument.

Note 1: The Legislation Act defines “occupy”, in relation to a position, as including: to hold the position, act in the position or exercise functions of the position.

4 Delegation of functions—conditions

The delegate must:

- (a) ensure that all reasonable action has been taken to recover any debt before it is written off;
- (b) consider whether the asset loss is as a result of negligence and whether disciplinary or legal action should be pursued;
- (c) comply with the Director-General Financial Instructions issued under section 31 of the Act.

Note2: Under section 31(2)(c) of the Act, officers and employees of the directorate must comply with the Act including any instruments made under the Act such as the Financial Management Guidelines.

Note 3: All write offs and write downs must be recorded in the Directorate's Register of Write Offs and Write Downs as required by the Director-General Financial Instructions

5 Revocation

The Public Sector Management (Financial Management Act 1996 — Write Offs and Write Downs) Delegation 2016 (No 2) made on 24 June 2016 is revoked.



Dorte Ekelund
Director-General,
Environment, Planning and Sustainable Development Directorate
13 December 2016

**Schedule
(see section 3)**

| Column 1 Position Number/Title | Column 2 Branch/Section (for information only) | Column 3 Maximum amount and Jurisdiction Area |
|--|--|--|
| Environment, Planning and Sustainable Development Directorate (EPSDD) | | |
| Chief Finance Officer (E00562) | | Write-off up to \$50,000 only for losses or deficiencies of public monies & up to \$50,000 only per debtor irrecoverable revenue or debts. Write-down up to \$100,000 for individual assets or property, plant and equipment assets. (For all matters in EPSDD) |
| Director Parks and Conservation (E00610) | Parks and Conservation Service | Write-off up to \$2,000 only for losses or deficiencies of public monies & up to \$2,000 only per debtor for irrecoverable revenue or debts. Write-down up to \$5,000 for individual assets or property, plant and equipment assets. (For matters within the responsibility of the Branch shown in Column 2) |
| All SOGA and SOGB's in Strategic Finance | | Write-off up to \$2,000 only for losses or deficiencies of public monies & up to \$2,000 only per debtor for irrecoverable revenue or debts. (For all matters in EPSDD) |
| All SOGA, Principal and SOGB's (and equivalents) in Parks and Conservation | Parks and Conservation Service | Write-down up to \$2,000 for individual assets or property, plant and equipment assets. (For matters within the responsibility of the Branch shown in Column 2) |

