

OFFICIAL



Australian Government
**Department of Agriculture,
 Water and the Environment**

Human Resources Delegations 2020

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**Department of Agriculture,
Water and the Environment**

Instrument of Delegation for Human Resources Powers and Functions

I, **s. 22(1)(a)(ii)**, Secretary of the Department of Agriculture, Water and the Environment (**Department**), hereby:

1. **REVOKE** the previous instrument of delegation for Human Resources powers and functions for the Department of the Agriculture, Water and the Environment dated 1 February 2020 and varied on 3 August 2020; **and**
2. **MAKE** this instrument of delegation and authorisation under:
 - a. subsection 78(7) of the *Public Service Act 1999*
 - b. subregulation 9.3(3) of the *Public Service Regulations 1999*
 - c. subclause 52(1) of the *Australian Public Service Commissioner's Directions 2016*
 - d. subrule 13(1) of the *Public Service Classification Rules 2000*
 - e. subsection 9(1) of the *Long Service Leave (Commonwealth Employees) Act 1976*
 - f. subsection 11(1) of the *Maternity Leave (Commonwealth Employees) Act 1973*
 - g. subsection 41A(1) of the *Safety, Rehabilitation and Compensation Act 1988*
 - h. section 36 of the *Governance of Australian Government Superannuation Schemes Act 2011*
 - i. clause 1.7 of the *Department of the Environment and Energy Enterprise Agreement 2016-2019*
 - j. clause 1.7 of the *Department of the Environment and Energy Enterprise Agreement 2016-2019* as applied in the *Public Service (Terms and Conditions of Employment) (Biosecurity and Veterinarian Employees) Determination 2020*
 - k. clause 7.1 of the individual section 24(1) determinations applying to SES employees in the Department of Agriculture, Water and the Environment
 - l. clause 10 of the *Department of Agriculture, Water and the Environment Determination 2020/01 (SES Employees)*; **and**
3. **DELEGATE** to each person or employee of the Department who, from time to time, performs the duties of an employment category as specified in Column 3 of Schedule 2 to this instrument, my powers, duties and functions as described in the corresponding cells in Columns 1 and 2 of Schedule 2, subject to:
 - a. the limitations or conditions (if any) specified in Column 4 of Schedule 2;
 - b. the limitations or conditions (if any) specified in those instruments which delegate duties, powers and functions to the Secretary of the Department; and
 - c. the directions (if any) made by the Secretary of the Department under subsection 78(11) of the *Public Service Act 1999* with respect to the exercise of the powers or the performance of the functions.

Dated 16 December 2020

s. 22(1)(a)(ii)



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s. 22(1)(a)(ii)

Secretary of the Department of Agriculture, Water and the Environment

s. 22(1)(a)(ii)



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Schedule 1 – Interpretation

INTERPRETATION

1. In Schedule 2 to this delegation instrument, unless otherwise stated, the following abbreviations, acronyms and key terms have the meaning specified in the 'Interpretation Table' below:

Interpretation Table: Descriptions of Abbreviations, Acronyms and Key Terms

Acronym	Description
AAD	Australian Antarctic Division
APS	Australian Public Service
APSCD	<i>Australian Public Service Commissioner's Directions 2016</i>
Assurance Function	Area with functional responsibility for assurance in the Division responsible for assurance
BOD	Biosecurity Operations Division
COD1	Chief of Division Grade 1 classification
Collective SES 24(1)	<i>Department of Agriculture, Water and the Environment Determination 2020/01 (SES Employees)</i> , as referred to in clause 2(l) of this Instrument
COO	Chief Operating Officer
DNP	Director of National Parks
EA	<i>Department of the Environment and Energy Enterprise Agreement 2016-2019</i>
ED	Executive Director
FW Act	<i>Fair Work Act 2009</i>
EL	Executive Level employee
IFA	Individual Flexibility Arrangement
ISAC	Independent Selection Advisory Committee
IT	Information Technology
HR	Human Resources
Legal Function	Area with functional responsibility for legal in the Division responsible for legal
LSL	Long Service Leave
LSL Act	<i>Long Service Leave (Commonwealth Employees) Act 1976</i>
ML	Maternity Leave
ML Act	<i>Maternity Leave (Commonwealth Employees) Act 1973</i>
NP	National Parks
PD	Area with functional responsibility for human resources (People) in the Division responsible for human resources in the Division
Payroll Function	Area with functional responsibility for payroll in the Division responsible for payroll
PRC	Promotion Review Committee
PS Act	<i>Public Service Act 1999</i>
PSR	<i>Public Service Regulations 1999</i>
PSCR	<i>Public Service Classification Rules 2000</i>



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Acronym	Description
S24	Determinations made under section 24(1) of the <i>Public Service Act 1999</i> which apply to an individual SES employee. For the avoidance of doubt, this excludes the Collective SES 24(1) determination.
Security Function	Area with functional responsibility for security and property in the Division responsible for security and property
SD	Senior Director¹
SES	Senior Executive Service
SRC Act	<i>Safety, Rehabilitation and Compensation Act 1988</i>
VA	<i>DEE (Veterinary) Agreement</i> , as described in and applied by the <i>Public Service (Terms and Conditions of Employment) (Biosecurity and Veterinarian Employees) Determination 2020</i>

- In Schedule 2 to this instrument, all references to a provision of the 'EA' in Column 2 are taken to be a reference to the same numbered clause of the 'VA' e.g. a reference to 'EA 6.13' is also a reference to 'VA 6.13'.
- All references to Branch, Division or Group in this instrument are references to a Branch, Division or Group within the Department of Agriculture, Water and the Environment. Where a Branch, Division or Group's name is changed subsequent to the signing of this instrument, but the Branch, Division or Group in substance remains the same, all references to that Branch, Division or Group are taken to refer to the new branch, division or group.

¹ A Senior Director does not occupy a SES Band 1 position. A Senior Director is the position specifically identified as such in the department's human resources systems. Please contact Human Resources to identify a person who has previously or is substantively occupying a Senior Director position.



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Schedule 2 – Powers, Duties and Functions Delegated

Consultation and Dispute Resolution Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Consultation			
Notify relevant employees of a decision to introduce a major change	EA 2.9	All SES B3, B2, B1 or SES B1 equivalent, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Notify relevant employees of a decision to introduce a change to the regular roster or ordinary hours of work	EA 2.17	All SES B3, B2, B1, and EL2 equivalent DNP, SD NP: EL1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Review of actions			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Refer an application for review of a reviewable action to the Merit Protection Commissioner with the Commissioner's agreement and advise the employee in writing	PSR r 5.25	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Notify employee in writing that an action is not reviewable, citing reasons and advising the employee of their right to seek a secondary review from the Merit Protection Commissioner	PSR r 5.26	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Conduct a review, or appoint a delegate to conduct a review	PSR r 5.27(1),(2)	SES B3 (COO), B2 PD: SES B3, B2, B1, EL2	SES B3, B2 and B1- <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Decide the outcome of the primary review by: <ul style="list-style-type: none"> confirming the action varying the action setting the action aside and substituting a new action, or taking other appropriate action 	PSR r 5.27(3),(4)	SES B3 (COO) PD: SES B1, EL 2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Notify employee in writing of the decision, citing reasons, advice of any action to be taken, and the right for a secondary review from the Merit Protection Commissioner	PSR r 5.27(5)	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Receive an application for secondary review to the Merit Protection Commissioner and give the relevant documents to the Commissioner within 14 days and a copy to the affected employee	PSR r 5.29(2), 5.30	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Make a decision about a recommendation from the Merit Protection Commissioner and advise the employee and Commissioner in writing	PSR r 5.32(1), (2), (4)	All SES B3 PD: SES B2, B1, EL2	<i>No limitations</i>
Provide information to a person or committee undertaking a secondary review	PSR r 5.35	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>



