

## QUESTION TAKEN ON NOTICE

### BUDGET ESTIMATES HEARING : 25 May 2015

#### IMMIGRATION AND BORDER PROTECTION PORTFOLIO

#### **(BE15/203) - Verbal approval of expenditure - Internal Product (DIBP)**

Senator Ludwig, Joe (L&CA) written:

1. If a verbal approval is given by an authorised officer to expend money, what records (if any) must be kept and where are they kept?
  - a. If records are not kept, why?
2. In what circumstances can verbal authorisation be given and who may give it? Please specify their APS level and classification.
3. Can verbal authorisation be given for expending cash on hand stored securely in agency facilities, offices or vessels?
  - a. If yes, what records (if any) must be kept and where are they kept?
  - i. If records are not kept, why and how is that money accounted for?

*Answer:*

1. If verbal approval is given for a commitment of relevant money, a record of the approval must be documented as soon as is practicable, in accordance with section 18 of the *Public Governance, Performance and Accountability Rule 2014* (the PGPA Rule).

In considering what form the approval should take, delegates must consider:

- the availability of a system approval process for that type of expenditure;
- the value, significance, level of risk and any sensitivity associated with the expenditure or arrangement; and
- any instructions issued by the Chief Executive Officer of the Australian Customs and Border Protection (the Service) or the Secretary of the Department of Immigration and Border Protection (the Department).

Within the Service, all officials are required to maintain records in accordance with the Service's record keeping policies as set out in Practice Statement C\_IMT04 – Records Management. This policy requires paper records be retained and placed on a file unless an alternative process has been approved by the Information Policy and Governance Section. An alternative process has been approved in relation to certain records maintained in the Service's Financial Management Information Systems.

In accordance with this policy, records of approvals of the commitment of relevant money are either retained on a physical file maintained in accordance with the Service's record keeping requirements or electronically in the Service's Financial Management Information Systems.

Within the Department all officials are required to maintain records in accordance with the Department's Recordkeeping Policy. This policy applies to:

- all departmental employees onshore and offshore, including ongoing, non-ongoing and casual personnel, the SES, staff on posting, and locally engaged employees;
- all contractors and consultants who access departmental systems (irrespective of duration of contract) - unless they hold written exemption from the Recordkeeping Improvement and Library Information Services Section (RILIS); and
- all other government agency personnel undertaking duties on behalf of the department, including those on secondment.

This policy requires that all employees, consultants and contractors must:

- keep full and accurate records that support and provide evidence of business activities;
- keep records in the approved recordkeeping systems in accordance with documented and authorised business processes;
- ensure records are treated as valuable corporate assets and documented to a standard that would withstand independent scrutiny;
- not destroy any record, paper or electronic, that is evidence of a business activity, without the authority of National Archives of Australia according to the Archives Act 1983;
- understand and ensure that recordkeeping is an integral part of all business processes; and
- comply with Secretary's Instruction 4 - Recordkeeping.

In accordance with this policy, records of approvals of the commitment of relevant money are either retained on a physical or electronic file maintained in accordance with the Department's record keeping requirements, or electronically in the Department's Financial Management Information Systems.

a. Records must be kept.

2. Only officials delegated under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act) may provide a verbal approval. Delegates must document their approval as soon as practicable after the verbal approval is given.

The circumstances under which a delegate may give verbal approval are subject to the delegates' consideration of the urgency, value, risk, significance and sensitivity of the expenditure.

The Chief Executive Officer of the Service has issued financial delegations to a range of officials either employed by the Service or by other Commonwealth entities (where the services of those employees of other Commonwealth entities are being made available to the Service in connection with the performance of the Service's functions). A copy of the financial delegations in place in the Service is provided at Attachment A.

The Secretary of the Department has issued financial delegations to a range of officials either employed by the Department or by other Commonwealth entities (where the services of those employees of other Commonwealth entities are being made available to the Department in connection with the performance of the Department's functions). A copy of the financial delegations in place in the Department is provided at Attachment B.

3. No, verbal authorisation is insufficient for expending cash on hand. A person delegated under section 23 of the PGPA Act must give written approval to commit relevant money before expending cash on hand.
  - a. Not applicable.
    - i. Not applicable.



**Australian Government**  
**Australian Customs and  
 Border Protection Service**

## INSTRUMENT OF DELEGATION

### APPROVE THE COMMITMENT OF RELEVANT MONEY AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS DEPARTMENTAL APPROPRIATIONS

#### *Public Governance, Performance and Accountability Act 2013* SECTIONS 23 and 66

I, Marion Grant, Acting Chief Executive Officer of Customs and delegate of the Finance Minister, under section 110 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) delegate to the officials holding, occupying or performing the duties of the positions in the Australian Customs and Border Protection Service (ACBPS) and the Department of Immigration and Border Protection (DIBP) listed in this instrument, my powers under sections 23 and 66 of the PGPA Act in each of the work areas set out in the instrument, subject to the limits and conditions set out in each scenario.

This instrument does not apply to officials assigned to the Operation Sovereign Borders Joint Agency Task Force.

- A. Arrangements for the receipt, custody or expenditure of other CRF money by a person who is outside of the Commonwealth – all work areas
- B. Payment by Credit Card – all work areas
- C. Disposal / Write Off of Assets – all work areas
- D. Purchase of Property to be Gifted – all work areas
- E. Gifting of Property not acquired to be Gifted – all work areas
- F. Provision of Official Hospitality – all work areas
- G. Arranging International Travel for Australian Based Staff – all work areas
- H. Arranging International Travel for Overseas Based Staff – all work areas
- I. Media Advertising associated with Open Approaches to Market – all work areas
- J. Administering Arrangements (including determining whether milestones have been met and whether payments should be made under the arrangement). Also includes administering Claims for Compensation for Detriment caused by Defective Administration – all work areas
- K. Approve the settlement of monetary claims against the Commonwealth within the meaning of Appendix C Legal Services Directions 2005 (Cth) – all work areas
- L. Delegations – specific officials or work areas
- M. General delegations for all other scenarios or work areas not specified in items A-L

**A. SCENARIO AND WORK AREA**

Arrangements for the receipt, custody or expenditure of other CRF money by a person who is outside of the Commonwealth – all work areas

