



Services
Australia

HR Delegations 2026.1

Services Australia Instrument of Delegation and Authorisation
for Human Resources Related Matters

COMMENCED MARCH 2026

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Services Australia Instrument of Delegation and Authorisation for Human Resources Related Matters 2026.1

I, David Hazlehurst, Chief Executive Officer, Services Australia, make this instrument of delegation and authorisation under the following:

- *Public Service Act 1999*, section 20 and subsection 78(7);
- *Public Service Regulations 2023*, subsection 105(3);
- *Australian Public Service Commissioner's Directions 2022*, subsection 69(1);
- *Public Service Classification Rules 2000*, subrule 13(1);
- *Long Service Leave (Commonwealth Employees) Act 1976*, subsection 9(1)
- *Long Service Leave (Commonwealth Employees) Regulations 2016*, paragraph 14(2)(b);
- *Maternity Leave (Commonwealth Employees) Act 1973*, subsection 11(1);
- *Safety, Rehabilitation and Compensation Act 1988*, section 41A;
- *Public Interest Disclosure Act 2013*, subsection 77(1);
- *National Anti-Corruption Commission Act 2022*, subsection 277(1);
- *Services Australia Enterprise Agreement 2024-2027*, subclause A4.1;
- *Services Australia Medical Officers Enterprise Agreement 2024-2027*, subclause A4.1; and
- any determination under subsection 24(1) of the *Public Service Act 1999* applicable to a Senior Executive Service employee of Services Australia, subclause A4.1.

Dated: March 2026

Randall Brugeaud, Acting Chief Executive Officer, Services Australia

Part 1 – Name

1.1 This Instrument is the *Services Australia Instrument of Delegation and Authorisation for Human Resource Matters 2026.1*.

Part 2 – Commencement

2.1 This Instrument commences on the day it is signed.

Part 3 – Revocation

3.1 On commencement of this Instrument, I revoke the *Services Australia Instrument of Delegation and Authorisation for Human Resource Matters 2025.2*.

Part 4 – Delegation and Authorisation

4.1 Subject to this Instrument, each person who, from time to time, occupies or performs the duties of an office that falls within an office category listed in Schedule 1 is:

- a. delegated powers and functions as specified by the terms of Schedule 2; and
- b. authorised to exercise or perform powers and functions as specified by the terms of Schedule 2.

4.2 A person who occupies or performs the duties of an office that falls within the office categories described in columns 'DCEO', 'GM', 'NM', 'EL2', 'EL1' or 'APS5/6' of Schedule 2 may only exercise or perform a power or function delegated or authorised to that office in respect of an employee who is under their control. Where the power or function being exercised is the power to engage an employee or related to movement between agencies, the power will extend to engaging or moving employees who are or will be under the control of the person exercising the power following engagement or movement.

4.3 For the purposes of Schedule 1, the meaning of “*person who, from time to time, occupies or performs the duties of a position classified as or equivalent to*” includes:

- a. Australian Public Service (APS) employees of Services Australia;
- b. APS employees seconded to Services Australia from another APS agency;
- c. persons seconded to Services Australia from the Australian Federal Police;
- d. persons seconded to Services Australia from the Australian Parliamentary Service;
- e. persons seconded to Services Australia from a state or territory government authority.

For the purposes of Schedule 1, the meaning of “*person who, from time to time, occupies or performs the duties of a position classified as or equivalent to*” does not include contractors, consultants or labour-hire personnel.

4.4 This Instrument does not delegate powers under the PSA, PSR, APSCD or PSCR to an ‘outsider’ unless the APSCr has provided the relevant written consent. See PSA subsection 78(8); PSR subsection 105(4); APSCD subsection 69(2); and/or PSCR subrule 13(2).

Definitions

Reference	Definition
APSCD	<i>Australian Public Service Commissioner's Directions 2022</i>
APSCr	Australian Public Service Commissioner
CDG	Central Delegate Group
EA	<i>Services Australia Enterprise Agreement 2024-2027</i>
EL	Executive Level
FWA	<i>Fair Work Act 2009</i>
ISAC	Independent Selection Advisory Committee
Legal	Legal Services Division
LSL	<i>Long Service Leave (Commonwealth Employees) Act 1976</i>
LSL Reg	<i>Long Service Leave (Commonwealth Employees) Regulation 2016</i>
MLA	<i>Maternity Leave (Commonwealth Employees) Act 1973</i>
MO	<i>Services Australia Medical Officers Enterprise Agreement 2024-2027</i>
MPCr	Merit Protection Commissioner
NACC	<i>National Anti-Corruption Commission Act 2022</i>
PAO	Public Affairs Officer
Payroll	Payroll and Corporate Operations Branch
PIDA	<i>Public Interest Disclosure Act 2013</i>
PRC	Promotion Review Committee
PSA	<i>Public Service Act 1999</i>
PSCR	<i>Public Service Classification Rules 2000</i>
PSR	<i>Public Service Regulations 2023</i>
SES	Senior Executive Service
SES Det	A determination made under subsection 24(1) of the PSA by the CEO Services Australia which applies to an SES employee of Services Australia
SRCA	<i>Safety, Rehabilitation and Compensation Act 1988</i>

Schedule 1 – Office Categories

s 22 - out of scope

Each office category listed in Schedule 2 includes the positions described in Schedule 1. Each reference to a Group, Division or Branch in the table at Schedule 1 is a reference to that Group, Division or Branch, however described.

Business and HR Categories

Office Category	A person who, from time to time, occupies or performs the duties of a position classified as or equivalent to:
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s 22 - out of scope

GM	an SES Band 2
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s 22 - out of scope

Schedule 2 – Delegation and Authorisation

The tables in this Schedule 2 include columns for different office categories specified at Schedule 1. Where a column includes the term 'Yes', this indicates the power or function specified in that row is delegated to the office category and that the office category is authorised to exercise or perform the power or function.

The columns headed 'CDG' list office categories against specific powers and functions. Where an office category is listed in the columns headed 'CDG', this indicates the power or function specified in that row is delegated to the specified office category and that the specified office category is authorised to perform the power or function specified in that row.

