



**Disclaimer:** This document should be used as guidance material only, for more information please refer to the legislation and please check the website for updates.

**Purpose;** The purpose of this factsheet is to summaries the functions and duties that are specifically conferred on the Accountable Authority of a GSF agency under the *GSF Act 2018*. It is not designed as a technical guide to the GSF Act and does not replace familiarity with the provisions of the legislation.

Some functions listed here may be delegated in accordance with Part 9 of the GSF Act. Functions that require a formal delegation instrument, called *delegable functions*, are defined in s9.7 of the GSF Act. For example, the function of being consulted regarding Treasurer's directions would require a delegation for someone other than the AA to affect the task and require a formal delegation instrument, written in accordance with s49 of the *Interpretation act 1987*.

Other functions conferred on the Accountable Authority, while they may require assistance from staff to complete, do not require a formal delegation instrument. An example is the function of preparing relevant agency information for the Budget papers under s 4.5. It would be essential for the AA to get assistance from their staff to affect this duty, however this does not require a formal delegation instrument like the functions described above.

For more information please refer to the legislation and the resources available on the [website](#)

Item	Function	GSF Act provision	Section
<b>Part 2 – Key concepts</b>			
1.	<b>Must give written notice to the Treasurer, and the Auditor General, of a new GSF agency’s status, and facilitate auditing.</b>	<i>The Accountable Authority for an entity that becomes a GSF agency must:</i> (a) give written notice to the Treasurer of that fact within one month after the entity becomes a GSF agency, and (b) give written notice to the Auditor-General of that fact within one month after the entity becomes a GSF agency and ensure that appropriate steps are taken to have the GSF agency audited by the Auditor-General.	2.8(1)
<b>Part 3 – Roles and responsibilities</b>			
2.	<b>Treasurer’s Directions may not, if specified by regulations, apply to certain Accountable Authorities</b>	<i>Subject to subsection (2), the Treasurer’s directions do not apply to any of the following:</i> ... (c) any GSF agency, government officer or Accountable Authority for a GSF agency (or a GSF agency, government officer or Accountable Authority of a kind) prescribed by the regulations.	3.3(1)(c)
3.	<b>Must comply with any applicable Treasurer’s directions</b>	<i>A person or other entity to whom a provision of the Treasurer’s directions applies must comply with the provision.</i>	3.4
4.	<b>Must develop and maintain and make available certain financial management policies and procedures, and maintain systems, and ensure that the AA’s agency complies with the policies and procedures</b>	<i>The Accountable Authority for a GSF agency is:</i> (a) to develop, maintain and make available financial management policies and procedures, and (b) To establish, maintain and keep under review each of the following: (i) effective systems for risk management, internal control and assurance (including by means of internal audit) that are appropriate systems for the agency, (ii) arrangements for protecting the integrity of financial and performance information, (iii) arrangements for ensuring there is compliance with the Act, and (c) to ensure that the agency complies with those policies and procedures.	3.6(1)



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<b>Part 4 – Budget appropriations and Special Deposits Account</b>			
5.	<b>Must prepare information concerning the agency for use in the Budget preparations in accordance with Treasurer's directions.</b>	<i>The Accountable Authority must, in accordance with directions by the Treasurer, prepare information for use in Budget preparations concerning the agency and its controlled entities for the times and in the manner directed.</i>	4.5(1)
6.	<b>May operate a <i>working account</i> for their agency in accordance with regulations, where the AA's agency is not a legal person</b>	<i>A GSF agency (if the agency is a person) or the Accountable Authority for a GSF agency (if the agency is not a person) is authorised to operate a working account of the agency (including by paying money into or out of the account and investing money in the account in accordance with the regulations).</i>	4.17(3)
<b>Part 5 – Expenditure and gifts</b>			
7.	<b>Must be consulted on directions to be made concerning payment of <i>financial distributions</i> to Treasurer</b>	<i>The Treasurer must consult both the Accountable Authority and responsible Minister for the GSF agency in accordance with section 3.5 about proposed directions to be given to the agency under this section.</i>	5.4(3)
8.	<b>Must ensure that expenditure of money for the AA's agency is done in a way that is authorised</b>	<i>The Accountable Authority for a GSF agency is responsible for ensuring that expenditure of money for the agency is in a way that is authorised.</i>	5.5(1)

