



Parliament of Australia

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Department of Parliamentary Services

**Attachment A—Personnel delegations and authorisations by the Secretary**



## Personnel/HR Paper No. 1—Delegations

<b>Date:</b>	19 February 2007	<b>Expiry:</b>	30 June 2009
<b>Approved:</b>	Secretary	<b>File No:</b>	04/11
<b>Contact:</b>	Director, People Management and Strategy	<b>Extn:</b>	2706

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### Introduction

1 Under the *Parliamentary Service Act 1999* (the **PS Act**), Parliamentary Service Determinations and other Acts and subordinate legislation, responsibility for employment decisions has generally been conferred on agency heads, giving them greater flexibility to manage their own workplaces within the legislative framework.

2 The power of a Secretary in the Parliamentary Service to delegate legislative powers and functions is conferred by:

- (a) subsections 70(1), (1A) and (2) of the PS Act, in relation to powers or functions under the PS Act; and
- (b) clause 11.1 of Parliamentary Service Determination 2003/2, in relation to powers or functions under a Presiding Officers' determination.

3 The *Department of Parliamentary Services Certified Agreement 2005-2008* (the **DPS CA**) and the *Department of Parliamentary Services (Parliamentary Security Service) Certified Agreement 2006-2008* (the **PSS CA**) provide for the Secretary to delegate powers and functions conferred under those agreements (clause 19 of each agreement).

4 As well, the Secretary may delegate powers and functions under DPS Personnel/HR papers.

**Delegations**

5 Attached are:

- (a) delegations of powers or functions of the Secretary under the *Parliamentary Service Act 1999* or *Parliamentary Service Determination 2003/2* (Part 1 of the table in **Attachment A**); and
- (b) delegations of powers and functions of the Secretary under one or both of the *DPS CA* and the *PSS CA* (Part 2 of the table in **Attachment A**), or under a Personnel/HR Paper supporting a provision of the *DPS CA* or the *PSS CA*.

6 **Attachment B** is an index to powers and functions covered by these delegations.

**Limitations on the exercise of delegated powers**

7 In exercising a delegated power, a delegate is of course bound by all limitations applying to the exercise of the power by the delegator (in this case the Secretary). In particular, delegates must be aware at all times of section 17 of the *PS Act*, which prohibits patronage and favouritism as follows:

A person exercising powers under this Act or the determinations:

- (a) in relation to the engagement of *Parliamentary Service* employees; or
  - (b) otherwise in relation to *Parliamentary Service* employees;
- must do so without patronage or favouritism.



Hilary Penfold QC  
Secretary

**Attachment A—Delegations**

**Delegation by Secretary**

I, Hilary Penfold QC, Secretary, Department of Parliamentary Services, pursuant to:

- (a) subsection 70(1) of the *Parliamentary Service Act 1999*;
- (b) clause 11.1 of *Parliamentary Service Determination 2003/2*;
- (c) clause 19 of the *Department of Parliamentary Services Certified Agreement 2005-2008*; and
- (d) clause 19 of the *Department of Parliamentary Services (Parliamentary Security Service) Certified Agreement 2006-2008*;

**hereby delegate** the powers and functions shown in the table to the persons from time to time performing the functions of the positions listed in the table, subject to:

- (a) a delegation not being exercised for the delegate's personal benefit; and
- (b) a delegation under a Certified Agreement being exercisable subject to that Certified Agreement and any relevant Personnel/HR Papers or other papers issued in the DPS Document Series; and
- (c) the limitations (if any) specified in the schedules in relation to a function.

The delegations and authorisations contained in Personnel/HR Paper No. 1 issued 23 November 2005 are hereby revoked.

Dated 19 February 2007.



Hilary Penfold QC  
Secretary


**Table of delegations**

**Abbreviations and symbols**

- DPS CA = Department of Parliamentary Services Certified Agreement 2005-2008
- PMAS = People Management and Strategy
- POAR = Personnel Operations and Recruitment
- PS Act = *Parliamentary Service Act 1999*
- PS Det = Parliamentary Service Determination 2003/2
- PSS CA = Department of Parliamentary Services (Parliamentary Security Service) Certified Agreement 2006-2008
- SBS = Strategy and Business Services
- \* Limited to staff directly under the control of the delegate.
- \*\* Excludes SES staff. Limited to staff directly under the control of the delegate, and positions/duties directly under the control of the delegate
- ## Excludes SES staff
- ### Duty Officer refers to an employee who is "on call" outside normal office hours to provide out of hours support for emergency situations, and includes the BMS Help Desk and the PSOR Supervisor. The delegation only applies to the need to perform unscheduled extra duty associated with an emergency situation.

Note: With employee self service (ESS), leave is approved when processed by delegate.

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
<b>Part 1—Delegations under Parliamentary Service legislation</b>						
PS1 [19/2/07]	Code of Conduct breaches	Secretary	PS Act, subsection 15(1)	Impose sanctions for breaches of the Code of Conduct subject to limitations imposed under subsection 15(2) of the PS Act	Assistant Secretary, SBS	-

Initials:  .....


Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
PS2 [19/2/07]	Outside employment	Secretary	PS Act, section 21 and Personnel/HR Paper No. 5	Approve or withdraw permission for an employee to engage in, outside employment	Deputy Secretary Parliamentary Librarian Assistant Secretaries	* * *
PS3 [19/2/07]	Employment— engagement of non- ongoing employees	Secretary	PS Act, subsection 22(1) and paragraphs 22(2)(b) and (c) PS Det, Div 3.3	A. Engage a person as a non- ongoing Parliamentary Service employee for a specified term or the duration of a specified task, or for duties that are irregular or intermittent, subject to any limitations prescribed by the determinations under subsection 22(4) or conditions notified to the employee as mentioned in subsection 22(6) of the PS Act.  B. Extend the engagement of a non-ongoing employee, subject to any limitations prescribed by the determinations under paragraphs 22(b) and (c) of the PS Act.	Assistant Secretary, SBS Director, PMAS	## ##

Initials:  .....

Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
PS4 [19/2/07]	Employment— engagement of ongoing employees	Secretary	PS Act, subsection 22(1) and para 22(2)(a)  PS Det, Div 3.2	Engage a person as an ongoing Parliamentary Service employee, subject to any conditions prescribed by the determinations and notified to the employee as mentioned in subsection 22(6) of the PS Act.	Assistant Secretary, SBS Director, PMAS	Does not extend to engaging: (a) SES staff; or (b) a redundancy benefit recipient under PS Det clause 3.1.3; or (c) a person who is not an Australian citizen.
PS5 [19/2/07]	Reduction in classification	Secretary	PS Act, section 23	Reduce the classification of an employee	Assistant Secretary, SBS Director, PMAS	- -
PS6 [19/2/07]	Employment— assignment of duties	Secretary	PS Act, section 25	Determine the duties of an employee and the place they are to be performed (approval of promotions/transfers)	Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	** ** ## ##
PS7 [19/2/07]	Employment— mobility	Secretary	PS Act, section 26  PS Det, Paras 3.2.4 and 3.2.5	A. Agree with ongoing Parliamentary Service employee to move to DPS from another department.  B. Agree to a date for an ongoing Parliamentary Service employee to return to his or her previous department.  C. Agree to vary a return date.	Assistant Secretary, SBS Director, PMAS	## ##

Initials:  .....

Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
PS8 [19/2/07]	Termination of employment	Secretary	PS Act, section 29	Terminate the employment of an ongoing or non-ongoing employee [Note: The <i>Workplace Relations Act 1996</i> has rules and entitlements that apply to termination of employment.]	Assistant Secretary, SBS Director, PMAS	- -
PS9 [19/2/07]	Forfeiture of additional remuneration	Secretary	PS Act, section 31	Give notice in relation to non- Commonwealth remuneration received by employee for performing duties as a Parliamentary Service employee	Deputy Secretary Parliamentary Librarian Assistant Secretaries Assistant Secretary, SBS Director, PMAS	* * * - -
PS10 [19/2/07]	Review of action	Secretary	PS Act, section 33 PS Det, clause 7.4.4	Review an action that is the subject of an application to the Secretary from an affected employee under PS Det clause 7.4.1	Deputy Secretary Parliamentary Librarian Assistant Secretaries Director, PMAS	The power is only to be exercised on specific request from the Secretary in relation to specified action.
PS11 [19/2/07]	Attachment of salaries to satisfy judgment debts	Secretary	PS Act, Section 67 PS Det, Subclauses 10.3, 10.4 and 10.7	A. Approve deductions from employee's salary in order to satisfy a judgment debt B. Give notice to employee of intention to make deductions C. Determine amount of deductions D. Pay amounts deducted to a judgement creditor	Assistant Secretary, SBS Director, PMAS	- -

Initials: HP.....



Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
PS12 [19/2/07]	Creation of positions	Secretary	PS Act, section 69	Create positions in DPS	Assistant Secretary, SBS Director, PMAS	- -
PS13 [19/2/07]	Fitness for continued duty	Secretary	PS Det, Paras 3.7.1 and 3.7.2	Direct an employee to undergo a medical examination and give the delegate a medical report of the examination.	Assistant Secretary, SBS Director, PMAS	- -
PS14 [19/2/07]	Suspension from duty	Secretary	PS Det, clause 5.1	A. Suspend an employee from duties with or without pay. B. Review a suspension, and end the suspension if required by subclause 5.1(5).	Assistant Secretary, SBS Director, PMAS	- -
<b>Part 2—Delegations under certified agreements</b>						
CA1 [19/2/07]	Payment on death	Secretary	DPS CA clause 46 PSS CA clause 46	A. Deem an employee to have died on a certain date B. Approve payment of outstanding entitlements to the legal personal representative of the employee	Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	* * Para B only Para B only
CA2 [19/2/07]	Access to flexitime	Secretary	DPS CA clauses 55 and 56 PSS CA clauses 55 and 56	A. Withdraw access to flexitime B. Agree to a different standard day where access to flexitime has been withdrawn	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors	* * * *

Initials:  .....



Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA6 [19/2/07]	Part-time employment	Secretary	DPS CA clauses 84, 85, 86 and 90 PSS CA clauses 83, 84, 85 and 89	A. Initiate a proposal for part-time employment B. Agree to a proposal for part-time employment C. Agree to the extension of part-time employment D. Agree to the number of hours to be worked and on what day E. Agree to a part-time employee performing duties in excess of agreed hours.	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors	* * * *
CA7 [19/2/07]	Leave—annual (recreation)	Secretary	DPS CA clause 95 PSS CA clause 94	Grant an employee leave of absence for annual leave, including leave of absence on half pay under clause 123 (DPS CA) or clause 121 (PSS CA)	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors Assistant Directors Managers	* * * * * * *
CA8 [19/2/07]	Leave—personal	Secretary	DPS CA clauses 95, 103 and 105 PSS CA clauses 94, 102 and 104	A. Grant leave of absence for personal leave B. Require provision of a medical certificate C. Grant approval to take personal leave on half pay	Deputy Secretary Parliamentary Librarian Directors Assistant Directors Assistant Secretary, SBS Director, PMAS Assistant Director(s), POAR	* * * * * - - -

Initials:  .....

Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA9 [19/2/07]	Leave—parental	Secretary	DPS CA clauses 95, 127, 128 and 133 PSS CA clauses 94, 125, 126 and 131	A. Grant leave without pay after the birth of a child to enable employee to care for the child B. Grant leave with pay from the date of adoption of a child to the primary carer of the child C. Grant leave without pay after the adoption of a child to the primary carer of the child. D. Grant an additional 2 weeks paid leave to an employee granted maternity leave under the <i>Maternity Leave</i> ( <i>Commonwealth Employees</i> ) Act 1973.	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors Assistant Secretary, SBS Director, PMAS	* * * * - -
CA10 [19/2/07]	Prior service	Secretary	DPS CA clause 107 PSS CA clause 106	Recognise accrued personal leave balance for employees commencing in DPS	Assistant Secretary, SBS Director, PMAS	- -
CA11 [19/2/07]	Leave—annual (recreation)	Secretary	DPS CA clauses 118 and 119 PSS CA clauses 116 and 117	A. Approve accumulation of excess annual leave credit. B. Increase maximum leave credit for employee converting from full-time to part-time employment.	Deputy Secretary Parliamentary Librarian	* *

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Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA12 [19/2/07]	Allowance or expenses for employee recalled to duty from annual leave	Secretary	DPS CA clause 120 PSS CA clause 118	Authorise reimbursement of reasonable expenses for employee recalled to duty from annual leave.	Deputy Secretary Parliamentary Librarian Assistant Secretaries Assistant Secretary, SBS Director, PMAS	* * * - -
CA13 [19/2/07]	Purchased leave	Secretary	DPS CA clause 124 PSS CA clause 122	Approve purchase of additional annual leave	Assistant Secretary, SBS Director, PMAS	- -
CA14 [19/2/07]	Leave-- other/discretionary (with pay/without pay)	Secretary	DPS CA clause 136 PSS CA clause 134	A. Grant discretionary leave without pay B. Approve discretionary leave without pay to count as service and specify for what purposes C. Grant discretionary leave with pay	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors Assistant Directors	* * * Para A only * Para A only * Para A only

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Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA15 [19/2/07]	Public holidays	Secretary	DPS CA clauses 150 to 153 PSS CA clauses 148 to 151	A. Agree to an employee taking another day as an alternative for any public holiday (except ANZAC Day) B. Grant a day off in lieu where an employee has worked on a public holiday C. Allow an employee to observe a day of cultural or religious significance to the employee and make up the equivalent hours at an agreed time D. Require all or part of DPS to be kept open on a public holiday in the interests of service to the Parliament or to the public	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors  Assistant Directors	* * * *Paras A, B and C only *Paras A, B and C only
CA16 [19/2/07]	Restriction (on-call) arrangements	Secretary	DPS CA clauses 155 and 157 PSS CA clauses 153 and 155	A. Require an employee to be contactable and available to perform duties outside ordinary hours of duty B. Approve the payment of a restriction allowance	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors	* * * *

Initials:  .....

Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA17 [19/2/07]	Employment— temporary assignment of duties	Secretary	DPS CA clauses 160 and 163 PSS CA clauses 158 and 161	A. Temporarily re-assign an employee to duties at a higher classification level B. Determine amount of higher duties allowance to be paid where employee performs part of the duties of a higher classification	Deputy Secretary Parliamentary Librarian Assistant Secretaries	** ** **
CA18 [19/2/07]	Official travel	Secretary	DPS CA clauses 171, 174 and 175 PSS CA clauses 169, 172 and 173	A. Approve domestic travel at a class other than economy class B. Approve additional travel allowance C. Approve reimbursement of air fares for relative of ill employee	Deputy Secretary Parliamentary Librarian Assistant Secretaries	* * *Paras B and C only
CA19 [19/2/07]	Allowance—first aid	Secretary	DPS CA clause 178	Approve payment of first aid allowance to a suitably qualified employee	Assistant Secretary, SBS Director, PMAS	- -
CA20 [19/2/07]	Relocation expenses	Secretary	DPS CA clause 180 PSS CA clause 177	Determine extent of financial assistance for employee relocating from another locality	Deputy Secretary Parliamentary Librarian Assistant Secretaries	* * *
CA21 [19/2/07]	Loss of or damage to clothing or personal effects	Secretary	DPS CA clause 181 PSS CA clause 178	Approve reimbursement of full or partial costs for loss of or damage to clothing or personal effects that occurred in the course of an employee's work.	Deputy Secretary Parliamentary Librarian Assistant Secretaries Directors	* * * *

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Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA22 [19/2/07]	Determine salary on commencement, promotion or during apprenticeship	Secretary	DPS CA clauses 186, 207 and 213 PSS CA clauses 183, 205 and 211	A. Approve a salary above the bottom of the salary range for an employee on engagement or promotion or within 6 months afterwards B. Certify that an apprentice has performed at a superior level C. Determine a higher rate of pay for an apprentice having regard to the circumstances of the apprenticeship	Deputy Secretary Parliamentary Librarian Assistant Secretaries	* * *
CA23 [19/2/07]	Salary packaging	Secretary	DPS CA clause 201 PSS CA clause 199	Approve proposals for employees to salary package items agreed by the Secretary	Assistant Secretary, SBS Director, PMAS	- -
CA24 [19/2/07]	Engage apprentice at end of apprenticeship	Secretary	DPS CA clause 208 PSS CA clause 206	Engage an apprentice at end of apprenticeship without further action	Deputy Secretary Parliamentary Librarian Assistant Secretaries	* * *
CA25 [19/2/07]	Redeployment and redundancy	Secretary	DPS CA clauses 226 to 251 PSS CA clauses 224 to 249	Exercise all powers of the Secretary in relation to employees who may become, or are, excess	Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	* * - -

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Delegations

Number [date of effect]	Topic	Authority	Source of power	Power or function	Delegates	Limitations
CA26 [19/2/07]	Overtime (Infrastructure Services)	Secretary	DPS CA clause 294	Direct an employee to: (a) perform duty not continuous with rostered hours; (b) work more than 10 hours on any one shift; (c) work in circumstances described in paragraph 294(c) of the DPS CA	Deputy Secretary Assistant Secretary, IS Directors, IS Duty Officers	- - * ###
CA27 [19/2/07]	Overtime (PSS)	Secretary	PSS CA clause 301	Direct an employee to perform duty not continuous with rostered hours.	Deputy Secretary Assistant Secretary, BS Directors, BS Duty Officers	- - - ###
CA28 [19/2/07]	Supported Wage Scheme for employees with a disability	Secretary	DPS CA Appendix G PSS CA Appendix G	A. Assess the productive capacity of an employee for the purposes of the supported wage scheme B. Lodge assessment instrument with the Registrar of the AIRC	Deputy Secretary Parliamentary Librarian Assistant Secretaries Assistant Secretary, SBS Director PMAS	* * * * Para B only Para B only

Initials:  .....

**Attachment B—Index to delegations**

<b>Topic</b>	<b>Delegation</b>
Access to flextime	CA2
Allowance or expenses for employee recalled to duty from annual leave	CA12
Allowance—first aid	CA19
Attachment of salaries to satisfy judgment debts	PS11
Code of Conduct breaches	PS1
Creation of positions	PS12
Determine salary on commencement, promotion or during apprenticeship	CA22
Employment—assignment of duties	PS6
Employment—engagement of non-ongoing employees	PS3
Employment—engagement of ongoing employees	PS4
Employment—mobility	PS7
Employment—temporary assignment of duties	CA17
Engage apprentice at end of apprenticeship	CA24
Fitness for continued duty	PS13
Forfeiture of additional remuneration	PS9
Leave—annual (recreation)	CA7
Leave—annual (recreation)	CA11
Leave—other/discretionary (with pay/without pay)	CA14
Leave—parental	CA9
Leave—personal	CA8
Loss of or damage to clothing or personal effects	CA21
Official travel	CA18
Outside employment	PS2
Overtime	CA4
Overtime (Infrastructure Services)	CA26
Overtime (PSS)	CA27
Overtime—approval to return to duty without the specified break	CA5
Part-time employment	CA6

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Delegations

Payment on death	CA1
Prior service	CA10
Public holidays	CA15
Purchased leave	CA13
Redeployment and redundancy	CA25
Reduction in classification	PS5
Relocation expenses	CA20
Restriction (on-call) arrangements	CA16
Review of action	PS10
Salary packaging	CA23
Supported Wage Scheme for employees with a disability	CA28
Suspension from duty	PS14
Termination of employment	PS8
Work arrangements—general/shift arrangements	CA3

**Attachment B—Personnel delegations to the Secretary by the Presiding Officers – Long service leave**



Parliament of Australia  
Department of Parliamentary Services

**Personnel/HR Paper No. 14—Long service leave delegations**

**Date:** 20 September 2006    **Expiry:** 30 September 2009  
**Approved:** Secretary    **File No:** 05/196  
**Contact:** Director, PMAS    **Extn:** 2706

**Introduction**

1 This paper sets out the Presiding Officers' delegations to DPS staff of their powers under the *Long Service Leave (Commonwealth Employees) Act 1976* (**Attachment A**).