Classifications, Recruitment and Mobility

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.01	APSCD 19(1)	Make arrangements for an ongoing employee to undertake integrity training within 6 months of engagement		Yes	
CRM.02	APSCD 19(2)	Make arrangements for a non-ongoing employee or casual employee to undertake integrity training as soon as practicable after engagement		Yes	
CRM.03	APSCD 27(1)	Engage a person as a non-ongoing employee on a short-term basis (12 months or less), or a casual basis		Yes	
CRM.04	APSCD 27(2)	Extend a non-ongoing engagement where the specified requirements are met and the total period of the engagement does not exceed 18 months for contracts		Yes	
CRM.05	APSCD 28	Engage an employee of a State, Territory or a State or Territory authority as a non-ongoing employee for a specified term in accordance with an agreement with a State or Territory		No	
CRM.06	APSCD 29	Engage an ongoing employee as a non-ongoing employee		Yes	
CRM.07	APSCD 30(1)(a)	Request the APSCr authorise the engagement of a non-ongoing employee as an ongoing employee due to exceptional circumstances		No	
CRM.08	APSCD 31(1)	Identify a vacancy as open only to Aboriginal and/or Torres Strait Islander persons		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.09	APSCD 33(1)	Identify a vacancy as open only to persons who have a disability or a particular type of disability		No	
CRM.10	APSCD 34(1), 34(3)	Request the APSCr authorise the promotion of an employee after they have been appointed to a statutory office in specified circumstances and to promote the employee with that authorisation		No	
CRM.11	APSCD 36	Engage an ongoing Parliamentary Service employee as an ongoing Australian Public Service (APS) employee		No	
CRM.12	APSCD 37(1)	Re-engage a former employee who resigned to contest a specified election		No	
CRM.13	APSCD 38(1)	Re-engage a former employee in specified circumstances		No	
CRM.14	APSCD 40(1), 41(1)	Notify an employment decision (including a cancellation decision) in the Public Service Gazette		Yes	
CRM.15	APSCD 40(4)	Withhold an employee's name from a Public Service Gazette notification for work or personal circumstances		No	
CRM.16	APSCD 44(2)	Waive the requirement to undergo probation for an employee who is engaged on a non-ongoing contract of 6 months or less, or as a casual employee		Yes	
CRM.17	APSCD 44(2)	Waive the requirement for an ongoing, or non-ongoing employee engaged for more than 6 months to undergo probation, on the basis that there are reasonable circumstances justifying the waiver		No	
CRM.18	APSCD 44(3)	Ensure that during probation, there are processes in place to assess the suitability of the employee to perform the duties they have been engaged for		Yes	
CRM.19	APSCD 46(2)	Agree to an employee's ongoing or temporary move to another agency and the date it will take effect that is not associated with a promotion.		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.20	APSCD 46(3)	Approve in writing a variation to the agreed period of an employee's temporary move to another agency that is not associated with a promotion.		Yes	
CRM.21	APSCD 46(5)	Agree with another agency on the date of effect of an employee moving to the other agency, where the employee is suspected of breaching the Code of Conduct		Yes	
CRM.22	APSCD 66(1)	Engage a person who has received a redundancy benefit where it is essential for the agency's operations with approval of the APSCr, if required		Yes	
CRM.23	EA A8 MO A8	Amend definition of 'performed duties' on a case-by-case basis for employee on secondment		No	
CRM.24	EA C8.1, C8.3	Determine roles to be in Professional job stream		No	
CRM.25	EA C8.1, E2.2	Determine Legal, ICT and PAO job streams roles		No	
CRM.26	EA C8.4	Transfer an employee who has lost or not maintained qualification, registration or skills to general job stream		Yes	
CRM.27	EA D1.4(b) MO D1.4(b)	Determine a higher salary should apply for an employee temporarily acting on higher duties at a non-SES level for any period		Yes	
CRM.28	EA D1.12 MO D1.9	Determine a shorter qualifying period for temporary higher duties		Yes	
CRM.29	EA D1.17 MO D1.14	Determine if a position filled temporarily for 12 months is genuinely vacant and should be filled permanently		Yes	
CRM.30	EA D2.1 MO D2.1	Determine the terms and conditions of employment, including salary, for an employee temporarily acting at the SES level		Yes	
CRM.31	EA E3.1	Establish other Entry Level Programs		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.32	EA E3.2	Determine eligibility requirements, mandatory training, qualification and/or development for Entry Level Programs		No	
CRM.33	EA E9.2	Establish further broadband levels		No	
CRM.34	EA E9.4, E9.8	Advance an employee in a broadband		Yes	
CRM.35	PSCR 6(1)	Allocate an approved classification to each employee		Yes	
CRM.36	PSCR 7(3)	Allocate an approved classification to an employee who temporarily moves to the agency		Yes	
CRM.37	PSCR 9(1), 9(4)	Allocate an approved classification to each group of duties to be performed. Where a group of duties involves work requirements applying to more than one classification, allocate more than one classification to the group of duties		No	
CRM.38	PSCR 10	Issue work level standards for each classification applying to a group of duties performed within Services Australia		No	
CRM.39	PSCR 11(1)	Allocate to the employee a classification mentioned in column 3 of Schedule 2 of the PSCR that relates to the employee's training classification		Yes	
CRM.40	PSR 26(1)(b)	Nominate an employee to be a member of a PRC		Yes	
CRM.41	PSR 28(5)(b)	Provide submissions on the findings or recommendations to the MPCr following an own motion review		No	
CRM.42	PSR 30(2)(a)	Notify the MPCr of the action taken in relation to a determination under regulation 24(2)(a) of the PSR		No	
CRM.43	PSR 30(2)(b)(i)	Notify the MPCr whether the agency accepts or does not accept a recommendation made by the MPC following an own motion review. Provide the reasons why the agency does not accept the MPCr recommendation if applicable.		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.44	PSR 32(2)	Provide information to a PRC as required		Yes	
CRM.45	PSR 60	Request the MPCr establish an ISAC		Yes	
CRM.46	PSR 62(1)(c)	Nominate a person to be a member of an ISAC		Yes	
CRM.47	PSA 18	Establish a workplace diversity program to assist in giving effect to the APS Values		No	
CRM.48	PSA 20	Make an offer in writing of casual conversion to an eligible casual employee, or determine that an offer is not required on reasonable business grounds as described in FWA 66B, 66C		Yes	
CRM.49	PSA 20	Approve in writing a request from an eligible casual employee for casual conversion as described in FWA 66G, 66H, 66J		Yes	
CRM.50	PSA 22(1)	Engage persons who are Australian citizens subject to relevant conditions		Yes	
CRM.51	PSA 22(1), 22(8)	Engage persons who are not Australian citizens subject to relevant conditions		No	
CRM.52	PSA 23(4), PSCR 6(1)	Reduce an employee's classification without consent		Yes	
CRM.53	PSA 25	Determine the duties of an APS employee, and the place or places where the duties are to be performed (other than approval of flexible work arrangements)		Yes	
CRM.54	PSA 77	Create positions and nominate employees to occupy them		Yes	
CRM.55	APSCD, 9, 9(1)(e)(iv)	Agree that a vacancy is similar as described in the APSCD. Agree, in writing to another agency, that a vacancy is a similar vacancy to the notified vacancy.		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRM.56	APSCD 25(4)	Make a decision, due to cost or operational efficiency to restrict an employment opportunity to only APS employees.		No	

