



# Defence Enterprise Agreement (Assistant Secretary People Policy and Employment Conditions) Delegations (No. 1) 2017

*Fair Work Act 2009*

*Defence Enterprise Agreement 2017-2020*

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I, LISA ANNETTE ARNOLD, Acting Assistant Secretary People Policy and Employment Conditions, make this instrument of delegation using the powers vested in me under paragraph A4.2 of the *Defence Enterprise Agreement 2017-2020*.

Dated 16 Aug 2017

A handwritten signature in blue ink, appearing to be 'Lisa Annette Arnold', written in a cursive style.

Acting Assistant Secretary People Policy and Employment Conditions



**1 Name of Instrument**

This Instrument is the Defence Enterprise Agreement (Assistant Secretary People Policy and Employment Conditions) Delegations (No. 1) 2017.

**2 Commencement**

This Instrument commences on 16 August 2017.

**3 Definition**

Definitions that may be used in this delegation are set out in Schedule 1.

**4 Delegations**

I delegate those powers and functions mentioned in Schedule 2, that have been delegated to me by the Secretary of the Department of Defence under paragraph A4.1 of the *Defence Enterprise Agreement 2017-2020*, to the persons from time to time holding, occupying, acting in or performing the duties of the classifications, ranks or positions listed in that Schedule for the relevant function.

**Note:** Schedule 2 identifies the delegate, the provision to which the delegation relates and includes a summary of the provision for information.

**5 Directions**

Any power or function delegated in this Instrument must be exercised subject to the relevant direction mentioned for the power or function in Schedule 2.

## Schedule 1      Definitions

1. In this Instrument:

*ADF* means Australian Defence Force.

*APS* means Australian Public Service.

*APSWR* means the Directorate of APS Workplace Relations.

*DEPSEC DP* means the Deputy Secretary Defence People.

*Enterprise Agreement* means the Department's enterprise agreement as in force from time to time.

*FASPPC* means the First Assistant Secretary People Policy and Culture.

*First-level supervisor* has the same meaning as in the Enterprise Agreement.

*Groups* means the following parts of Defence:

- a. Associate Secretary Group.
- b. Capability Acquisition and Sustainment Group (CASG).
- c. Vice Chief of Defence Force Group (VCDF Group).
- d. Strategic Policy and Intelligence Group (SP&IG).
- e. Chief Finance Officer Group (CFOG).
- f. Joint Operations Command (JOC).
- g. Navy.
- h. Army.
- i. Air Force.
- j. Chief Information Officer Group (CIOG).
- k. Defence Science & Technology Group (DSTG).
- l. Estate and Infrastructure Group (E&IG).
- m. Defence People Group (DPG).
- n. Capability Development Group (CDG).

*Group Head* includes any person who controls and directs a 'Group'. For the purposes of these delegations, Group Head includes the Chief of the Defence Force.

*PS Act* means the *Public Service Act 1999*.

*SES* means Senior Executive Service.

*Second level supervisor* has the same meaning as in the Enterprise Agreement.

*Supervisor* has the same meaning as in the Enterprise Agreement.

2. For the purpose of this Instrument, equivalencies between APS classifications and ADF ranks have been developed.

Members of the ADF are referred to by their rank or alternatively by the numeric designation for the officer level of their rank.

The letter (E) following an Army rank indicates a reference to the equivalent military ranks in the Navy and Air Force. Equivalent positions are to be determined in accordance with this table:

	<b>Australian Public Service</b>	<b>O Equivalent</b>	<b>Navy</b>	<b>Army</b>	<b>Air Force</b>
a.	SES Band 3 Chief of Division Grade 3	O-9	Vice-Admiral	Lieutenant-General	Air Marshal
b.	SES Band 2 Medical Officer Class 6 Chief of Division Grade 2	O-8	Rear-Admiral	Major-General	Air Vice-Marshal
c.	SES Band 1 Medical Officer Class 5 Chief of Division Grade 1	O-7	Commodore	Brigadier	Air Commodore
d.	Executive Level 2 Medical Officer Class 3 Medical Officer Class 4	O-6	Captain	Colonel	Group Captain