Hilary Penfold QC  
Secretary

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**Attachment A—Instrument of delegation by the Presiding Officers to the Secretary and DPS employees**

**Delegations**

Under subsection 9B(1) of the *Long Service Leave (Commonwealth Employees) Act 1976* (the **LSL Act**), we PAUL HENRY CALVERT, President of the Senate, and DAVID PETER MAXWELL HAWKER, Speaker of the House of Representatives, **hereby delegate** our powers in relation to the Department of Parliamentary Services specified in the Schedule:

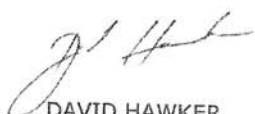
- (a) to the persons performing, from time to time, the duties of the offices or positions specified in that table; and
- (b) subject to the limitations (if any) specified in that table.

This instrument takes effect on the date of signing and replaces all previous Presiding Officers' delegations under the LSL Act for the Department of Parliamentary Services.

Dated: 29<sup>th</sup> August, 2006



PAUL CALVERT  
President of the Senate



DAVID HAWKER  
Speaker of the House of Representatives

## The Schedule—Table of delegations

### Abbreviations

\* = Limited to staff directly under the control of the delegate.

SBS = Strategy and Business Services Branch

PMAS = People Management and Strategy Section

Number	Topic	Authority	Source of power	Power or function	Delegates	Limitations
LSL1	Long service leave—continuity of service	Presiding Officers	LSL Act, paragraph 12(3)(b)	Determine that a period of leave without pay will count as service for the purposes of the LSL Act.	Secretary Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	- * * - -
LSL2	Long service leave—continuity of service	Presiding Officers	LSL Act, subsections 12(7) and 12(8)	Deem a period of employment to be continuous with another period of employment.	Secretary Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	- * * - -
LSL3	Long service leave—grants of leave and payments in lieu	Presiding Officers	LSL Act, sections 16 and 17	A. Approve a grant of leave of absence. B. Authorise such payments in lieu of leave as is provided for by the LSL Act, including payment to dependents upon the death of an employee.	Secretary Deputy Secretary Parliamentary Librarian Assistant Secretaries Assistant Secretary, SBS Director, PMAS	- * * * Para A only - -

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Number	Topic	Authority	Source of power	Power or function	Delegates	Limitations
LSL4	Long service leave— calculation of leave credit	Presiding Officers	LSL Act, paragraphs 19(2)(b) and 19(2)(d)	A. Determine the length of long service leave at full salary that an employee is deemed to have taken, where the actual leave was not granted on full or half salary.  B. Determine the length of long service deemed to have been granted to an employee, where payment at full salary was previously made in lieu of leave.	Secretary Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	- * * - -
LSL5	Long service leave— death of an employee	Presiding Officers	LSL Act, subsections 23(1), 23(3) and 23(4)	A. Direct, for the purposes of the LSL Act, that the death of an employee is presumed to have occurred on a specified date.  B. Where there are no dependants, authorise payments in lieu to the legal personal representative of an employee.  C. Appoint, and authorise payment to, a trustee to administer amounts in lieu payable to a person under a legal disability.	Secretary Deputy Secretary Parliamentary Librarian Assistant Secretary, SBS Director, PMAS	- * * - -

INITIALS:.....  
  


**Attachment C—Personnel delegations to the Secretary by the Presiding Officers – Power to approve leave for the Parliamentary Librarian**

**Parliamentary Service Act 1999 (Determination No. 1 of 2005)**

Under clauses 6.1 and 7.2 of Determination No. 1 of 2005 (*Parliamentary Librarian: Remuneration and Other Conditions of Employment*), we PAUL HENRY CALVERT, President of the Senate, and DAVID PETER MAXWELL HAWKER, Speaker of the House of Representatives, hereby delegate to the Secretary of the Department of Parliamentary Services (including an acting Secretary, unless the Parliamentary Librarian is the acting Secretary) our powers to approve the taking of annual leave and the taking of personal leave by the Parliamentary Librarian.

This instrument takes effect on the day of signing.



**PAUL CALVERT**

Date: 1/3/06



**DAVID HAWKER**

Date: 1/2/06



## Attachment D—External Financial delegations and authorisations to the Secretary



Parliament of Australia  
Department of Parliamentary Services

### Financial Paper No. 6—External delegations and authorisations

**Date:** 12 May 2006      **Expiry:** 31 May 2008  
**Approved:** Hilary Penfold      **File No:** 05/1444  
**Contact:** Judy Konig      **Extn:** 8818

#### Introduction

- 1 This paper sets out the external delegations and authorisations relevant to DPS's financial management framework.
- 2 Attachment A summarises the delegations of power by the Minister for Finance and Administration (the **Finance Minister**) to the Secretary of DPS (the **Chief Executive**). The original delegations can be found at [http://www.finance.gov.au/finframework/delegations\\_of\\_powers\\_and\\_func.html#](http://www.finance.gov.au/finframework/delegations_of_powers_and_func.html#).
- 3 Attachment B sets out a copy of the Presiding Officers' delegations and authorisations to the Chief Executive and to specified DPS employees.

Hilary Penfold QC  
Secretary

## Attachment A—Summary of Finance Minister’s delegations to the Chief Executive

### *Delegations under the FMA Act*

<b>Item</b>	<b>Provision of Act</b>	<b>Summary of function or power (for information only)</b>	<b>Delegate(s)</b>	<b>Limit of delegation</b>	<b>Directions</b>
1	s 8	To enter into agreements with any bank for the receipt, custody, payment or transmission of public money, or for other matters relating to the conduct of the Commonwealth’s banking business	Non-Finance Chief Executives	For bank accounts to be opened and maintained in Australia	Schedule 4
3	s 9	To open and maintain official bank accounts in accordance with agreements under s 8 of the Act	Non-Finance Chief Executives	To open and maintain official bank accounts in Australia	Schedule 5
5	s 12	To give a written authorisation for an agreement or arrangement for the receipt or custody of public money by an outsider	Non-Finance Chief Executives		Schedule 7
6	s 16	To issue Special Instructions in writing about special public money	Non-Finance Chief Executives		
7	s 27 (1)	To issue drawing rights	Non-Finance Chief Executives		
8	s 27 (2)	To issue drawing rights where a law requires the payment of an amount of public money	Non-Finance Chief Executives	For amounts of public money for which the delegate is responsible, or for which the delegate will become responsible on the issue of a drawing right	
9	s 27 (4)	To revoke or amend a drawing right	Non-Finance Chief Executives		
12	s 34 (1) (c)	To allow payment by instalments of an amount owing to the Commonwealth	Non-Finance Chief Executives		Schedule 9

