

Public Sector Management (Financial Management Act 1996 – Cash Advances) Delegation 2016 (No 4)

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 – Cash Advances) Delegation 2016 (No 4)*.

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 making petty cash payments, to the people who from time to time occupy the public service positions identified in column 2 of the schedule (delegates) subject to the limitations noted below and the conditions in section 4 of this instrument.

This delegation does not apply to functions related to the making of cash payments by a person occupying the position identified in column 2 of the schedule that is of an amount that exceeds the maximum stated in the corresponding entry in column 3 of the schedule.

Examples

- 1 Issuing cash advances for petty cash payments;
- 2 receiving money and giving change;
- 3 reimbursing travel claims (for travel approved on a Travel Approval Form);
- 4 petty cash payments (e.g. for overtime meal allowances, travel costs to attend local courses and meetings, and other minor work related expenses); and
- 5 reimbursing other advances.

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

Delegates must—

- (a) comply with the requirements contained in the current Director-General Financial Instructions issued under section 31 of the Financial Management Act;
- (b) must take all reasonable steps to safeguard the advance.

Note 2: 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.

5 Revocation

The *Public Sector Management (Financial Management Act 1996 – Cash Advances) Delegation 2016 (No 3)* made on 21 September 2016 is revoked.



Dorte Ekelund

Director-General

Environment, Planning and Sustainable Development Directorate

13 December 2016

Schedule

Column 1 Advance Number	Column 2 Position	Column 3 Maximum Amount	Column 4 Limitations
Environment, Planning and Sustainable Development Directorate (EPSDD)			
Corporate			
ADV 1	P10724, P15175, P17218	\$2,000	This advance shall be used for petty cash payments only.
ADV 2	P15175, P17218	\$500	This advance shall be used for petty cash payments only.
Office for the Commissioner of Sustainability and the Environment			
ADV 3	P34167, D00013	\$200	This advance shall be used for petty cash payments only.
Parks and Conservation Service			
ADV 4	P09878, P37172	\$1,500	Visitor Centre Cash Float.
ADV 5	P10112, P34744	\$200	Nil. ie this advance may be used for all cash purposes.
ADV 6	P09874, P23094	\$200	Visitor Centre Cash Float.
ADV 7	P10112, P34744	\$1,000	This advance shall be used for petty cash payments only.
ADV 8	P11081	\$1,000	This advance shall be used for petty cash payments only.
ADV 9	P09874, P23094	\$200	Visitor Centre Cash Float.
ADV 10	P13530, P04402	\$50	Visitor Centre Cash Float.
ADV 11	P09874, P23094	\$1,000	This advance shall be used for petty cash payments only.
ADV 12	P13544, P17724	\$1,500	This advance shall be used for petty cash payments only.