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Working Arrangements Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Bandwidth			
Vary the start and finish times for the 12-hour bandwidth for a workplace for operational requirements	EA 3.6	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Flexible working arrangements			
Approve or decline a request for a change of hours or change in pattern of work for a period up to 12 months	EA 3.14-3.15	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve or decline a request to work away from the office or work from home for up to 14 calendar days	EA 3.14-3.15	All SES B3, B2, B1, EL2 and equivalent SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve or decline a request to work away from the office or work from home for longer than 14 calendar days	EA 3.14-3.15	All SES B3, B2, B1, EL2 and equivalent SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Flex time			
Authorise an employee to build up and make use of working time credits (flex credits)	EA 3.17	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Allow an employee to accrue a flex credit in excess of the maximum balance in a settlement period	EA 3.18	SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent SD	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine payment in lieu of flex credits in exceptional circumstances	EA 3.19	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
<p>Authorise payment of flex credits at single-time rates up to a maximum of 37.5 hours where an employee ceases with the Department and was unable to use flex due to operational requirements</p>	<p>EA 3.22</p>	<p>All SES B3, B2 and B1</p> <p>DNP, SD</p> <p>ED ANBG</p> <p>PD: SES B1 and EL2</p>	<p>PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i></p>
<p>Remove or restore access to flex time arrangements after discussion with employee</p>	<p>EA 3.24</p>	<p>All SES B3, B2 and B1</p> <p>DNP, SD</p> <p>ED ANBG</p> <p>PD: SES B1 and EL2</p>	<p>PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i></p>
<p>Executive Level Working Arrangements</p>			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Grant flexible working arrangements to an EL employee	EA 3.25	All SES B3, B2, B1, EL2 DNP, SD PD: SES B1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Grant time off in lieu for an EL employee where additional hours worked are in excess of agreed working arrangements	EA 3.25	SES B3, B2, B1, EL2 DNP, SD PD: SES B1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Part time work			
Approve or decline requests for part time work up to 12 months and advise the employee of the outcome within 3 weeks	EA 3.30	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve part time work requests from employees returning from maternity or parental leave within 2 years of the birth or placement of child	EA 3.31	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Allow part time employee to convert to full time before the expiry of their part time agreement	EA 3.34	All SES B3, B2 B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Job sharing			
Authorise a job sharing arrangement by written agreement with all parties	EA 3.35	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Public holidays			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Agree to the substitution of a day or part day for a public holiday and Agree to make-up time where required	Non-SES EA 3.38 SES S24 25.2 FW Act 114 S24 25.4	<u>EA 3.38</u> All SES B3, B2 B1, EL2 equivalent, DNP, SD <u>25.2, 114</u> SES B3 (COO) <u>25.4</u> SES B3 (COO)	EA 3.38 <i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Christmas shutdown			
Authorise 2 days of time off in lieu for an employee required to work on the second or third weekday following Boxing Day	EA 3.47	All SES B3, B2 B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Overtime for APS 1-6 employee			
Authorise overtime for an employee for weekend or public holiday duty	3.48	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise overtime outside the bandwidth on a normal working day where an employee is required to have completed 9 hours of work on the same day (excluding meal breaks)	EA 3.48-3.49	All SES B3, B2 B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise overtime within the bandwidth on a normal working day in exceptional circumstances for work beyond 7 hours and 30 minutes	EA 3.49	All SES B3, B2 B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise overtime for a part time employee for work outside their ordinary working hours	EA 3.50	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Agree to an employee eliminating their flex debit before overtime is payable	EA 3.51	All SES B3, B2 B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Agree for an employee to take time off in lieu or accrue flex credit in lieu of overtime at overtime rates	EA 3.53	All SES B3, B2 B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Emergency duty			
Call an employee onto duty without prior notice and agree to payment of the emergency duty rate for at least 2 hours	3.56	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD MI3 – Meat Inspectors	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Overtime for Executive Level employees			
Authorise overtime for EL employees assigned to IT duties	EA 3.57	All SES B3, B2, and B1 equivalent DNP, SD Director of the Australian Plague Locust Commission (EL2)	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise overtime for non-IT EL employees in exceptional circumstances	3.58	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG Director of the Australian Plague Locust Commission (EL2)	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Shift work and fixed daily hours			
Determine fixed daily hours or shift work for a work area for operational reasons and require an employee to work these hours	EA 3.60	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Agree to change fixed daily hours or shiftwork rosters by mutual consent	EA 3.62	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Agree to employees exchanging shifts or rostered days off	EA 3.63	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Grant a shift worker a day off in lieu for a rostered day off occurring on a public holiday or approve payment of one day in lieu at ordinary rates	EA 3.64	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Remove an employee or group of employees from a shift work roster following consultation and providing 28 days notice	EA 3.65	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise salary maintenance for 3 months for employees who have been removed from fixed roster after a period of 4 years or more	EA 3.65	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Overtime for APS1-6 shift workers and fixed daily hours			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of overtime for employees on fixed daily hours or shift work where hours of work have changed by mutual consent with less than 10 days of notice, unless the manager was unable to give 10 days notice	EA 3.62	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise overtime for an employee on fixed daily hours for work beyond their standard working day	EA 3.24, 3.66	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise overtime for a shift worker for additional work beyond rostered hours	EA 3.66	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve time off at overtime rates in lieu of overtime payments for an employee on fixed daily hours or shift work	EA 3.66	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Commutated penalty payments			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine a shift worker should be paid a commuted penalty payment	EA 3.69	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Temporary reassignment to shift work			
Authorise temporary assignment of an employee onto a shiftwork roster, authorise commuted or shift penalties as appropriate, and authorise days off for working weekends on roster	EA 3.71	All SES B3, B2 B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Remuneration Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Supported salary for employees with a disability			
All powers in association with the Supported Wage System	EA 4.7	PD: SES B2, B1, EL2 and EL1	SES B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Training programs			
Establish new programs for the Department's Training Broadband	EA 4.21	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Assign a pay point to an employee in Training Broadband and determine pay advancement to a higher classification in the broadband	EA 4.21	All SES B3 PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Graduates			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Assign a pay point to a graduate on engagement	EA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve salary advancement for graduate to next pay point if performance is fully effective	EA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine successful completion of Graduate Program for an employee and approve advancement to trainee pay point 12	EA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine a higher trainee salary for a graduate on completion of the program at pay point 13, 14 or 15 subject to satisfactory performance, available work at the classification and capability to perform the work	EA 4.22	SES B3 (COO) PD: B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Cadets			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Assign a pay point to a cadet on engagement	EA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 – <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine course of study for a cadet	EA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Assess a cadet for advancement to the APS3 classification following successful completion of their course and 12 week placement	EA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine pay point for cadet advancement to the APS3 classification	EA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Apprentices			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Assign a pay point to an apprentice on engagement	EA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve course of training for an apprentice	EA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Assess an apprentice for advancement to the APS2 classification following successful completion of their apprenticeship	EA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine pay point for apprentice advancement to APS classification	EA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
School leaver program			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve a course of study for a school leaver	EA 4.29	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Advance school leaver to pay point 2 or 3 at the APS1 classification in the Training Broadband following successful completion of the program	EA 4.30	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Salary on commencement or promotion			
Approve salary above minimum pay point on commencement or promotion where salary is below the minimum pay point of the respective classification	EA 4.36	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve salary at the next available pay point on commencement or promotion where salary is below the maximum pay point of the respective classification	EA 4.36	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve maintenance of salary upon movement to the Department where salary exceeds the maximum salary of the relevant classification (Note: salary does not include additional amounts under IFAs, section 24(1) determinations or other supplementary provisions)	EA 4.37	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine salary at a different pay point where salary is set incorrectly upon commencement	EA 4.39	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Individual Flexibility Arrangement			
Agree to an Individual Flexibility Arrangement with an employee	EA 4.41	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Terminate an Individual Flexibility Arrangement	EA 4.45	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Deductions for overpayments			
Consult with employee in relation to recovery of an overpayment if amount exceeds 25% of the employee's after tax fortnightly salary and determine a lower amount of fortnightly deductions	EA 4.46	Payroll function: SES B3, B2, B1, EL2 and EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Payment on death			
Direct that an employee's death is presumed to have occurred on a specified date	EA 4.47	SES B3 (COO) PD: SES B2, B1, EL2, EL1 Payroll function: SES B2, B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of amount owing to the employee's partner, dependents, legal representative or executor of the employees will after the employee's death	EA 4.47	SES B3 (COO) PD: SES B2, B1, EL2, EL1 Payroll function: SES B2, B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Salary packaging			
Authorise a salary packaging arrangement	EA 4.48	Payroll function: SES B1, EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Superannuation			
Limit superannuation fund choice to a complying superannuation fund payable through electronic funds transfer	EA 4.57	Payroll function: SES B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Forfeiture of additional remuneration			
Notify an employee concerning forfeiture of any non-Commonwealth remuneration for performing duties as an APS employee and authorise recovery proceedings	PS Act 31(1)-(2)	SES B3 (COO) Payroll function: SES B2, B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Terms and conditions of employment			
Determine the terms and conditions of employment applying to a non-SES employee or non-SES employees	PS Act 24(1)	SES B3 (COO) PD: SES B2 and B1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Superannuation Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Delegations under section 36 of the Governance of Australian Government Superannuation Schemes Act 2011 (GAGSS)			
Subsections 11(1), 13(1) and 14(1) of the Superannuation Act 1976	s36, GAGSS Act (based on CSC Determination Feb 19)	Payroll function: EL2, EL1, APS6 and APS5	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Regulations 6, 8E, 10 and 15 of the Superannuation (CSS) Salary Regulations 1978	s36, GAGSS Act (based on CSC Determination Feb 19)	Payroll function: EL2, EL1, APS6 and APS5	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
The definition of "partial contributor" in regulation 3 of the Superannuation (CSS) Approved PartTime Employees Regulations 1986	s36, GAGSS Act (based on CSC Determination Feb 19)	Payroll function: EL2, EL1, APS6 and APS5	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Allowances and Reimbursements Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Overtime meal allowance			
Approve payment of an overtime meal allowance	EA 5.2	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of an additional overtime meal allowance where an employee has worked over 9 hours continuous overtime	EA 5.2	All SES B3, B,2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Restriction allowance			
Direct an employee to be on restriction duty and determine restrictions on employee	EA 5.3	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of restriction allowance for each hour of restriction	EA 5.4	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Require an employee (other than an EL employee) to perform work while restricted, and authorise payment for overtime	EA 5.6	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of 2 hours of overtime for a restricted employee who is required to monitor and regularly respond to the radio	EA 5.7	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine alternative rate of restriction allowance	EA 5.8	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
AAD restriction allowance			
Determine there is a requirement for an AAD employee to be on restriction duty on a continuing basis, determine restrictions on the employee, and authorise payment of AAD restriction duty	EA 5.10	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of overtime for an employee on AAD restriction duty for work attendances beyond 3 hours	EA 5.10	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Cease AAD Restriction Allowance for a period where a restricted employee is unavailable for more than a day	EA 5.11	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Call an unrestricted employee to duty and approve payment of at least 3 hours of overtime in exceptional circumstances where a restricted employee is unavailable	EA 5.12	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
At sea allowance			
Approve payment of at sea allowance for an overnight sea patrol (excluding AAD employees)	EA 5.13	All SES B3, B2, B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Camping allowance			
Approve payment of camping allowance for each night an employee is required to camp	EA 5.14	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve reimbursement of any camping fees incurred by an employee	EA 5.14	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of an additional camping allowance if an employee does not return to their normal locality until after 4pm	EA 5.15	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cadet allowance			
Approve payment of cadet allowance to a cadet before commencement in an approved course of study	EA 5.16	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i> PD: EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Cadet reimbursement			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve reimbursement of all compulsory fees to a cadet in an approved course of study	EA 5.16	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i> PD: EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Community language allowance			
Determine that an employee will be paid a community language allowance at a nominated rate based on competency for a period of up to 12 months	EA 5.17	All SES B3, B2, B1, EL2, and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Departmental liaison officer allowance			
Appoint an employee as a Departmental Liaison Officer in the Minister's office and authorise payment of the associated allowance for the period of duty	EA 5.18	All SES B3, B2, and B1 equivalent SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Study support			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve initial period of participation in the study support scheme for an employee in an approved course of study	EA 5.19	All SES B3, B2, and B1 equivalent DNP, SD ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve subsequent periods of participation in the study support scheme for the same course of study	EA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of Part A of a study bursary to an employee upon commencement of a period of study	EA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of Part B of a study bursary to an employee upon successful completion of all enrolled units at the end of a study period	EA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of some financial assistance up to the value of the study bursary to an employee before completion of a study period due to financial hardship or circumstances beyond their control	EA 5.20	SES B3 (COO) PD: SES B2, B1 and EL2	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve reimbursement of fees for Aboriginal and Torres Strait Islander employees for study to obtain entry into a tertiary institution and a qualification at tertiary level	EA 5.21	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
First aid officer allowance			
Appoint first aid officer and authorise payment of the associated allowance	EA 5.22(a)	All SES B3, B2, B1, and EL2 equivalent DNP, SD PD: EL2, EL1 and APS6	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Health and safety representative allowance			
Appoint health and safety representative and authorise payment of the associated allowance	EA 5.22(b)	PD: EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Workplace contact officer allowance			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Appoint workplace contact officer and authorise payment of the associated allowance	EA 5.22(c)	PD: EL2, EL1, APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Emergency warden allowance			
Appoint emergency warden and authorise payment of the associated allowance	EA 5.22(d)	Emergency management function: EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Outdoor work allowance			
Identify a role where specified duties include regular outdoor work for the purposes of the outdoor work allowance	EA 5.25	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of outdoor work allowance for an employee in an identified outdoor work role or whose regular duties include outdoor work	EA 5.25	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine a variation to the amount of outdoor work allowance	EA 5.27	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Hat and boot allowance			
Approve reimbursement for a hat and/or boots for employees who are required to regularly work outdoors (and where not provided as part of the uniform)	EA 5.28	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Diving allowance			
Approve payment of diving allowance for an employee undertaking authorised diving duties for a day or part day	EA 5.29	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Krill and marine aquarium maintenance			
Approve payment of krill and marine aquarium maintenance allowance for an AAD employee	EA 5.30	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Motor vehicle allowance			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise employee to use a private car for official purposes, subject to conditions and authorise payment of associated allowance	EA 5.31	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Official travel			
Authorise and approve payment of non-commercial accommodation allowance for each overnight stay	EA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of a part day travel allowance for an employee away from the usual place of work for not less than 10 hours	EA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine an adjustment to cover expenses where travel allowance is insufficient	EA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise a reduced rate of travel allowance for an employee where provided with accommodation and/or meals	EA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Review travel allowance			
Authorise review travel allowance for an employee required to reside in a locality for more than 21 days	EA 5.32	All SES B3, B2, and B1 equivalent DNP, SD ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Relocation allowances			
Approve payment or reimbursement of costs for employee relocation on engagement, promotion, or movement to or within, or separation from the Department, subject to prior agreement in writing	EA 5.35	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Dependent care reimbursements			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve payment of vacation assistance to employee with school-age or preschool-age children where annual or purchased leave has been cancelled during school holidays	EA 5.36	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Provide prior approval and authorise reimbursement of reasonable expenses relating to additional dependent care arrangements	EA 5.37	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise reimbursement of reasonable costs in relation to additional family care arrangements in exceptional circumstances with less than 24 hours notice	EA 5.39	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Eyesight testing/Spectacle reimbursement			
Approve reimbursement for one set of prescribed spectacles or contact lenses for specialised work tasks, or for prescription safety glasses required to perform departmental work	EA 5.41-5.42	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Loss, Damage and Indemnity			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve reimbursement to an employee for loss or damage to clothing or personal effects	EA 5.43	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Leave Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Portability of accrued leave entitlements			
Recognise and transfer accrued annual and/or personal/carer's leave entitlements provided no break in service	EA 6.5	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Recognition of prior service			
Recognise prior APS or government service for personal/carer's leave provided no break in service	EA 6.7	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Unauthorised absence			
Deem absence is unauthorised and cease all entitlements	EA 6.4	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Annual leave			
Request or direct employee to take leave when accrued annual leave exceeds 2 years of credit	EA 6.12	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve annual leave for an employee	EA 6.13	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve employee to cash out annual leave credits down to minimum holding	EA 6.14	All SES B3, B2 B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cancel annual leave and/or recall employee to duty and authorise re-credit of leave	EA 6.15	All SES B3, B2, B1 and EL2 equivalent DNP, SDSD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reimbursement of reasonable costs in relation to cancelled leave and/or recall to duty	EA 6.15	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of annual leave credits for an employee on exit from the APS	EA 6.17	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Purchased leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve an application to purchase up to 10 weeks of annual leave per year for an employee (excluding cadets, irregular or intermittent employees, or non-ongoing employees engaged for less than 12 months)	EA 6.18	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an employee to take purchased leave	EA 6.18	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Long service leave			
Determine that a period of leave without pay is to be included in a period of service for long service leave purposes	LSL Act 12(3)	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Deem service to be continuous where termination was due to ill health and recommencement was within 12 months of being able to work again	LSL Act 12(7), (8)	SES B3 (COO) PD: SES B2, B1, EL2 Payroll function: EL2, EL1, APS6	SES B3, B2 and B1 - <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve a period of long service leave on full or half pay	LSL Act 16(2), (3)	All SES B3, B2, B1 and EL2 equivalent Meat Resources Unit – EL1 DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment in lieu of long service leave upon cessation or death for an employee with at least 10 years service	LSL Act 16(4), (7)	SES B3 (COO) PD: SES B2, B1, EL2 Payroll function: EL2, EL1, APS6	SES B3, B2 and B1 - <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve long service leave or authorise payment in lieu of long service leave upon cessation or death for an employee with more than 1 year but less than 10 years of service	LSL Act 17(1), (2), (5)	SES B3 (COO) PD: SES B2, B1, EL2 - PD Payroll function: EL2, EL1, APS6	SES B3, B2 and B1 - <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine that a period of long service leave on full pay is deemed to have been granted for certain service where it was not granted at full or half pay, or where there was a payment in lieu	LSL Act 19(2)(b), (d)	SES B3 (COO) PD: SES B2, B1, EL2 Payroll function: EL2, EL1 and APS6	SES B3, B2 and B1- <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Direct that the death of an employee is presumed to have occurred on a specified date	LSL Act 23(1)	SES B3 (COO) PD: SES B2, B1, EL2 Payroll function: EL2, EL1 and APS6	SES B3, B2 and B1 - <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment in lieu of long service leave to a specified party in designated circumstances following the death or legal incapacity of an employee	LSL Act 23(2)-(5)	SES B3 (COO) PD: SES B2, B1, EL2 Payroll function: EL2, EL1 and APS6	SES B3, B2 and B1 - <i>no limitations</i> EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Personal/Carer's leave			
Approve the anticipation of up to 5 days personal carer's leave for ongoing employee with less than 12 months service	EA 6.23	All SES B3, B2, and B1 equivalent DNP, SD ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve anticipation of further personal/carers leave beyond 5 days in exceptional circumstances	EA 6.24	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve paid or unpaid personal/carer's leave (with a limit up to 3 days without supporting evidence)	EA 6.29, 6.31, 6.35	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve the period without supporting evidence to 4 days for localities that are a long distance from a suitable doctor	EA 6.31	All SES B3, B2 B1 and EL2 equivalent DNP, SD EL1 - national parks only	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Require employee to provide supporting evidence for further absences where personal/carer's leave without evidence exceeds 10 days in preceding 12 month period	EA 6.32	All SES B3, B2, B1, EL2, EL1 and APS6 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other types of leave for an employee during annual, purchased or long service leave, and authorise a recredit of respective leave	EA 6.36	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid carer's leave of up to 2 days in a single period or separate periods when personal/carer's leave is exhausted	EA 6.47	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Compassionate and bereavement leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve compassionate leave of up to 3 days in a single period or any separate periods	EA 6.39, 6.42	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD ED ANBG PD: SES B1 and EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Approve bereavement leave of up to 3 days	EA 6.40	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD ED ANBG PD: SES B1 and EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve bereavement leave of up to 5 days where employee is required to undertake significant travel to attend the funeral	EA 6.40	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: SES B1 and EL2	SES B3, B2 and B1 equivalent, DNP and ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Approve unpaid bereavement leave for irregular or intermittent employees	EA 6.43	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD ED ANBG PD: SES B1, EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Crisis leave			
Grant access up to 10 days crisis leave in the event of an accident or emergency for an employee who has exhausted all other forms of appropriate paid leave	EA 6.44	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Jury service leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve leave to attend jury service as necessary	EA 6.45	All SES B3, B2, B1, , EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
War service leave			
Grant access to war service leave for employee with illness or injuries caused by war or defence service	EA 6.46	SES B3 (COO) All SES B2 PD: SES B1, EL2, EL1	PD: SES B1, EL2, EL1 - <i>may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Maternity leave			
Grant access to maternity leave for up to 52 weeks from specified date, including a period of paid maternity leave, subject to conditions	EA 6.48, 6.52 ML Act 6(1),(3)	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine unauthorised absence, prior to maternity leave, was in extenuating circumstances	ML Act 6(4C)	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine that maternity leave may be granted to an employee on leave without pay	ML Act 6(4F)	SES B3 (COO) SES B2 PD: SES 1 and EL2	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Grant permission in writing for employee to continue duty into confinement period based on medical certificate	ML Act 7	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine an application from an employee to resume duty after the mandatory period of absence	ML Act 7A(1),(2),(3)	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Review decision to refuse an application from an employee to resume duty after the mandatory period of absence by a person at a higher classification than the initial leave officer	ML Act 7A(4),(5),(6)	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Special maternity leave			
Grant unpaid special maternity leave if an employee suffers a pregnancy-related illness or the pregnancy ends within 28 weeks of the expected date of the birth of the child and the employee has no other entitlement to leave	EA 6.53	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Adoption leave			
Approve leave for employee for the purposes of adoption (14 weeks full pay or 28 weeks half pay)	EA 6.57	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Foster parent's leave			
Approve leave for employee for the purposes of foster care (14 weeks full pay or 28 weeks half pay)	EA 6.59	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Permanent care leave			
Approve leave for employee for purposes of caring for a child under a permanent care order or similar arrangement (14 weeks full pay or 28 weeks half pay)	EA 6.60	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Supporting partner leave			
Approve up to 10 days supporting partner leave (or 20 days at half pay, with pro-rata for part time employees)	EA 6.61	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Unpaid parental leave			
Approve the taking of up to 12 months unpaid parental leave (beyond the 14 weeks of paid parental leave)	EA 6.63	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Extend the taking of a further 12 months of unpaid parental leave	EA 6.67	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Defence reserves leave			
Approve paid defence leave	EA 6.69-6.72	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid defence leave	EA 6.69, 6.73	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Emergency services leave			
Approve up to 4 days of initial emergency services leave	EA 6.75	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve further paid emergency services leave at the end of the initial period	EA 6.75	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, D	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Community service leave			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve unpaid community service leave	EA 6.76	All SES B3, B2,B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve a reasonable amount of leave without pay to undertake other community volunteering for organisations registered with Volunteering Australia	EA 6.77	All SES B3, B2,B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
NAIDOC ceremonial leave			
Approve up to 1 day of paid leave per calendar year to attend NAIDOC ceremonies	EA 6.78	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Aboriginal and Torres Strait Islander ceremonial leave			
Approve up to 5 days paid leave per calendar year for Aboriginal and Torres Strait Islander employees to participate in ceremonies	EA 6.80	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid leave for Aboriginal and Torres Strait Islander employees to participate in ceremonies	EA 6.80	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
NAIDOC ceremonies as normal working duty			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve Aboriginal and Torres Strait Islander employees to participate in NAIDOC ceremonies in their communities as part of normal working duties in jointly managed parks	EA 6.84	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cultural, ceremonial or religious obligations			
Approve up to 2 days of paid leave per year for employees to meet cultural, ceremonial or religious obligations	EA 6.84	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Study leave			
Approve paid study leave for an approved course of study	EA 6.86-6.87, 6.89	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve study leave without pay for up to 12 months to allow an employee to undertake full time study	EA 6.88	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve study leave without pay for greater than 12 months in exceptional circumstances to allow an employee to undertake full time study	EA 6.88	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Indigenous study leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Grant access of up to 300 hours of paid study leave for each 12 month period in which approved studies are undertaken	EA 6.89	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Other leave			
Approve leave without pay for an employee to accompany a spouse/partner on a Commonwealth posting or a posting in the interests of the Commonwealth for the duration of the posting	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid leave for an employee to participate in an international sporting event for the period of the competition (or part thereof) plus reasonable travel time	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve up to 1 day of paid leave for an employee to attend to or accompany a member of the employee's family or household to attend to legal or other personal matters	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 2 days of paid leave per occasion for an employee to move house, subject to presentation of evidence	EA 6.90	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 day of paid leave per occasion for an employee to attend a personal graduation ceremony, subject to presentation of evidence	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve an initial period up to 4 days of paid leave when an employee's home or contents have been destroyed or significantly damaged by a disaster	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend an employee's period of paid leave for a disaster situation beyond the initial 4 days	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid leave for an employee to donate blood or an organ as necessary	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent, DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 year of unpaid leave for an employee to undertake employment in the interests of the service	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve up to 3 days per year of paid leave for an employee who is a duly elected office holder to attend formal meetings of the local council	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 5 days per year of paid leave for an employee who is a duly elected office holder to attend to the duties of the local government council as mayor/president	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve a period of unpaid leave for an employee who is a duly elected office holder of a local government council to attend to duties of the office	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 year of unpaid leave for an employee for personal reasons	EA 6.90	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend a period of unpaid leave beyond 1 year for an employee for personal reasons	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid or unpaid leave for an employee to attend relevant short union training courses and seminars	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid or unpaid leave for an employee to attend and give evidence in legal proceedings for the required period	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay up to 2 weeks	EA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve other leave without pay up to 12 months	EA 6.90	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay greater than 12 months	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve other leave with pay (for short periods only) for an employee who is experiencing domestic or family violence	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve other leave with pay (for short periods only)	EA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Requirement to grant leave without pay to an ongoing APS employee for the purposes of section 13 of the Governor-General Act 1974 or section 13 or 20 of the Members of Parliament (Staff) Act 1984, and allow the employee to return to the Department as soon as practicable at the employee's former classification	APSCD 49	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>