	<b>Australian Public Service</b>	<b>O Equivalent</b>	<b>Navy</b>	<b>Army</b>	<b>Air Force</b>
e.	Executive Level 1 Medical Officer Class 2	O-5	Commander	Lieutenant-Colonel	Wing Commander
f.	APS 6 Medical Officer Class 1	O-4	Lieutenant- Commander	Major	Squadron Leader
g.	APS 5	O-3	Lieutenant	Captain	Flight Lieutenant
h.	APS 4	O-2	Sub-Lieutenant	Lieutenant	Flying Officer
i.	APS 3		Petty Officer	Warrant Officer Class 2 Staff Sergeant	Sergeant

## Schedule 2 Defence Enterprise Agreement Delegations

Item	Description of power or function	Source of power	Delegates	Directions
<b>Part A – Operation of the Agreement, consultation and dispute resolution</b>				
1.1	Issue Defence APS People Policies (Policy Statement and Policy Guidance) to support the operation of this Agreement.	A3.1	Director APS Workplace Relations Deputy Director APS Workplace Relations	
<b>Part B – Managing and structuring the workforce</b>				
2.1	Prescribe a premium, in addition to normal rates of salary, to some or all of the jobs within a critical occupation(s) or discipline.	B2.3	Group Head	<ol style="list-style-type: none"> <li>1. The delegate may only make this decision in relation to employees or positions in the delegate's line of supervision.</li> <li>2. A Group Head must consult with the relevant job family sponsor before making a decision under this power.</li> <li>3. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving additional salary that exceeds 10% of the top rate in the employee's annual salary range.</li> </ol>
2.2	Prescribe a bonus payment, in addition to, or in lieu of, any premium approved under paragraph B2.3 of the Enterprise Agreement.	B2.6	Group Head	<ol style="list-style-type: none"> <li>1. The delegate may only make this decision in relation to employees in the delegate's line of supervision.</li> <li>2. A Group Head must consult with the relevant job family sponsor before making a decision under this power.</li> <li>3. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving additional salary that exceeds 5% of the top rate in the employee's annual salary range.</li> </ol>

Item	Description of power or function	Source of power	Delegates	Directions
<b>Part C – Managing organisational change</b>				
3.1	Approve a proposed organisational change	C2.2	SES Band 1 (E) Brigadier (E)	1. The delegate may only make this decision in relation to employees and positions in the delegate’s line of supervision.  2. The delegate may only make decisions for change proposals that impact on up to 15 employees.
			SES Band 2 (E) and above Major-General (E) and above	This delegate may only make this decision in relation to employees and positions in the delegate’s line of supervision.
			Each Group Head in the Groups that are affected by the change	For change proposals that impact on employees in more than one Group, each Group Head that is affected by the change must make the decision for their Group.
3.2	Advise an excess employee that their excess status has ended.	C4.5	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	
			SES Band 3 Lieutenant-General (E)	The delegate may only make this decision in relation to employees in the delegate’s line of supervision.



Item	Description of power or function	Source of power	Delegates	Directions
3.3	Notify an employee in writing of the proposal to declare the employee excess to Defence's requirements.	C5.1	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	
3.4	Declare an employee excess to Defence's requirements.	C5.2	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			SES Band 3 Lieutenant-General (E)	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision.  2. The delegate may only make the declaration if they are satisfied that the Group has been unable to reassign the employee within a reasonable period.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
3.5	Extend a retention period for a fixed period.	C5.5	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations  SES Band 3 Lieutenant-General (E)	The delegate may only make this decision in relation to employees in the delegate’s line of supervision.
3.6	Make an offer of voluntary retrenchment to an employee who has been declared excess.	C6.1	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	
3.7	Agree to the employee nominating a retrenchment date that is within 2 weeks of the offer.	C6.3	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	The delegate must consider the employee’s preferred timing in their written statement that accompanies the recommendation to the delegate.