<b>Item</b>	<b>Provision of Act</b>	<b>Summary of function or power (for information only)</b>	<b>Delegate(s)</b>	<b>Limit of delegation</b>	<b>Directions</b>
13	s 34 (1) (d)	To defer the time for payment of an amount owing to the Commonwealth	Non-Finance Chief Executives		Schedule 9
14	s 35	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	Non-Finance Chief Executives		
15	s 38 (2)	On behalf of the Commonwealth, to enter into agreements in accordance with regulations under the Act, for borrowing money from banks or other persons, where the agreements require the money to be repaid within 60 days after the Commonwealth is notified by the lender of the amount borrowed (see regulation 21 of the Regulations which relates to credit cards and credit vouchers)	Non-Finance Chief Executives	To enter into agreements for the issue to, and use by, the Commonwealth of credit cards or credit vouchers	
17	s 43	To give written approval of a gift of public property being made	Non-Finance Chief Executives	To approve gifts of public property other than military firearms	Schedule 11

*Delegations under the Regulations*

<b>Item</b>	<b>Provision of Act</b>	<b>Summary of function or power (for information only)</b>	<b>Delegate(s)</b>	<b>Limit of delegation</b>	<b>Directions</b>
1	r 10	To authorise approval of a spending proposal for which money is not appropriated	Chief Executives	Authorising approval of a spending proposal if: (a) the spending proposal relates to a <i>departmental item</i> ; and (b) the spending proposal relates to a period within the period of the <i>forward estimates</i> ; and (c) for the <i>departmental item</i> there is <i>uncommitted appropriation</i> and <i>uncommitted forward estimates</i> which are sufficient to cover the expenditure under the spending proposal as it would or could become payable.	Schedule 12
2	r 10	To authorise approval of a spending proposal for which money is not appropriated	Chief Executives	Authorising approval of a spending proposal if: (a) the spending proposal relates to a <i>departmental item</i> ; and (b) the duration of the spending proposal does not extend beyond 10 years from the date of exercising this delegation (unless otherwise provided by a <i>determination of the Finance Minister</i> ); and (c) for the period of the <i>forward estimates</i> , the <i>departmental item</i> has <i>uncommitted appropriation</i> and <i>uncommitted forward estimates</i> which are sufficient to cover the expenditure under the spending proposal as it would or could become payable during the period; and (d) for each year beyond the period of the <i>forward estimates</i> , the expenditure that would or could become payable under the spending proposal in each year is of an amount that does not cause the total <i>commitments</i> and <i>liabilities</i> under the <i>departmental item</i> for each year to exceed 20 percent of the <i>forward estimate</i> recorded for the third forward year (unless otherwise provided by a <i>determination of the Finance Minister</i> ); and (e) the responsible Minister has agreed in writing to the exercise of this delegation.	Schedule 12

Item	Provision of Act	Summary of function or power (for information only)	Delegate(s)	Limit of delegation	Directions
3	r 10	To authorise approval of a spending proposal for which money is not appropriated	Chief Executives	<p>Authorising approval of a spending proposal that:</p> <ul style="list-style-type: none"> <li>(a) relates solely to a contingent liability of the Commonwealth, where that contingent liability is a <i>departmental item</i> and has a duration no greater than 10 years; or</li> <li>(b) includes a contingent liability of the Commonwealth that is an integral part of the spending proposal, where the spending proposal would, apart from the presence of the contingent liability, otherwise satisfy the requirements of item 1 or 2 of this Schedule;</li> </ul> <p>where:</p> <ul style="list-style-type: none"> <li>i. the most probable expenditure that could arise would be of an amount that would not be considered to be <i>material</i> if the contingency were to occur; and</li> <li>ii. the contingency has only a <i>remote</i> chance of occurring.</li> </ul>	Schedule 12
4	r 10	To authorise approval of a spending proposal for which money is not appropriated	Chief Executives	<p>Authorising approval of a spending proposal if the spending proposal relates to:</p> <ul style="list-style-type: none"> <li>(a) a departmental item for which a delegation under item 1, 2 or 3 of this Schedule is not available; or</li> <li>(b) an administered item;</li> </ul> <p>and the exercise of the power is in accordance with a <i>determination of the Finance Minister</i>.</p>	Schedule 12

**Attachment B—Presiding Officers’ delegations and authorisations to the Chief Executive and DPS employees**

**Financial Management and Accountability Act 1997**

**Delegation—Approval of proposals to spend public money**

Under subsection 36(2) of the *Financial Management and Accountability Act 1997* (the **FMA Act**), we Paul Henry Calvert, President of the Senate, and David Peter Maxwell Hawker, Speaker of the House of Representatives, **hereby delegate** our powers under paragraph 36(1)(b) of the FMA Act to approve a proposal to spend public money under an appropriation for the Department of Parliamentary Services:

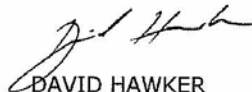
- (c) to the persons performing, from time to time, the duties of the positions specified in Column 1 of Part 1 of the Schedule;
- (d) subject to the limits specified in Column 2 of Part 1 of the Schedule; and
- (e) subject to the directions set out in Part 2 of the Schedule.

This instrument takes effect on the date of signing and replaces all previous Presiding Officers’ delegations under section 36 of the FMA Act for the Department of Parliamentary Services.



PAUL CALVERT  
President of the Senate

Date: 10/5/06



DAVID HAWKER  
Speaker of the House of Representatives

Date: 10/5/06

## Financial Management and Accountability Act 1997

### Delegation—Approval of proposals to spend public money

#### Schedule

Date of effect:      Date of signing

#### Part 1—Delegates and limitations

	<b>Column 1 Delegates</b>	<b>Column 2 Limitations</b>
1	Secretary	To limit of funds available for the Department.
2	Deputy Secretary Chief Finance Officer	To limit of funds available for the Department.
3	Parliamentary Librarian	To limit of funds available for the Parliamentary Library
4	Assistant Secretaries	To limit of funds available for their area of responsibility.
5	Director Art Services Directors RB Director Procurement	\$5,000 per spending proposal within their area of responsibility.
6	Directors CMB	\$10,000 per spending proposal within their area of responsibility.
7	Directors IAB Directors SBSB	\$20,000 per spending proposal within their area of responsibility.
8	Directors Security Director Facilities Directors ISB Directors PSDB	\$50,000 per spending proposal within their area of responsibility.
9	Director Building and Security Projects	\$100,000 per spending proposal for administered works within their area of responsibility.
10	Director People Management and Strategy	Each payroll processed.
11	Assistant Directors IAB Assistant Directors Security Assistant Directors IT Operations Assistant Director Broadcasting Support Assistant Directors Communications Services Assistant Directors Computing Services	\$5,000 per spending proposal within their area of responsibility
12	Assistant Director Building Information Assistant Director Planning	\$10,000 per spending proposal within their area of responsibility
13	Assistant Director Facilities Assistant Director Electrical Assistant Director Mechanical Assistant Director Building Fabrics Assistant Director Landscaping	\$20,000 per spending proposal within their area of responsibility
14	Manager Facilities Manager Visitor Services Manager Health and Recreation Centre Manager Nurses Centre	\$2,000 per spending proposal within their area of responsibility

