

AIATSIS DELEGATION SHCEDULE

DELEGATION LEGEND:

PSA:	Public Service Act 1999
PS Reg:	Public Service Regulations
LSLA:	Long Service Leave (CE) Act
LSL Reg:	Long Service Leave (CE) Regulations
Directions:	Public Service Commissioner's Directions 1999
MLA:	Maternity Leave (CE) Act
Classification Rule:	Public Service Classification Rules 2000
AA:	AIATSIS Agency Agreement 2007-2011
WR Act:	Workplace Relations Act 1996
SRC:	SR&C Act 1988

LIMITATIONS

L - Limited to staff being supervised

Column 1 Provisions (Acts, Regulations, Directions, Certified Agreement)	Column 2 Summary of Power/Function (Limitation of Power)	Column 3.A Principal	Column 3.B Deputy Principal	Column 3.C Program Manager	Column 3.D Executive Level 1/Supervisors	Column 3.E Human Resource Manager	Column 3.F Director Corp	Column 3.G Advise Principal
ALLOWANCES/TRAVEL								
AA Clause 4.10	Approve payment of travel allowance.	X	X				X	
AA Clause 4.11.1	Approve the use of Hire Car.	X	X	X				
AA Clause 4.11.2	Approve the use of private vehicle on Institute Business and payment of MVA.	X	X	X				
AA Clause 4.12.1	Approve payment of Corporate Support Allowance.	X	X				X	
AA Clause 4.12.2	Designate a Corporate Support Officer.	X	X					
AA Clause 4.14	Approve payment of HDA for periods of 5 days continuously or more, and less than 12 months continuously.	X	X	X				
AA Clause 4.14	Approve payment of HDA for periods of 12 months continuously.	X	X				X	X
AA Clause 4.14	Approve payment of HDA increment.	X	X	X				
AUSTRALIA WORKPLACE AGREEMENT								
AA Clause 1.5.1 WR Act section 326	Enter into Australian Workplace Agreements (AWA) with employees covered by the Agreement.	X						
WR Act section 342 - 346	Lodge an Australian Workplace Agreement (AWA) with the Office of the Employee Advocate (OEA) in accordance with the requirements of sections 342 - 346 of the WR Act .	X						

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CODE OF CONDUCT								
PSA section 15(1)	Impose specified sanctions on an employee who is found to have breached the Code of Conduct.	X	X				X	X
PSA section 15 (3) & (5)	Establish procedures for determining breaches of the Code of Conduct and ensure employees are aware of the procedures. Impose sanctions for breaches of code of conduct.	X	X				X	X
PSA section 16 PS Reg 2.4	Authorise a person to whom reports of breaches (or alleged breaches) of the Code of Conduct can be made.	X	X				X	
PSA section 16 PS Reg 2.4	Appoint an investigator to investigate reports of breaches of the Code of Conduct.	X	X				X	X
PS Reg 3.10 (1) & (4)	Suspend an employee and review suspension at reasonable intervals.	X	X				X	X
PS Reg 3.10 (5) & (6)	End the suspension of an employee.	X	X				X	X
CREATE POSITIONS/ALLOCATION OF CLASSIFICATIONS								
PSA section 77	Create positions and nominate APS employees to occupy such positions.	X	X					X
Classification Rule 6	Allocate an approved classification to each APS employee in the Agency, subject to Rule 7.	X	X					
Classification Rule 7(3)	Allocate an approved classification to an employee who temporarily moves to AIATSIS.	X	X					
Classification Rule 9(1) AA Clause 5.3.1	Allocate an approved classification to each group of duties to be performed in the Agency.	X	X					X
DISPUTE RESOLUTION								
AA Clause 10.2.5	Appoint an independent mediator to seek reconciliation of a dispute.	X	X	X				X
AA Clause 10.3.1	Refer a dispute to the Australian Industrial Relations Commission (AIRC) pursuant to Section 709 of the Workplace Relations Act 1996 (WRA).	X	X					X