Delegated Power	Delegates	Limits and conditions
SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> <li>Portfolio Chief Finance Officer</li> <li>Finance Division SES Band 1 officers</li> </ul>	<p>To the limit of ACBPS budget.</p> <p>Delegates are required to act in accordance with Section 105 of the PGPA Act, Section 29 of the <i>Public Governance, Performance and Accountability Rule 2014</i> (PGPA Rule) and the <i>Commonwealth Procurement Rules</i> (CPRs) when entering into arrangements for the receipt, custody or expenditure of other CRF money by a person who is outside of the Commonwealth.</p>

**B. SCENARIO AND WORK AREA**

Payment by Credit Card – all work areas

Delegated Power	Delegates	Limits and conditions
SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH	<ul style="list-style-type: none"> <li>All holders of ACBPS credit cards</li> </ul>	<p>To the limit of the individual transaction and the monthly limit approved for the cardholder's credit card within area of budgetary responsibility only.</p>

## C. SCENARIO AND WORK AREA

Disposal / Write Off of Assets – all work areas

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 – APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>• Deputy Chief Executive Officers</li> <li>• Deputy Secretaries</li> <li>• Portfolio Chief Finance Officer</li> <li>• Finance Division SES Band 1 officers</li> </ul>	<p>The general delegations apply to the costs associated with the disposal / write off of assets.</p> <p>Unlimited authority for approval of asset write offs/write downs for the whole of ACBPS.</p>
	<ul style="list-style-type: none"> <li>• All SES Band 2 officers</li> </ul>	<p>The general delegations apply to the costs associated with the disposal / write off of assets.</p> <p>Limit of \$10,000 written off/written down asset value per class of asset for the whole of ACBPS.</p>
	<ul style="list-style-type: none"> <li>• All SES Band 1 officers</li> <li>• Director Asset Management</li> </ul>	<p>The general delegations apply to the costs associated with the disposal / write off of assets.</p> <p>Limit of \$5,000 written off/written down asset value per class of asset for the whole of ACBPS.</p>
	<ul style="list-style-type: none"> <li>• All Customs Level 5 officers</li> <li>• All DIBP EL 2 officers</li> </ul>	<p>The general delegations apply to the costs associated with the disposal / write off of assets.</p> <p>Limit of \$nil written off / written down asset value per class of asset for the whole of ACBPS.</p>

**D. SCENARIO AND WORK AREA**

Purchase of Property to be Gifted – all work areas

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> <li>Portfolio Chief Finance Officer</li> <li>Finance Division SES Band 1 officers</li> </ul>	Limit of \$5,000 per transaction for the whole of ACBPS.
	<ul style="list-style-type: none"> <li>All SES Band 2 officers</li> </ul>	Limit of \$1,000 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All SES Band 1 officers</li> </ul>	Limit of \$500 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All Customs Level 5 officers</li> <li>All DIBP EL 2 officers</li> </ul>	Limit of \$250 per transaction within area of budgetary responsibility only.

These limited delegations apply to the purchase of relevant property to be gifted where the gift:

- is of a protocol or public relations nature; or
- is permitted under Tier 4 of the Awards and Recognition Framework.

The general delegations apply to the purchase of relevant property to be gifted where the gift:

- is of relevant property to be used in building capacity; or
- is permitted under Tiers 1 to 3 of the Awards and Recognition Framework

## E. SCENARIO AND WORK AREAS

Gifting of Property not acquired to be used as a Gift – all work areas

Delegated Power	Delegates	Limits and conditions
SECTION 66 – GIVE WRITTEN AUTHORISATION OF A GIFT OF RELEVANT PROPERTY	<ul style="list-style-type: none"> <li>• Deputy Chief Executive Officers</li> <li>• Deputy Secretaries</li> <li>• Portfolio Chief Finance Officer</li> <li>• Finance Division SES Band 1 officers</li> </ul>	<p>The general delegations apply to the costs associated with the gifting of assets.</p> <p>Limit of \$1 million per occurrence for the whole of ACBPS.</p>
	<ul style="list-style-type: none"> <li>• All SES Band 2 officers</li> </ul>	<p>The general delegations apply to the costs associated with the gifting of assets.</p> <p>Limit of \$100,000 per occurrence within area of budgetary responsibility only.</p>
	<ul style="list-style-type: none"> <li>• All SES Band 1 officers</li> </ul>	<p>The general delegations apply to the costs associated with the gifting of assets.</p> <p>Limit of \$10,000 per occurrence within area of budgetary responsibility only.</p>

Delegates are required to act in accordance with the Directions in Schedule 1 Part 10 of the *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2014* when authorising the making of a gift of relevant property.

**F. SCENARIO AND WORK AREAS**

**Provision of Official Hospitality – all work areas**

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>• Deputy Chief Executive Officers</li> <li>• Deputy Secretaries</li> <li>• Portfolio Chief Finance Officer</li> <li>• Finance Division SES Band 1 officers</li> </ul>	Limit of \$20,000 per transaction for the whole of ACBPS.
	<ul style="list-style-type: none"> <li>• All SES Band 2 officers</li> </ul>	Limit of \$5,000 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>• All SES Band 1 officers</li> </ul>	Limit of \$2,000 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>• All Customs Level 5 officers</li> <li>• All DIBP EL 2 officers</li> </ul>	Limit of \$250 per transaction within area of budgetary responsibility only.

The general delegations apply where the official hospitality is a minor element (less than 10%) of a spending proposal.

**G. SCENARIO AND WORK AREAS****Arranging International Travel for Australian Based Staff – all work areas**

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> </ul>	To the limit of funds available.
	<ul style="list-style-type: none"> <li>All SES Band 2 Officers</li> </ul>	Limit of \$50,000 per transaction for the whole of ACBPS.

Subject to the exceptions outlined below the need for official international travel must be approved in accordance with the following requirements. Where the total estimated cost (GST inclusive) of international travel, either individually or for a delegation or group activity, is:

- \$20,000 or less, the need for official international travel must be approved by the Chief Executive Officer of Customs
- more than \$20,000 and less than \$50,000, the need for official international travel must be approved by the Minister for Immigration and Border Protection
- \$50,000 or more, the Minister for Immigration and Border Protection must consult with the Prime Minister in writing before approving the need for official international travel.