Item	Function	GSF Act provision	Section
<b>Part 6 – Financial services and arrangements</b>			
9.	<b>Must not do things which would contravene Part 6, if done by a GSF agency for which they are the Accountable Authority</b>	<i>To avoid doubt, an Accountable Authority for a GSF agency or government officer cannot do anything for or on behalf of a GSF agency that would contravene this Part if it were done directly by the agency.</i>	6.1(3)
10.	<b>May exercise certain functions on behalf of a GSF agency which is not a legal person</b>	<i>Any function that is expressed to be conferred on a GSF agency by or under this Part may, if the agency is not a person, be exercised for or on behalf of the agency by: (a) For an agency that is a separate GSF agency – the Accountable Authority for the agency, or (b) For an agency that is not a separate GSF agency – the responsible Minister or the Accountable Authority for the agency</i>	6.2(1)
11.	<b>Must ensure that the GSF agency for which they are the Accountable Authority complies with Treasurer’s directions (under s 6.15) concerning the use of financial services</b>	<i>The Accountable Authority for a GSF agency is responsible for ensuring that the agency complies with any Treasurer’s directions given for the purpose of this section.</i>	6.15(8)
12.	<b>Must be consulted before the Treasurer closes a banking account for their GSF Agency</b>	<i>The Treasurer must consult the Accountable Authority for a GSF agency before closing any of its banking accounts.</i>	6.18(3)
13.	<b>May open, close or operate banking accounts in accordance with Treasurer’s directions</b>	<i>The Accountable Authority for a GSF agency may, in accordance with any requirements of the Treasurer’s directions, open, close or operate banking accounts of the agency (whether provided under a State financial service agreement or otherwise).</i>	6.19

14.	<b>Must comply with a request, from the Treasurer, for the agency for which they are the Accountable Authority to give written permission to access banking information</b>	<p><i>(1) The Treasurer may require a GSF agency that holds a banking account to give the Treasurer, or a person nominated by the Treasurer, written consent for any of the following if the entity with which the account is held requests the consent:</i></p> <p><i>to access banking information of the GSF agency,</i></p> <p><i>for an account provided under a State financial service agreement—to open or close the account or conduct banking account structuring involving the account.</i></p> <p><i>(2) The Accountable Authority for the GSF agency must comply with the requirement under subsection (1)</i></p>	6.20
15.	<b>May enter into a <i>financial arrangement</i> for or on behalf of an agency</b>	<p><i>Without limiting section 6.2, the Accountable Authority for a GSF agency may enter into a financial arrangement for or on behalf of the agency that the agency is authorised to enter into and has all of the functions of the agency for that purpose (including under subsection (5)).</i></p>	6.22(3)
16.	<b>Responsible for administrating authorised financial arrangements of the agency and keeping records.</b>	<p><i>The Accountable Authority for a GSF agency:</i></p> <p><i>(a) is responsible for administering the financial arrangements for the agency (including those entered by the Treasurer for or on behalf of the agency) and</i></p> <p><i>(b) must keep records, in accordance with any requirements of the Treasurer's directions in respect of the financial arrangements for the agency (including any financial arrangement approvals for them).</i></p>	6.22(8)

