

Instrument of subdelegation for functions under the *Government Sector Finance Act 2018* (NSW)

State Records Authority New South Wales

Pursuant to section 9.9(5) of the *Government Sector Finance Act 2018* (the **GSF Act**), I, Martyn Killion, Executive Director, State Records Authority New South Wales (State Records NSW), hereby:

1. Subdelegate those functions and powers that are specified in the column marked “Function” in Schedule 1, being functions which have been delegated and subdelegated to me, to the persons occupying the roles referred to in the column marked “Subdelegate” in Schedule 1.

A subdelegation of functions under this instrument:

- a. does not authorise a subdelegate to further subdelegate a function delegated and subdelegated to me at the time of making this instrument, in accordance with the column marked “Further subdelegation” in Schedule 1;
- b. is subject to the conditions identified in Schedule 2;
- c. remains in full force and effect until:
 - i. withdrawn, modified or varied by me or my successors in office; or
 - ii. in respect of a particular subdelegated function – the delegation or subdelegation of the function to me or my successors in office is withdrawn, modified or varied by the delegator or subdelegator, in a manner inconsistent with the subdelegation by me.

If a role or role title is changed, or a new role or role title is created in conjunction with the deletion of an existing role or role title, the delegations applicable to the former role or role title are extended to the retitled or new role, as long as the functions and responsibilities of the retitled or new role and former role are substantially the same.

Terms used in this instrument have the same meaning as they carry in the GSF Act, unless otherwise indicated.

The amount specified in the table in Schedule 1 for each delegate is the maximum expenditure per transaction exclusive of GST (unless otherwise stated).

These delegations come into effect on and from 6 October 2023.



Martyn Killion
Executive Director
State Records Authority NSW

Schedule 1 - Subdelegations

Item	Function	Subdelegate	Limit per transaction	Further Subdelegation	Section (GSF Act, unless otherwise indicated)
1.	General expenditure of money for the work of the GSF agencies	Director/Band 1 Public Service Senior Executive	Up to \$100,000	No	Section 9.7(1)(b) Each annual Appropriation Act
		Clerk Grade 11/12 (or equivalent)	Up to \$50,000	No	
2.	Expenditure of money via Purchasing Cards (Pcards)	Cardholders	Up to \$10,000 ¹ (Inclusive of GST)	No	Section 9.7(1)(b) Each annual Appropriation Act
3.	Approve expenditure of money in relation to routine payroll requirements	Head of Finance, Museums of History NSW and State Records Authority NSW Staff Agency	Limited by the scope of the function (exceptional payroll instances require escalation)	No	Section 9.7(1)(b) Each annual Appropriation Act

Schedule 2 – Conditions on Subdelegations

1. Expenditure is limited to expenditure in respect of the subdelegate's area(s) of administrative responsibility.
2. A delegate or subdelegate must not exercise financial delegation in relation to themselves (for example, approve their own travel allowance claims).
3. A further subdelegation to a government officer by the delegate/subdelegate cannot exceed the financial limit specified for the delegate/subdelegate.
4. Expenditure on overseas travel and accommodation is only authorised if the overseas travel has first been approved in accordance with the NSW Government and Travel and Transport Policy, as updated or re-issued from time to time, and the expenditure is consistent with that approval.

¹ Unless a delegate nominated elsewhere in this instrument.