Delegates may exercise their delegation under section 23 without the prior approval of the need for official international travel if the expenditure relates to the following list of essential operational activities to meet government policy objectives.

Exemption	Description
National security operations and investigations	<ul style="list-style-type: none"> <li>Protection of essential national security interests</li> <li>Personal protection</li> </ul>
Immigration and Border Protection actions	<ul style="list-style-type: none"> <li>Escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens</li> <li>Biosecurity activities</li> </ul>
Emergency and humanitarian responses	<ul style="list-style-type: none"> <li>Foreign emergency aid and disaster relief, and medical evacuations</li> </ul>
Postings, missions and deployments	<ul style="list-style-type: none"> <li>Movement of officials, family members or property</li> </ul>

## H. SCENARIO AND WORK AREAS

Arranging International Travel for Overseas Based Staff – all work areas

Delegated Power	Delegates	Limits and conditions
SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> </ul>	To the limit of funds available.
	<ul style="list-style-type: none"> <li>All SES Band 2 Officers</li> </ul>	Limit of \$50,000 per transaction for the whole of ACBPS.
	<ul style="list-style-type: none"> <li>Minister Counsellor Jakarta</li> </ul>	Limit of \$25,000 per transaction for in country, condition of service and return to Australia travel.

Subject to the exceptions outlined below the need for official international travel must be approved in accordance with the following requirements. Where the total estimated cost (GST inclusive) of international travel, either individually or for a delegation or group activity, is:

- d) \$20,000 or less, the need for official international travel must be approved by the Chief Executive Officer of Customs
- e) more than \$20,000 and less than \$50,000, the need for official international travel must be approved by the Minister for Immigration and Border Protection
- f) \$50,000 or more, the Minister for Immigration and Border Protection must consult with the Prime Minister in writing before approving the need for official international travel.

Delegates may exercise their delegation under section 23 without the prior approval of the need for official international travel if the expenditure relates to the following list of essential operational activities to meet government policy objectives.

Exemption	Description
National security operations and investigations	<ul style="list-style-type: none"> <li>Protection of essential national security interests</li> <li>Personal protection</li> </ul>
Immigration and Border Protection actions	<ul style="list-style-type: none"> <li>Escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens</li> <li>Biosecurity activities</li> </ul>
Emergency and humanitarian responses	<ul style="list-style-type: none"> <li>Foreign emergency aid and disaster relief, and medical evacuations</li> </ul>
Postings, missions and deployments	<ul style="list-style-type: none"> <li>Movement of officials, family members or property</li> </ul>

**I. SCENARIO AND WORK AREAS**

Media Advertising associated with Open Approaches to Market – all work areas

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> <li>Director National Procurement and Contracting</li> </ul>	Limit of \$20,000 per transaction for media advertising associated with open approaches to market where permitted by Finance Circular 2013/04 Reduced Press Advertising for Open Approaches to Market (ATMs).

**J. SCENARIO AND WORK AREAS**

Administering Arrangements (including determining whether milestones have been met and whether payments should be made under the arrangement). Also includes administering Claims for Compensation for Detriment caused by Defective Administration – all work areas

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>Contract managers and other officials responsible for managing arrangements</li> </ul>	Arrangements must be administered in accordance with the terms and conditions of the arrangement.
<b>SECTION 23 – ADMINISTER CLAIMS FOR COMPENSATION FOR DETRIMENT CAUSED BY DEFECTIVE ADMINISTRATION (CDDA) APPROVED BY THE PORTFOLIO MINISTER</b>	<ul style="list-style-type: none"> <li>Officials responsible for managing CDDA arrangements</li> </ul>	Arrangements must be administered in accordance with the arrangement approved by the Portfolio Minister.

## K. SCENARIO AND WORK AREAS

Approve the settlement of monetary claims against the Commonwealth within the meaning of Appendix C Legal Services Directions 2005 (Cth) – all work areas

<i>Delegated Power</i>	<i>Delegates</i>	<i>Limits and conditions</i>
SECTION 23 – APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH	<ul style="list-style-type: none"> <li>• Deputy Chief Executive Officers</li> <li>• Deputy Secretaries</li> <li>• Portfolio Chief Finance Officer</li> <li>• Finance Division SES Band 1 officers</li> </ul>	Delegates may approve the settlement of any claims for which ACBPS is responsible, provided that the proposed settlement is in accordance with the <i>Legal Services Directions 2005 (Cth)</i> and the Accountable Authority Instructions.
	<ul style="list-style-type: none"> <li>• All SES Band 2 officers</li> <li>• All SES Band 1 officers</li> </ul>	Delegates may authorise the settlement of monetary claims up to a limit of \$1,000 per claim (including any related claim) provided that that the proposed settlement is in accordance with the <i>Legal Services Directions 2005 (Cth)</i> and the Accountable Authority Instructions.

L. FOR ALL OTHER SCENARIOS NOT SPECIFIED IN ITEMS A-K AND FOR THE FOLLOWING WORK AREAS:

<i>Delegated Power</i>	<i>Delegates</i>			<i>Limits and conditions</i>
	<i>Division</i>	<i>Position No.</i>	<i>CL level</i>	
	Strategic Border Command	886	CL2	Limit of \$10,000 per transaction within area of budgetary responsibility only.
		1157	CL2	
		5204	CL2	
		11234	CL2	
		11235	CL2	
		4065	CL2	Limit of \$5,000 per transaction within area of budgetary responsibility only.
		5580	CL2	
		7332	CL2	
		10221	CL2	
		1503	CL2	Limit of \$2,000 per transaction within area of budgetary responsibility only.
		1505	CL2	
		1507	CL2	
	2499	CL2		
	Border Force	Marine crew CL4 officers only		Limit of \$200,000 per transaction – refuelling costs only for ACBPS vessels.
Marine crew CL3 officers only		Limit of \$100,000 per transaction – refuelling costs only for ACBPS vessels.		
10838 9835		CL5 CL4	Limit of \$1 million per transaction – refuelling costs only for contract vessels.	
802 74		CL4 CL3	Limit of \$500,000 per transaction – vessel maintenance costs only.	
1044 10838		CL5 CL5	Limit of \$5 million per transaction – aerial surveillance costs only.	
117 120		CL5 CL5	Up to \$5 million per transaction – Air and Marine Branch Projects and In Service Support only.	