Renumeration, Allowances and Reimbursements

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
RAR.01	EA A7.1, A7.3 MO A7.1, A7.3	Make an individual flexibility arrangement to vary the terms of the EA and the MO EA		No	
RAR.02	EA A7.5 MO A7.5	Terminate an employee's individual flexibility arrangement		No	
RAR.03	EA A7.6 MO A7.6	Review an employee's individual flexibility arrangement		No	
RAR.04	EA C2.1 MO C4.1	Determine salary above the minimum salary level for an employee's classification		Yes	
RAR.05	EA C2.2, C2.4, C2.5, C2.8, C2.9 MO C4.2, C4.4, C4.5, C4.8, C2.9	Determine an employee's salary at a higher value within the relevant salary range of the relevant classification and the date of effect		Yes	
RAR.06	EA C2.10 MO C4.9	Determine salary on reduction of classification on permanent or temporary basis		Yes	
RAR.07	EA C2.12, C4.3(c) MO C4.11, C6.3(b)	Determine correct salary where salary has been incorrectly set		Yes	
RAR.08	EA C7.1, C7.2 MO C9.1, C9.2	Determine an overpayment has occurred and inform an employee in writing		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
RAR.09	EA C7.5, C7.6 MO C9.5, C9.6	Reach an agreement on a suitable recovery arrangement for overpayments		Yes	
RAR.10	EA C9.11, C9.12	Agree, sign and lodge a Supported Wage System assessment agreement		No	
RAR.11	EA C9.16	Employ a person under a Supported Wage System for a trial period of up to 12 weeks		Yes	
RAR.12	EA C9.20	Establish a continuing employment relationship under a Supported Wage System after a trial period		Yes	
RAR.13	EA D2.1, D4.1 MO D2.1, D4.1	Appoint a First Aid Officer and approve allowance payment		Yes	
RAR.14	EA D2.1, D4.2 MO D4.2	Determine that a workplace is a high-risk workplace		Yes	
RAR.15	EA D2.1, D5.1 MO D5.1	Appoint an Emergency Warden or Chief Warden and approve allowance payment		Yes	
RAR.16	EA D2.1, D6.1 MO D2.1, D6.1	Approve payment of Health and Safety Representative allowance		Yes	
RAR.17	EA D2.1, D7.1 MO D2.1, D7.1	Appoint a Harassment Contact Officer and approve allowance payment		Yes	
RAR.18	EA D2.1, D8.1 MO D8.1	Appoint a Mental Health First Aid Officer and approve allowance payment		Yes	
RAR.19	EA D2.1, D9.1 MO D9.1	Appoint a Staff Security Contact Officer and approve allowance payment		Yes	
RAR.20	EA D2.1, D12.1 MO D2.1, D10.1	Approve payment of office disturbance allowance		No	
RAR.21	EA D3.2 MO D3.2	Approve an employee to receive more than one workplace responsibility allowance due to operational requirements		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
RAR.22	EA D14.1, MO D12.1	Authorise payment of motor vehicle allowance to an employee who uses a private motor vehicle for official duty		Yes	
RAR.23	EA D15.8	Determine further locations to attract remote locality assistance and assistance to be provided		No	
RAR.24	EA D16.1 MO D14.1	Approve reimbursement to an employee for loss or damage to clothing or personal effects		Yes	
RAR.25	EA D17.1 MO D15.1	Determine an employee is eligible for school holiday care allowance		Yes	
RAR.26	EA D18.2	Approve one-off payment when employee incurs significant relocation costs as a result of moving offices within a city		No	
RAR.27	EA D19.1 MO D16.1	Determine an employee has adequate language skills other than English for simple communication, and is regularly required to use these language skills in the course of their work and approve payment of Community Language Allowance Rate 1		No	
RAR.28	EA D19.1 MO D16.1	Determine an employee is certified by the relevant authority as a translator, interpreter or equivalent, and is regularly required to use these language skills in the course of their work and approve payment of Community Language Allowance Rate 2		Yes	
RAR.29	EA H16.4 MO G15.4	Reduce the rent contribution payable by an employee		Yes	
RAR.30	EA I2, MO H2	Determine that an ongoing employee is an "approved student", determine study assistance and/or approve study leave		Yes	
RAR.31	EA I3.2 MO H2.3	Approve reimbursement of professional association membership costs and/or accreditation or registration fees where it is considered to provide a direct benefit to the agency		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
RAR.32	EA J1.1 MO I1.1	Approve reimbursement of reasonable additional expenses where employee required to be absent from their usual place of work for official business		Yes	
RAR.33	EA J2.5 MO I2.5	Approve payment of a non-commercial accommodation allowance		Yes	
RAR.34	EA J3.1, J3.2, J3.3 MO I3.1, I3.2, I3.3	Approve payment or reimbursement of additional amount to employee for additional expenses incurred while travelling		Yes	
RAR.35	EA J3.4 MO I3.4	Approve reimbursement of reasonable fares incurred by a support person, child or children where an employee becomes critically or dangerously ill while away from their usual place of work for official purposes		Yes	
RAR.36	EA J3.5 MO I3.5	Approve reimbursement to an employee for reasonable additional fares for compassionate or bereavement leave while absent from usual place of work for official purposes		Yes	
RAR.37	EA J4.1(e) MO I4.1(e)	Determine a reviewed rate of travel allowance that includes a meal component		Yes	
RAR.38	EA J6.1 MO I8.1	Determine that a relocation on reassignment of duties or engagement is in the interests of the agency		Yes	
RAR.39	EA J6.2, J6.3, J6.4, J6.5 MO I8.2, I8.3, I8.4, I8.5	Approve payment or reimbursement of reasonable relocation costs and/or allowances		Yes	
RAR.40	EA J6.6 MO I8.6	Approve additional relocation assistance		Yes	
RAR.41	EA J6.8 MO I8.8	Require an employee to repay up to 50% of relocation expenses if they cease employment within 12 months		Yes	
RAR.42	EA J7.8 MO I9.8	Determine an employee is eligible for leave fares in accordance with, subclause J7.8 and Table J1 or J2 of the EA, or subclause I9.8 and Table I1 or I2 of the MO		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
RAR.43	MO G12.1	Approve payment or reimbursement for professional fees including but not limited to private medical practice		Yes	
RAR.44	MO I7.1	Approve airline lounge membership		Yes	
RAR.45	PSA 31(1)	Give notice to an employee in relation to additional non-Commonwealth remuneration		Yes	
RAR.46	PSR 90(1)	Appoint one or more persons as paying officers		Yes	

Flexible Arrangements and Hours of Work

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
FAH.01	EA F1.1, F1.2	Determine hours of service delivery		Yes	
FAH.02	EA F5.6, F5.7, F17 MO E4.6, E4.7, E11	Approve a request for part-time hours		Yes	
FAH.03	EA F5.7, F17 MO E4.7, E11	Approve a request from a part-time employee to change their pattern of hours		Yes	
FAH.04	EA F6.1, F17 MO E5.1, E11	Approve a request for job sharing arrangements		Yes	
FAH.05	EA F7.9	Determine the default regular hours for a work area		Yes	
FAH.06	EA F7.10, F17 MO E6.9, E11	Agree to vary regular hours agreement with an employee		Yes	
FAH.07	EA F8.1(b)	Determine a business area will operate on a rostered basis		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
FAH.08	EA F9.2	Determine there is suitable work to perform outside of an employee's rostered, regular or pattern of ordinary hours to accrue flex time		Yes	
FAH.09	EA F9.5	Grant flex leave		Yes	
FAH.10	EA F9.9	Approve paying out flex credits during the course of employment in exceptional circumstances		No	
FAH.11	EA F9.10	Reduce flex debit where debit over 22.5 hours for 2 settlement periods by: applying miscellaneous leave without pay; or annual leave with employee agreement		Yes	
FAH.12	EA F9.11	Determine an employee has a flex debit on cessation		Yes	
FAH.13	EA F10.2 (a), (b)	Determine an EL employee may access overtime because exceptional circumstances apply (including, but not limited to, a response to an emergency (e.g., pandemic, bushfire)) or the employee is required to work on a public holiday for operational reasons		Yes	
FAH.14	EA F10.2 (c)	Determine an EL employee may access overtime where the employee is required to work a period of overtime while the employee is in receipt of restriction allowance		Yes	
FAH.15	EA F10.5 MO E7.3	Grant an EL employee or Medical Officer employee time off in lieu		Yes	
FAH.16	EA F10.10 MO E7.8	Approve time off in lieu for an EL employee or Medical Officer to be taken in conjunction with other forms of leave		Yes	
FAH.17	EA F11.3	Direct an employee to work reasonable amount of overtime		Yes	
FAH.18	EA F11.5 MO E8.3	Approve overtime for an APS level employee		Yes	
FAH.19	EA F11.6 MO E8.5	Provide reasonable notice to work overtime		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
FAH.20	EA F11.13	Agree to exchange an overtime payment for time of in lieu of the hours worked		Yes	
FAH.21	EA F13.1 MO E10.1	Direct an employee to be on restriction duty		Yes	
FAH.22	EA F14.4, F15.6	Approve payment of an annual shift allowance in lieu of penalty rates		No	
FAH.23	EA F16.1	Approve accrual of flex, or a payment in lieu of flex, in respect to excess travel time to place other than usual place of work for official purposes		Yes	
FAH.24	EA F17 MO E11 PSA 25	Approve a request for ad hoc work from home with no regularity (for up to 2 weeks)		Yes	
FAH.25	EA F17 MO E11 PSA 25	Approve a work from home arrangement (less than 100% of work time) and enter into a written agreement		Yes	
FAH.26	EA F17 MO E11 PSA 25	Approve a work from home arrangement (of 100% of work time) and enter into a written agreement		Yes	
FAH.27	EA F17 MO E11 PSA 25	Determine a short-term request to work from another agency location for up to 3 months, with prior agreement of the EL2 responsible for the site		Yes	
FAH.28	EA F17 MO E11 PSA 25	Determine a long-term request to work from an agency location other than a customer-facing site for up to 12 months, with prior agreement of the SES Band 1 responsible for the site		Yes	
FAH.29	EA F17 MO E11 PSA 25	Determine a long-term request to work from a customer-facing site for up to 12 months, with prior agreement of the SES Band 1 responsible for the site		No	
FAH.30	EA F17.15, F17.16, F17.17	Vary, pause or terminate an approved flexible working arrangement without an employee's agreement		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
	MO E11.15, E11.16, E11.17				
FAH.31	EA F17.19 MO E11.19	Approve reimbursement of all or part of the costs associated with establishing a working from home arrangement		Yes	
FAH.32	EA F17.28 MO E11.28	Approve a request to work an alternative regular span of hours (bandwidth hours)		Yes	
FAH.33	MO E8.1	Approve overtime for a Medical Officer in limited circumstances as per subclause E8.1 of the MO EA		Yes	
FAH.34	MO E8.2	Direct a Medical Officer to work reasonable overtime		Yes	