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Workforce Management Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Allocation of classification to employees			
Allocate an APS approved classification to each employee	PSCR 6(1)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and, EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Allocation of classification on voluntary movement			
Allocate an approved APS classification to an employee on temporary move to the Department, at the same classification allocated to the employee prior to the move or at an approved classification in the same group as the employee's classification prior to the move	PSCR 7(2),(3)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Allocation of classification to group of duties including broad banding			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Allocate an approved classification or classifications to each group of duties to be performed in the Department	PSCR 9(1)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
APS work level standards			
Issue work level standards for each classification other than an APS, Executive Level or SES classification, describing the work value of a group of duties performed in the Department	PSCR 10	All SES B3, B2 PD: SES B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Allocation of classification on move from training classification			
Allocate a classification for an employee who satisfactorily finishes requirements at a training classification	PSCR 11(1)	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Probation			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Impose probation on employee for a period of 6 months, waive probation for an employee and/or extend probation for an employee	EA 7.2, PS Act 22(6)(a)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Managing performance			
Initiate formal underperformance management procedures	EA 7.4	All SES B3, B2, B1, and EL2 equivalent DNP, SD PD: SES B1, EL2, EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1, EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Temporary reassignment of duties at a higher level			
Assign higher duties (except SES duties) to an employee for a period and authorise payment at the minimum pay point of the higher classification for periods of 5 days or more	EA 7.6, 7.8	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Determine a higher level of payment for an employee on higher duties	EA 7.7-7.8	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine a lower level of payment where an employee is not required to perform all the duties at the higher level	EA 7.7-7.8	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Assign higher duties to a non-SES employee at the SES level or equivalent and authorise payment at the base rate of the SES Band 1 salary range for periods of 5 working days or more	EA 7.10	All SES B3 and B2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Temporary reassignment of duties at SES level			
Determine a higher level of payment or additional benefits for a non-SES employee on higher duties at the SES level or equivalent for period of 5 or more working days	EA 7.10	All SES B3	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine additional entitlements for a non-SES employee on higher duties in accordance with the flexible remuneration provisions, and/or a common law agreement or a determination	EA 7.10	All SES B3	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Temporary reassignment of duties at a lower level			
Agree to an employee request to be temporarily assigned duties at a lower classification and reduce salary accordingly for the period	EA 7.11	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Excess employees			
Advise employee at the earliest available time they are likely to become excess	EA 7.14	SES B3 (COO) PD: SES B2, B1, EL2	
Formally advise employee they are excess to requirements	EA 7.16	SES B3 (COO) PD: SES B2, B1, EL2	
Assist excess employees explore redeployment options, including placement on registers, appropriate training and job swaps	EA 7.17, 7.19-7.21	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Notify the Public Service Commissioner that an employee is excess to requirements for the purpose of a compulsory move between agencies	PS Act 27(2)	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Comply with sections 530 and 531 of the Fair Work Act 2009 if 15 or more employees are likely to become excess	FW Act 530-531	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Accelerated separation			
Offer an employee an accelerated separation	EA 7.22	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Voluntary redundancy			
Invite an excess employee to elect for voluntary redundancy and provide appropriate information within 2 weeks	EA 7.25-7.26	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Accept an election for voluntary redundancy	EA 7.27	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise financial assistance of up to \$600 to be provided for financial advice	EA 7.28	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Payment in lieu of notice			
Authorise payment in lieu of notice for the unexpired notice period if employment is terminated before the notice period finishes	EA 7.30-7.31	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Redundancy pay			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise redundancy pay for an employee who has elected voluntary redundancy	EA 7.32-7.34	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Retention period			
Approve up to \$5,000 for career transition support	EA 7.43(a)	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Move an excess employee to a job with a lower APS classification with 4 weeks' notice, maintaining salary at the previous level	EA 7.43(b)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve reasonable travel and incidental expenses for an employee incurred in seeking alternative employment if not met by prospective employer	EA 7.45	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Determine and approve payment of reasonable expenses where an employee is required to move their household to a new locality as a result of movement or reduction in classification	EA 7.46	All SES B3, B2, and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Early termination during retention period			
Terminate employment with employee agreement and authorise payout of the retention period and redundancy pay	EA 7.47, PS Act 29	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL 2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing [PS Act]</i>
Involuntary termination of employment			
Involuntarily terminate excess employee at end of the retention period	EA 7.48	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Termination of employment			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Terminate the employment of an APS employee in the Department on the grounds set out in paragraph 29(3)(g) of the PS Act.	PS Act 29(1)	SES B3 (COO) PD: SES B2, B1 AAD: SES B2	<i>No limitations</i>
Approve payment at the applicable rate of pay for a non-ongoing employee terminated for reasons other than misconduct	EA 7.53	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL 2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Terminate the employment of an APS employee in the Department except on the grounds set out at paragraph 29(3)(g) of the PS Act.	PS Act 29(1)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 Assurance function: SES B1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 – <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Resignation or retirement			
Agree to a period of less than 2 weeks of notice for a notice of resignation or retirement	EA 7.56	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Remote Support Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Remote localities assistance			
Determine appropriate allowances if unique circumstances arise or work is to be performed in a remote locality not covered by the Enterprise agreement	EA 8.1	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Remote localities assistance for a temporary period			
Authorise review travel allowance for an employee temporarily stationed in a remote locality to be payable from day 1 onwards for a known period of more than 21 days	EA 8.7	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Education cost allowance			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve an education costs allowance if a dependent child attending secondary school does not move to the remote locality with employee	EA 8.10	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Norfolk Island education assistance			
Authorise reimbursement of compulsory tuition fees for a dependent child attending year 11 or 12 at the Norfolk Island Central School	EA 8.11	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Medical and dental costs on visit to Norfolk Island			
Authorise reimbursement of medical and dental costs incurred while on short-term visit to Norfolk Island if a doctor or dentist certifies it was necessary	EA 8.12	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Employee housing			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Determine a reasonable level of housing assistance for employee in a remote locality where private housing is not available or reasonably affordable	EA 8.13	All SES B3, B2 and B1 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Leave fares assistance			
Authorise payment of an available leave fare for remote employees and eligible dependants when taken with at least 5 days leave away from the remote locality	EA 8.15-8.17	All SES B3, B2, B1 and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend the expiry date for a leave fare by 6 months where an employee has had annual leave declined and has not been able to use a leave fare before expiry	EA 8.15-8.17	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1- <i>no limitations</i> EL 2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of unused leave fares accrued during the last 24 months on employee cessation	EA 8.18	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of any unused leave fare accrued beyond the 24 month period on employee cessation	EA 8.18	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Reunion fares for new recruits to Darwin			
Authorise payment of an available reunion fare for an ongoing employee engaged, moved, assigned or promoted to Darwin from another Australian locality for an employee and eligible dependants when the employee takes leave from Darwin to return to the locality from which they were recruited	EA 8.19-8.20	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Medical or dental treatment travel costs			
Authorise reimbursement of transport costs for an employee in a remote locality requiring immediate medical or dental treatment	EA 8.22	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Determine a reduced amount of reimbursement for transport costs for an employee in a remote locality due to other subsidies or payments	EA 8.23	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Emergency or compassionate travel costs			
Authorise reimbursement of transport costs for emergency or compassionate travel for a remote employee	EA 8.24	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reunion travel for a dependent child to visit an employee up to 3 times per school year, or alternatively, approve reimbursement of reunion travel costs	EA 8.25-8.27	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an additional reunion visit for a dependent child during a school year	EA 8.27	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Correspondence school travel assistance			
Approve reimbursement for up to 3 return airfares per year where a dependent child living with an employee in a remote locality and studying by correspondence is required to travel for study	EA 8.29	All SES B3, B2, B1, and EL2 equivalent, DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Additional travel leave for Christmas and Cocos Islands			
Grant up to an additional 5 days paid leave per calendar year for employees on Christmas and Cocos Islands for travel time for medical, specialist, dental, emergency, or compassionate reasons using personal/carer's leave	EA 8.30(a)	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Grant up to an additional 5 days paid leave per calendar year for employees on Christmas and Cocos Islands where scheduled flights for leave are cancelled, delayed, or unable to complete service	EA 8.30(b)	All SES B3, B2, B1, and EL2 equivalent DNP, SD	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Antarctic Duty Provisions Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Identification of employees on Antarctic duty			
Identify employees as expeditioner employees or head office employees	EA 9.1	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine a head office employee to be an expeditioner employee if they have applied for an expeditioner role and it is not deemed to be part of their normal head office duties and authorise payment at the relevant salary	EA 9.2	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Assign a head office employee expeditioner duties at a lower pay level and authorise continued payment at the employee's head office salary	EA 9.3	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Engagement of expeditioner Antarctic medical practitioner			
Engage an expeditioner Antarctic medical practitioner at a specific classification level based on qualifications and experience	EA 9.6	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Antarctic duty allowances			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of an allowance in lieu of overtime for a period of Antarctic duty	EA 9.16	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6, APS5 and APS4	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6, APS5, APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of a common duties allowance for a period of Antarctic duty	EA 9.17	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6, APS5 and APS4	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6, APS5, APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of an Antarctic allowance for a period of Antarctic duty	EA 9.18	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6, APS5 and APS4	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6, APS5, APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Require an employee to work at least 7 consecutive days at Wilkins Aerodrome, or in a 'deep field' situation, or perform rostered marine science technical support duty for at least 10 hours a day and authorise an additional loading of 40% on Antarctic Duty Allowances	EA 9.19	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1 and EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Other Antarctic allowances			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of a wintering allowance for the entire period of Antarctic duty for an employee whose expected period of duty includes midwinter's day (21 June)	EA 9.23	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of a returning expeditioner allowance in recognition of an employee's level of skills, experience and training, subject to conditions	EA 9.24	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Offer a returning expeditioner a salary at the next higher pay point in the classification than received during the last period of Antarctic duty, subject to conditions	EA 9.28	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Additional responsibilities allowances			
Appoint a Deputy Station Leader and authorise payment of the associated allowance for the period of the role	EA 9.29(a)	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Appoint a Deputy Field Leader and authorise payment of the associated allowance for the period of the role	EA 9.29(b)	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Appoint a Boat Master at Macquarie Island and authorise payment of the associated allowance for the period of the role	EA 9.29(c)	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Appoint a Search and Rescue Leader and authorise payment of the associated allowance for the period of the role	EA 9.29(d)	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Appoint a Fire Chief and authorise payment of the associated allowance for the period of the role	EA 9.29(e)	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1 and APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Recovery of personal expenses			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise deduction from employee for personal expenses incurred by the Department during a period of Antarctic duty	EA 9.32	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6, APS5 and APS4	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6, APS5 and APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Withdrawal of employee from Antarctic duty			
Withdraw an employee from pre-departure preparation and training or a period of Antarctic duty for misconduct	EA 9.38	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1 and EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Withdraw an employee from pre-departure preparation and training or a period of Antarctic duty for reasons other than misconduct	EA 9.39	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Termination of expeditioner employment			
Terminate a non-ongoing expeditioner employee who has been withdrawn from service for reasons other than misconduct	PS Act 29	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve a payment to a terminated non-ongoing expeditioner employee who was withdrawn from service for reasons other than misconduct	EA 9.41	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Personal/Carer's leave during Antarctic duty			
Approve personal/carers leave for an expeditioner on Antarctic duty with no loss of pay or deduction in leave credits	EA 9.43	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Annual leave payment in lieu			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of annual leave entitlement for an expeditioner on cessation	EA 9.45	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6, APS5, APS4	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6, APS5, APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Pre-departure leave			
Approve up to 5 weekdays of paid pre-departure leave for an expeditioner	EA 9.47	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Extend the period of paid pre-departure leave for an expeditioner for operational reasons	EA 9.47	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Recuperation leave			
Direct an employee on Antarctic duty to work prolonged hours away from station and determine duty to be eligible for the purposes of recuperation leave	EA 9.48	SES B3, B2, B1, EL2 PD: SES B1, EL2	SES B1 and EL2 - <i>may only exercise delegation in relation to staff within respective management line</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve paid recuperation leave of up to 5 days based on 1 day for each 7 days of eligible duty - to be taken within 3 days of completion program work, return to station or as soon as practicable on return to Australia	EA 9.48, 9.51, 9.52	SES B3, B2, B1, EL2 PD: SES B1, EL2, EL1, APS6	SES B1 and EL2 - <i>may only exercise delegation in relation to staff within respective management line</i> PD: SES B1, EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Extend a contract of employment to allow an employee to take recuperation leave	EA 9.53, 9.54	SES B3, B2, B1, EL2 PD: SES B1, EL2, EL1, APS6	SES B1 and EL2 - <i>may only exercise delegation in relation to staff within respective management line</i> PD: SES B1, EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Additional time off			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
<p>Approve additional paid time off, up to 5 days without deduction from leave credits - based on 1 day for each 7 days of eligible duty - to be taken at the earliest opportunity at station or within 3 months of return to Australia</p>	<p>EA 9.55-9.57</p>	<p>SES B3, B2, B1, EL2 PD: SES B1, EL2</p>	<p>SES B1 and EL2 - <i>may only exercise delegation in relation to staff within respective management line</i></p> <p>PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i></p>
<p>Approve payment in lieu of additional time off where employment contract ends within 3 months of the return to Australia and the employee has not had opportunity to take leave</p>	<p>EA 9.58</p>	<p>SES B3, B2, B1, EL2 PD: SES B1, EL2, EL1, APS6, APS5, APS4</p>	<p>SES B1 and EL2 - <i>may only exercise delegation in relation to staff within respective management line</i></p> <p>PD: SES B1, EL2, EL1, APS6, APS5, APS4 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i></p>
<p>Miscellaneous expenses</p>			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve miscellaneous expenses associated with a undertaking a period of Antarctic duty	EA 9.59	SES B3, B2 SES B1 (General Manager, Support and Operations) PD: SES B1, EL2, EL1, APS6	SES B1 (General Manager, Support and Operations) - <i>limited to staff within Support and Operations Branch and/or for Antarctic duty responsibilities</i> PD: SES B1, EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Engagement Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision	Delegate(s)	Limitations/Conditions
Engagement			
Engage persons who are Australian citizens subject to determinable conditions <i>Note Commissioner's Directions: 22, 23, 24, 26, 27, 28, 31 and 33</i>	PS Act 22(1)-(7), PSR 3.4, 3.5(5)	All SES B3, B2 and B1 equivalent DNP, SD PD: SES B1, EL2, EL1 and APS6	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Engage persons as ongoing employees who are not Australian citizens subject to determinable conditions	PS Act 22(1),(8)	SES B3 (COO) PD: SES B2 and B1	<i>No limitations</i>
Engage persons as non-ongoing employees who are not Australian citizens subject to determinable conditions	PS Act 22(1),(8)	SES B3 (COO) PD: SES B2 and B1	<i>No limitations</i>
Locally engaged employees			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision	Delegate(s)	Limitations/Conditions
Engage persons overseas to perform duties overseas as employees	PS Act 74(1)	SES B3 (COO) PD: SES B2 and B1	<i>No limitations</i>
Affirmative measure – Recruitability Scheme			
Specify that the Recruitability Scheme applies to a selection process for a notified vacancy and ensure that the process satisfies the specified requirements	APSCD 20, 28	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: SES B1, EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Sharing merit lists			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision	Delegate(s)	Limitations/Conditions
Allow the sharing of merit lists if a similar vacancy is: <ul style="list-style-type: none"> • in the same Agency • an SES vacancy • a vacancy in a centrally coordinated entry-level program • a vacancy is Agreed to be a similar vacancy by respective Agency heads and an individual candidate, or • a notified vacancy that has moved to another Agency as part of a function under a machinery of government change and: <ul style="list-style-type: none"> • it is the same category of employment (ongoing or non-ongoing) • it comprises similar duties • it is at the same classification, and • it is to be performed in a similar location. 	APSCD 9, 20(1), 55	All SES B3, B2, B1, EL2, EL1 equivalent DNP, SD PD: SES B1, EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Gazettal of vacancy			
Notify a vacancy in the Public Service Gazette	APSCD 20 (1),(2)	PD: SES B1, EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Restrict employment to APS employees			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Restrict an employment opportunity at the non-SES classification (excluding APS Level 1 and training classifications) to APS employees only	APSCD 20(3)(4)	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Ensure short term and irregular or intermittent roles are notified to the community			
Ensure notification of short-term (18 months or less) and irregular and intermittent vacancies are notified to the community	APSCD 22(3)	All SES B3, B2, B1 and EL2 equivalent DNP, SD PD: SES 1, EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Engagement of State or Territory employees			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Enter into agreement with a State or Territory jurisdiction to engage the person as a non-ongoing APS employee for a specified term	PSR 3.5(6)(a)(ii) APSCD 23	All SES B3, B2 and B1 equivalent DNP, SD PD: EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Engagement of non-ongoing employee as ongoing			
Engage a non-ongoing APS employee as an ongoing employee in specific circumstances once the Commissioner has provided authorisation	APSCD 25	SES B3 (COO) PD: SES B2 and B1	<i>APS Commissioner has to provide authorisation</i>
Identification of specific positions			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Identify a vacancy as open only to Aboriginal or Torres Strait Islander persons	APSCD 26	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Identify a vacancy as open only to persons who have a disability or a particular type of disability	APSCD 27	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Promotion on completion of a statutory appointment			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Promote an ongoing APS employee on completion of statutory appointment once the Commissioner has provided authorisation	APSCD 29	SES B3 (COO) PD: SES B2 and B1	<i>Once the APS Commissioner has provided authorisation</i>
Right of return for election candidates			
Re-engage a former APS employee who resigned to contest an election on the same basis as the person's employment before resigning	PS Act 32, APSCD 32	All SES B3, B2 and B1 equivalent DNP, SD PD: EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Promotion date			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Agree to date of effect of employee promoted to another Agency	APSCD 36(2)(a)	All SES B3, B2 and B1 equivalent DNP, DSD PD: EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Gazettal of employment decisions			
Notify an employment decision (including a cancellation) in the Public Service Gazette	APSCD 34(1), 35(1)	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Health clearance as condition of engagement			
Direct an employee to undergo a medical examination for engagement and/or provide a report of the examination	PSR 3.1(1)-(2A)	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: EL2, EL1 and APS6	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1 and APS6 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Nominate a registered medical practitioner to assess an employee's fitness for engagement	PSR 3.1(3)	SES B3 (COO) PD: ES B2, B1, EL2, EL1, APS6 and APS5	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 and APS5 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Fitness for duty			
Direct an employee to undergo a medical examination for fitness for duty and/or provide a report of the examination.	PSR 3.2(1)-(2A)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 and APS6	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Nominate a registered medical practitioner to assess an employee's fitness for duty	PSR 3.1(3), 3.2(3)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 and APS6	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Restrictions on engaging redundancy benefit recipients			