Delegated Power	Delegates			Limits and conditions
	Division	Position No.	CL level	
<b>SECTION 23 – APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	Border Force (Continued)	10788	SES 2	Limit of Border Force Division budget for approval of spending proposals.
		10789	SES 1	
		10888	CL2	Limit of \$10,000 per transaction within area of budgetary responsibility only.
		991	CL2	
		541	CL2	
		8929	CL2	
		9270	CL2	
		6795	CL2	
		9830	CL2	
		10010	CL2	
		6794	CL2	
		995	CL2	
		12860	CL2	
		12100	CL2	
Border Protection Command	4453	CL2	Limit of \$5,000 per transaction within area of budgetary responsibility only.	
	6797	CL2		
	9004	CL2		
Support Division	<ul style="list-style-type: none"> <li>• Property and Commercial Services Branch SES Band 1 officers</li> <li>• Directors assigned to Property and Commercial Services Branch</li> </ul>	SES 1	Limit of \$8 million per transaction within area of budgetary responsibility – property operating and other property related expenses.	
		CL5		
Major Capability	756	CL5	Limit of \$1 million per transaction within area of budgetary responsibility only.	
	10284	CL5		

**M. GENERAL DELEGATIONS -  
FOR ALL OTHER SCENARIOS NOT SPECIFIED IN ITEMS A-K AND WORK AREAS  
NOT SPECIFIED IN ITEM L**

Delegated Power	Delegates	Limits and conditions
<b>SECTION 23 - APPROVE THE COMMITMENT OF RELEVANT MONEY; AND ENTER INTO, VARY AND ADMINISTER ARRANGEMENTS ON BEHALF OF THE COMMONWEALTH</b>	<ul style="list-style-type: none"> <li>Deputy Chief Executive Officers</li> <li>Deputy Secretaries</li> <li>Portfolio Chief Finance Officer</li> <li>Finance Division SES Band 1 officers</li> </ul>	To the limit of ACBPS budget.
	<ul style="list-style-type: none"> <li>All SES Band 2 officers</li> </ul>	Limit of \$20 million per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All SES Band 1 officers</li> </ul>	Limit of \$5 million per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All Customs Level 5 officers</li> <li>All DIBP EL 2 officers</li> </ul>	Limit of \$500,000 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All Customs Level 4 officers</li> <li>All DIBP EL1 officers</li> </ul>	Limit of \$100,000 per transaction within area of budgetary responsibility only.
	<ul style="list-style-type: none"> <li>All Customs Level 3 officers</li> <li>All DIBP APS 6 officers</li> </ul>	Limit of \$50,000 per transaction within area of budgetary responsibility only.

This Instrument revokes the former Instrument DRN No 243/2014 and is effective from the date of signing.



Marion Grant  
Acting Chief Executive Officer of Customs

Date: 13/1/2015

**SCHEDULE 1 - NATIONAL OFFICE**

\* Instructions for all officials issued pursuant to subsection 20A(1) of the PGPA Act:

**1. To enter into, make or vary an arrangement made under subsection 23(1) of the PGPA Act.** The monetary limit for this financial delegation is set at the limit applied in the relevant expenditure type for approval of a spending commitment delegation. Refer to the applicable PGPA Act subsection 23(3) expenditure type. This delegation may also apply to arrangements requiring a non-monetary commitment of Commonwealth resources.

**2. Goods and Services: Approval of a proposed commitment of relevant money.** The financial delegation, "PGPAAs23(3) - Goods & services", must not include expenditure for travel, official hospitality, gifting, grants, monetary settlement or other Consolidated Revenue Fund money. Separate financial delegations are given for these expenditure types. The goods and services expenditure type may include spending in relation to the removal and return of a non-citizen and all associated costs.

**3. International Travel.** Where the total estimated cost (GST inclusive) of international travel, either individually, or for a delegation or group activity, is:

An amount to the limit of:	Authorisation must be given by
\$20,000 or less	The Secretary
More than \$20,000 and less than \$50,000	The Minister
\$50,000 or more	The Prime Minister

The financial delegation, "PGPAAs23(3) – Approve a commitment of relevant money for exempted international travel [3]", may only be exercised by delegates to the relevant assigned limit for international travel in the following circumstances:

Exempted International Travel
1. National security operations and investigations relating to the protection of essential national security interests and personal protection; or
2. Department of Immigration and Border Protection actions relating to the escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens; or
3. Immigration and Border Protection actions relating to Biosecurity activities; or
4. Emergency and humanitarian responses relating to foreign emergency aid, disaster relief and medical evacuations; or
5. Postings, missions and deployments relating to the movement of officials, family members or property.