Leave

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.01	APSCD 67(2)	Arrange for an employee to return to the agency following a period of leave without pay in specified circumstances		No	
LVE.02	EA A9.1 MO A9.1	Grant an additional credit of up to 18 days personal/carer's leave (pro-rated for part-time employees and non-ongoing employees) as per subclause A9.1 of the EA or MO EA		Yes	
LVE.03	EA F18.1, F18.3, F18.6 MO E12.1, E12.3, E12.6	Direct an employee to attend for duty on some or all working days during the reduced activity period to meet essential operational requirements		Yes	
LVE.04	EA F18.11 MO E12.11	Approve a request to purchase leave for the reduced activity period where the employee does not have sufficient leave credits		Yes	
LVE.05	EA F19.3 MO E13.3	Reach agreement for an employee to substitute a day or part-day that would otherwise be a public holiday		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.06	EA F19.4 MO E13.4	Reach agreement for an employee to substitute a cultural or religious day of significance for a prescribed holiday		Yes	
LVE.07	EA F19.9 MO E13.9	Approve substitution of regular day off for another day when an employee's regular day falls on a public holiday		Yes	
LVE.08	EA G1.3 MO F1.3	Re-credit a period of leave and approve reimbursement of reasonable incidental and travel expenses where leave cancelled/employee recalled		Yes	
LVE.09	EA G3.1, G3.3 MO F3.1, F3.3	Grant access to paid annual leave at full or half-pay		Yes	
LVE.10	EA G3.4, G6.5 MO F3.4, F6.5	Grant access to paid annual leave at half-pay where an employee still has purchased leave credits available		Yes	
LVE.11	EA G4.2, MO F4.2	Reach agreement on a leave management plan or mutual time to reduce an annual leave balance		Yes	
LVE.12	EA G4.2, G4.3 MO F4.2, F4.3	Direct an employee to take annual leave where their annual leave credits are well in excess of the limits specified or where agreement cannot be reached		Yes	
LVE.13	EA G5.1, G5.2 MO F5.1, F5.2	Enter into a written agreement to allow an employee to cash out annual leave		Yes	
LVE.14	EA G6.1 MO F6.1	Approve an ongoing employee with at least 12 months' service purchasing up to 4 weeks of leave		Yes	
LVE.15	EA G6.8 (b) MO F6.8 (b)	Deduct an amount on cessation for purchased leave		No	
LVE.16	EA G6.9 MO F6.9	Approve use of purchased leave where an employee's personal leave credits have been exhausted		Yes	
LVE.17	EA G7.3, G8.14 MO F7.3, F7.14	Approve personal/carer's leave at full pay		Yes	
LVE.18	EA G7.3, G8.14 MO F7.3, F7.14	Approve personal/carer's leave at half-pay		Yes	

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.19	EA G8.9 MO F8.9	Require an employee to provide suitable evidence to support further paid personal/carer's leave		Yes	
LVE.20	EA G8.10, G8.8 MO F8.10, F8.8	Deem personal/carer's leave to be an unauthorised absence		Yes	
LVE.21	EA G8.11 MO F8.11	Grant unpaid personal/carer's leave		Yes	
LVE.22	EA G8.13 MO F8.13	Accept a certificate from a registered health practitioner may be used as evidence of a chronic condition for up to 12 months for personal/carer's leave		Yes	
LVE.23	EA G10.1 MO F10.1	Grant unpaid leave for longer term caring purposes		Yes	
LVE.24	EA G11.5 MO F11.5	Agree to an employee's request to recognise their unused accrued personal/carer's leave balance from their previous Commonwealth employer immediately prior		Yes	
LVE.25	EA G11.6 MO F11.6	Recognise an employee's previous unused accrued personal/carer's leave from State or Territory Government service with no break in continuity		Yes	
LVE.26	EA G13.1 MO F13.1	Grant paid or unpaid miscellaneous leave for a period of up to one week		Yes	
LVE.27	EA G13.1 MO F13	Grant paid miscellaneous leave for a period of up to 2 weeks		Yes	
LVE.28	EA G13.1 MO F13.1	Grant paid miscellaneous leave for a period of more than 2 weeks		Yes	
LVE.29	EA G13.1 MO F13.1	Grant unpaid miscellaneous leave for a period of one week to 6 months		Yes	
LVE.30	EA G13.1 MO F13.1	Grant unpaid miscellaneous leave for a period of more than 6 months		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.31	EA G13, G1.1 MO F13, F1.1	Require an employee to provide evidence to support paid or unpaid miscellaneous leave		Yes	
LVE.32	EA G14, G1.1 MO F14, F1.1	Confirm activities are related to NAIDOC week for the purposes of NAIDOC leave as per clause G14 of the EA and clause F14 of the MO		Yes	
LVE.33	EA G15.1, G1.1 MO F15.1, F1.1	Confirm activities are to fulfil ceremonial obligations or are significant to their culture for the purpose of First Nations Ceremonial leave as per clause G15 of the EA and clause F15 of the MO		Yes	
LVE.34	EA G15.2, G1.1 MO F15.2, F1.1	Grant paid First Nations ceremonial leave for a period greater than 6 days		Yes	
LVE.35	EA G15.2, G1.1 MO F15.2, F1.1	Grant unpaid First Nations ceremonial leave		Yes	
LVE.36	EA G16.1, G1.1 MO F16.1, F1.1	Confirm a religious or cultural day has significant obligations for the purposes of Cultural leave as per clause G16 of the EA and clause F16 of the MO		Yes	
LVE.37	EA G16.2, G1.1 MO F16.2, F1.1	Grant paid cultural leave for a period greater than 3 days		Yes	
LVE.38	EA G16.2, G1.1 MO F16.2, F1.1	Grant unpaid cultural leave		Yes	
LVE.39	EA G18.3, G1.1 MO F18.3, F1.1	Grant up to 2 days' leave to attend any interviews or examinations required to obtain approval for adoption or fostering as per clause G18 of the EA or clause F18 of the MO EA		Yes	
LVE.40	EA G21.2, G1.1 MO F21.2, F1.1	Require an employee to provide evidence to support their absence on bereavement or compassionate leave		Yes	
LVE.41	EA G22.5, G1.1 MO F22.5, F1.1	Grant one or 2 days of additional paid bereavement leave per occasion as per clause G22.5 of the EA or clause F22.5 of the MO EA		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.42	EA G23.1	Approve sabbatical leave arrangements		Yes	
LVE.43	EA G23.5	Defer the commencement of sabbatical leave in exceptional circumstances and where the employee agrees		Yes	
LVE.44	EA G24, G1.1 MO F23, F1.1	Grant paid leave to an employee to undertake voluntary emergency management duty for a period of up to 20 days		Yes	
LVE.45	EA G24, G1.1 MO F23, F1.1	Grant paid leave for a period of greater than 20 days, or grant unpaid leave, to an employee to undertake voluntary emergency management		Yes	
LVE.46	EA G24.5, G1.1 MO F23.5, F1.1	Grant paid or unpaid leave for emergency response training or ceremonial duties		Yes	
LVE.47	EA G26.1, G1.1 MO F25.1, F1.1	Determine an employee is eligible for Defence Reservist Leave		Yes	
LVE.48	EA G26.5, G1.1 EA F25.5, F1.1	Grant paid Defence Reservist Leave for the purposes of an interview or medical examination		Yes	
LVE.49	EA G27, G1.1 MO F26, F1.1	Grant paid leave for the purpose of rest relief for emergency management situations		Yes	
LVE.50	EA G28, G1.1 MO F27, F1.1	Grant paid or unpaid leave to attend proceedings		Yes	
LVE.51	EA G28.4 MO F27.4	Refuse to release an employee from duty to attend proceedings		Yes	
LVE.52	EA G29, G1.1 MO F28, F1.1	Grant paid leave to an employee representing Australia for a period of up to one week		Yes	
LVE.53	EA G29, G1.1 MO F28, F1.1	Grant paid leave of greater than one week, or grant unpaid leave, to an employee representing Australia		Yes	
LVE.54	EA G30, G1.1 MO F29, F1.1	Grant up to one week of paid leave for temporary office closure		Yes	