INITIALS:




10 MAY 2014

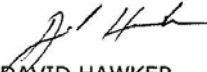


	<b>Column 1 Delegates</b>	<b>Column 2 Limitations</b>
15	Manager Parliament Shop Managers ISB-Maintenance Services	\$5,000 per spending proposal within their area of responsibility
16	Managers Finance	\$50,000 per payment batch for GST component.
17	ASU Staff ISB-Maintenance Services	\$2,000 per spending proposal within their area of responsibility
18	Accounts processing officials	\$A exchange rate variations, where previously approved foreign currency amount is unaltered. Invoice variations to lesser of \$100 or 5% of previously approved transaction.
19	Purchasing officials	\$10,000 for spending proposals raised via work orders.
20	Travel officers	\$5,000 per spending proposal (Australia only).
21	Assistant Director Acquisitions Senior Acquisitions Specialist	\$10,000 per spending proposal for Library Collection development
22	Executive Adviser to the Secretary	\$1,000 per spending proposal
23	DPS credit card holders (not otherwise specified)	\$1,000 per spending proposal for area of responsibility, by DPS credit card only

### **Part 2—Directions**

- 1 Delegates must comply with all statutory and DPS requirements, including CEIs and CEPs.
- 2 Sufficient funds must be available in the area where the spending is proposed and credit card transactions and monthly limits must be complied with.
- 3 Excludes spending proposals where the delegate has a direct personal interest or a direct personal benefit.
- 4 Approval of overseas travel spending proposals resides with the DPS Secretary or, in her absence, the Deputy Secretary. The Deputy Secretary may approve variations when the activity has been approved by the Secretary.
- 5 Includes expenditure of public money in respect of HR transactions validly approved under the *Parliamentary Service Act 1999*, the *Workplace Relations Act 1996* and other HR statutory provisions applying to DPS.
- 6 Other than low complexity/low value/low risk purchases using a DPS credit card, all acquisitions are to be via an official spending proposal. A spending proposal is to be approved in advance of any acquisition.

  
 PAUL CALVERT  
 President of the Senate  
 Date: 10/5/06

  
 DAVID HAWKER  
 Speaker of the House of Representatives  
 Date: 10/5/06



**Appropriation (Parliamentary Departments) Act (No.1)  
2005-06**

**Delegation—Comcover receipts**

Under subsection 15(4) of the *Appropriation (Parliamentary Departments) Act (No. 1) 2005-2006*, we Paul Henry Calvert, President of the Senate, and David Peter Maxwell Hawker, Speaker of the House of Representatives, **hereby delegate** to the Secretary, Department of Parliamentary Services (**DPS**), our powers under section 15 of that Act in respect of amounts debited from The Comcover Account in respect of payments to DPS.

This instrument takes effect on the date of signing and replaces all previous Presiding Officers' delegations in relation to debits from The Comcover Account in respect of DPS.



PAUL CALVERT  
President of the Senate

Date: 10/5/06



DAVID HAWKER  
Speaker of the House of Representatives

Date: 10/5/06

**Financial Management and Accountability Act 1997**

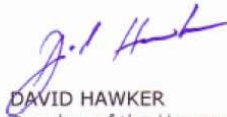
**Authorisation—Section 31 agreements for net appropriations**

Under subsection 31(2) of the *Financial Management and Accountability Act 1997* (the **FMA Act**), we Paul Henry Calvert, President of the Senate, and David Peter Maxwell Hawker, Speaker of the House of Representatives, **hereby authorise** the Secretary of the Department of Parliamentary Services (DPS) to exercise powers and perform functions under section 31 of the FMA Act on our behalf.

This instrument takes effect on the date of signing and replaces all previous authorisations made by the Presiding Officers for DPS for the purposes of section 31 of the FMA Act.



PAUL CALVERT  
President of the Senate  
Date: 16 March 2005



DAVID HAWKER  
Speaker of the House of Representatives  
Date: 16 March 2005

## Attachment E—Internal Financial delegations and authorisations by the Secretary

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Parliament of Australia  
Department of Parliamentary Services

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### Financial Paper No. 7—Internal delegations and authorisations

<b>Date:</b>	17 May 2006	<b>Expiry:</b>	30 June 2008
<b>Approved:</b>	Hilary Penfold	<b>File No:</b>	05/1444
<b>Contact:</b>	Judy Konig	<b>Extn:</b>	8818

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#### Introduction

- 1 This paper sets out the internal delegations and authorisations relevant to DPS's financial management framework as reissued in May 2006.
- 2 **Attachment A** sets out authorisations by the Chief Executive (the Secretary) to specified DPS employees for the purposes of the Chief Executive's Instructions (see Financial Paper No. 3).
- 3 **Attachment B** sets out other delegations by the Chief Executive to specified DPS employees.
- 4 **Attachment C** set out the sub-delegations, by the Chief Executive to specified DPS employees, of the Finance Minister's powers and functions.

*Hilary Penfold*

Hilary Penfold QC  
Secretary

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**Attachment A—Authorisations by Chief Executive for the purposes of the CEIs**

**Chief Executive's Instructions**

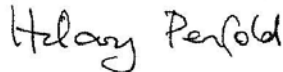
**Authorisations by the Chief Executive**

I, Hilary Penfold QC, Secretary, Department of Parliamentary Services, pursuant to the *Financial Management and Accountability Act 1997* and the *Financial Management and Accountability Regulations 1997*, hereby authorise the persons from time to time occupying the positions listed in column 3 of the schedule to exercise the powers and perform the functions listed in column 2 of the schedule and referred to in the CEIs listed in column 1 of the schedule.

The powers and functions authorised must be exercised in accordance with the CEIs and any applicable Chief Executive's Procedures.

All previous authorisations for the purposes of the CEIs, or for the purposes of previous CEIs applicable in the Department of Parliamentary Services, are hereby revoked.

This authorisation takes effect on the date of signing.