Item	Description of power or function	Source of power	Delegates	Directions
3.8	Withdraw an offer of voluntary retrenchment without the employee's consent, at any time prior to the date of formal acceptance or, with the employee's consent, up until the date it takes effect.	C6.5	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	
<b>Part D – Leading employees to high performance</b>				
4.1	Approve support from the Regional Learning and Development Support Fund to facilitate accredited training and education for employees.	D3.2	Director Governance and Evaluation Assistant Director, Education Assistance Schemes Executive Officer, Education Assistance Schemes Manager, Education Assistance Schemes Studybank Officers, APS 4 and above	
4.2	Approve financial support and working or leave arrangements for a course of study for an employee.	D3.4	Director Governance and Evaluation Assistant Director, Education Assistance Schemes Executive Officer, Education Assistance Schemes Manager, Education Assistance Schemes Studybank Officers, APS 4 and above	
4.3	Determine a performance rating for an employee following end-cycle performance exchange.	D4.1	Second-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

Item	Description of power or function	Source of power	Delegates	Directions
4.4	Where an employee is to be terminated under the PS Act, determine an amount payable to the employee in lieu of a managing poor performance process.	D6.1	First Assistant Secretary People Services Assistant Secretary HR Services Assistant Secretary Pay and Administration Branch Director APS Workplace Relations Deputy Director APS Workplace Relations Director Conduct and Performance Assistant Director Conduct and Performance	
			SES Band 1 (E) and above Brigadier (E) and above Regional Manager Service Delivery ACT	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Deputy Secretary Strategic Policy and Intelligence	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Director Australian Signals Directorate Assistant Secretary D Branch, Australian Signals Directorate	The delegate may only make this decision in relation to employees within Australian Signals Directorate.

Item	Description of power or function	Source of power	Delegates	Directions
<b>Part E – Working arrangements</b>				
5.1	Determine that an employee who requests to work part or all of their ordinary hours of duty outside the span of hours for personal reasons on a temporary or ongoing basis is eligible for shift penalties or overtime payments	E2.4	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.2	Approve a local working arrangement that exceeds 12 hours or does not fall within the hours specified in paragraph E5.4 of the Enterprise Agreement.	E5.5	Director APS Workplace Relations Deputy Director APS Workplace Relations	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			SES Band 1 (E) and above Brigadier (E) and above	
5.3	Direct an employee to revert to standard hours	E7.1	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.4	Grant time off in lieu for an Executive Level employee on an hour for hour basis for working unreasonable additional hours.	E9.3	SES Band 2 (E) and above Major-General (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.5	Approve payment of overtime to an Executive Level employee who has worked unreasonable additional hours.	E9.3	SES Band 2 (E) and above Major-General (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.6	Approve payment of overtime for an Executive Level employee.	E10.1	SES Band 2 (E) and above Major-General (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.7	Approve payment of a meal allowance to an employee who does not satisfy E10.18 if it is considered reasonable.	E10.19	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.8	Introduce 12-hour shifts.	E11.3	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.9	Approve the commencement of a temporary shift work arrangement in unforeseen situations.	E11.8	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
5.10	Approve alternative rate of Restriction Allowance.	E14.5	Director APS Workplace Relations Deputy Director APS Workplace Relations	
5.11	Approve payment of Restriction Allowance to an Executive Level employee where the employee is required to be restricted on a continuing and regular basis.	E14.6	SES Band 2 (E) and above Major-General (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
5.12	Issue instructions, and ensure appropriate and timely training is provided, in support of meeting particular security requirements for the protection of employees and all other persons at Defence premises, as well as protecting Defence establishments, facilities and assets.	E16.1	Group Head First Assistant Secretary Security and Vetting First Assistant Secretary Service Delivery Base Support Managers Senior Australian Defence Force Officers	
<b>Part F – Leave and Holidays</b>				
6.1	Direct an employee with a leave balance in excess of 450 hours to take leave.	F2.7	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.2	Authorise an employee with excess Annual leave credits to be granted annual leave at half-pay.	F2.9	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.3	Authorise an employee, to purchase Additional Annual leave that takes the employees leave balance above 450 hours.	F2.11	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.4	Direct an employee to use Annual leave at an establishment that observes a closedown period (other than the period between Christmas and New Year).	F2.14	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
6.5	Approve additional unpaid parental leave up to the fifth anniversary of the birth or placement of an employee's child.	F5.2	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.6	Grant leave with pay for an employee to fulfil Australian Defence Force Reserve and Continuous Full-Time Service obligations, Cadet Force or any other Defence Force requirements with specified limits.	F7.1	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.7	Grant leave without pay for an employee to fulfil Australian Defence Force Reserve and Continuous Full-Time Service obligations, Cadet Force or any other Defence Force requirements.	F7.1	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			First-level supervisors and above	
6.8	Grant additional leave at full pay or half pay to an employee with a personal injury or illness that is likely to exceed 10 days where the ongoing employee has exhausted their personal leave credits.	F8.16	Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria	