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Column 1 Description of Delegation	Column 2 Provision	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Engage a redundancy benefit recipient as an ongoing APS employee or non-ongoing SES employee where it is essential for the Department's operation, following approval from the Commissioner	APSCD 48(1)	SES B3 (COO) PD: SES B2, B1 and EL2	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approved scheme non-ongoing employees			
Approve a scheme for non-ongoing employees to gain skills and experience and publish notice in the Public Service Gazette within 14 days	PS Act 20(2) PSR 3.3	SES B3 (COO) PD: SES B2, B1 and EL2	SES B3, B2 and B1 - <i>no limitations</i> PD: EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Duties and Movement Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Position creation			
Create positions in the Department	PS Act 77(1)	All SES B3, B2 and B1 equivalent DNP, SD PD: SES B1, EL2 and EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1, EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Nominate an APS employee to occupy a position in the Department	PS Act 77(2)	All SES B3, B2 and B1 equivalent DNP, SD PD: SES B1, EL2 and EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1, EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Inter-agency movement			
Enter into a written agreement with an APS employee to move to the Department on an ongoing basis from another Agency (if not a promotion) and Agree to a date of effect	PS Act 26(1) APSCD 37(1),(2)(a)	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: SES B1, EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Enter into a written agreement with an APS employee to move to the Department on a temporary basis from another Agency, including approval to vary the period of the move	PS Act 26(1) APSCD 37(2)(b),(3)	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: SES B1 and EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Agree to a date of effect for an employee moving from the Department to another Agency on an ongoing or non-ongoing basis	PS Act 26(1) APSCD 37(2)	All SES B3, B2 and B1 equivalent DNP, SD ED ANBG PD: SES B1 and EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1 and EL2 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Duties			
Determine the duties of an APS employee, and the place or places at which the duties are to be performed	PS Act 25	All SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD PD: EL2 and EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Independent Selection Advisory Committee (ISAC)			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Nominate a person to be a member of an ISAC	PSR 4.3(1)(b)	ALL SES B3 and B2 DNP PD: SES B2, B1, EL2 and EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B2, B1, EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Promotion Review Committee (PRC)			
Nominate an employee to be a member of a PRC	PSR 5.11(1)(b)	ALL SES B3, B2 and B1 equivalent DNP, SD PD: SES B2, B1 and EL2	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Provide information and/or documents to a PRC in the way, and at or within the time, stated in the notice	PSR 5.17	ALL SES B3, B2, B1, EL2 and EL1 equivalent DNP, SD PD: SES B2, B1, EL2 and EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B2, B1, EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Reduction of classification without employee consent			
Reduce the classification of an APS employee without the employee's consent	PS Act 23(4)	All SES B3 PD: SES B2, B1 and EL2	SES B3, B2 and B1 - no limitations EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Code of Conduct Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Code of conduct			
Establish procedures for determining breaches of the APS Code of Conduct and sanctions to be imposed	PS Act 15(3)	All SES B3 PD: SES B2 and B1	<i>No limitations</i>
Ensure APS Code of Conduct procedures are publicly available	PS Act 15(7)	All SES B3 PD: SES B2 and B1	<i>No limitations</i>
Request the Public Service Commissioner to inquire into and determine whether an APS employee, or former APS employee, has breached the Code of Conduct	PS Act 41B(1)	All SES B3 PD: SES B2 and B1	<i>No limitations</i>
Request the Public Service Commissioner to recommend sanctions for a breach of the Code of Conduct for an inquiry under PS Act 41B(1)	PS Act 41B(9)	All SES B3 PD: SES B2 and B1	<i>No limitations</i>
Request the Merit Protection Commissioner to inquire into and determine whether an APS employee, or former APS employee, has breached the Code of Conduct, subject to the employee's agreement in writing	PS Act 50A(1)	All SES B3 PD: SES B2 and B1	<i>No limitations</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Appoint a person to determine whether an APS employee has breached the code of conduct, and/or sanction to be imposed, and take reasonable steps to ensure the person is, and appears to be, independent and unbiased	APSCD 45	SES B3 (COO) PD: SES B2, B1 Assurance function: SES B2 and B1	SES B3 and B2 - <i>no limitations</i> SES B1 - <i>limited to area of functional responsibility having regard to the role they are performing</i>
Impose sanctions for a breach of the Code of Conduct	PS Act 15(1)	SES B3 (COO) PD: SES B2, B1 Assurance Function: SES B2 and B1	SES B3 and B2 - <i>no limitations</i> SES B1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Suspension			
Suspend an employee from duties, with or without remuneration	PSR 3.10(1)-(3),(7)	SES B3 (COO) PD: SES B2, B1 Assurance function: SES B2 and B1 BOD: SES B2 and B1	<i>No limitations</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Review the suspension of an employee at reasonable intervals	PSR 3.10(4)	SES B3 (COO) PD: SES B2 and B1 Assurance function: SES B2 and B1	<i>No limitations</i>
End the suspension of an employee	PSR 3.10(5)-(6)	SES B3 (COO) PD: SES B2 and B1 Assurance function: SES B2 and B1	<i>No limitations</i>



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Rehabilitation and Compensation Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Assessment of capability of undertaking rehabilitation			
Arrange assessment of an injured employee's capability to undertake a rehabilitation program, nominate who will conduct the assessment and/or require the employee to undergo an examination for assessment	SRC Act 36(1)-(3)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 and APS6	PD: SES B2, B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Provision of rehabilitation programs			
Determine that an employee who has suffered an injury resulting in an incapacity for work or an impairment undertake a rehabilitation program	SRC Act 37(1)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 and APS6	PD: SES B2, B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Provide an employee with a rehabilitation program or make arrangements with an approved program provider for the provision of a rehabilitation program for an employee.	SRC Act 37(2)	SES B3 (COO) PD: SES B2, B1, EL2, EL1 and APS6	PD: SES B2, B1, EL2, EL1 and APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Miscellaneous Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Judgement debt			
Appoint one or more persons as paying officers to satisfy a judgement debt	PSR 8A.4(1)	SES B3 (COO) FD: SES B2, B1 and EL2	FD: SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Use and disclosure of information			
Use and/or disclose personal information in specified circumstances	PSR. 9.2	SES B3 (COO) PD: SES B2, B1 and EL2 Assurance function: SES B2, B1 and EL2 Legal function: SES B2, B1 and EL2	SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
<p>Authorise an employee to disclose information obtained or generated in connection with APS employment</p>	<p>PSR 2.1(5),(6)</p>	<p>SES B3 (COO)</p> <p>PD: SES B2, B1 and EL2</p> <p>Assurance function: SES B2, B1 and EL2</p> <p>Legal function: SES B2, B1 and EL2</p>	<p>SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i></p>