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ENGAGEMENT/RECRUITMENT								
PSA section 22 (2) (a) AA Clause 2.3.1 and 2.4.5	Engage persons as APS employees.	X	X					X
PSA section 22 (2) (b) and (c) PS Reg 3 .5 AA Clause 2.3.1, 2.4.5 and 2.5.	Engage a non ongoing employee for a specified term or duration of a specific task or for duties that are intermittent. (Engagement period less than 12 months continuously).	X	X					
PSA section 22 (2) (b) and (c) PS Reg 3.6 and 3.7	Extend engagement of a non ongoing employee for a period longer than 12 months continuously.	X	X					
PSA section 22.8	Engage a person who is not an Australian citizen as a non ongoing employee.	X	X				X	X
PSA section 25	Determine the duties of an APS employee in the Agency, and the place or places at which the duties are to be performed.	X	X	X				
PSA section 26	Enter into an agreement in writing with an APS employee to move to AIATSIS from another Agency.	X	X	X				
PS Reg. 3.8 (2), (4), (5), (5B) and 5(C)	Agree on another date of effect on promotion.	X	X				X	
PS Reg 4.2 (1)	Request the MPC to establish an Independent Selection Advisory Committee.	X	X					
PS Reg 4.3 (1) (b)	Nominate an employee to be a member of an Independent Selection Advisory Committee.	X	X					
PS Reg 5.11 (1) (b)	Nominate an employee to be a member of a Promotion Review Committee.	X	X					
PSA Section 22 (6) (d)	Authorise a Request for Security Clearance and act as the delegate for the purposes of the security clearance process.	X					X	

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FITNESS FOR DUTY								
PS Reg 3.1 (1)	Direct an employee to undergo a medical examination (engagement).	X	X			X	X	
PS Reg 3.2 (2)	Direct an employee to undergo a medical examination (fitness for duty).	X	X			X	X	X
PS Reg 3.1 (3)	Nominate a registered medical practitioner to assess an employee's fitness for duty.	X	X			X	X	
LONG-TERM ILLNESS REHABILITATION PROGRAM								
AA Clause 3.18.2	Appoint a Rehabilitation Adviser.	X	X			X	X	
AA Clause 3.18.3	Determine the engagement of an approved Rehabilitation Provider.	X	X			X	X	
SRC section 36(1)	Arrange for the assessment of an employee's capability of undertaking a rehabilitation program.	X	X			X	X	
SRC section 36(2)(a)	Appoint a legally qualified medical practitioner.	X	X			X	X	
SRC section 36(2)(b)	Nominate a suitably qualified person (other than a medical practitioner).	X	X			X	X	
SRC section 36(2)(c) (Appointment of a panel)	Nominate legally qualified medical practitioner or other suitably qualified person (or both) to comprise a panel.	X	X			X	X	
SRC section 36(3)	Require an employee to undergo a medical examination.	X	X			X	X	X
SRC section 36(8)	Receive a written assessment of an employee's capability of undertaking a rehabilitation program.	X	X			X	X	
SRC section 37(1)	Make a determination that an employee undertake a rehabilitation program.	X	X			X	X	X
SRC section 37(1)	Make arrangements with an approved program provider for the provision of a rehabilitation program for an employee.	X	X			X	X	