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	GM
LVE.55	EA G30, G1.1 MO F29, F1.1	Grant paid leave for temporary office closure for a period greater than one week	Yes
LVE.56	EA G31, G1.1 MO F30, F1.1	Grant up to 2 days' paid special leave as per clause G31 of the EA or clause F30 of the MO EA	Yes
LVE.57	EA G32, G1.1 MO F31, F1.1	Grant up to 3 days' paid leave for early support purposes as per clause G32 of the EA or clause F31 of the MO EA	Yes
LVE.58	EA G33, G1.1 MO F32, F1.1	Grant unpaid leave to an employee whose partner is posted with the Commonwealth	Yes
LVE.59	EA G34, G1.1 MO F33, F1.1	Grant unpaid leave to an employee for approved outside employment	Yes
LVE.60	EA G35, G1.1 MO F34, F1.1	Grant unpaid campaign leave for up to 12 months	Yes
LVE.61	EA G37.1 MO F36.1	Direct that an employee is presumed to have died and approve payment of employee's accrued leave entitlements on death	No
LVE.62	LSL 12(3)(a) and 12(3)(b)	Determine that a period of leave of absence without pay is to count as service for long service leave purposes	No
LVE.63	LSL 12(7), 12(8), 13(8) and 13(9)	Deem service to be continuous where termination was due to ill health and recommencement is within 12 months for the purpose of long service leave	No
LVE.64	LSL 16(2) and 16(3)	Approve an application for long service leave on full or half pay after 10 years' service	Yes
LVE.65	LSL 16(4) and 16(7)	Authorise payment in lieu of long service leave upon cessation or death of employee after 10 years of service	No
LVE.66	LSL 17(1), 17(2) and 17(5)	Authorise payment in lieu of long service leave upon cessation or death of employee in specified circumstances before 10 years of service	No

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OOS

s 22 - out of scope

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.67	LSL 19(2)(b)	Determine that a period of long service leave on full pay is deemed to have been granted for certain recognised service where it is not granted at full or half pay		No	
LVE.68	LSL 19(2)(d)	Determine that a period of long service leave has been granted for recognised service where a payment in lieu of long service leave is made		No	
LVE.69	LSL 23(1)	Direct that an employee's death is presumed to have occurred on a specified date for the purpose of long service leave		No	
LVE.70	LSL 23(2)	Have regard to losses of dependants for payment(s) in lieu of long service leave after employee's death		No	
LVE.71	LSL 23(3)	Authorise payment(s) of long service leave to legal personal representative after employee's death		No	
LVE.72	LSL 23(4)	Appoint and authorise payment of long service leave to trustee where payee has a legal disability		No	
LVE.73	LSL 23(5)	Pay amount to Commonwealth after employee's death in specified circumstances for the purpose of long service leave		No	
LVE.74	LSL 24	Authorise payment of excess amounts under specified transitional provisions for the purpose of long service leave		No	
LVE.75	LSL Reg 14(2)(b)	Certify periods of absence when higher duties would have been performed by an employee for the purpose of long service leave		Yes	
LVE.76	MLA 6(1)	Approve an application for permission to be absent on maternity leave for up to 52 weeks from specified date		Yes	
LVE.77	MLA 6(4C)	Determine unauthorised absence, prior to maternity leave, was in extenuating circumstances		No	
LVE.78	MLA 6(4F)	Determine that paid Maternity Leave may be granted to an employee on leave without pay		No	

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LVE.79	MLA 7	Give written permission to continue/resume duty based on medical certificates for the purpose of maternity leave		Yes	
LVE.80	MLA 7A(1), 7A(2), 7A(3)	Determine an application from an employee to resume duty for the purpose of maternity leave		Yes	
LVE.81	MLA 7A(4), 7A(5), 7A(6)	Review decision to reject an application from an employee to resume duty for the purpose of maternity leave		Yes	

Employee Support

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
SUP.01	EA H5.10 MO G5.10	Request evidence to support family and domestic violence leave		No	
SUP.02	EA H10.1 MO G10.1	Activate emergency management clause and take specified actions		No	
SUP.03	EA H10.3, H10.4 MO G10.3, G10.4	Provide suitable terms and conditions of employment for employees to assist in response to an emergency situation		No	
SUP.04	EA H11.2, G1.1 MO G11.2, F1.1	Grant paid leave to an employee where an official disaster or emergency is declared and this prevents an employee from reasonably attending work, or where it impacts their household or home, as per subclauses H11.2 and H11.3 of the EA, and subclauses G10.2 and G10.3 of the MO EA		Yes	
SUP.05	MO G12.2	Agree to a Medical Officer employee accessing up to 4 additional half days for the purpose of clause G12 of the MO EA		Yes	
SUP.06	PSA 20(1)	Approve applications for outside employment for non-SES employees		Yes	
SUP.07	PSR 10(2)	Direct an employee to undergo a medical examination as a condition of engagement by a nominated medical		Yes	

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
		practitioner and/or provide a medical report for the medical examination, within a specified period			
SUP.08	PSR 11(2)	Direct an employee to undergo a medical examination by a nominated medical practitioner and/or provide a medical report for the medical examination, within a specified period		No	

Performance Management

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
PER.01	EA I10.9 MO H9.9	Initiate a formal performance assessment processes		Yes	
PER.02	EA I11.6 MO H10.6	Cease the formal performance assessment process as fully effective performance has been attained and sustained		Yes	
PER.03	EA I11.10 MO H10.10	Take action if employee has not attained and sustained performance standards in a formal performance assessment process		Yes	