Item	Function	GSF Act provision	Section
<b>Part 7 – Reporting</b>			
17.	<b>Must ensure appropriate accounts and records are kept for their GSF agency</b>	<i>The Accountable Authority for a GSF agency must ensure that accounts and records are kept for the agency that:</i> (a) <i>properly record and explain the agency’s transactions, cash flows, financial position and financial performance, and</i> (b) <i>allow for the preparation and audit of financial statements or financial reports.</i>	7.5(1)
18.	<b>Cause financial statements for their GSF agency to be prepared and given to the Auditor-General.</b>	<i>The Accountable Authority for a reporting GSF agency must:</i> (a) <i>cause financial statements (<b>annual GSF financial statements</b>) to be prepared for the annual reporting period for the agency, and</i> (b) <i>give those statements after they are prepared to the Auditor-General for auditing.</i>	7.6(1)
19.	<b>Must make annual GSF financial statements publicly available, where the AA’s agency is not a reporting GSF agency required to prepare annual reporting information under Div. 7.3 for that period</b>	<i>A copy of both the annual GSF financial statements and the audit report for them must be:</i> (a) <i>for a reporting GSF agency that is required under Division 7.3 to prepare annual reporting information for the period concerned—included in the annual reporting information tabled in Parliament for that period, or (b) for any other reporting GSF agency:</i> ... (ii) <i>made publicly available by the Accountable Authority for the agency after it is tabled in the form or forms required by the regulations or the Treasurer’s directions.</i>	7.6(5)(b)(ii)
20.	<b>Must cause final annual financial statements to be prepared, where they are the Accountable Authority for a former reporting GSF agency</b>	<i>The Accountable Authority for a former reporting GSF agency must cause annual GSF financial statements (<b>final annual GSF financial statements</b>) to be prepared for:</i> (a) <i>the part of the annual reporting period of the agency during which it ceased to be a reporting GSF agency, and</i> (b) <i>if annual GSF financial statements have not been prepared for any previous annual reporting period of the agency—that previous period.</i>	7.7(1)
21.	<b>Must prepare a special purpose financial report in accordance with direction from the Treasurer.</b>	(1) <i>The Treasurer may direct an Accountable Authority for a GSF agency to prepare special purpose financial reports for the agency.</i> ... (3) <i>An Accountable Authority for a GSF agency to whom a direction is given must prepare it in accordance with any Treasurer’s directions concerning reports of the kind concerned.</i>	7.9(1) and (3)

22.	<b>Ensure that <i>annual reporting information</i> for their GSF agency is prepared within the period specified in the Treasurer's directions, and provide that information to the agency's responsible Minister</b>	(1) <i>The Accountable Authority for a reporting GSF agency is to ensure that the annual reporting information for the agency is prepared within the period specified by the Treasurer's directions after the end of the annual reporting period for the agency.</i> (2) <i>The annual reporting information must be:</i> (a) <i>prepared and presented in the form required by this Act, the regulations or the Treasurer's directions, and</i> (b) <i>given to the responsible Minister for the reporting GSF agency within the period agreed or directed by the Minister so as to enable it to be tabled in Parliament.</i>	7.12(1) and (2)
23.	<b>Ensure that <i>annual reporting information</i> publicly available</b>	<i>The Accountable Authority is to ensure that the annual reporting information is made publicly available as soon as practicable (but no later than within 5 months or any other period prescribed by the regulations) after it is tabled in the form or forms required by the regulations or the Treasurer's directions.</i>	7.12(3)
24.	<b>Must ensure <i>annual reporting information</i> for a former GSF agency of which they are the Accountable Authority is prepared within certain time periods</b>	<i>The Accountable Authority for a former reporting GSF agency is to ensure the annual reporting information for the agency (the <b>final annual reporting information</b>) is prepared within the period agreed or directed by the responsible Minister for the agency after the end of the agency's annual reporting period for the part of the annual reporting period of the agency before it ceased to be a reporting GSF agency.</i>	7.14(1)

Item	Function	GSF Act provision	Section
<b>Part 8 – Performance management of GSF agencies</b>			

25.	<b>Must ensure records are kept regarding agency's performance</b>	<i>The Accountable Authority for a GSF agency is to ensure that records and other information are kept that properly explain the agency's performance.</i>	8.2(1)
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### Part 9 – Administration