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HOURS OF DUTY								
AA Clause 2.4.4	Approve a proposal for part-time work.	X	X	X				X
AA Clause 2.4.6	Approve PPT hours for employees to returning to work after an expiration of parental leave, adoption and/or maternity leave provisions.	X	X	X				X
AA Clause 2.4.9	Approve proposal to vary part-time hours.	X	X	X				X
AA Clause 2.6.5, 2.7.1 and 2.10.6	Approve a sanction for failure to comply with the obligations under the Flex time provision.	X	X	X				
AA Clause 2.14.2	Approve regular absence on flex leave.	X	X	X				
OVERTIME/EMERGENCY DUTY								
AA Clause 4.8.2 and 4.8.10	Approve payment of meal allowance for work performed outside the bandwidth..	X	X	X			X	
AA Clause 4.8.3	Approve working of, and payment, for overtime.	X	X	X			X	
AA Clause 4.8.5	Approve overtime leave in lieu.	X	X	X			X	
AA Clause 4.9.1	Approve Emergency Duty.	X	X	X			X	X
LEAVE - ADOPTIVE								
AA Clause 3.7.8	Approve adoptive leave.	X	X	X		X	X	
AA Clause 3.7.9	Approve period of adoption leave to be taken at half pay.	X	X	X		X	X	
AA Clause 3.7.10	Approve unpaid adoptive parent leave for an additional period of unpaid leave so the total period of leave does not exceed 52 weeks.	X	X			X	X	X
LEAVE - ANNUAL								
AA Clause 3.2.1	Approve the use of Annual Leave.	X	X	X	L			
AA Clause 3.2.6	Direct employee to take annual leave.	X	X	X		X	X	
LEAVE - CEREMONIAL ACTIVITIES and CULTURAL OBLIGATIONS								
AA Clause 3.11	Approve Leave for Ceremonial Activities and Cultural Obligations.	X	X					

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LEAVE - COMPASSION ATE								
AA Clause 3.9	Approve Compassionate Leave.	X	X	X				
AA Clause 3.10.1	Approve Long-term Carers' Leave for up to twelve months within each three year period.	X	X				X	X
LEAVE - DEFENCE RESERVIST LEAVE								
AA Clause 3.12	Approve Defence Reservist Leave.	X	X				X	
LEAVE - LONG SERVICE LEAVE								
LSLA section 12	Determine continuity of service provisions.	X	X			X	X	
LSLA section 13 (8-9)	Deem service to be continuous where satisfied that termination of previous employment was due to ill health and recommencement occurred within 12 months of being able to work again.	X	X			X	X	
LSLA section 16(2) AA Clause 3.5	Grant long service leave after 10 years service. Minimum grant of LSL limited to 7 calendars days.	X	X	X			X	
LSLA section 16(3) AA Clause 3.5	Grant long service leave after 10 years service. Minimum grant of LSL limited to 7 calendars days.	X	X	X			X	
LSLA section 16(4)	Authorise payment in lieu: cease duty exceeding 10 years.	X	X			X	X	
LSLA section 16(7)	Authorise payment in lieu to a dependant.	X	X			X	X	
LSLA section 17	Authorise payment in lieu of long service leave upon cessation in specified circumstances.	X	X			X	X	
LSLA section 19	Determine the length of a period of full salary LSL where the leave was not granted on full or half salary and determine the period of LSL deemed to have been taken in respect of recognised prior service for which a payment in lieu of LSL has been made.	X	X			X	X	
LSLA section 23 (1-4)	Authorise additional provisions relating to death of an employee.	X	X			X	X	X
LSLA section 24	Authorise payment of an excess amount under the transitional provision of the LS Leave Act.	X	X			X	X	
LSL Reg 4B(2)	Certify periods in respect of which higher duties would have been performed.	X	X	X			X	
LEAVE - MATERNITY								
MLA 6(1) AA Clause 3.7.3	Grant permission to be absent for up to 52 weeks from specified date.	X	X			X	X	X