Item	Description of power or function	Source of power	Delegates	Directions
6.9	Grant miscellaneous leave with or without pay for the period requested or for another period subject to conditions outlined in Defence's leave policy and with the provision of acceptable and satisfactory medical or supporting evidence, as appropriate.	F9.1	First-level supervisors and above	<p>The delegate may make a decision to grant miscellaneous leave with pay in relation to an employee in the delegate's line of supervision if the miscellaneous leave is for one of the following purposes:</p> <ul style="list-style-type: none"> <li>a. to attend a recognised international sporting event as a competitor or accredited official; or</li> <li>b. if the employees home or its contents are destroyed or significantly damaged by disaster – up to three days; or</li> <li>c. where a pending disaster is likely to result in the employee's home or its contents being destroyed or significantly damaged – up to three days; or</li> <li>d. to attend formal council meetings by an employee who is duly elected office holder of the local government council; or</li> <li>e. to supervise a removal (uplift) when relocating at the request of Defence; or</li> <li>f. to supervise a removal (delivery) when relocating at the request of Defence; or</li> <li>g. for a special purpose; or</li> <li>h. for an employee affected by domestic violence – up to five days per occurrence; or</li> <li>i. to give immediate attention to a situation that is either an emergency or likely to result in unreasonable hardship or financial loss to the employee if left unattended; or</li> <li>j. to observe a religious or culturally significant day or event; or</li> <li>k. another purpose recognised by Defence.</li> </ul>



Item	Description of power or function	Source of power	Delegates	Directions
6.9 cont.	Grant miscellaneous leave with or without pay for the period requested or for another period subject to conditions outlined in Defence's leave policy and with the provision of acceptable and satisfactory medical or supporting evidence, as appropriate.	F9.1	Executive Level 2 (E) and above Colonel (E) and above	<p>1. The delegate may make a decision to grant miscellaneous leave without pay in relation to an employee in the delegate's line of supervision if the miscellaneous leave is for one of the following purposes:</p> <ul style="list-style-type: none"> <li>a. for private purposes; or</li> <li>b. to accompany spouse or partner on a posting; or</li> <li>c. to work for a non-Defence employer; or</li> <li>d. for employees with dual citizenship to undertake national service commitments; or</li> <li>e. for an employee undertaking an approved course of study.</li> </ul> <p>2. The delegate may make a decision to grant miscellaneous leave that is for more than three days with pay, half pay or without pay in relation to an employee in the delegate's line of supervision if the miscellaneous leave is for one of the following purposes:</p> <ul style="list-style-type: none"> <li>a. the employee's home or its contents has been destroyed or significantly damaged by a disaster; or</li> <li>b. a pending disaster is likely to result in the employee's home or its contents being destroyed or significantly damaged.</li> </ul>
			Assistant Secretary Pay and Administration Branch Executive Level 1(E) and above within the Pay and Administration Centre – Victoria	The delegate may make a decision for absences due to defined exceptional personal circumstances. The rate of pay is in accordance with guidance provided by the Secretary.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
6.9 cont.	Grant miscellaneous leave with or without pay for the period requested or for another period subject to conditions outlined in Defence's leave policy and with the provision of acceptable and satisfactory medical or supporting evidence, as appropriate.	F9.1	Base Support Managers Senior Australian Defence Force Officers	The delegate may make a decision to grant miscellaneous leave with or without pay due to extraordinary or exceptional circumstances recognised by Defence when the employee's work location is an establishment under the delegate's control.
			SES Band 1 (E) and above Brigadier (E) and above	The delegate may make a decision to grant miscellaneous leave with pay in relation to an employee in the delegate's line of supervision if the employee is affected by domestic violence.
			SES Band 2 (E) and above Major-General (E) and above	The delegate may only make a decision to grant miscellaneous leave with or without pay due to extraordinary or exceptional circumstances recognised by Defence in relation to employees in the delegate's line of supervision.
6.10	Approve paid bereavement leave in excess of three days.	F10.2	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.11	Approve Community Service leave.	F11.1	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.12	Approve Community Service leave in excess of four days at full pay or half-pay.	F11.3	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