**4. Delegation Limit.** The delegation limits specified are restricted to the delegates area of budget responsibility.

**5. Settlement of monetary claims.** Settlement is made as per Appendix C of the *Legal Services Directions 2005*

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT	
SES Band 3, Deputy Secretary, or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)	
			PGPAAs23(3) - Travel LOFA [3]	To limit of funds (LOFA)	
			PGPAAs23(3)-International Travel LOFA[3]	To limit of funds (LOFA)	
			PGPAAs23(3) - Hospitality \$50,000	\$50,000	
			PGPAAs23(3) - Gift giving to limit	\$100,000	
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)	
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
			To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$5 Million
To give written approval of a gift of relevant property being made	PGPAAs66 Gift of relvnt proprty to limit	\$1 Million			
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death unlttd	Unlimited			
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited			
SES Band 2, First Assistant Secretary or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)	
			PGPAAs23(3) - Travel \$50,000 [3]	\$50,000	
			PGPAAs23(3)-International Travel \$50K[3]	\$50,000	
			PGPAAs23(3) - Hospitality \$10,000	\$10,000	
			PGPAAs23(3) - Gift giving to limit	\$10,000	
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)	
			PGPAAs20Ai - Prepayments \$500,000	\$500,000	
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000			
To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs66 Gift of relvnt proprty to limit	\$100,000			
To give written approval of a gift of relevant property being made	PGPAAs77 - Refund/Repayment check	Unlimited			
To be satisfied that the CRF is appropriated for the repayment					
First Assistant Secretary, Legal Division	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)	
			PGPAAs23(3) - Travel \$50,000 [3]	\$50,000	
			PGPAAs23(3)-International Travel \$50K[3]	\$50,000	
			PGPAAs23(3) - Hospitality \$10,000	\$10,000	
			PGPAAs23(3) - Gift giving to limit	\$10,000	
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)	
			To approve settlement of monetary claims[4]	PGPAAs23(3) - Settle mon claim unlimit	Unlimited
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$500,000	\$500,000
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit			
To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000			
To give written approval of a gift of relevant property being made	PGPAAs66 Gift of relvnt proprty to limit	\$100,000			
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited			

**SCHEDULE 1 - NATIONAL OFFICE**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
SES Band 1, Assistant Secretary or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter, Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, Legal Division	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To approve settlement of monetary claims[4]	PGPAAs23(3) - Settle mon claim unlimit	Unlimited
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	To limit of funds (LOFA)
Assistant Secretary, Procurement & Contracts Branch	60005251	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise in writing, to expenditure under an arrangement, that might become payable beyond available appropriation	PGPAAs20Ai - Forward commitment approval	To limit of funds (LOFA)
		To authorise in writing, to limited tender and exempt procurement	PGPAAs20Ai - Limited tendering	\$1 Million
Assistant Secretary, Property and Commercial Services Branch	60006364	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$10M [2]	\$10 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter, Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, Shared Services Branch	3363	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter, Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, Infrastructure and Services Division	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$10M [2]	\$10 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter, Vary, Admin Arrangmt	To holder's relevant s23(3) limit

**SCHEDULE 1 - NATIONAL OFFICE**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Assistant Secretary, Offshore Operations	60031948	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$10M [2]	\$10 Million
			PGPAAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, Onshore Operations	1910	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$10M [2]	\$10 Million
			PGPAAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, ICT Service and Vendor Management Branch	11861	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
National Manager, Air and Marine	ALL	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)
			PGPAAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Level 2, and equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAAs23(3) - Travel \$10,000 [3]	\$10,000
			PGPAAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Executive Level 2, Principal Legal Officer	ALL	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAAs23(3) - Travel \$10,000 [3]	\$10,000
		To approve settlement of monetary claims[4]	PGPAAAs23(3) - Settle mon claim \$50,000	\$50,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Executive Level 2, Commercial Services Section	8541	Approve a proposed commitment of relevant money	PGPAAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAAs23(3) - Travel \$10,000 [3]	\$10,000
			PGPAAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Executive Level 2, Commercial Services Section	8541	To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAAAs77 - Refund/Repayment check	Unlimited

**SCHEDULE 1 - NATIONAL OFFICE**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Executive Level 2, Financial Shared Services Section	60016195	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$50,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Executive Level 2, ACBPS National Pay and Accounts	60039212	To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000
Executive Level 2, HR Services and Systems	6781	To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000
Executive Level 1, Financial Shared Services Section	ALL	To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$20,000
Executive Level 1, Facilities Management & Projects	4414	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$10,000 [2]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Level 1, Facilities Management Section	60010559	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$20,000 [2]	\$20,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Level 1, Overseas Workforce Management	60022406	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
	60022499	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Level 1, Learning & Support Section	5437	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
	60007789	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Officer	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5,000 [2]	\$5,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Assistant to Secretary	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$50,000 [2]	\$50,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Executive Assistant	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$1,000 [2]	\$1,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Commonwealth Credit Card Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	Card Transaction Limit
			PGPAAs23(3) - Travel	Card Transaction Limit
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Stationery Account Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	\$1,000
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Taxi Card Voucher or e-Ticket Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel	\$200
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Arrangement Administrator	ALL	To administer an arrangement relating to the affairs of the entity	PGPAAs23(1) - Administer Arrangement	Limit to terms of arrangement
DIBP/Customs Official	ALL	To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited

## SCHEDULE 2 - FINANCE DIVISION

\* Instructions for all officials issued pursuant to subsection 20A(1) of the PGPA Act:

**1. To enter into, make or vary an arrangement made under subsection 23(1) of the PGPA Act.** The monetary limit for this financial delegation is set at the limit applied in the relevant expenditure type for approval of a spending commitment delegation. Refer to the applicable PGPA Act subsection 23(3) expenditure type. This delegation may also apply to arrangements requiring a non-monetary commitment of Commonwealth resources.

**2. Goods and Services: Approval of a proposed commitment of relevant money.** The financial delegation, "PGPAAs23(3) - Goods & services", must not include expenditure for travel, official hospitality, gifting, grants, monetary settlement or other Consolidated Revenue Fund money. Separate financial delegations are given for these expenditure types. The goods and services expenditure type may include spending in relation to the removal and return of a non-citizen and all associated costs.

**3. International Travel.** Where the total estimated cost (GST inclusive) of international travel, either individually, or for a delegation or group activity, is:

An amount to the limit of:	Authorisation must be given by
\$20,000 or less	The Secretary
More than \$20,000 and less than \$50,000	The Minister
\$50,000 or more	The Prime Minister

The financial delegation, "PGPAAs23(3) – Approve a commitment of relevant money for exempted international travel [3]", may only be exercised by delegates to the relevant assigned limit for international travel in the following circumstances:

Exempted International Travel
1. National security operations and investigations relating to the protection of essential national security interests and personal protection; or
2. Department of Immigration and Border Protection actions relating to the escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens; or
3. Immigration and Border Protection actions relating to Biosecurity activities; or
4. Emergency and humanitarian responses relating to foreign emergency aid, disaster relief and medical evacuations; or
5. Postings, missions and deployments relating to the movement of officials, family members or property.