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MLA 6(4C)	Determine unauthorised absence prior to mat. leave is in extenuating circumstances.	X	X			X	X	
MLA 6(4F)	Determine person on leave without pay can be granted mat. Leave.	X	X			X	X	
MLA 7	Give written permission to continue/resume duty based on medical certificate.	X	X			X	X	
MLA 7A (1)(2)&(4)(a)	Grant or refuse an application to resume duty / Furnish reasons for refusal.	X	X			X	X	X
MLA 7A(4-6)	Review decision refusing permission to resume duty.	X	X			X	X	X
AA Clause 3.7.2	Approve paid Maternity Leave to be taken at half pay.	X	X			X	X	
LEAVE - OTHER								
AA Clause 3.13.1	Approve Public Holidays or substitute holidays gazetted in a particular state or territory, and additional holidays declared for the Australian Public Service.	X	X					X
AA Clause 3.14.1	Approve Other Leave with pay for non public holidays during the close down period between Christmas and News Year's Day.	X	X					X
AA Clause 3.19.2	Approve Other Leave with pay.	X	X				X	
AA Clause 3.19.4	Approve Other Leave without pay.	X	X				X	
AA Clause 3.19.5	Approve Leave without Pay to count as service.	X	X				X	
LEAVE - PARENTAL								
AA Clause 3.7.1	Approve additional two weeks Parental Leave to an employee who is entitled to 12 weeks paid Maternity Leave in accordance with the ML (Commonwealth employees) Act 1973.	X	X	X				
AA Clause 3.7.6	Approve supporting partner leave or paternity leave to be taken at half pay.	X	X	X				
AA Clause 3.7.7	Approve unpaid supporting partner leave up to a maximum period of 52 weeks absence including any period of paid leave.	X	X				X	

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LEAVE - PERSONAL								
AA Clause 3.6.2.	Determine person who stands in a genuine relationship with the employee as a family member.	X	X	X			X	
AA Clause 3.6.3	Approval of Personal Leave.	X	X	X	L			
LEAVE - PURCHASE, SALE AND CONVERSION OF FLEX								
AA Clause 2.13.1	Approve flex conversion to annual leave.	X	X	X				
AA Clause 3.3.4	Cancel purchased leave arrangements.	X	X	X				
AA Clause 3.3.5	Approve Purchased Leave.	X	X	X				
AA Clause 3.4.3	Approve sale of Annual Leave.	X	X	X				
LEAVE - UNAUTHORISED ABSENCE								
AA Clause 3.16	Approve cessation of all pay and other benefits whilst on authorised absence.	X	X			X	X	
LEAVE - PAYMENT IN LIEU								
AA Clause 3.17.1	Authorise payment in lieu of annual leave entitlements.	X	X			X	X	
AA Clause 3.17.3	Authorise payment of the amount to which the former employee would have been entitled had the employee ceased employment otherwise than by death. Waive any monies owing to the Commonwealth as a result of advanced annual leave credits.	X	X			X	X	
LEAVE - RECALL TO DUTY								
AA Clause 3.15.1	Approve recredit of leave where an employee is recalled to duty from leave.	X	X			X	X	
PERFORMANCE FEEDBACK SCHEME AND STAFF DEVELOPMENT								
AA Clause 5.1.5	Develop work level standards.	X	X				X	
AA Clause 5.4.3	Approve attendance of training and/or development course.	X	X	X				
AA Clause 5.4.4	Approve promotion after successful completion of cadetship, apprenticeship or traineeship.	X	X	X				X
AA Clause 5.4.5	Approve salary above first increment point of classification after successfully completing cadetship, apprenticeship or traineeship.	X	X					

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STUDY ASSISTANCE								
AA Clause 5.5.1	Approve Study Assistance.	X	X	X				X
AA Clause 9.2.3	Approve additional study leave for Indigenous employees.	X	X	X				X
RECOGNITION OF PRIOR SERVICE								
AA Clause 3.20.1	Approve Recognition of Prior Service for Personal Leave credits held at the time of ceasing employment where an employee has been deemed to have resigned following marriage under the former s49 of the Public Service Act 1922, or is appointed following termination of employment under section 29(3)(d) of the Public Service Act 1999.	X	X				X	
REDEPLOYMENT AND REDUNDANCY								
AA Clause 12.4.1	Advise employee is likely to become excess.	X						
AA Clause 12.4.4 PSA 27	Advise employee is excess to requirements. Notify the Public Service Commissioner in writing that an employee is excess to requirements.	X						
AA Clause 12.6.2	Approve reimbursement for financial advice, in relation to voluntary retrenchment.	X						
AA Clause 12.6.3	Offer voluntary retrenchment.	X						
AA Clause 12.7.1 and 12.10.8 PSA section 29	Approve termination of employment.	X						
AA Clause 12.10.1	Approve to move/assign excess staff member to suitable duties at the same level with AIATSIS.	X						
AA Clause 12.10.2	Approve referral of an employee to any redeployment service.	X	X					X
AA Clause 12.10.2	Approve reasonable paid leave, and pay reasonable travel and incidental expenses incurred by an excess employee, in seeking alternative employment and attending interviews where these costs are not met by the prospective employer.	X	X					
AA Clause 12.10.2	Approve reduction of classification level.	X						
AA Clause 12.10.7	Approve reimbursement of reasonable expenses where an excess employees is directed to move the employee's household to a new locality .	X	X					
INVOLUNTARY TERMINATION								