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Senior Executive Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Employment			
Determine terms and conditions applying to an SES employee in the Department	PS Act 24(1)	SES B3 (COO)	<i>After discussions with the Agency Head</i>
Give notice in writing to an SES employee, stating that the employee will become entitled to payment of specified amount if the employee retires within a specified period	PS Act 37	SES B3 (COO)	<i>After discussions with the Agency Head</i>
Performance			
Enter into a Performance Agreement for each performance cycle or part thereof	S24 8.1(c)	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Assess an SES employee against their performance agreement	S24 8.1(c)	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Notify an SES employee in writing outlining areas where performance is considered deficient	S24 9.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine further action or process for an SES employee where performance is deficient, affording procedural fairness	S24 9.2-9.3	SES B3 (COO) PD: SES B2 and B1	SES B2 and B1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Hours of work			
Agree to alternative ordinary hours of work for an SES employee	S24 10.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Change SES employee's ordinary hours of work in accordance with applicable legislation	S24 10.2	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Part time work			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve a request for part time work for an SES employee	S24 11.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Remuneration			
Limit superannuation fund choice	S24 13.2	SES B3 (COO) FD: SES B2, B1 and EL2	FD: SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Grant access to flexible remuneration packaging	S24 14.1	SES B3 (COO) FD: SES B2, B1 and EL2	FD: SES B2, B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>



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Senior Executive Leave Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Portability of accrued leave entitlements			
Recognise and transfer accrued annual and/or personal/carer's leave entitlements provided no break in service	S24 15.1	SES B3 (COO) PD: SES B2 and B1	SES B3 (COO) - <i>no limitations</i> PD: SES B2 and B1 - <i>may only exercise delegation in relation to area of delegate's own functional responsibility having regard to the duties that the delegate is performing</i>
Annual leave			
Grant access to annual leave	S24 17.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Encourage employee to take annual leave due to excessive leave balance	S24 18.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cash out annual leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve employee to cash out annual leave credits down to the minimum holding	S24 19.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Purchased leave			
Approve employee application to purchase up to 4 weeks of annual leave per year	S24 20.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Grant access to purchased leave	S24 17.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Personal/Carer's leave			
Approve paid personal or carer's leave of up to 3 days or less without evidence	S24 17.1, 22.6	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve paid personal or carer's leave of more than 3 days with evidence	S24 17.1, 22.7	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid personal or carer's leave	S24 17.1, 22.9	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid carer's leave of up to 2 days in a single period or separate periods when personal/carer's leave is exhausted	S24 17.1, 22.10, FW Act 103	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cancel leave/Recall to duty			
Cancel annual leave and/or recall employee to duty and authorise recredit of leave	S24 21.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve the reimbursement of reasonable costs in relation to cancelled leave and/or recall to duty	S24 21.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Compassionate leave			
Approve compassionate leave of up to 3 days in a single period or any separate periods	S24 17.1, 23.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Crisis leave			
Approve crisis leave of up to 10 days	S24 17.1, 24.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Public holidays			
Request an SES employee to work on a public holiday	S24 25.2, FW Act 114	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve substitution of a day or part day that would otherwise be a public holiday	S24 25.4	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Christmas closedown			
Request an SES employee to work on a working day during closedown	S24 26.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Grant time off in lieu for an SES employee who worked on a working day during closedown	S24 26.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Long service leave			
*See standard delegations	S24 27	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Community service leave			
Approve unpaid community service leave	S24 17.1, 26.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Emergency services leave			
Approve up to 4 days of initial emergency services leave	S24 29.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve further paid emergency services leave at the end of the initial period	S24 29.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Defence reserves leave			
Approve paid defence force reserve leave	S24 17.1, 30.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid defence force reserve leave	S24 17.1, 30.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Aboriginal and Torres Strait Islander Ceremonial leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve up to 5 days paid leave per calendar year for Aboriginal and Torres Strait Islander employees to attend ceremonies	S24 17.1, 31.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid leave for Aboriginal and Torres Strait Islander employees to attend ceremonies	S24 17.1, 31.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Maternity leave			
*See non SES delegations	S24 32		
Adoption leave			
Approve leave for employee for the purposes of adoption (14 weeks full pay or 28 weeks half pay)	S24 17.1, 33	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Foster parent's leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve leave for employee for the purposes of foster care (14 weeks full pay or 28 weeks half pay)	S24 17.1, 34	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Permanent care leave			
Approve leave for employee for the purposes of caring for a child under a permanent care order or similar arrangement (14 weeks full pay or 28 weeks half pay)	S24 17.1, 35	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Supporting partner leave			
Approve supporting partner leave (2 weeks full pay or 4 weeks half pay)	S24 17.1, 36	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Unpaid parental leave			
*See standard delegations	S24 37		
Other leave			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve paid leave for an employee to participate in an international sporting event for the period of the competition (or part thereof) plus reasonable travel time	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 day of paid leave for an employee to attend to or accompany a member of the employee's family or household to attend to legal or other personal matters	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 2 days of paid leave per year for an employee to attend cultural, ceremonial or religious obligations, subject to evidence	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 2 days of paid leave per occasion for an employee to move house, subject to evidence	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 day of paid leave per occasion for an employee to attend a personal graduation ceremony, subject to evidence	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an initial period up to 4 days of paid leave when an employee's home or contents have been destroyed or significantly damaged by a disaster	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Extend an employee's period of paid leave for a disaster situation	S24 17.1, 38.1	ALL SES B3 PD: SES B2 and B1	PD: SES B2 and B1 - <i>may only exercise delegation in relation to area of delegate's own functional responsibility having regard to the duties that the delegate is performing</i>
Approve paid leave for an employee to donate blood as necessary	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve paid leave for an employee to donate an organ as necessary	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 3 days per year of paid leave for an employee who is a duly elected office holder to attend formal meetings of the local council	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 5 days per year of paid leave for an employee who is a duly elected office holder to attend to the duties of the local government council as mayor/president	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve a period of unpaid leave for an employee who is a duly elected office holder of a local government council to attend to duties of the office	S24 17.1, 38.2	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve paid or unpaid leave for an employee to attend relevant short union training courses and seminars	S24 17.1, 38.1, 38.2	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve paid leave for an employee required by the Fair Work Commission to attend industrial proceedings	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve paid or unpaid leave for an employee to attend and give evidence in legal proceedings for the required period	S24 17.1, 38.1, 38.2	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay up to 2 weeks	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay greater than 2 weeks	S24 17.1, 38.1	All SES B3	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave with pay	S24 17.1, 38.1	ALL SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Senior Executive Allowances and Reimbursements Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Temporary reassignment of duties at a higher classification			
Approve higher duties and authorise payment of allowance for a period 10 days or more at the base rate of the higher classification	S24 40.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine an alternative rate of higher duties allowance	S24 40.2	SES B3 (COO)	<i>May only exercise delegation after discussions with Agency Head</i>
Corporate responsibility allowances			
*See standard delegations for first aid officers, emergency wardens, health and safety representatives and workplace contact officers	S24 41	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Antarctic allowances			
Approve common duties allowance for travel to and duty in Antarctica	S24 42.1(a)	All SES B3 and B2 equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve Antarctic allowance for travel to and duty in Antarctica	S24 42.1(b)	All SES B3 and B2 equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Study support			
Approve a studies assistance package for an employee for a course of study	S24 43.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reimbursement of some or all of the fees for an approved course of study	S24 43.2	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve paid or unpaid study leave for an employee for an approved course of study	S24 43.3	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Reimbursement for loss or damage			



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve reimbursement for loss or damage to clothing or personal effects	S24 44.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Remote locality provisions			
Determine a remote locality assistance package for an employee	S24 45.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Official travel			
Approve a single airline lounge membership for an employee	S24 48.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an additional airline lounge membership for an employee	S24 48.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>



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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Approve accommodation, meals and/or other expenses for official travel	S24 49.1	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Relocation assistance			
Approve a relocation assistance package	S24 51.1	All SES B3	<i>May only exercise delegation after discussions with the COO</i>



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D20/76456



Title

DEE (Biosecurity) Agreement Delegations 2020



Australian Government
**Department of Agriculture,
 Water and the Environment**

Public Service (Terms and Conditions of Employment) (Biosecurity and Veterinarian Employees) Determination 2020

DEE (Biosecurity) Agreement Delegations 2020

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DEE (Biosecurity) Agreement Delegations 2020

I, **s. 22(1)(a)(ii)**, Secretary of the Department of Agriculture, Water and the Environment (**Department**), hereby:

1. **MAKE** this instrument of delegation and authorisation under clause 1.7 of the *DEE (Biosecurity) Agreement (BA)* as described in and applied by the *Public Service (Terms and Conditions of Employment) (Biosecurity and Veterinarian Employees) Determination 2020 (Determination)*; and
2. **DELEGATE** to each person or employee who, from time to time, performs the duties of an employment category as specified in Column 3 of Schedule 1 to this instrument, my powers, duties and functions as described in the corresponding cells in Columns 1 and 2 of Schedule 1, subject to: the limitations or conditions (if any) specified in Column 4 of Schedule 1.

Dated 1 February 2020

Signed _____

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

Secretary of the Department of Agriculture, Water and the Environment



Australian Government

Department of Agriculture,
Water and the Environment

Schedule 1 – Interpretation

1. In Schedule 2 to this delegation instrument, unless otherwise stated, the following abbreviations, acronyms and key terms have the meaning specified in the 'Interpretation Table' below.

Interpretation Table: Descriptions of Abbreviations, Acronyms and Key Terms

Acronym	Description
AAD	Australian Antarctic Division
APS	Australian Public Service
Assurance Function	Area with functional responsibility for assurance in the Division responsible for assurance
BA	<i>DEE (Biosecurity) Agreement</i> as described in and applied by the Determination
COD1	Chief of Division Grade 1 classification
COO	Chief Operating Officer
Determination	<i>Public Service (Terms and Conditions of Employment) (Biosecurity and Veterinarian Employees) Determination 2020</i>
DNP	Director of National Parks
EA	<i>Department of the Environment and Energy Enterprise Agreement 2016-2019</i>
ED	Executive Director
EL	Executive Level employee
IFA	Individual Flexibility Arrangement
ISAC	Independent Selection Advisory Committee
IT	Information Technology
HR	Human Resources
Legal Function	Area with functional responsibility for legal in the Division responsible for legal
NP	National Parks
PD	Area with functional responsibility for human resources (People) in the Division responsible for human resources
Payroll Function	Area with functional responsibility for payroll in the Division responsible for payroll
Security Function	Area with functional responsibility for security and property in the Division responsible for security and property
SES	Senior Executive Service

2. In Schedule 2 to this instrument, all references to a provision of the EA in Column 2 are taken to be a reference to the same numbered clause of the BA. For example, a reference to 'EA 6.13' is to be read as a reference to 'BA 6.13'.
3. To avoid doubt, this instrument does not purport to delegate any powers under the Department of the *Environment and Energy Enterprise Agreement 2016-2019*.

s. 22(1)(a)(ii)



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**Department of Agriculture,
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Schedule 2 – Powers, Duties and Functions Delegated

Consultation and Dispute Resolution Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Consultation			
Notify relevant employees of a decision to introduce a major change	BA 2.9	All SES B3, B2, B1 or SES B1 equivalent, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Notify relevant employees of a decision to introduce a change to the regular roster or ordinary hours of work	BA 2.17	All SES B3, B2, B1, and EL2 equivalent DNP NP: EL1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Working Arrangements Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Bandwidth			
Vary the start and finish times for the 12-hour bandwidth for a workplace for operational requirements	BA 3.6	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Flexible working arrangements			
Approve or decline a request for a change of hours or change in pattern of work for a period up to 12 months	BA 3.14-3.15	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve or decline a request to work away from the office or work from home for up to 14 calendar days	BA 3.14-3.15	All SES B3, B2, B1, EL2 and equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve or decline a request to work away from the office or work from home for longer than 14 calendar days	BA 3.14-3.15	All SES B3, B2, B1, EL2 and equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Flex.time			
Authorise an employee to build up and make use of working time credits (flex credits)	BA 3.17	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Allow an employee to accrue a flex credit in excess of the maximum balance in a settlement period	BA 3.18	SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine payment in lieu of flex credits in exceptional circumstances	BA 3.19	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 and equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise payment of flex credits at single-time rates up to a maximum of 37.5 hours where an employee ceases with the Department and was unable to use flex due to operational requirements	BA 3.22	All SES B3, B2 and B1 DNP ED ANBG PD: SES B1 and EL2	PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Removal of flex time			
Remove or restore access to flex time arrangements after discussion with employee	BA 3.24	All SES B3, B2 and B1 DNP ED ANBG PD: SES B1 and EL2	PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Executive Level Working Arrangements			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Grant flexible working arrangements to an EL employee	BA 3.25	All SES B3, B2, B1, EL2 DNP PD: SES B1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Grant time off in lieu for an EL employee where additional hours worked are in excess of agreed working arrangements	BA 3.25	SES B3, B2, B1, EL2 DNP PD: SES B1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility (e.g. HR), having regard to the duties that the delegate is performing</i>
Part time work			
Approve or decline requests for part time work up to 12 months and advise the employee of the outcome within 3 weeks	BA 3.30	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve part time work requests from employees returning from maternity or parental leave within 2 years of the birth or placement of child	BA 3.31	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Allow part time employee to convert to full time before the expiry of their part time agreement	BA 3.34	All SES B3, B2 B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Job sharing			
Authorise a job sharing arrangement by written agreement with all parties	BA 3.35	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Public holidays			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Agree to the substitution of a day or part day for a public holiday and Agree to make-up time where required	BA 3.38	All SES B3, B2 B1, EL2 equivalent, DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Emergency duty			
Call an employee onto duty without prior notice and agree to payment of the emergency duty rate for at least 2 hours	BA 3.56	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP MI3 – Meat Inspectors	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Remuneration Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Supported salary for employees with a disability			
All powers in association with the Supported Wage System	BA 4.7	PD: SES B2, B1, EL2 and EL1	SES B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Training programs			
Establish new programs for the Department's Training Broadband	BA 4.21	All SES B3 PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Assign a pay point to an employee in Training Broadband and determine pay advancement to a higher classification in the broadband	BA 4.21	All SES B3 PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Graduates			