Hilary Penfold QC

Dated: 17.5.06

**Schedule of Authorisations**

**Page 1**

<b>Column 1</b> <b>CEI provisions</b>	<b>Column 2</b> <b>Power or function [CEI designation]</b>	<b>Column 3</b> <b>Authorised person (position)</b>
CEI 2.4.1	To coordinate investigations of reports of losses of public money and recommend courses of action on the basis of those reports [Reporting Official]	Assistant Secretary, SBSB Chief Finance Officer
CEI 2.6.1	To request the Finance Minister to establish Special Accounts and ensure that proper accounts and records are kept in relation to that money.	Chief Finance Officer
CEI 2.7.1	To approve the establishment of cash advances for specified purposes and to be responsible for the overall management of those advances. [Advance Establisher]	Chief Finance Officer
CEI 2.11.4	To coordinate requests to the Finance Minister to waive recovery of debts owing to the Commonwealth.	Chief Finance Officer
CEI 3.4.1	To approve the payment of accounts. [Certifying Officials]	Certifying Official, Financial Services OIC, DPS Office Services Travel Officials Director, Collection Management Manager, Acquisitions Senior Acquisitions Specialist Manager, Parliament Shop Assistant Manager, Parliament Shop
CEI 3.6.1	To oversee and be responsible for the payroll operations of the department.	Director, People Management and Strategy
CEI 3.7.1	To authorise the issue of a CCC to an official in the department.	Chief Finance Officer
CEI 3.7.2	To issue the CCC to officials approved by the authorised officer under CEI 3.7.1. [Card issuing officials].	Manager, Finance
CEI 3.9.1	To approve the use of personal credit cards for official purposes.	Assistant Secretaries (for officials within the Assistant Secretary's Branch)
CEI 3.11.1	To settle claims against the Commonwealth.	Assistant Secretary, SBSB

**Initials**

HP

**Schedule of Authorisations**

**Page 2**

<b>Column 1 CEI provisions</b>	<b>Column 2 Power or function</b>	<b>Column 3 Authorised person (position)</b>
CEI 3.16.1	To consider and make recommendations on claims for compensation for detriment caused by defective administration.	Assistant Secretary, SBSB
CEI 3.20.1	To coordinate requests to the Department of Finance and Administration regarding act of grace payments	Chief Finance Officer
CEI 4.2.1	To coordinate investigations of reports of losses of public property and recommending courses of action on the basis of those reports	Assistant Secretary, SBSB
CEI 4.3.1	To nominate officials to dispose of public property in the control and custody of the department.	Chief Finance Officer
CEI 4.5.1	To be responsible for the overall accounting for the assets under the control of the department.	Chief Finance Officer
CEI 4.7.1	To be responsible for the management of Commonwealth vehicles under the custody and control of the department.	Chief Finance Officer
CEI 4.8.1	To be responsible for policies and arrangements on safekeeping of keys and safe combinations.	Assistant Secretaries
CEI 4.9.1	To be responsible for the policies and procedures for the safeguarding of the department's computer software and installations.	Deputy Secretary
CEI 4.10.1	To be responsible for the care and custody of property and money found on premises, or in a vehicle, container or receptacle under the control of the department.	Assistant Secretary, BSB Chief Finance Officer
CEI 4.11.1	To be responsible for policies and procedures on accountable forms.	Chief Finance Officer
CEI 4.13.1	To ensure that the department's official information and records are maintained and destroyed as prescribed by the <i>Archives Act 1983</i>	Assistant Secretary, CMB

**Initials** HP

**Schedule of Authorisations****Page 3**

<b>Column 1 CEI provisions</b>	<b>Column 2 Power or function</b>	<b>Column 3 Authorised person (position)</b>
CEI 5.4.1	To approve an official to seek legal advice from outside DPS.	Deputy Secretary Parliamentary Librarian
CEI 5.5.1	To coordinate reports and take necessary action on incidents involving officials.	Assistant Secretary, SBSB
CEI 5.6.1	To review and update the CEIs	Chief Finance Officer
CEI 6.1.3	To be responsible for the preparation of the Portfolio Budget and Additional Estimates Statements for the department	Assistant Secretary, SBSB
CEI 6.2.1	To be responsible for the creation, maintenance and management of the department's budget for the current and forward estimate years.	Chief Finance Officer
CEI 6.3.1	To be responsible for producing the annual financial statements in the manner prescribed by the Finance Minister.	Chief Finance Officer

*Hilary Penfold*

Hilary Penfold QC

Dated: 17.5.06

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**Attachment B—Other delegations by the Chief Executive**  
**Financial Management and Accountability Act 1997**  
**Delegation by Secretary**

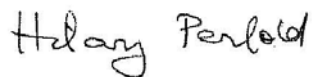
I, Hilary Penfold QC, Secretary, Department of Parliamentary Services, under:

- (a) subsection 53(1) of the *Financial Management and Accountability Act 1997*; and
- (b) Order 2.6 of the Financial Management and Accountability Orders 1997;

hereby delegate my responsibility as described in Columns 1 and 2 of the Schedule to the officials from time to time occupying the positions specified in Column 3 of the Schedule, subject to the limitations specified in Column 4 of the Schedule.

All previous delegations of responsibility covered in this instrument are hereby revoked.

This delegation takes effect on date of signing.



Hilary Penfold QC

Dated: 17.5.06



## The Schedule

Column 1 Provision	Column 2 Responsibility	Column 3 Delegate (position)	Column 4 Limitations
1. FMA Order 2.4	(a) Prepare budget estimates for the department in the form specified by the Finance Chief Executive; and (b) Provide the budget estimates as required by the Finance Chief Executive	Chief Finance Officer	
2. FMA section 44	Enter into Commonwealth contracts, agreements and arrangements	Deputy Secretary	Ensure the spending proposal is in compliance with Regulations 9–13 of the FMA Regulations 1997
		Parliamentary Librarian	
		Assistant Secretaries	In the absence of another delegate
		Chief Finance Officer	
Director, Procurement	To the use and delegation limits of Corporate Credit Cards		
		All departmental officials approved to hold and use a Corporate Credit Card	For approval of system-generated purchase orders
		All departmental officials who occupy a position in Financial Services Section	
3. FMA Act subsection 47(1)	Pursue recovery of: (a) each debt owing to the Commonwealth in respect of the operations of the department; and (b) each debt owing to the Commonwealth that the Minister for Finance and Administration has allocated to me	Chief Finance Officer	
4. FMA Act section 48	Maintain the department's accounts and records in the manner prescribed by FMA Order 2.3	Chief Finance Officer	

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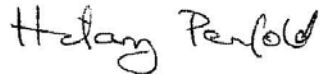
**Attachment C—Sub-delegations by Chief Executive of the Finance Minister's powers and functions**

**Financial Management and Accountability Act 1997**

**Sub-delegation by Secretary**

I, Hilary Penfold QC, Secretary, Department of Parliamentary Services, under section 53 of the *Financial Management and Accountability Act 1997*, hereby delegate the power of the Minister for Finance and Administration as described in columns 1 and 2 of the Schedule, to the officials from time to time occupying the positions listed in column 3 of the schedule, subject to the limitations as specified in Column 4 of the Schedule and the directions issued by the Minister for Finance and Administration in the delegation of his powers and functions to me, as specified in the schedules to the delegation by the Minister that are listed in Column 5 of the Schedule.

The sub-delegations take effect from date of signing.