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AA Clause 12.11.1 PSA section 29	Approve termination of an excess employee at the end of the retention period.	X						
ACCELERATED SEPARATION ARRANGEMENT								
AA Clause 12.12.1	Approve accelerated separation arrangement to likely excess employees.	X						
REMOVAL EXPENSES & LIVING ALLOWANCES								
AA Clause 4.13.1	Approve removal, transport and associated costs for an employees appointed to a position in the Institute where relocation is required.	X	X				X	
AA Clause 4.13.5	Approve payment of rental assistance or similar support for employees engaged from outside Canberra.	X	X				X	
REMUNERATION AND ALLOWANCES								
AA Clause 4.1.2 PSA section 24	Determine classification level and salary rate. (Attachment A) .	X	X					
AA Clause 4.1.4 PSA section 24	Determine the appropriate increment and classification, or re-determine if necessary to correct administrative errors, for new employees and/or employees moving from trainee positions.	X	X				X	
AA Clause 4.2	Approve a salary increment.	X	X	X			X	
AA Clause 4.3.	Approve promotion.	X	X					X
AA Clause 4.4.2	Approve or disapprove Superannuation Choice.	X	X				X	
AA Clause 4.6	Approve salary packaging.	X	X				X	
AA Clause 4.7.1	Approve higher salary where an employee move to the Institute from another Commonwealth Agency and that pre-AIATSIS salary is higher than the maximum salary for the relevant classification.	X	X				X	
PSA section 24	Determine remuneration and other terms and conditions of employment.	X	X					
PSA section 31	Give notice to an APS employee in relation to additional non-Commonwealth remuneration.	X	X					
REPORTS								
PSA section 44	Provide the Commissioner with whatever information is required for the purposes of the Commissioner's report on the state of the Service.	X	X					X

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PSA section 63	After the end of each financial year give a report to the Agency Minister, for presentation to Parliament, on the Department's activities during the year.	X	X					X
PSA section 70	After the end of each financial year give a report to the Agency Minister, for presentation to Parliament, on the Agency's activities during the year.	X	X					X
SAFE, HEALTHY AND FLEXIBLE WORKPLACE								
AA Clause 7.1.2 PS Reg 3.10	Direct an employee under the influence of drugs to leave the workplace.	X	X	X	X	X	X	X
AA Clause 7.1.3	Approve reimbursement of up to \$110.00 per financial year for the cost of participation in an appropriate health promotion activity.	X	X	X				
AA Clause 7.1.4	Approve Influenza or other inoculations, health checks or other health benefits.	X	X				X	
AA Clause 7.1.5	Approve eyesight testing and reimbursement for expenses in accordance with the separate eyesight testing policy.	X	X				X	
AA Clause 7.1.6	Approve counselling or other support to assist employees with personal issues affecting their ability to work.	X	X			X	X	
AA Clause 7.2.2	Approve to engage in work undertaken outside of AIATSIS hours.	X	X	X			X	
AA Clause 7.2.3	Withdraw approval for outside work if such an arrangement proves detrimental to the employees health or performance at AIATSIS.	X	X	X			X	
AA Clause 7.5.1	Approve for an employee to work from home.	X	X				X	X
TERMINATION OF EMPLOYMENT								
PSA section 29	Terminate the employment of an APS employee.	X	X					X
PSA section 30	Accept notice in writing from an employee who has reached the minimum retiring age of the employee's intention to retire.	X	X	X		X	X	X
AA Clause 11.2.1	Terminate employment of non-ongoing employee.	X	X					X
AA Clause 11.2.2	Direct salary be withheld when a non ongoing employee does not provide two weeks termination notice .	X	X					X
TERMINATION OF EMPLOYMENT continued								