Conduct and Review of Actions

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRA.01	APSCD 20	Consult with the APSCr before entering into a settlement agreement relating to sexual harassment that includes a nondisclosure or confidentiality provision		No	
CRA.02	APSCD 21(2)	Notify the APSCr of the number of agreements entered into relating to a person's employment that includes a nondisclosure or confidentiality provision		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRA.03	APSCD 40(4)(b)	Decide that publishing an employee's name in the Public Service Gazette (where the employee is terminated on the grounds of breach of the Code of Conduct) is not necessary to ensure public confidence in the integrity of the APS		No	
CRA.04	APSCD 40(6)	Advise the APSCr of an employee's name not published in the Public Service Gazette (where the employee is terminated on the grounds of breach of the Code of Conduct) as soon as practicable after a Gazette notification		No	
CRA.05	APSCD 64(a)	Consult with the APSCr on the process of determining whether an SES employee has breached the Code of Conduct		No	
CRA.06	APSCD 64(b)	Consult with the APSCr before imposing a sanction on an SES employee who has been found to have breached the Code of Conduct		No	
CRA.07	PSA 15(1)(a)	Impose sanction of termination of employment for a breach of the Code of Conduct		No	
CRA.08	PSA 15(1)(b) to 15(1)(f)	Impose sanctions for a breach of the Code of Conduct (excluding sanction of termination of employment)		No	
CRA.09	PSA 15(3), 15(7)	Establish procedures for determining breaches of the Code of Conduct, the sanction to be imposed and ensure procedures publicly available		No	
CRA.10	PSA 41B(1)(a)	Request the APSCr determine if a current or former employee breached the Code of Conduct		No	
CRA.11	PSA 41B(9)(b)(i)	Request the APSCr to recommend sanctions in respect of a breach		No	
CRA.12	PSA 50A(1)(a)	Request the MPCr to inquire into and determine if a current or former employee breached the Code of Conduct		No	
CRA.13	PSR 14(2) to 14(8)	For a non-SES employee, suspend an employee on specified grounds with or without remuneration, review suspension at reasonable intervals and end suspension		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CRA.14	PSR 14(2) to 14(8)	For an SES employee, suspend an employee on specified grounds with or without remuneration, review suspension at reasonable intervals and end suspension		No	
CRA.15	PSR 38	Receive an application for primary review of a reviewable action		Yes	
CRA.16	PSR 39	Refer an application for primary review of action to MPCr with MPCr agreement and tell the employee in writing		Yes	
CRA.17	PSR 40	Advise an employee that an action is not reviewable		Yes	
CRA.18	PSR 41	Conduct a review of action		Yes	
CRA.19	PSR 44	Give relevant documents to MPCr within 14 days of receiving an application for secondary review and give affected employee a copy of the documents given to MPCr		Yes	
CRA.20	PSR 46	Make a decision about an MPCr recommendation		No	
CRA.21	PSR 48	Provide MPCr with information or documents in the way, and at or within the time, stated in a notice of request		Yes	

Leaving the agency

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LTA.01	EA L1.1(a) MO K1.1(a)	Approve reduction in period of notice required for resignation to less than 2 weeks		Yes	
LTA.02	EA L1.1(b) MO K1.1(b)	Waive the requirement to provide notice for resignation		Yes	
LTA.03	EA L1.2 MO K1.2	Determine a resignation will take effect at an earlier date within the notice period		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LTA.04	EA L3.2(c), L5.1, L6.1 MO K3.2(c), K5.1, K6.1	Determine and advise an employee they are considered excess to requirements including the next steps		Yes	
LTA.05	EA L2.3 MO K2.3	Decide not to provide notice to an employee of termination		No	
LTA.06	EA L5.3, L5.4 MO K5.3, K5.4	Invite employees who are not excess to express an interest in voluntary redundancy and decide a swap is suitable		Yes	
LTA.07	EA L6.2 MO K6.2	Decide to make a payment to the employee in lieu of notice to terminate an employment in relation to voluntary redundancy		No	
LTA.08	EA L7, L6.2, L6.3 MO K7, K6.2, K6.3 PSA 29(1)	Pay a benefit and give notice to terminate employment in relation to a voluntary redundancy		No	
LTA.09	EA L10.10 MO K10.10	Approve payment or reimbursement of reasonable expenses where an excess employee is required to move to a new locality		Yes	
LTA.10	EA Part L MO Part K	Determine all matters related to excess employees other than under EA L11 and MO K11 (involuntary redundancy)		No	
LTA.11	PSA 20(1)	Accept the resignation of a non-ongoing employee employed under PSA 22(2)(b) for a specified term or task		Yes	
LTA.12	PSA 20(1)	Agree to the withdrawal of a resignation before it takes effect		Yes	
LTA.13	PSA 27(2)	Notify the APSCr in writing that an employee is excess to requirements		No	
LTA.14	PSA 29(1)	Terminate SES employment after the APSCr has issued a certificate under PSA 38		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
LTA.15	PSA 29(1)	Terminate non-SES ongoing employment		No	
LTA.16	PSA 29(1)	Terminate non-SES non-ongoing employment		No	
LTA.17	PSA 29(1)	Terminate non-SES employment where the ground for termination is the employee is excess to the requirements of the agency under PSA 29(3)(a)		No	
LTA.18	PSA 29(1)	Terminate non-SES employment on grounds of inability to perform duties due to physical or mental incapacity under PSA 29(3)(d)		No	
LTA.19	PSA 29(1)	Terminate non-SES employment on grounds of failure to meet a condition of engagement under 22(6) and 29(3)(f)		No	
LTA.20	PSA 30(1)	Receive written notice of retirement		Yes	
LTA.21	PSA 37(1)	Give a notice to an SES employee concerning the payment of a specified amount if the employee retires		No	

Consultation and Dispute Resolution

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CDR.01	EA B1.2 MO B1.2	Report to the National Consultative Committee including reviews of casual employee arrangements		No	
CDR.02	EA K1.6 MO J1.6	Finalise a HR policy following a period of staff consultation		No	
CDR.03	EA K1.13 MO J1.13	Appoint an agency change manager or a primary point of contact where it is practicable		Yes	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
CDR.04	EA K1.24 MO J1.24	Establish an agency consultative committee		No	
CDR.05	EA K3.1 MO J3.1	Provide the APSC with information to support the operation of the APS consultative committee		Yes	
CDR.06	EA K4.10 MO J4.10	Grant paid time to attend dispute resolution processes and proceedings in the Fair Work Commission under clause K4 of the EA and clause J4 of the MO		No	
CDR.07	EA K4.7 MO J4.7	Direct an employee to perform other available work while attempting to resolve a dispute		Yes	
CDR.08	MO J4.3	Appoint a representative for dispute resolution procedures		No	
CDR.09	PSR 85(4)(a), 86(2)(a)	Consult with employees to vary conditions of employment		Yes	

Information requests

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
INF.01	APSCD 54(1)	Ensure measures are in place to collect information required by the data specifications for the database known as: - the APS Employment Database, as set out in the APS Employment Database Specifications 2013, and - the APS Remuneration Survey, as set out in the APS Remuneration Survey Data Specifications 2021 and report that information to the APSCr		No	
INF.02	APSCD 54(3)	Ensure that, where information is collected under item PSC.98, employees are allowed to provide a response of 'choose not to give this information' for certain questions		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
INF.03	APSCD 55(1)	Comply with a request from the APSCr requiring particular information or documents about workplace relations relating to APS employees in the agency		No	
INF.04	APSCD 56(1), 56(2)	Ensure measures are in place to provide the APSCr with information under item PSC.89 or item PSC.91 promptly and in the form requested		No	
INF.05	PSA 44(2)	Provide the APSCr with information required for the State of the Service Report		Yes	
INF.06	PSR 7(5)(b), 7(6)	Give employee express authority to disclose information about government business or any official knowledge		Yes	
INF.07	PSR 103(2) to (3)	Use and/or disclose personal information		Yes	