**4. Delegation Limit.** The delegation limits specified are restricted to the delegates area of budget responsibility.

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT	
Chief Financial Officer	3362	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)	
			PGPAAs23(3) - Travel LOFA [3]	To limit of funds (LOFA)	
			PGPAAs23(3)-International Travel \$50K[3]	\$50,000	
			PGPAAs23(3) - Hospitality \$20,000	\$20,000	
			PGPAAs23(3) - Gift giving to limit	To limit of funds (LOFA)	
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)	
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments unlimited	Unlimited
			To authorise in writing, to expenditure under an arrangement, that might become payable beyond available appropriation	PGPAAs20Ai - Forward commitment approval	Unlimited
			To authorise in writing, to limited tender and exempt procurement	PGPAAs20Ai - Limited tendering	To limit of funds (LOFA)
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	To limit of funds (LOFA)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
			To issue, amend and revoke drawing rights	FMAAs27 - Drawing Rights	To limit of funds (LOFA)
			To approve a banking day later than the next banking day	PGPARs19 - Approve alt banking day	Unlimited
			Approve the purpose and manner for maintaining cash advances	PGPARs20 - Maintain cash advances	Unlimited
			Provide direction on relevant money that is not bankable currency	PGPARs21 - Authority unbankable currency	Unlimited
			To authorise the inclusion of other CRF money arrangements with a person who is outside of the Commonwealth	PGPARs29 - Approve other CRF arrangement	To limit of funds (LOFA)
			To enter into agreements with any bank for the conduct of banking business of the Commonwealth, including opening and maintaining bank accounts	PGPAAs53 - Open/maint bnk acct onshore	Unlimited
				PGPAAs53 - Open/maint bnk acct offshore	Unlimited
			On behalf of the Commonwealth, to enter into agreements under the Act, for borrowing money, by obtaining credit by way of credit card or credit voucher	PGPAAs56 - Borrow money Cmwlth CC/vouch	Unlimited
			To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	Unlimited
			Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	Unlimited
			To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	Unlimited
			To give written approval of a gift of relevant property being made	PGPAAs66 Gift of relvnt proptry to limit	\$1 Million
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death unltd	Unlimited			
To authorise the use, management & disposal of property	PGPAAs20Ai - Disp Prop (s/ware) unltd	Unlimited			
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited			

**SCHEDULE 2 - FINANCE DIVISION**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
SES Band 1, Assistant Secretary or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Assistant Secretary, Financial Operations Branch	60002984	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments unlimited	Unlimited
		To authorise in writing, to expenditure under an arrangement, that might become payable beyond available appropriation	PGPAAs20Ai - Forward commitment approval	To limit of funds (LOFA)
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To issue, amend and revoke drawing rights	FMAAs27 - Drawing Rights	To limit of funds (LOFA)
		To approve a banking day later than the next banking day	PGPARs19 - Approve alt banking day	Unlimited
		Approve the purpose and manner for maintaining cash advances	PGPARs20 - Maintain cash advances	Unlimited
		To authorise the inclusion of other CRF money arrangements with a person who is outside of the Commonwealth	PGPARs29 - Approve other CRF arrangement	To limit of funds (LOFA)
		To enter into agreements with any bank for the conduct of banking business of the Commonwealth, including opening and maintaining bank accounts	PGPAAs53 - Open/maint bnk acct onshore	Unlimited
			PGPAAs53 - Open/maint bnk acct offshore	Unlimited
		On behalf of the Commonwealth, to enter into agreements under the Act, for borrowing money, by obtaining credit by way of credit card or credit voucher	PGPAAs56 - Borrow money Cmwlth CC/vouch	Unlimited
		To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$500,000
Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$500,000		
To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$500,000		
To give written approval of a gift of relevant property being made	PGPAAs66 Gift of relvnt proprty to limit	\$50,000		
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$100k	\$100,000		
To authorise the use, management & disposal of property	PGPAAs20Ai - Disp Prop (s/wre) 1M	\$1 Million for software		
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited		
Assistant Secretary, External Budgets & Revenue Branch	60012007	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise in writing, to expenditure under an arrangement, that might become payable beyond available appropriation	PGPAAs20Ai - Forward commitment approval	To limit of funds (LOFA)
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$500,000
Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$500,000		
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited		
Executive Level 2, and equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited		

**SCHEDULE 2 - FINANCE DIVISION**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Executive Level 2, Treasury & Banking Section	6637	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To issue, amend and revoke drawing rights	FMAAs27 - Drawing Rights	To limit of funds (LOFA)
		To approve a banking day later than the next banking day	PGPARs19 - Approve alt banking day	Unlimited
		Approve the purpose and manner for maintaining cash advances	PGPARs20 - Maintain cash advances	Unlimited
		To enter into agreements with any bank for the conduct of banking business of the Commonwealth, including opening and maintaining bank accounts	PGPAA53 - Open/maint bnk acct onshore	Unlimited
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 2, External Budget Management Section	21	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise in writing, to expenditure under an arrangement, that might become payable beyond available appropriation	PGPAA20Ai - Forward commitment approval	\$100,000
			PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 2, Assets Management Section	60038573	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAA20Ai - Disp Prop (ex s/wre) to lim	\$100,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 2, Financial Accounting Section	3669	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$50,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 2, Revenue Management Section	60039798	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAA63 - Debt mgmt & instalment	\$50,000
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$250,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 2, Tax Management	60039355	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		On behalf of the Commonwealth, to enter into agreements under the Act, for borrowing money, by obtaining credit by way of credit card or credit voucher	PGPAA56 - Borrow money Cmwlth CC/vouch	Unlimited
				To be satisfied that the CRF is appropriated for the repayment