Hilary Penfold QC

Dated: 17.5.06

## The Schedule

<b>Column 1 Provision of FMA Act</b>	<b>Column 2 Power or function</b>	<b>Column 3 Sub-delegate (position)</b>	<b>Column 4 Limitations</b>	<b>Column 5 Minister's directions (number of Schedule in original delegation - see Financial Paper No. 6)</b>
Section 8	Enter into agreements with any bank for the receipt, custody, payment or transmission of public money or for other matters relating to the conduct of the Commonwealth's banking business.	Chief Finance Officer	For bank accounts to be opened and maintained in Australia	Schedule 4
Section 9	Open and maintain official bank accounts in accordance with agreements under section 8 of the FMA Act.	Chief Finance Officer	For bank accounts to be opened and maintained in Australia	Schedule 5
Section 12	Give written authorisation for an agreement or arrangement for the receipt or custody of public money by an outsider	Chief Finance Officer		Schedule 7
Paragraph 16(1)(a)	Issue Special Instructions in writing about special public money.	Chief Finance Officer		
Subsection 27(1)	Issue drawing rights	Chief Finance Officer		
Subsection 27(2)	To issue drawing rights where a law requires a payment of an amount of public money.	Chief Finance Officer	For amounts of public money for which the delegate is responsible, or for which the delegate will become responsible on the issue of a drawing right	
Section 27(4)	To revoke or amend a drawing right	Chief Finance Officer		

Initials

HP

<b>Column 1 Provision of FMA Act</b>	<b>Column 2 Power or function</b>	<b>Column 3 Delegate (position)</b>	<b>Column 4 Limitations</b>	<b>Column 5 Minister's directions (number of Schedule in original delegation)</b>
Paragraph 34(1)(c)	Allow repayment by instalments of an amount owing to the Commonwealth.	Chief Finance Officer Assistant Secretary SBSB		Schedule 9
Paragraph 34(1)(d)	Defer the time for payment of an amount owing to the Commonwealth.	Chief Finance Officer Assistant Secretary SBSB		Schedule 9
Section 35	Authorise 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	Assistant Secretary, SBSB		
Section 38(2)	On behalf of the Commonwealth, to enter into agreements in accordance with the regulations under the Act, for borrowing money from banks or other persons, where the agreement requires the money to be repaid within 60 days after the Commonwealth is notified by the lender of the amount borrowed (see Regulation 21 of the Regulations which relate to credit cards and credit card vouchers)	Chief Finance Officer	To enter into agreements for the issue to and use by, the Commonwealth of credit cards or credit vouchers	
Section 43	To give written approval of a gift of public property being made.	Parliamentary Librarian	To approve gifts of library collection material	Schedule 11

Initials

HP

Column 1 Provision of FMA Act	Column 2 Power or function	Column 3 Delegate (position)	Column 4 Limitations	Column 5 Minister's directions (number of Schedule in original delegation)
Regulation 10 under the FMA Act	Give written authorisation to an Approver to approve expenditure for which an appropriation of money is not authorised under an existing law or a proposed law that is before the Parliament.	Assistant Secretaries, for their own branches.	<p>1. For a spending proposal that:</p> <p>(a) relates to a departmental item; and</p> <p>(b) relates to a period within the forward estimates; where there is sufficient departmental uncommitted appropriation and uncommitted forward estimates to cover the expenditure under the spending proposal as it would or could become payable.</p> <p>2. For spending proposals that extend beyond the current budget years and are over \$1 million, the power may only be exercised on receipt of written assurance from the CFO that there are sufficient uncommitted funds available.</p>	Schedule 12
Regulation 10 under the FMA Act	Give written authorisation to an Approver to approve expenditure for which an appropriation of money is not authorised under an existing law or a proposed law that is before the Parliament.	Deputy Secretary Chief Finance Officer	<p>For a spending proposal that:</p> <p>(a) relates to an administered item; and</p> <p>(b) relates to a period not exceeding the duration limits set out below;</p> <p>where:</p> <p>(c) there is sufficient administered uncommitted appropriation and uncommitted forward estimates to cover the expenditure under the spending proposal as it would or could become payable; and</p> <p>(d) the expenditure that would or could become payable under the spending proposal in each year does not cause the total commitments and liabilities to exceed 50% of the next budget year's appropriation.</p>	Specific determination 2006/01

Initials

HP



**Financial Management and Accountability Act 1997 (FMA)  
Paragraph 27(1)(c)**

**Issue of drawing rights**  
(Appropriation draw-downs)

*CFO, DPS,*

- 1 I, Hilary Penfold QC, Secretary, Department of Parliamentary Services, authorise Judith Konig, ~~to~~ debit an amount against a particular appropriation if, the sum of the amount(s) drawn from the appropriation during a financial year for that service does not exceed the amount that DPS has available for expenditure for that service for a financial year.
- 2 The powers and functions authorised must be exercised in accordance with the CEIs and any applicable CEPs.
- 3 This authorisation takes effect from ~~the~~ 9 August 2006.

Signed: *Hilary Penfold*.....

Hilary Penfold

*9-8-06*

## Attachment F—Authorisations by the Secretary under the Protective Security Manual



Parliament of Australia  
Department of Parliamentary Services

### **Australian Government Protective Security Manual**

#### **Part 1—Appointments**

For the purposes of paragraph 4.9 of Part A of the Australian Government Protective Security Manual, I appoint the employees listed in Column 1 of Attachment A as the security officers listed in Column 2 of Attachment A.

#### **Part 2—Authority in relation to security clearances**

For the purposes of paragraph 3.11 of Part D of the Australian Government Protective Security Manual, I authorise the employees listed in Column 1 of Attachment B to exercise powers in relation to security clearances as specified in Column 2 of Attachment B.

Any previous appointments or authorisations under these provisions are withdrawn.

A handwritten signature in black ink that reads 'Hilary Penfold'.

Hilary Penfold QC  
Secretary

20 February 2007

**Attachment A—Appointments**

<b>Column 1 Name and designation of employee</b>	<b>Column 2 Powers authorised to be exercised</b>
David Kenny, Deputy Secretary	Security Executive
Graeme Petteit, Director, Security Operations	Agency Security Adviser
Phil Lokan, Director, Computing Services	Information Technology Security Advisor

**Attachment B—Authority in relation to security clearances**

<b>Column 1 Designation of employee</b>	<b>Column 2 Powers authorised to be exercised</b>
Agency Security Adviser	To grant a security clearance in accordance with the recommendation of the vetting officer*
Agency Security Adviser	To refuse to grant a security clearance, where refusal is in accordance with the recommendation of the vetting officer*
Deputy Secretary	To grant a security clearance at a higher level, or a lower level, than that recommended by the vetting officer*
Deputy Secretary	To refuse to grant a security clearance, where the grant of a clearance is recommended by the vetting officer*
Deputy Secretary	To grant a security clearance, where the refusal of a clearance is recommended by the vetting officer*

\* **Vetting officer** means the person investigating the request for a security clearance under a contract with DPS.

Initials: *HP*

20 February 2007