Public Interest Disclosure

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
PID.01	PIDA 36(b)(ii)	Appoint an employee of the agency as an Authorised Officer		No	
PID.02	PIDA 45A(4)	Give written notice to the Inspector-General of Intelligence and Security (IGIS)		No	
PID.03	PIDA 47(1), 53	Investigate a disclosure allocated to the agency under the PIDA		No	
PID.04	PIDA 48(1)	Decide not to investigate or investigate further a disclosure under the PIDA in specified circumstances		No	
PID.05	PIDA 50	Provide various information to the discloser regarding whether or not the disclosure will be investigated		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
PID.06	PIDA 50A(4)	Give written notice of a stop action direction		No	
PID.07	PIDA 50AA	Refer a disclosure for investigation under another law or power		No	
PID.08	PIDA 51(1), 51(4)	Prepare a report of an investigation and give a copy of the report to the discloser and the Ombudsman, subject to redacting certain material		No	
PID.09	PIDA 52(3)	Apply to the Ombudsman for an extension of time to complete an investigation		No	
PID.10	PIDA 52(5)	Inform the discloser of the progress of investigation where an extension is granted		No	
PID.11	PIDA 55(7), 55(8)	Respond to recommendation and give written notice		No	
PID.12	PIDA 59(1)	Take reasonable steps in connection with Authorised Officers		No	
PID.13	PIDA 59(2)	Take reasonable steps to encourage and support public officials who make or may make public interest disclosures to the agency and provide assistance to any other persons assisting in such public interest disclosures		No	
PID.14	PIDA 59(3), (4)	Establish procedures for facilitating and dealing with public interest disclosures		No	
PID.15	PIDA 59(6)	Ensure as soon as reasonably practicable, appropriate action is taken in response to matters raised in a report under section 51		No	
PID.16	PIDA 59(7)	Take reasonable steps to provide ongoing training and education to agency public officials about the PIDA		No	
PID.17	PIDA 59(8)	Take reasonable steps to ensure agency public officials who may need to perform functions or duties, or exercise powers of an Authorised Officer or supervisor under the PIDA are		No	

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ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
		given appropriate training and education within a reasonable time after appointment			
PID.18	PIDA 59(9)	Take reasonable steps to protect public officials who belong to the agency against reprisals		No	
PID.19	PIDA 65(3)	Share information with another principal officer		No	
PID.20	PIDA 76(3)	Give information and assistance as required by the Ombudsman		No	
PID.21	PIDA 73D(2)	Provide information to new agency following machinery of government change		No	

Compensation

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
COM.01	SRCA 36(1), 36(2), 36(3)	Arrange for the assessment of an employee's capability of undertaking a rehabilitation program. Select a suitably qualified person to assess the employee. Require the employee to undergo an examination by the person or panel making the assessment		No	
COM.02	SRCA 36(4)	Suspend an employee's rights to compensation where the employee fails without reasonable excuse to undergo examination, or in any way obstructs the examination		No	
COM.03	SRCA 37(1)	Determine that an employee undertake a rehabilitation program and make arrangements for the provision of a rehabilitation program for the employee		No	
COM.04	SRCA 37(7)	Suspend an employee's rights to compensation where the employee fails without reasonable excuse to undertake the rehabilitation program provided for them		No	

SES Employees

ID	Source	Description of Power or Function	GM
SES.01	SES Det C2.1	Notify an employee that they are not meeting performance expectations and manage in accordance with the SES Policy	Yes
SES.02	SES Det D6.1	Approve payment of temporary higher duties for, allowance or reimbursement to an SES employee for periods of less than 4 weeks	No
SES.03	SES Det D8, D9	Approve payment, allowance or reimbursement to an SES employee for professional fees or studies assistance	Yes
SES.04	SES Det D10	Approve an allowance or reimbursement to an SES employee in accordance with agency policy	Yes
SES.05	SES Det D12.3	Approve relocation costs in accordance with agency policy for an SES employee	No
SES.06	SES Det E2.1	Agree for an SES employee to work part time hours and ensure payment is on a pro-rata basis with the agreement of the CEO	Yes
SES.07	SES Det E2.1	Agree for an SES employee to work from home on an ad hoc basis with no regularity	Yes
SES.08	SES Det E2.1	Agree for an SES employee to work from home for up to 12 months with the agreement of the CEO	No
SES.09	SES Det F1.1, D9.1, F2.3, F4.2, F6.1, F7.1, F8.1	Approve leave in accordance with an agency SES policy of up to 12 weeks which is not extended	Yes
SES.10		Approve leave of over 12 weeks as discussed with the CEO, in accordance with an agency SES policy	No

s 22
OOS

s 22 - out of scope

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
SES.11	SES Det F2.5	Approve reimbursement of reasonable travel costs not recoverable from insurance or other sources, where an SES employee is recalled to duty		No	
SES.12	SES Det F2.6	Require an SES employee to take annual leave		No	
SES.13	SES Det F2.7	Enter into a written agreement to allow that an SES employee to cash out up to 10 days' annual leave credits		Yes	
SES.14	SES Det F3.1	Approve an ongoing SES employee with at least 12 months' service purchasing up to 4 weeks of leave		Yes	
SES.15	SES Det F3.5	Deduct an amount of purchased leave on cessation for SES purchased leave		No	
SES.16	SES Det F4.6, F7.1	Require an SES employee to provide suitable evidence for a period of leave.		Yes	
SES.17	SES Det F10.3, F10.5	Approve an SES employee's substitution of a day or part-day that would otherwise be a public holiday, including substitution of a prescribed holiday for a cultural or religious day of significance to an SES employee		Yes	
SES.18	PSA 20(1)	Approve applications for outside employment for SES employees, including unpaid leave for approved outside employment		Yes	

Anti-Corruption Commission

ID	Source	Description of Power or Function	s 22 OOS	GM	s 22 - out of scope
ACC.01	NACC 33	Refer a matter to the NACC, including but not limited to under a mandatory obligation		No	

HR DELEGATIONS 2026.1

ID	Source	Description of Power or Function	s 22 OOS GM	s 22 - out of scope
ACC.02	NACC 43(4)	Request permission from the NACC to take action despite a stop action direction	No	
ACC.03	NACC 44(2), 52, 54, 160, 171, 226	Provide the NACC Commissioner with: • details of action taken in relation to an issue • progress or completion reports on an investigation that the NAC Commissioner refers to the agency information about follow-up action on recommendations in NAC Commissioner reports	No	
ACC.04	NACC 53, 153, 157, 166, 167, 170, 231	Receive and respond proposed findings in a NACC report	No	
ACC.05	NACC 54, 151, 158, 159, 160, 164, 171, 217, 224, 225, 226, 230	Advise whether information is considered sensitive	No	
ACC.06	NACC 44(1)	Take certain actions despite stop action direction	No	
ACC.07	NACC 51	Comply with directions about planning and conduct of investigation under paragraph 41(1)(c)	No	
ACC.08	NACC 57	Comply with a direction from the Commissioner to produce information, or document or item relevant to investigation	No	
ACC.09	NACC 154	Receive investigation report where investigation concerns conduct of agency staff	No	
ACC.10	NACC 220	Receive copy of inquiry report from Inspector and/or copy of protected information	No	
ACC.11	NACC 223	Be consulted by Inspector	No	

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Public Governance, Performance and Accountability Act 2013 (Chief Executive Officer, Services Australia) Delegation

I, David Hazlehurst, Chief Executive Officer, Services Australia, under subsection 110(1) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), with effect on and from 9 February 2026:

1. DELEGATE to each Services Australia employee from time to time holding, occupying or performing the duties of the positions as specified in Column 2 of the attached schedules, the specified powers and functions, subject to the specified limits.
2. REVOKE previous Instrument of Financial Delegation which came into effect on 17 November 2025.