**SCHEDULE 2 - FINANCE DIVISION**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Group Finance Partner	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs20Ai - Prepayments \$10,000	\$10,000
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$50,000
Finance Manager	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$20,000 [2]	\$20,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$20,000
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Executive Level 1, Treasury & Banking Section	60015595	To issue, amend and revoke drawing rights	FMAAs27 - Drawing Rights	To limit of funds (LOFA)
		To approve a banking day later than the next banking day	PGPARs19 - Approve alt banking day	Unlimited
Executive Level 1, Financial Accounting Section	60032037	Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$5,000
Executive Level 1, Revenue Management Section	ALL	To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$20,000
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$100,000
APS 6, Revenue Management Section	ALL	To allow payment by instalments, or defer the time for payment of an amount owing to the Commonwealth	PGPAAs63 - Debt mgmt & instalment	\$20,000
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$50,000
Executive Assistant	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$1,000 [2]	\$1,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Commonwealth Credit Card Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	Card Transaction Limit
			PGPAAs23(3) - Travel	Card Transaction Limit
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Stationery Account Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	\$1,000
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Taxi Card Voucher or e-Ticket Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel	\$200
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Arrangement Administrator	ALL	To administer an arrangement relating to the affairs of the entity	PGPAAs23(1) - Administer Arrangement	Limit to terms of arrangement
DIBP/Customs Official	ALL	To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited

**SCHEDULE 3 - ONSHORE REGIONS**

\* Instructions for all officials issued pursuant to subsection 20A(1) of the PGPA Act:

**1. To enter into, make or vary an arrangement made under subsection 23(1) of the PGPA Act.** The monetary limit for this financial delegation is set at the limit applied in the relevant expenditure type for approval of a spending commitment delegation. Refer to the applicable PGPA Act subsection 23(3) expenditure type. This delegation may also apply to arrangements requiring a non-monetary commitment of Commonwealth resources.

**2. Goods and Services: Approval of a proposed commitment of relevant money.** The financial delegation, "PGPAAs23(3) - Goods & services", must not include expenditure for travel, official hospitality, gifting, grants, monetary settlement or other Consolidated Revenue Fund money. Separate financial delegations are given for these expenditure types. The goods and services expenditure type may include spending in relation to the removal and return of a non-citizen and all associated costs.

**3. International Travel.** Where the total estimated cost (GST inclusive) of international travel, either individually, or for a delegation or group activity, is:

An amount to the limit of:	Authorisation must be given by
\$20,000 or less	The Secretary
More than \$20,000 and less than \$50,000	The Minister
\$50,000 or more	The Prime Minister

The financial delegation, "PGPAAs23(3) – Approve a commitment of relevant money for exempted international travel [3]", may only be exercised by delegates to the relevant assigned limit for international travel in the following circumstances:

Exempted International Travel
1. National security operations and investigations relating to the protection of essential national security interests and personal protection; or
2. Department of Immigration and Border Protection actions relating to the escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens; or
3. Immigration and Border Protection actions relating to Biosecurity activities; or
4. Emergency and humanitarian responses relating to foreign emergency aid, disaster relief and medical evacuations; or
5. Postings, missions and deployments relating to the movement of officials, family members or property.

**4. Delegation Limit.** The delegation limits specified are restricted to the delegates area of budget responsibility.

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT			
SES Band 2, First Assistant Secretary or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)			
			PGPAAs23(3) - Travel \$50,000 [3]	\$50,000			
			PGPAAs23(3)-International Travel \$50K[3]	\$50,000			
			PGPAAs23(3) - Hospitality \$10,000	\$10,000			
			PGPAAs23(3) - Gift giving to limit	\$10,000			
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)			
			PGPAAs20Ai - Prepayments \$500,000	\$500,000			
			PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)			
			PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit			
			FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit			
			PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000			
			PGPAAs66 Gift of relvnt proprty to limit	\$100,000			
			PGPARs25-Amt owed at time of death \$50k	\$50,000			
PGPAAs77 - Refund/Repayment check	Unlimited						
SES Band 1, Assistant Secretary or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel \$20,000 [3]	\$20,000			
			PGPAAs23(3) - Hospitality \$5,000	\$5,000			
			PGPAAs23(3) - Goods & services \$5M [2]	\$5 Million			
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)			
			PGPAAs20Ai - Prepayments \$100,000	\$100,000			
			PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)			
			PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit			
			FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit			
			PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000			
			PGPARs25-Amt owed at time of death \$50k	\$50,000			
			PGPAAs77 - Refund/Repayment check	Unlimited			
			Deputy State/Territory Director, or equivalent	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
						PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
PGPAAs23(3) - Grants \$500,000	\$500,000						
PGPAAs20Ai - Prepayments \$10,000	\$10,000						
PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)						
PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit						
FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit						
PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$20,000						
PGPARs25-Amt owed at time of death \$50k	\$50,000						
PGPAAs77 - Refund/Repayment check	Unlimited						

**SCHEDULE 3 - ONSHORE REGIONS**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Executive Level 2, and equivalent	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
			PGPAA23(3) - Grants \$500,000	\$500,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Executive Level 2, Translating and Interpreting Services	3699	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
			PGPAA23(3) - Grants \$500,000	\$500,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$50,000
Executive Level 1, and equivalent	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$50,000 [2]	\$50,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
			PGPAA23(3) - Grants \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAA77 - Refund/Repayment check	Unlimited
Executive Level 1, TIS National	3764	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$50,000 [2]	\$50,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
			PGPAA23(3) - Grants \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		Recovery of each debt unless the debt is not legally recoverable; it is not economical to pursue recovery or the debtor is written off by an Act	PGPARs11 - Debt recovery, w/off to limit	\$5,000
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Finance Manager	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$20,000 [2]	\$20,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
			PGPAA20Ai - Prepayments \$10,000	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAA20Ai - Disp Prop (ex s/wre) to lim	\$20,000
Translating and Interpreting Services - Supervisor	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$20,000 [2]	\$20,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
APS 6	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$20,000 [2]	\$20,000
			PGPAA23(3) - Travel \$10,000 [3]	\$10,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
Executive Assistant	ALL	Approve a proposed commitment of relevant money	PGPAA23(3) - Goods & services \$1,000 [2]	\$1,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAA60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAA23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit

**SCHEDULE 3 - ONSHORE REGIONS**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Commonwealth Credit Card Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	Card Transaction Limit
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs23(3) - Travel	Card Transaction Limit
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Stationery Account Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	\$1,000
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Taxi Card Voucher or e-Ticket Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel	\$200
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Arrangement Administrator	ALL	To administer an arrangement relating to the affairs of the entity	PGPAAs23(1) - Administer Arrangement	Limit to terms of arrangement
DIBP/Customs Official	ALL	To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited

**SCHEDULE 4 - OFFSHORE REGIONS**

\* Instructions for all officials issued pursuant to subsection 20A(1) of the PGPA Act:

**1. To enter into, make or vary an arrangement made under subsection 23(1) of the PGPA Act.** The monetary limit for this financial delegation is set at the limit applied in the relevant expenditure type for approval of a spending commitment delegation. Refer to the applicable PGPA Act subsection 23(3) expenditure type. This delegation may also apply to arrangements requiring a non-monetary commitment of Commonwealth resources.