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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Assign a pay point to a graduate on engagement	BA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve salary advancement for graduate to next pay point if performance is fully effective	BA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine successful completion of Graduate Program for an employee and approve advancement to trainee pay point 12	BA 4.22	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine a higher trainee salary for a graduate on completion of the program at pay point 13, 14 or 15 subject to satisfactory performance, available work at the classification and capability to perform the work	BA 4.22	SES B3 (COO) PD: B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Cadets			
Assign a pay point to a cadet on engagement	BA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 – <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine course of study for a cadet	BA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Assess a cadet for advancement to the APS3 classification following successful completion of their course and 12 week placement	BA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine pay point for cadet advancement to the APS3 classification	BA 4.23	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Apprentices			
Assign a pay point to an apprentice on engagement	BA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve course of training for an apprentice	BA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Assess an apprentice for advancement to the APS2 classification following successful completion of their apprenticeship	BA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine pay point for apprentice advancement to APS classification	BA 4.26	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
School leaver program			
Approve a course of study for a school leaver	BA 4.29	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Advance school leaver to pay point 2 or 3 at the APS1 classification in the Training Broadband following successful completion of the program	BA 4.30	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Salary on commencement or promotion			
Approve salary above minimum pay point on commencement or promotion where salary is below the minimum pay point of the respective classification	BA 4.36	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve salary at the next available pay point on commencement or promotion where salary is below the maximum pay point of the respective classification	BA 4.36	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve maintenance of salary upon movement to the Department where salary exceeds the maximum salary of the relevant classification (Note: salary does not include additional amounts under IFAs, section 24(1) determinations or other supplementary provisions)	BA 4.37	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine salary at a different pay point where salary is set incorrectly upon commencement	BA 4.39	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Individual Flexibility Arrangement			
Agree to an Individual Flexibility Arrangement with an employee	BA 4.41	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Terminate an Individual Flexibility Arrangement	BA 4.45	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Deductions for overpayments			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Consult with employee in relation to recovery of an overpayment if amount exceeds 25% of the employee's after tax fortnightly salary and determine a lower amount of fortnightly deductions	BA 4.46	Payroll function: SES 3, B2, B1, EL2 and EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Payment on death			
Direct that an employee's death is presumed to have occurred on a specified date	BA 4.47	SES B3 (COO) PD: SES B2, B1, EL2, EL1 Payroll function: SES B2, B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of amount owing to the employee's partner, dependents, legal representative or executor of the employees will after the employee's death	BA 4.47	SES B3 (COO) PD: SES B2, B1, EL2, EL1 Payroll function: SES B2, B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Salary packaging			
Authorise a salary packaging arrangement	BA 4.48	Payroll function: SES B1, EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Superannuation			
Limit superannuation fund choice to a complying superannuation fund payable through electronic funds transfer	BA 4.57	Payroll function: SES B1, EL2, EL1	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

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Allowances and Reimbursements Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Restriction allowance			
Direct an employee to be on restriction duty and determine restrictions on employee	BA 5.3	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of restriction allowance for each hour of restriction	BA 5.4	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Require an employee (other than an EL employee) to perform work while restricted, and authorise payment for overtime	BA 5.6	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of 2 hours of overtime for a restricted employee who is required to monitor and regularly respond to the radio	BA 5.7	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine alternative rate of restriction allowance	BA 5.8	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
AAD restriction allowance			
Determine there is a requirement for an AAD employee to be on restriction duty on a continuing basis, determine restrictions on the employee, and authorise payment of AAD restriction duty	BA 5.10	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of overtime for an employee on AAD restriction duty for work attendances beyond 3 hours	BA 5.10	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cease AAD Restriction Allowance for a period where a restricted employee is unavailable for more than a day	BA 5.11	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Call an unrestricted employee to duty and approve payment of at least 3 hours of overtime in exceptional circumstances where a restricted employee is unavailable	BA 5.12	SES B3, B2 and B1	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
At sea allowance			
Approve payment of at sea allowance for an overnight sea patrol (excluding AAD employees)	BA 5.13	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Camping allowance			
Approve payment of camping allowance for each night an employee is required to camp	BA 5.14	All SES B3, B2, B1, EL2, and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reimbursement of any camping fees incurred by an employee	BA 5.14	All SES B3, B2, B1, EL2, and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of an additional camping allowance if an employee does not return to their normal locality until after 4pm	BA 5.15	All SES B3, B2, B1, EL2, and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Cadet allowance			
Approve payment of cadet allowance to a cadet before commencement in an approved course of study	BA 5.16	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing PD: EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Cadet reimbursement			
Approve reimbursement of all compulsory fees to a cadet in an approved course of study	BA 5.16	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing PD: EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Community language allowance			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine that an employee will be paid a community language allowance at a nominated rate based on competency for a period of up to 12 months	BA 5.17	All SES B3, B2, B1, EL2, and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Departmental liaison officer allowance			
Appoint an employee as a Departmental Liaison Officer in the Minister's office and authorise payment of the associated allowance for the period of duty	BA 5.18	All SES B3, B2, and B1 equivalent	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Study support			
Approve initial period of participation in the study support scheme for an employee in an approved course of study	BA 5.19	All SES B3, B2, and B1 equivalent DNP ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve subsequent periods of participation in the study support scheme for the same course of study	BA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve payment of Part A of a study bursary to an employee upon commencement of a period of study	BA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of Part B of a study bursary to an employee upon successful completion of all enrolled units at the end of a study period	BA 5.19	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of some financial assistance up to the value of the study bursary to an employee before completion of a study period due to financial hardship or circumstances beyond their control	BA 5.20	SES B3 (COO) PD: SES B2, B1 and EL2	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve reimbursement of fees for Aboriginal and Torres Strait Islander employees for study to obtain entry into a tertiary institution and a qualification at tertiary level	BA 5.21	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Firstaid officer allowance			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Appoint first aid officer and authorise payment of the associated allowance	BA 5.22(a)	All SES B3, B2, B1 and EL2 equivalent DNP PD: EL2, EL1 and APS6	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: EL2, EL1, APS6 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Health and safety representative allowance			
Appoint health and safety representative and authorise payment of the associated allowance	BA 5.22(b)	PD: EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Workplace contact officer allowance			
Appoint workplace contact officer and authorise payment of the associated allowance	BA 5.22(c)	PD: EL2, EL1, APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Emergency warden allowance			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Appoint emergency warden and authorise payment of the associated allowance	BA 5.22(d)	Property & security function: EL2, EL1 and APS6	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Outdoor work allowance			
Identify a role where specified duties include regular outdoor work for the purposes of the outdoor work allowance	BA 5.25	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of outdoor work allowance for an employee in an identified outdoor work role or whose regular duties include outdoor work	BA 5.25	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine a variation to the amount of outdoor work allowance	BA 5.27	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Hat and boot allowance			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve reimbursement for a hat and/or boots for employees who are required to regularly work outdoors (and where not provided as part of the uniform)	BA 5.28	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Diving allowance			
Approve payment of diving allowance for an employee undertaking authorised diving duties for a day or part day	BA 5.29	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Krill and marine aquarium maintenance			
Approve payment of krill and marine aquarium maintenance allowance for an AAD employee	BA 5.30	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Motor vehicle allowance			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise employee to use a private car for official purposes, subject to conditions and authorise payment of associated allowance	BA 5.31	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Official travel			
Authorise and approve payment of non-commercial accommodation allowance for each overnight stay	BA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve payment of a part day travel allowance for an employee away from the usual place of work for not less than 10 hours	BA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine an adjustment to cover expenses where travel allowance is insufficient	BA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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**Department of Agriculture,
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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise a reduced rate of travel allowance for an employee where provided with accommodation and/or meals	BA 5.32	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Review travel allowance			
Authorise review travel allowance for an employee required to reside in a locality for more than 21 days	BA 5.32	All SES B3, B2, and B1 equivalent DNP ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Overseas posting			
Appoint an employee to an overseas post/role and determine entitlements under the Overseas Conditions of Service Policy	BA 5.34	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL 2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Relocation allowances			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve payment or reimbursement of costs for employee relocation on engagement, promotion, or movement to or within, or separation from the Department, subject to prior agreement in writing	BA 5.35	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Dependent care reimbursements			
Approve payment of vacation assistance to employee with school-age or preschool-age children where annual or purchased leave has been cancelled during school holidays	BA 5.36	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Provide prior approval and authorise reimbursement of reasonable expenses relating to additional dependent care arrangements	BA 5.37	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise reimbursement of reasonable costs in relation to additional family care arrangements in exceptional circumstances with less than 24 hours notice	BA 5.39	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Eyesight testing/Spectacle reimbursement			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve reimbursement for one set of prescribed spectacles or contact lenses for specialised work tasks, or for prescription safety glasses required to perform departmental work	BA 5.41-5.42	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Loss, Damage and Indemnity			
Approve reimbursement to an employee for loss or damage to clothing or personal effects	BA 5.43	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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**Department of Agriculture,
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Leave Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Portability of accrued leave entitlements			
Recognise and transfer accrued annual and/or personal/carer's leave entitlements provided no break in service	BA 6.5	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Recognition of prior service			
Recognise prior APS or government service for personal/carer's leave provided no break in service	BA 6.7	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Unauthorised absence			
Deem absence is unauthorised and cease all entitlements	BA 6.4	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Annual leave			
Request or direct employee to take leave when accrued annual leave exceeds 2 years of credit	BA 6.12	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve annual leave for an employee	BA 6.13	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve employee to cash out annual leave credits down to minimum holding	BA 6.14	All SES B3, B2 B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cancel annual leave and/or recall employee to duty and authorise re-credit of leave	BA 6.15	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reimbursement of reasonable costs in relation to cancelled leave and/or recall to duty	BA 6.15	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of annual leave credits for an employee on exit from the APS	BA 6.17	Payroll function: EL2, EL1, APS6, APS5 and APS4	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Purchased leave			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve an application to purchase up to 10 weeks of annual leave per year for an employee (excluding cadets, irregular or intermittent employees, or non-ongoing employees engaged for less than 12 months)	BA 6.18	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an employee to take purchased leave	BA 6.18	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Personal/Carer's leave			
Approve the anticipation of up to 5 days personal carer's leave for ongoing employee with less than 12 months service	BA 6.23	All SES B3, B2 and B1 equivalent DNP ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve anticipation of further personal/carers' leave beyond 5 days in exceptional circumstances	BA 6.24	All SES B3, B2 and B1 equivalent DNP ED ANBG	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve paid or unpaid personal/carers' leave (with a limit up to 3 days without supporting evidence)	BA 6.29, 6.31, 6.35	All SES B3, B2 B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve the period without supporting evidence to 4 days for localities that are a long distance from a suitable doctor	BA 6.31	All SES B3, B2 B1 and EL2 equivalent DNP EL1 - national parks only	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Require employee to provide supporting evidence for further absences where personal/carer's leave without evidence exceeds 10 days in preceding 12 month period	BA 6.32	All SES B3, B2, B1, EL2, EL1 and APS6 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other types of leave for an employee during annual, purchased or long service leave, and authorise a recredit of respective leave	BA 6.36	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid carer's leave of up to 2 days in a single period or separate periods when personal/carer's leave is exhausted	BA 6.47	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Compassionate and bereavement leave			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve compassionate leave of up to 3 days in a single period or any separate periods	BA 6.39, 6.42	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP ED ANBG PD: SES B1 and EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Approve bereavement leave of up to 3 days	BA 6.40	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP ED ANBG PD: SES B1 and EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve bereavement leave of up to 5 days where employee is required to undertake significant travel to attend the funeral	BA 6.40	All SES B3, B2 and B1 equivalent DNP ED ANBG PD: SES B1 and EL2	SES B3, B2 and B1 equivalent, DNP and ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Approve unpaid bereavement leave for irregular or intermittent employees	BA 6.43	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP ED ANBG PD: SES B1, EL2	SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent, DNP, ED ANBG - <i>may only exercise delegation in relation to staff within respective management line.</i> PD: SES B1 and EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Crisis leave			
Grant access up to 10 days crisis leave in the event of an accident or emergency for an employee who has exhausted all other forms of appropriate paid leave	BA 6.44	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Jury service leave			
Approve leave to attend jury service as necessary	BA 6.45	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
War service leave			
Grant access to war service leave for employee with illness or injuries caused by war or defence service	BA 6.46	SES B3 (COO) All SES B2 PD: SES B1, EL2, EL1	PD: SES B1, EL2, EL1 - <i>may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Maternity leave			
Grant access to maternity leave for up to 52 weeks from specified date, including a period of paid maternity leave, subject to conditions	BA 6.48, 6.52	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Special maternity leave			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Grant unpaid special maternity leave if an employee suffers a pregnancy-related illness or the pregnancy ends within 28 weeks of the expected date of the birth of the child and the employee has no other entitlement to leave	BA 6.53	SES B3 (COO) PD: SES B2, B1, EL2 and EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing.</i>
Adoption leave			
Approve leave for employee for the purposes of adoption (14 weeks full pay or 28 weeks half pay)	BA 6.57	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Foster parent's leave			
Approve leave for employee for the purposes of foster care (14 weeks full pay or 28 weeks half pay)	BA 6.59	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Permanent care leave			
Approve leave for employee for purposes of caring for a child under a permanent care order or similar arrangement (14 weeks full pay or 28 weeks half pay)	BA 6.60	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
s. 22(1)(a)(ii) Supporting partner leave			



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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve up to 10 days supporting partner leave (or 20 days at half pay, with pro-rata for part time employees)	BA 6.61	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Unpaid parental leave			
Approve the taking of up to 12 months unpaid parental leave (beyond the 14 weeks of paid parental leave)	BA 6.63	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend the taking of a further 12 months of unpaid parental leave	BA 6.67	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Defence reserves leave			
Approve paid defence leave	BA 6.69-6.72	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid defence leave	BA 6.69, 6.73	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Emergency services leave			
Approve up to 4 days of initial emergency services leave	BA 6.75	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve further paid emergency services leave at the end of the initial period	BA 6.75	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Community service leave			
Approve unpaid community service leave	BA 6.76	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve a reasonable amount of leave without pay to undertake other community volunteering for organisations registered with Volunteering Australia	BA 6.77	All SES B3, B2,B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
NAIDOC ceremonial leave			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve up to 1 day of paid leave per calendar year to attend NAIDOC ceremonies	BA 6.78	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Aboriginal and Torres Strait Islander ceremonial leave			
Approve up to 5 days paid leave per calendar year for Aboriginal and Torres Strait Islander employees to participate in ceremonies	BA 6.80	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve unpaid leave for Aboriginal and Torres Strait Islander employees to participate in ceremonies	BA 6.80	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
NAIDOC ceremonies as normal working duty			
Approve Aboriginal and Torres Strait Islander employees to participate in NAIDOC ceremonies in their communities as part of normal working duties in jointly managed parks	BA 6.84	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Cultural, ceremonial or religious obligations			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve up to 2 days of paid leave per year for employees to meet cultural, ceremonial or religious obligations	BA 6.84	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Study leave			
Approve paid study leave for an approved course of study	BA 6.86-6.87, 6.89	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve study leave without pay for up to 12 months to allow an employee to undertake full time study	BA 6.88	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve study leave without pay for greater than 12 months in exceptional circumstances to allow an employee to undertake full time study	BA 6.88	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Indigenous study leave			
Grant access of up to 300 hours of paid study leave for each 12 month period in which approved studies are undertaken	BA 6.89	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Other leave			