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AA Clause 11.3.3 WR Act section 661(1)(c) PSA section 15	Terminate employment of an employee for serious misconduct, without further notice or payment in lieu.	X	X					X
UNDER-PERFORMANCE AND UNSATISFACTORY PERFORMANCE OF DUTIES								
AA Clause 6.2.2.1 RS Reg 5.3	Review decision.	X	X				X	
AA Clause 6.2.2.2	Approve termination of employment with an employee's consent.	X	X					X
AA Clause 6.2.2.3	Give employee a formal written warning.	X	X				X	
AA Clause 6.2.2.4	Appoint a person to formally assess an employee's performance and develop an appropriate work plan. Notify employee assessor appointed in writing.	X	X				X	X
AA Clause 6.2.2.5	Advise the employee of the proposed action to be taken at the end of the assessment period.	X	X				X	X
AA Clause 6.2.2.6	Advise the employee of the action to be taken .	X	X				X	X
DISCLOSURE OF OFFICIAL INFORMATION								
PS Reg 2.1 (Disclose official information)	Authorise disclosure of official information in accordance with the APS Code of Conduct (PS Act s.13(13))	X	X					X
PS Reg 6.3(4) (b)	Consent in relation to disclosure of information to the PS Commissioner.	X	X					X
PS Reg 7.6(4) (b)	Consent in relation to disclosure of information to the Merit Protection Commissioner.	X	X					X
PS Reg 9.2	Disclose personal information and authorise the further disclosure of personal information.	X	X					X

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INDEPENDENT SELECTION ADVISORY COMMITTEES								
PS Reg 4.2	Request the Merit Protection Commissioner to establish an ISAC subject to any fee the Merit Protection Commissioner may charge.	X	X					
PS Reg 4.3(1)(b)	Nominate a person as a member of an ISAC.	X	X					
PS Reg 4.7	Receive reports and recommendations from an ISAC.	X	X					
REVIEW OF ACTIONS (INCLUDING PROMOTION DECISIONS)								
PS Reg 5.11	Nominate an employee as a member of a Promotion Review Committee (PRC).	X	X					
PS Reg 5.17	Give information or documents to a Promotion Review Committee.	X	X					
PS Reg 5.24	Receive applications for primary review of a reviewable action.	X	X					
PS Reg 5.25	Refer an application for review of a reviewable action to the Merit Protection Commissioner (MPCer).	X	X					X
PS Reg 5.26	The person who would have conducted the review must tell the employee in writing, certain things in relation to a notice that action is not reviewable.	X	X					X
PS Reg 5.27	Conduct a review of a reviewable action and advise the employee of the outcome.	X	X					X
PS Reg 5.29, 5.30	Receive applications for secondary review of a reviewable action and give documents to Merit Protection Commissioner.	X	X					X
PS Reg 5.35	Provide information or documents relevant to a review to a person or Committee carrying out a review in the way, and at or within the time, stated in the written notice of request.	X	X					X
WORKPLACE DIVERSITY PROGRAM								
PSA section 18	Establish a workplace diversity program.	X	X					
PS Comm's Directions clause 3.4	Provide copy of workplace diversity program to the Commissioner or any revision of it.	X	X					
PS Comm's Directions clause 3.5 (1)	Develop performance indicators for, and evaluate and report annually on the effectiveness and outcomes of the workplace diversity program.	X	X					X

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WORKPLACE DIVERSITY PROGRAM continued								
PS Comm's Directions clause 3.5 (2)	Give the Commissioner information to evaluate and assess the workplace diversity program.	X	X					
PS Comm's Directions clause 3.6	Review the workplace diversity program at least once every four years.	X	X					X