**2. Goods and Services: Approval of a proposed commitment of relevant money.** The financial delegation, "PGPAAs23(3) - Goods & services", must not include expenditure for travel, official hospitality, gifting, grants, monetary settlement or other Consolidated Revenue Fund money. Separate financial delegations are given for these expenditure types. The goods and services expenditure type may include spending in relation to the removal and return of a non-citizen and all associated costs.

**3. International Travel.** Where the total estimated cost (GST inclusive) of international travel, either individually, or for a delegation or group activity, is:

An amount to the limit of:	Authorisation must be given by
\$20,000 or less	The Secretary
More than \$20,000 and less than \$50,000	The Minister
\$50,000 or more	The Prime Minister

The financial delegation, "PGPAAs23(3) – Approve a commitment of relevant money for exempted international travel [3]", may only be exercised by delegates to the relevant assigned limit for international travel in the following circumstances:

Exempted International Travel
1. National security operations and investigations relating to the protection of essential national security interests and personal protection; or
2. Department of Immigration and Border Protection actions relating to the escort, repatriation and/or removal of illegal maritime arrivals and unlawful non-citizens; or
3. Immigration and Border Protection actions relating to Biosecurity activities; or
4. Emergency and humanitarian responses relating to foreign emergency aid, disaster relief and medical evacuations; or
5. Postings, missions and deployments relating to the movement of officials, family members or property.

**4. Delegation Limit.** The delegation limits specified are restricted to the delegates area of budget responsibility.

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT	
Regional Director/Regional Manager	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)	
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000	
			PGPAAs23(3)-International Travel \$50K[3]	\$50,000	
			PGPAAs23(3) - Hospitality \$5,000	\$5,000	
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)	
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
			To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000
Chief Migration Officer	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000	
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000	
			PGPAAs23(3) - Hospitality \$1,000	\$1,000	
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$50,000	\$50,000
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
			To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$5,000
			To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000
			To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Principal Migration Officer	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$100,000 [2]	\$100,000	
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000	
			PGPAAs23(3) - Hospitality \$1,000	\$1,000	
			To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$50,000	\$50,000
			To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
			To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
			To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
			To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$5,000
			To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000
			To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited

**SCHEDULE 4 - OFFSHORE REGIONS**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
Senior Migration Officer	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$50,000 [2]	\$50,000
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
<b>ROLE SPECIFIC</b>				
Minister Counsellor	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services LOFA [2]	To limit of funds (LOFA)
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000		
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Executive Officer - Geneva	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5,000 [2]	\$5,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
SES Band 1, Offshore	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$1M [2]	\$1 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000		
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Executive Level 2, Offshore	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$1,000	\$1,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$50,000	\$50,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$5,000
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000		
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Executive Level 1, Offshore	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$50,000 [2]	\$50,000
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited
Locally Engaged Office Manager (Satellite Post)	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$5,000 [2]	\$5,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit

**SCHEDULE 4 - OFFSHORE REGIONS**

POSITION TITLE	POSITION NUMBER	FUNCTION	DELEGATION	LIMIT
<b>OFFSHORE PROCESSING CENTRES</b>				
SES Band 1, Offshore Processing Centres	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$1M [2]	\$1 Million
			PGPAAs23(3) - Travel \$20,000 [3]	\$20,000
			PGPAAs23(3) - Hospitality \$5,000	\$5,000
			PGPAAs23(3) - Grants LOFWGP	To limit of funds within grant program (LOFWGP)
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs20Ai - Prepayments \$100,000	\$100,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$100,000
To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000		
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited		
Executive Level 2, Offshore Processing Centres	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$500,000 [2]	\$500,000
			PGPAAs23(3) - Travel \$10,000 [3]	\$10,000
			PGPAAs20Ai - Prepayments \$50,000	\$50,000
		To authorise in writing, that a prepayment may be specified within an arrangement	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations		
		To authorise the use, management & disposal of property. Excludes software unless specified	PGPAAs20Ai - Disp Prop (ex s/wre) to lim	\$5,000
		To authorise the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Commonwealth owed to the person	PGPARs25-Amt owed at time of death \$50k	\$50,000
To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited		
Executive Level 1, Offshore Processing Centres	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$50,000 [2]	\$50,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
APS 6, Offshore Processing Centres	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services \$20,000 [2]	\$20,000
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
		To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
<b>FUNCTION SPECIFIC</b>				
Commonwealth Credit Card Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	Card Transaction Limit
			PGPAAs23(3) - Travel	Card Transaction Limit
		To authorise an indemnity, guarantee or warranty on behalf of the Commonwealth	PGPAAs60 - Contingent liability to limit	Less than \$5m and remote (less than 5% chance)
	To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit	
Stationery Account Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Goods & services	\$1,000
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Taxi Card Voucher or e-Ticket Holder	ALL	Approve a proposed commitment of relevant money	PGPAAs23(3) - Travel	\$200
		To enter into, vary and administer an arrangement relating to the affairs of the entity[1]	PGPAAs23(1) - Enter,Vary, Admin Arrangmt	To holder's relevant s23(3) limit
Arrangement Administrator	ALL	To administer an arrangement relating to the affairs of the entity	PGPAAs23(1) - Administer Arrangement	Limit to terms of arrangement
DIBP/Customs Official	ALL	To make, vary and administer an arrangement or grant under which public money is or may become payable for the purposes of a program specified in the FFSP Regulations	FFSPAs32B - Make, vary, admin an arrangement	To holder's relevant s23(3) limit
		To be satisfied that the CRF is appropriated for the repayment	PGPAAs77 - Refund/Repayment check	Unlimited