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve leave without pay for an employee to accompany a spouse/partner on a Commonwealth posting or a posting in the interests of the Commonwealth for the duration of the posting	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid leave for an employee to participate in an international sporting event for the period of the competition (or part thereof) plus reasonable travel time	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve up to 1 day of paid leave for an employee to attend to or accompany a member of the employee's family or household to attend to legal or other personal matters	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 2 days of paid leave per occasion for an employee to move house, subject to presentation of evidence	BA 6.90	All SES B3, B2, B1, EL2, EL1, APS6 and APS5 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve up to 1 day of paid leave per occasion for an employee to attend a personal graduation ceremony, subject to presentation of evidence	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an initial period up to 4 days of paid leave when an employee's home or contents have been destroyed or significantly damaged by a disaster	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Extend an employee's period of paid leave for a disaster situation beyond the initial 4 days	BA 6.90	SES B3 (COO) PD: SES B2, B1	No limitations
Approve paid leave for an employee to donate blood or an organ as necessary	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent, DNP	May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level
Approve up to 1 year of unpaid leave for an employee to undertake employment in the interests of the service	BA 6.90	SES B3 (COO) PD: SES B2, B1	No limitations
Approve up to 3 days per year of paid leave for an employee who is a duly elected office holder to attend formal meetings of the local council	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level
Approve up to 5 days per year of paid leave for an employee who is a duly elected office holder to attend to the duties of the local government council as mayor/president	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level
Approve a period of unpaid leave for an employee who is a duly elected office holder of a local government council to attend to duties of the office	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve up to 1 year of unpaid leave for an employee for personal reasons	BA 6.90	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend a period of unpaid leave beyond 1 year for an employee for personal reasons	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid or unpaid leave for an employee to attend relevant short union training courses and seminars	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve paid or unpaid leave for an employee to attend and give evidence in legal proceedings for the required period	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay up to 2 weeks	BA 6.90	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve other leave without pay up to 12 months	BA 6.90	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

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Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Approve other leave without pay greater than 12 months	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve other leave with pay (for short periods only) for an employee who is experiencing domestic or family violence	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>
Approve other leave with pay (for short periods only)	BA 6.90	SES B3 (COO) PD: SES B2, B1	<i>No limitations</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Workforce Management Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Probation			
Impose probation on employee for a period of 6 months, waive probation for an employee and/or extend probation for an employee	BA 7.2	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Managing performance			
Initiate formal underperformance management procedures	BA 7.4	All SES B3, B2, B1 and EL2 equivalent DNP PD: SES B1, EL2, EL1	<i>All delegates may only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i> PD: SES B1, EL2 and EL1 - may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing
Temporary reassignment of duties at a higher level			

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Assign higher duties (except SES duties) to an employee for a period and authorise payment at the minimum pay point of the higher classification for periods of 5 days or more	BA 7.6, 7.8	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine a higher level of payment for an employee on higher duties	BA 7.7-7.8	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Determine a lower level of payment where an employee is not required to perform all the duties at the higher level	BA 7.7-7.8	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Assign higher duties to a non-SES employee at the SES level or equivalent and authorise payment at the base rate of the SES Band 1 salary range for periods of 5 working days or more	BA 7.10	All SES B3 and B2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Temporary reassignment of duties at SES level			
Determine a higher level of payment or additional benefits for a non-SES employee on higher duties at the SES level or equivalent for period of 5 or more working days	BA 7.10	All SES B3	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Determine additional entitlements for a non-SES employee on higher duties in accordance with the flexible remuneration provisions, and/or a common law agreement or a determination	BA 7.10	All SES B3	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Temporary reassignment of duties at a lower level			
Agree to an employee request to be temporarily assigned duties at a lower classification and reduce salary accordingly for the period	BA 7.11	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Excess employees			
Advise employee at the earliest available time they are likely to become excess	BA 7.14	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Formally advise employee they are excess to requirements	BA 7.16	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Assist excess employees explore redeployment options, including placement on registers, appropriate training and job swaps	BA 7.17, 7.19-7.21	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government
**Department of Agriculture,
 Water and the Environment**

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Accelerated separation			
Offer an employee an accelerated separation	BA 7.22	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Voluntary redundancy			
Invite an excess employee to elect for voluntary redundancy and provide appropriate information within 2 weeks	BA 7.25-7.26	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Accept an election for voluntary redundancy	BA 7.27	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

s. 22(1)(a)(ii)



Australian Government
**Department of Agriculture,
 Water and the Environment**

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise financial assistance of up to \$600 to be provided for financial advice	BA 7.28	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Payment in lieu of notice			
Authorise payment in lieu of notice for the unexpired notice period if employment is terminated before the notice period finishes	BA 7.30-7.31	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Redundancy pay			
Authorise redundancy pay for an employee who has elected voluntary redundancy	BA 7.32-7.34	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Retention period			
Approve up to \$5,000 for career transition support	BA 7.43(a)	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Move an excess employee to a job with a lower APS classification with 4 weeks' notice, maintaining salary at the previous level	BA 7.43(b)	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Approve reasonable travel and incidental expenses for an employee incurred in seeking alternative employment if not met by prospective employer	BA 7.45	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine and approve payment of reasonable expenses where an employee is required to move their household to a new locality as a result of movement or reduction in classification	BA 7.46	All SES B3, B2, and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Early termination during retention period			
Terminate employment with employee agreement and authorise payout of the retention period and redundancy pay	BA 7.47	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL 2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing [PS Act]</i>
Involuntary termination of employment			

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Involuntarily terminate excess employee at end of the retention period	BA 7.48	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Termination of employment			
Approve payment at the applicable rate of pay for a non-ongoing employee terminated for reasons other than misconduct	BA 7.53	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1 - <i>no limitations</i> EL 2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Terminate an employee for serious misconduct without notice or payment in lieu	BA 7.55	SES B3 (COO) PD: SES B2	<i>No limitations</i>
Resignation or retirement			
Agree to a period of less than 2 weeks of notice for a notice of resignation or retirement	BA 7.56	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Remote Support Delegations

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Remote localities assistance			
Determine appropriate allowances if unique circumstances arise or work is to be performed in a remote locality not covered by the Enterprise agreement	BA 8.1	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Remote localities assistance for a temporary period			
Authorise review travel allowance for an employee temporarily stationed in a remote locality to be payable from day 1 onwards for a known period of more than 21 days	BA 8.7	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Education cost allowance			
Approve an education costs allowance if a dependent child attending secondary school does not move to the remote locality with employee	BA 8.10	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government
Department of Agriculture,
Water and the Environment

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Norfolk Island education assistance			
Authorise reimbursement of compulsory tuition fees for a dependent child attending year 11 or 12 at the Norfolk Island Central School	BA 8.11	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Medical and dental costs on visit to Norfolk Island			
Authorise reimbursement of medical and dental costs incurred while on short-term visit to Norfolk Island if a doctor or dentist certifies it was necessary	BA 8.12	All SES B3, B2, B1, EL2 and EL1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Employee housing			
Determine a reasonable level of housing assistance for employee in a remote locality where private housing is not available or reasonably affordable	BA 8.13	All SES B3, B2 and B1 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Leave fares assistance			



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Authorise payment of an available leave fare for remote employees and eligible dependants when taken with at least 5 days leave away from the remote locality	BA 8.15-8.17	All SES B3, B2, B1 and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Extend the expiry date for a leave fare by 6 months where an employee has had annual leave declined and has not been able to use a leave fare before expiry	BA 8.15-8.17	SES B3 (COO) PD: SES B2, B1, EL2, EL1	SES B3, B2 and B1- <i>no limitations</i> EL 2 and EL1 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>
Authorise payment of unused leave fares accrued during the last 24 months on employee cessation	BA 8.18	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Authorise payment of any unused leave fare accrued beyond the 24 month period on employee cessation	BA 8.18	SES B3 (COO) PD: SES B2, B1, EL2	SES B3, B2 and B1 - <i>no limitations</i> EL2 - <i>may only exercise delegation in relation to area of delegate's functional responsibility having regard to the duties that the delegate is performing</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Reunion fares for new recruits to Darwin			
Authorise payment of an available reunion fare for an ongoing employee engaged, moved, assigned or promoted to Darwin from another Australian locality for an employee and eligible dependants when the employee takes leave from Darwin to return to the locality from which they were recruited	BA 8.19-8.20	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Medical or dental treatment travel costs			
Authorise reimbursement of transport costs for an employee in a remote locality requiring immediate medical or dental treatment	BA 8.22	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Determine a reduced amount of reimbursement for transport costs for an employee in a remote locality due to other subsidies or payments	BA 8.23	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Emergency or compassionate travel costs			

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Authorise reimbursement of transport costs for emergency or compassionate travel for a remote employee	BA 8.24	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve reunion travel for a dependent child to visit an employee up to 3 times per school year, or alternatively, approve reimbursement of reunion travel costs	BA 8.25-8.27	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Approve an additional reunion visit for a dependent child during a school year	BA 8.27	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Correspondence school travel assistance			
Approve reimbursement for up to 3 return airfares per year where a dependent child living with an employee in a remote locality and studying by correspondence is required to travel for study	BA 8.29	All SES B3, B2, B1, and EL2 equivalent, DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Additional travel leave for Christmas and Cocos Islands			

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1	Column 2	Column 3	Column 4
Description of Delegation	Provision(s)	Delegate(s)	Limitations/Conditions
Grant up to an additional 5 days paid leave per calendar year for employees on Christmas and Cocos Islands for travel time for medical, specialist, dental, emergency, or compassionate reasons using personal/carer's leave	BA 8.30(a)	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>
Grant up to an additional 5 days paid leave per calendar year for employees on Christmas and Cocos Islands where scheduled flights for leave are cancelled, delayed, or unable to complete service	BA 8.30(b)	All SES B3, B2, B1, and EL2 equivalent DNP	<i>May only exercise delegation in relation to staff within respective management line and for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Additional Delegations

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Casual Loading			
Unless the Secretary determines otherwise, your hourly rate will be the minimum pay point of your classification plus a loading in lieu of paid leave (excluding long serve leave) and public holidays not required or rostered to work as follows: [see clause 18.3 of the DAWR EA referred to in the Determination]	EA 4.5 as amended by item 1 of clause 8(4) of the Determination (formerly clause 18.2 of the DAWR Agreement)	SES B3, B2 PD: SES B1	<i>All delegates may only exercise delegation in relation to staff for classification below delegate's own classification level</i>
Shift Work			
In response to operational requirements or individual preferences, meal allowance periods can be varied by agreement.	EA 3.59 to 3.71 as amended by item 3 of clause 8(4) of the Determination (formerly clause 22.10(a)(iii) of the DAWR Agreement)	SES B3, B2 and B1 EL2 and equivalent EL1 and equivalent APS 6 and equivalent APS 5 and equivalent	<i>All delegates may only exercise delegation in relation to staff for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)



Australian Government

**Department of Agriculture,
Water and the Environment**

Column 1 Description of Delegation	Column 2 Provision(s)	Column 3 Delegate(s)	Column 4 Limitations/Conditions
Overtime			
In response to operational requirements or individual preferences, meal allowance period can be varied by agreement.	EA clauses 3.48 to 3.55, 3.57 and 3.58 and 5.2, as amended by item 4 of clause 8(4) of the Determination (formerly clause 22.2 of the DAWR Agreement)	SES B3, B2 and B1	<i>All delegates may only exercise delegation in relation to staff for classification below delegate's own classification level</i>

s. 22(1)(a)(ii)

D20/76455



Title

Instruments of Revocation and Delegation, Public Service (Terms and Conditions of Employment)(Meat Inspectors) Determination 2020



Australian Government
**Department of Agriculture,
 Water and the Environment**

INSTRUMENT OF REVOCATION

***Public Service (Terms and Conditions of Employment)(Meat
 Inspectors) Determination 2020***

I, **s. 22(1)(a)(ii)**, Secretary of the Department of Agriculture,
 Water and the Environment:

ACTING under clause 7 of the *Department of Agriculture and Water Resources Meat
 Inspection Enterprise Agreement 2019-22* as defined in and applied by clause 7 of the *Public
 Service (Terms and Conditions of Employment)(Meat Inspectors) Determination 2020*
(Determination) to employees defined in clause 5 of the Determination; and

REVOKE all previous delegations of my powers or function under the Determination.

Date *1 February 2020*

s. 22(1)(a)(ii)

Signed

s. 22(1)(a)(ii)

Secretary of the Department of Agriculture, Water and the Environment



Australian Government
Department of Agriculture,
Water and the Environment

INSTRUMENT OF DELEGATION

Public Service (Terms and Conditions of Employment (Meat Inspectors) Determination 2020

I, **s. 22(1)(a)(ii)**, Secretary of the Department of Agriculture, Water and the Environment:

ACTING under clause 7 of the *Department of Agriculture and Water Resources Meat Inspection Enterprise Agreement 2019-22* as defined in an applied by clause 7 of the *Public Service (Terms and Conditions of Employment)(Meat Inspectors) Determination 2020 (Determination)*; and

DELEGATE to the employees of the Department of Agriculture, Water and the Environment from time to time holding or occupying the duties of a role at the classification levels shown in column 3 of the attached Schedule, those of my powers and functions under the Determination, as specified in column 1 and described in column 2, subject to the limit and conditions in column 4.

Date *1 February 2020*

s. 22(1)(a)(ii)

Signed

s. 22(1)(a)(ii) :
Secretary of the Department of Agriculture, Water and the Environment

DEPARTMENT OF AGRICULTURE, WATER AND THE ENVIRONMENT



Australian Government
Department of Agriculture,
Water and the Environment

Delegations Schedule

Public Service (Terms and Conditions of Employment) (Meat Inspectors)
Determination 2020

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
9.3	9.3 The secretary must give prompt and genuine consideration to matters raised by the relevant employees about the major change or changes to rosters or ordinary hours of work.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
9.5	<p>9.5 Major change</p> <p>(a) If the secretary makes a definite decision to introduce a major change to production, program organisation, structure or technology in relation to the department that is likely to have a significant effect on employees, the secretary will:</p> <p>(i) notify the relevant employees of the decision;</p> <p>(ii) discuss with the relevant employees, as soon as practicable after making the decision:</p> <ul style="list-style-type: none"> - the introduction of the change; - the effect the change is likely to have on the employees; and - the measures being taken to avert or mitigate the adverse effect of the change on the employees. 	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column1)	Extract (Column2)	Classification (Column3)	Limit (Column4)
	<p>(iii) for the purpose of these discussions, provide in writing to the relevant employees:</p> <ul style="list-style-type: none"> - all relevant information about the change, including the nature of the change proposed; - information about the expected effects of the change on the employees; and - information about any other matters likely to affect the employees. 		
9.6	<p>9.6 Changes to rosters or ordinary hours of work</p> <p>(a) If the secretary proposes to introduce a change to the regular roster or ordinary hours of work of employees, the secretary will:</p> <ul style="list-style-type: none"> (i) notify the relevant employees of the proposed change; (ii) discuss the introduction of the change with relevant employees, as soon as practicable after proposing to introduce the change; (iii) for the purposes of those discussions, provide the relevant employees: <ul style="list-style-type: none"> - all the relevant information about the change including the nature of the change proposed; - information about what the department reasonably believes will be the effect of the change on the employees; - information about any other matters that the department reasonably believes are likely to affect the employees; and 	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	<p>May only exercise for classification below own level</p>