26.	<b>Must comply with a request for information under Division 9.1, subject to exceptions</b>	<p><i>(1) The Accountable Authority for a GSF agency to whom a request is made under this Division must comply with the request, except as provided by this section.</i></p> <p><i>(2) The Accountable Authority for a GSF agency does not need to comply with a request under this Division to provide relevant agency information if the disclosure of the information is prohibited by any other legislation.</i></p> <p><i>(3) An Accountable Authority for a GSF agency who considers that a request does not need to be complied with because the disclosure of the information is prohibited by other legislation must provide the Treasurer or other Minister who made the request with a written notice of the reason for not complying.</i></p>	9.5				
27.	<b>May have Minister’s delegable functions delegated to them by the responsible Minister for their GSF agency</b>	<p><i>A Minister may delegate any of the Minister’s delegable functions (except separate GSF agency delegable functions or functions under Division 9.1) to:</i></p> <p>...</p> <p><i>(b) the accountable authority for a GSF agency for which the Minister is the responsible Minister...</i></p>	9.9(2)				
28.	<b>May subdelegate permitted Minister’s functions to certain permitted delegates</b>	<p><b>Subdelegations</b></p> <p><i>A delegate of a Minister may subdelegate a delegated function as follows to a permitted subdelegate for the kind of delegate concerned:</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><b>Kind of delegate</b></th> <th style="text-align: left;"><b>Permitted subdelegates</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>...</p> <p><i>4 Accountable Authority for a GSF agency that is not a separate GSF agency for which the Minister is the responsible Minister</i></p> </td> <td style="vertical-align: top;"> <p><i>Any of the following:</i></p> <p><i>(a) a government officer (or a government officer of a kind) of the agency,</i></p> <p><i>(b) any other entity (or an entity of a kind) prescribed by the regulations as an entity to which the delegate can subdelegate</i></p> </td> </tr> </tbody> </table>	<b>Kind of delegate</b>	<b>Permitted subdelegates</b>	<p>...</p> <p><i>4 Accountable Authority for a GSF agency that is not a separate GSF agency for which the Minister is the responsible Minister</i></p>	<p><i>Any of the following:</i></p> <p><i>(a) a government officer (or a government officer of a kind) of the agency,</i></p> <p><i>(b) any other entity (or an entity of a kind) prescribed by the regulations as an entity to which the delegate can subdelegate</i></p>	9.9(5)
<b>Kind of delegate</b>	<b>Permitted subdelegates</b>						
<p>...</p> <p><i>4 Accountable Authority for a GSF agency that is not a separate GSF agency for which the Minister is the responsible Minister</i></p>	<p><i>Any of the following:</i></p> <p><i>(a) a government officer (or a government officer of a kind) of the agency,</i></p> <p><i>(b) any other entity (or an entity of a kind) prescribed by the regulations as an entity to which the delegate can subdelegate</i></p>						
29.	<b>May have functions delegated to them by GSF agency that is a person</b>	<p><i>A GSF agency that is a person may delegate any delegable function of the agency (except an excluded function) to:</i></p> <p><i>(a) the Accountable Authority for the agency...</i></p>	9.10(1)(a)				





# Government Sector Finance Act 2018

## Summary of key Accountable Authority functions and duties in the GSF Act 2018

### Fact Sheet

Last updated; 5 December 2018

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30.	<b>May subdelegate certain GSF Agency's functions to certain subdelegates</b>	<i>A delegate of a GSF agency that is a person may subdelegate a delegated function as follows to a permitted subdelegate for the kind of delegate concerned:</i>	9.10 (3)
		<b>Kind of delegate</b> <i>1 Accountable Authority for the agency</i>	<b>Permitted subdelegates</b> <i>Any of the following: (a) a government officer (or a government officer of a kind) of the agency, (b) any other entity (or an entity of a kind) prescribed by the regulations</i>
31.	<b>May delegate certain delegable functions</b>	<i>An Accountable Authority for a GSF agency may delegate any of the accountable authority's delegable functions (except an excluded function) to: (a) a government officer (or a government officer of a kind) of the agency, or (b) any other entity (or an entity of a kind) prescribed by the regulations.</i>	9.11(1)

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