Dated

David Hazlehurst
Chief Executive Officer, Services Australia

Schedule 1 – Standard Financial Delegations (PGPA Act)

COLUMN 1 ITEM NO.	COLUMN 2 POSITION	COLUMN 3 PGPA ACT REFERENCE	COLUMN 4 SPECIFIED POWERS AND FUNCTIONS UNDER <i>Public Governance, Performance and Accountability Act 2013</i>	COLUMN 5 LIMIT ¹
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s 22 - out of scope

13	SES Band 2, General Manager or equivalent	section 23(3)	Commit relevant money - D4 - General Expenditure	Limit of available budget
14		section 23(1)	Enter into, vary and administer an arrangement - D4 - General Expenditure	Limit of available budget
15		section 60	Enter into a guarantee, indemnity or warranty	Less than 5% and less than \$5 million ³
16		section 60	Enter into a guarantee, indemnity or warranty	Venue, car or equipment hire in Australia only ⁴
17		section 77	Authorise a repayment of money received	Limit of available budget

s 22 - out of scope

¹ Where applicable, delegations must be exercised in accordance with the PGPA (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2022 and the Agency's Accountable Authority Instructions (AAIs).

² Limit of budget available means the amount of all funds available to the position. For example, total Group budget for an SES Band 3, total Division budget for an SES Band 2.

³ In this document "Less than 5% and less than \$5 million" means the likelihood of the event triggering the contingent liability must be less than 5% and, the most probable expenditure that would need to be made in accordance with the arrangement, if the event occurred, would be less than \$5 million. The Finance Minister's instrument of delegation includes further limitations.

⁴ In this document "Venue, car or equipment hire in Australia only" means the delegate may only grant an indemnity, guarantee or warranty, involving a contingent liability if the arrangement relates to the hire of a venue, a vehicle or equipment in Australia.

Schedule 1 – Standard Financial Delegations (PGPA Act) (Cont’d)

s 22 - out of scope

s 22 - out of scope

Schedule 1 – Standard Financial Delegations (PGPA Act) (Cont'd)

s 22 - out of scope

s 22 - out of scope

Schedule 2 – Corporate Enabling Group Role Specific Financial Delegations (PGPA Act)

s 22 - out of scope

Schedule 2 – Corporate Enabling Group Role Specific Financial Delegations (PGPA Act) (Cont'd)

s 22 - out of scope

Schedule 2 – Corporate Enabling Group Role Specific Financial Delegations (PGPA Act) (Cont'd)

s 22 - out of scope

Schedule 3 – Service Delivery Excellence Group Role Specific Financial Delegations (PGPA Act)

COLUMN 1 ITEM NO.	COLUMN 2 POSITION	COLUMN 3 PGPA ACT REFERENCE	COLUMN 4 SPECIFIED POWERS AND FUNCTIONS UNDER <i>Public Governance, Performance and Accountability Act 2013</i>	COLUMN 5 LIMIT¹⁶
SERVICE DELIVERY EXCELLENCE GROUP				

s 22 - out of scope

Schedule 4 – Strategy and Performance Group Role Specific Financial Delegations (PGPA Act)

COLUMN 1 ITEM NO.	COLUMN 2 POSITION	COLUMN 3 PGPA ACT REFERENCE	COLUMN 4 SPECIFIED POWERS AND FUNCTIONS UNDER <i>Public Governance, Performance and Accountability Act 2013</i>	COLUMN 5 LIMIT¹⁶
STRATEGY AND PERFORMANCE GROUP				

s 22 - out of scope

3	SES Band 2, Communications Division	section 23(3)	Commit relevant money - D1 - ICT Expenditure	Limit of available budget
4		section 23(1)	Enter into, vary and administer an arrangement - D1 - ICT Expenditure	Limit of available budget

¹⁶ Where applicable, delegations must be exercised in accordance with the PGPA (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2022 and the Agency's AAI's.

Schedule 5 – Technology and Digital Programs Group Role Specific Financial Delegations (PGPA Act)

s 22 - out of scope

Schedule 6 – Program Design Group and Customer Service Delivery Group Role Specific Financial Delegations (PGPA Act)

s 22 - out of scope

Schedule 7 – Payments and Integrity Group Role Specific Financial Delegations (PGPA Act)

s 22 - out of scope

Schedule 8 – PGPA Rule Role Specific Financial Delegations

s 22 - out of scope

DUTY STATEMENT



Australian Government
Services Australia

Position title	Agency Spokesperson
Classification	Senior Executive Service Band 2
This position reports to	Deputy Chief Executive Officer, Strategy and Performance
SES direct reports	Not applicable
Security clearance	Negative Vetting Level 1
Required qualifications	The following essential qualifications are required: • relevant communication qualifications or experience The following is highly desirable: • tertiary education
Position description	The Agency Spokesperson role is responsible for building and maintaining the agency's reputation by means of highly responsive media management and consultation with internal and external stakeholders. The position requires a proactive approach to the overall public education strategy through the use of media, primarily but not restricted to talkback radio and social media.
Key responsibilities and functions of this position	• As the primary spokesperson, ensure the agency's reputation is well placed through strategic communication, tailored media planning and robust escalation arrangements. • Build and protect the agency's reputation through timely and effective media management and social media engagement externally including Facebook and Twitter and internally via Yammer. • Contribute to the strategic leadership of the agency, foster partnerships with key stakeholders and represent the agency in high level discussions and negotiations. • Support business continuity/recovery efforts as required. • Undertake extensive and ongoing public education in relation to proposed welfare and federal budget reforms. • Build public confidence in the agency's significant ICT and digital transformation agenda through strategic media management advice. • Provide high level media management advice to internal and external stakeholders and agencies. • Foster and maintain a relationship with the community. • Provide assistance to customers as a result of contact via media, social media and written correspondence.

Responsibilities of all SES employees	Meet SES requirements including: • providing leadership within the agency and the broader APS, characterised by a high level of accountability for outcomes and a commitment to working in a collegiate manner across all levels of government • enabling and motivating staff to achieve high performance by, creating a shared vision and sense of the agency's purpose, and empowering staff to engage with risk • modelling professional integrity and ethics through the active promotion of workplace practices and behaviours consistent with the <i>Public Service Act 1999</i> and the Australian Public Service (APS) Values and Code of Conduct including managing actual and perceived conflicts of interest • providing high quality policy advice to government and implementing government programmes • delivering programmes and projects on budget and on schedule and in a manner that achieves the outcomes they were designed to deliver, and being accountable for those outcomes • ensuring appropriate controls are in place to support compliance with legislation, and promote a culture where changes in the legislation are communicated and non-compliance is reported and addressed • ensuring the probity of all financial transactions in accordance with the <i>Public Governance, Performance and Accountability Act 2013</i>, the agency's financial delegations and the Chief Executive's Instructions, and • ensuring compliance with all relevant legislation including the <i>Work Health and Safety Act 2011</i> and agency policies
Key internal and external relationship(s) for this position	• Media • Minister for Government Services • Chief Executive Officer and Executive • Other branches and divisions within the agency • Local, State and Federal government agencies • Community organisations • Private sector organisations
Committees	• News for Seniors Editorial Committee (member)