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)										
	(iv) invite relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).												
14.5	<p>14.5 When returning from a period of maternity, paternal, adoption or foster leave:</p> <p>(a) you will be provided with access to regular part-time work upon application where the secretary may require you to work in a different position at your substantive level; and</p> <p>(b) if you were working part-time prior to the taking of leave you can return to the same part-time hours.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	<p>May only exercise for classification below own level</p>										
15.2	<p>15.2 Unless the secretary determines otherwise, your hourly rate will be the minimum pay point of your classification plus a loading in lieu of paid leave (excluding long service leave) and public holidays not worked as follows:</p> <p>Table 1: Casual Loadings</p> <table border="1" data-bbox="436 922 1391 1262"> <thead> <tr> <th></th> <th>Loading</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td>20%</td> </tr> <tr> <td>Saturday</td> <td>50%</td> </tr> <tr> <td>Sunday</td> <td>100%</td> </tr> <tr> <td>Public holiday</td> <td>150%</td> </tr> </tbody> </table>		Loading	Monday to Friday	20%	Saturday	50%	Sunday	100%	Public holiday	150%	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	<p>May only exercise for classification below own level</p>
	Loading												
Monday to Friday	20%												
Saturday	50%												
Sunday	100%												
Public holiday	150%												

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
18.2	18.2 If the secretary approves any variation to your ordinary hours of work the varied hours will not attract overtime or shift loadings.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
22.1	22.1 The secretary will determine the extent of any financial assistance for your relocation from one locality to another as a result of: (a) promotion; or (b) transfer or temporary assignment for 12 months or longer; or (c) engagement with the department.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
22.3	22.3 Where we have relocated you to another locality at our expense in accordance with this clause and: (a) your employment is terminated; or (b) you pass away, the payment of reasonable expenses to you and/or your eligible dependant/s may be authorised by the secretary. Reasonable expenses for the purposes of this clause are conveyance and removal of furniture and household effects for you and/or your eligible dependant/s.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
24.3(a)(ii)	24.3 First aid allowance (a) You will be paid a first aid allowance of \$29.47 per fortnight when: (i) you hold and maintain a current first aid qualification from a nationally accredited training provider; and	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	(ii) the secretary appoints you as a first aid officer.		
24.4(a)	<p>24.4 Motor vehicle allowance</p> <p>(a) Where the secretary considers that it will result in greater efficiency or involve less cost and you agree to do so, you may be approved to use your private vehicle or hire a vehicle at your own expense for official travel.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1, APS 6 and equivalent</p> <p>All MI3 – Meat Inspectors</p>	May only exercise for classification below own level
25.1(b)	<p>25.1 Travel expenses</p> <p>(b) As an alternative to the allowance rates provided by clause 25.1 (a), the secretary may approve reimbursement of business related expenses incurred as a direct result of travelling on official business.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	May only exercise for classification below own level
25.4(b)	<p>25.4 Travel time</p> <p>(b) If travel is undertaken outside your ordinary days and/or span of hours or, for shift works outside your rostered hours, travel time, Monday to Saturday will accrue on an hour for hour basis to be taken as time off in lieu or cashed out at your ordinary rate of pay with the approval of the secretary.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1, APS 6 and equivalent</p>	May only exercise for classification below own level
25.4(c)	<p>25.4 Travel time</p> <p>(c) Travel time on Sundays and Public Holidays will accrue at the rate of 1.5 hours per hour travelled to be taken as time off in lieu or cashed out at your ordinary rate of pay with the approval of the secretary.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1, APS 6 and equivalent</p>	May only exercise for classification below own level
25.4(d)	25.4 Travel time	All SES B1, B2 and B3	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column1)	Extract (Column2)	Classification (Column3)	Limit (Column4)
	(d) You may access time off in lieu in a minimum of whole week blocks, or if combined with a period of recreation leave or long service leave where the total period of absence is not less than one week. The secretary may approve a lesser period in exceptional circumstances.	All EL2, EL1 and equivalent	
26.3(d)	<p>26.3 District allowance</p> <p>(d) You will not receive district allowance when receiving travel allowance for a period when you are temporarily stationed in a locality for which district allowance would otherwise be payable. If the secretary considers that there are special circumstances, the travel allowance payable to you for that period may be increased.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1 and equivalent</p>	May only exercise for classification below own level
26.5(d)(iii)	<p>26.5 Reimbursement of fares for other purposes</p> <p>(d) Eligible dependant/s attending school</p> <p>(iii) The secretary may approve reimbursement of an additional fare where the dependant/s attend a school which has four terms per school year or where exceptional circumstances exist.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	May only exercise for classification below own level
29.2	<p>29.2 The secretary may approve a salary at a higher pay point, if:</p> <p>(a) your skills, knowledge and experience exceed the standard that would normally be expected on commencement at the classification; and/or</p> <p>(b) the contribution that you are able to make immediately exceeds the contribution that would normally be expected on commencement at the classification; and/or</p> <p>(c) you propose and the secretary agrees that a higher salary is justified.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
29.3	29.3 When transferring from another APS agency and your substantive salary exceeds the top pay point of the relevant classification under this Agreement, the secretary may approve the maintenance of this higher salary until such time as it is absorbed by any remuneration increases provided for in this Agreement. In these circumstances the provisions of clause 28.2 do not apply to you.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
32.1	32.1 When an overpayment of salary, allowances or other remuneration has been identified, we will require the overpayment to be repaid in full. As an alternative you may authorise us to deduct this amount from your pay at the rate of 20 per cent of your net fortnightly salary until recovered in full. The secretary may approve a lesser amount in circumstances of severe hardship.	All SES B3 SES B2 and B1 – Finance Division	To the limit of the delegate's individual delegation under section 11 of the <i>Public Governance and Accountability Rule 2014</i>
33.1	33.1 Where an employee dies, or the secretary has directed that an employee will be presumed to have died on a particular date, the secretary will authorise the payment of the amount to which the former employee would have been entitled had the employee ceased employment by way of resignation or retirement.	All SES B3 SES B2 and B1 – People Division SES B2 and B1 – Finance Division EL2 and equivalent – limited to staff with payroll functional responsibility within the Finance Division	No limitation
39.8	39.8 If your performance is assessed as not meeting expectations or completion of the six week PIP, or within ten months following the completion of the PIP, the secretary will notify you in writing of the intention to: (a) terminate your employment; or	All SES B3 SES B2 and B1 – People Division	No limitation

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	(b) transfer you to another role; or (c) reduce your classification.		
39.9	39.9 From the date of receiving this notification you have fourteen calendar days to provide a response in writing concerning either the assessment and/or the intended sanction. Having considered any response provided by you, the secretary may issue a notice of termination, or effect your transfer to another role or reduce your classification.	All SES B3 SES B2 and B1 – People Division	No limitation
40.2	40.2 The secretary may approve payment at a higher work level for a temporary assignment period of less than one week.	All SES B1, B2 and B3 All EL2 and equivalent	No limitation
40.3	40.3 The secretary may approve a payment of a percentage of the difference between your pay point and the minimum pay point of the higher work level if you are not performing the full range of duties of the higher role.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
41.9(a)	41.9 Cashing out leave (a) You may with the secretary's approval cash out an amount of recreation leave once per calendar year provided you have at least 20 days recreation leave remaining after the cash out.	All SES B1, B2 and B3 All EL2 and equivalent	May only exercise for classification below own level
41.11	41.11 Reimbursement of expenses If you have an approved period of recreation leave cancelled, or you are recalled to duty while on recreation leave, we will re-credit the period of leave and reimburse you for reasonable travel costs and incidental expenses incurred, as determined by the secretary, which are not otherwise recoverable from insurance or any other source.	All SES B1, B2 and B3	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column1)	Extract (Column2)	Classification (Column3)	Limit (Column4)
42.11(b)	<p>42.11 Provision of medical certificates</p> <p>(b) You must provide a medical certificate from a registered health practitioner after taking a total of five days absence in a calendar year where no medical certificate has been provided. The secretary may vary or waive evidential requirements in exceptional circumstances.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1 and equivalent</p>	<p>May only exercise for classification below own level</p> <p>EL1 may only approve up to 8 days</p>
42.11(c)	<p>42.11 Provision of medical certificates</p> <p>(c) Where it is not reasonably practicable to obtain a medical certificate you must provide other evidence which would satisfy the secretary that the leave was taken for a reason described in clause 42.4, such as:</p> <p>(i) a pharmacist certificate;</p> <p>(ii) a statutory declaration; or</p> <p>(iii) other supporting documentation that is deemed suitable by the secretary (e.g. child care centre or school letter).</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1, APS 6 and equivalent</p>	<p>May only exercise for classification below own level</p>
42.13	<p>42.13 Anticipated personal leave</p> <p>The secretary may, in advance, approve for you to take up to 20 days personal leave in advance in circumstances of serious injury or chronic illness. You must provide suitable evidence to support your request.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2 and equivalent</p>	<p>May only exercise for classification below own level</p>
44.3	<p>44.3 In exceptional circumstances (e.g. attendance at a funeral overseas) the secretary may approve miscellaneous leave in addition to any approved compassionate/bereavement leave.</p>	<p>All SES B1, B2 and B3</p> <p>All EL2, EL1 and equivalent</p>	<p>May only exercise for classification below own level</p>

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
45.3	45.3 You may apply to the secretary for up to an additional 12 months of unpaid parental leave to be taken immediately following the initial 12 months under clause 45.2.	All SES B1, B2 and B3	May only exercise for classification below own level
51.1	51.1 The secretary will approve paid leave if you engage in an eligible community service activity (as defined by the Act) which includes jury service and emergency service responses.	All SES B1, B2 and B3 All EL2, EL1, APS 6 and equivalent	May only exercise for classification below own level
51.2	51.2 Leave will be approved in accordance with the NES, however, the secretary will determine the duration and frequency of the leave after consideration of the circumstances behind your request.	All SES B1, B2 and B3 All EL2, EL1, APS 6 and equivalent	May only exercise for classification below own level
52.2	52.2 The secretary will approve leave for defence service when appropriate notice is received from the Australian Defence Force, detailing the period of attendance required.	All SES B1, B2 and B3 All EL2, EL1 and equivalent	May only exercise for classification below own level
54.1	54.1 The secretary may in exceptional circumstances approve miscellaneous leave with or without pay.	All SES B1, B2 and B3 All EL2 and equivalent	Up to 30 days – EL2 and equivalent 31 days and over – SES B1, B2 and B3
56.6(c)(i)	56.6 Leave to count as service (c) Unless otherwise required by legislation, miscellaneous leave without pay does not count as service (excluding clause 56.3) and does not break continuity of service, except when provided for the following which does count for service for personal leave:	All SES B1, B2 and B3 All EL2 and equivalent	Up to 30 days – EL2 and equivalent 31 days and over –

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	(i) Employment which the secretary determines is in the interests of the Commonwealth.		SES B1, B2 and B3
58.4	58.4 You and the secretary may agree on the substitution of a day or part day that would otherwise be a public holiday, having regard to operation requirements.	All SES B1, B2 and B3 All EL2, EL1 and equivalent	May only exercise for classification below own level
59.2(c)	59.2 You are an "excess employee" if: (c) the duties usually performed by you are to be performed at a difference locality, you are not willing to perform duties at the locality and the secretary has determined that these provisions will apply to you.	All SES B3 SES B2 and B1 – People Division	No limitation
60	60. Consultation process 60.1 When the secretary is aware that you are likely to become excess, the secretary will advise you of the situation, in writing. 60.2 The secretary will hold discussions with you to consider: (a) reasons for your excess situation and the method used to determine excess employees; (b) measures that could be taken to resolve the situation, including redeployment opportunities for you at or below your classification level; (c) job swap opportunities at level; (d) referral to an appropriate employment agency; and (e) whether voluntary retrenchment might be appropriate.	SES B1, B2 and B3 EL2 and equivalent	May only exercise for classification below own level

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	<p>60.3 Where you nominate a representative, the secretary will hold the discussions with you and your representative.</p> <p>60.4 The secretary may, prior to the conclusion of these discussions, invite employees who are not excess to express interest in voluntary retrenchment, where the retrenchment of those employees permits the redeployment of employees who are in an excess situation and who would otherwise remain excess.</p> <p>60.5 The secretary will determine if you are excess to the requirements of the department and if so, advise you of this in writing:</p> <p>(a) after the discussions in clause 60.2 (b) and (c) have been held; or</p> <p>(b) one month after the secretary has requested discussions pursuant to clause 60.2 (b) and (c) and you or your nominated representative have declined to discuss the matter.</p> <p>60.6 The secretary will then consult with the employees who have been determined to be excess and establish those who want to be offered voluntary retrenchment immediately and those who want to seek redeployment. An employee seeking redeployment will be advised in writing that they are excess (if this has not already occurred) and will immediately be referred to an appropriate employment agency for redeployment assistance.</p> <p>60.7 The secretary will take all reasonable steps in accordance with the APSC redeployment policy to redeploy an excess employee.</p>		
61.1	61.1 Where the secretary invites you as an excess employee to accept voluntary retrenchment, you will have one month in which to accept the offer.	All SES B3 SES B2 and B1 – People Division	No limitation
65.3	65.3 The retention period will commence on the earlier of:	All SES B3	No limitation

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	<p>(a) the date you are advised in writing by the secretary that you are excess to the requirements; or</p> <p>(b) one month after the date on which the secretary invites you to accept an offer of voluntary retrenchment.</p>	SES B2 and B1 – People Division	
65.5	<p>65.5 During the retention period, the secretary:</p> <p>(a) will continue to take reasonable steps to find you an alternative employment;</p> <p>(b) may, with four weeks' notice, transfer you to a job with a lower classification. Where this occurs before the end of your retention period, you will receive income maintenance to maintain your salary at the previous higher level for the balance of the retention period; and</p> <p>(c) will consider your claims as an excess employee, in isolation, prior to any selection process for positions at or below your level.</p>	<p>All SES B3</p> <p>SES B2 and B1 – People Division</p>	No limitation
65.8	<p>65.8 Where:</p> <p>(a) as an excess employee you have been receiving redeployment assistance from an appropriate employment agency for two months; and</p> <p>(b) the employment agency certifies that there is no reasonable prospect of redeployment in the APS; and</p> <p>(c) the secretary is satisfied that there is insufficient productive work available to you within the department during the remainder of your retention period;</p> <p>the secretary may, with your agreement, terminate your employment under section 29 of the PS Act and upon termination pay you a lump sum comprising:</p>	<p>All SES B3</p> <p>SES B2 and B1 – People Division</p>	No limitation

s. 22(1)(a)(ii)

Clause (Column 1)	Extract (Column 2)	Classification (Column 3)	Limit (Column 4)
	<p>(i) the balance of the retention period (shortened to take into account entitlement to redundancy payment under the NES under clause 65.2 and this payment will be taken to include the payment in lieu of notice of termination of employment; and</p> <p>(ii) your NES eligibility to redundancy pay.</p>		
66.1	66.1 Subject to clauses 66.2 and 66.3 the secretary may terminate an excess employee's employment under section 29 of the PS Act at the end of the retention period.	All SES B3 SES B2 and B1 – People Division	No limitation
66.4	66.4 The secretary will not involuntarily retrench you, as an excess employee, where there is another employee doing the same work at the same level as you, who is seeking voluntary retrenchment and who can demonstrate the same level of performance and expertise as the employee who is seeking voluntary retrenchment.	All SES B3 SES B2 and B1 – People Division	No limitation
67.1	67.1 The secretary may directly offer you an accelerated separation under this clause where you are determined to be excess to the requirements of the department.	All SES B3 SES B2 and B1 – People Division	No limitation

s. 22(1)(a)(ii)