Item	Description of power or function	Source of power	Delegates	Directions
6.13	<p>Grant leave to enable an employee, identified within the Defence personnel system as being of Aboriginal or Torres Strait Islander descent, to participate in ceremonial and cultural activities:</p> <p>a. up to two days leave with pay per calendar year to participate in cultural activities during the NAIDOC week period; and</p> <p>b. up to give days leave without pay per calendar year to fulfil ceremonial obligations.</p>	F12.1	First-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
6.14	Direct an employee to not absent themselves during the Christmas stand-down period.	F16.2	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
<b>Part G – Remuneration</b>				
7.1	Approve the payment of a salary within the salary range higher than the minimum of the salary range for an employee who moves at level to Defence from another APS agency, or who is engaged, or promoted.	G3.1	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.2	Approve payment of a salary that is the same as the employee's salary immediately before the employee moved to Defence if the salary exceeds the current maximum of the salary range of the relevant classification or broadband until such time as their salary is commensurate with the relevant Defence salary.	G3.3	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees and positions in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.3	Determine an alternative salary to that specified in G3.4 where the reassignment of duties was as a result of a formal merit selection process.	G3.5	Executive Level 1(E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.4	Determine a salary other than would be payable under paragraph G3.4. where an employee is reassigned duties of a position that has the same classification level, but a different pay range.	G3.6	Executive Level 1(E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.5	Determine a salary rate below the maximum of the salary range for the lower classification, if the classification of an employee is reduced, by decision under the PS Act.	G3.7	First Assistant Secretary People Services Assistant Secretary HR Services Director Conduct and Performance	
7.6	Determine the rate the employee is to be paid within the lower salary range where the employee requested to be assigned duties at a lower classification or at the same APS level that attract a lower salary range.	G3.8	First Assistant Secretary People Services Assistant Secretary HR Services	
			Executive Level 1 (E) and above Lieutenant Colonel (E) and above	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision. 2. The delegate may only determine salary for the next lower classification range.
7.7	Assign duties and determine the salary of an employment performing work at the Executive Level 2.1 or Executive Level 2.2 levels of the Executive Level 2 classification.	G4.1	Group Head	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.8	Review the salary of an employee assigned duties at the Executive Level 2.1 or Executive Level 2.2 classification.	G4.2	Group Head	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.9	Reassign an employee to an Executive Level 2.1 or an Executive Level 2 position if the employee is no longer performing duties at the higher work value.	G4.3	Group Head	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.10	Approve or review Additional Responsibility Pay for an employee who temporarily performs the duties at a higher level for a period that is two consecutive weeks or more but less than 12 months.	G5.1	First Assistant Secretary People Services Assistant Secretary HR Services	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Executive Level 1(E) and above Lieutenant Colonel (E) and above	
7.11	Approve a period of Additional Responsibility Pay that is shorter than two weeks.	G5.1	First Assistant Secretary People Services Assistant Secretary HR Services	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Executive Level 1 (E) and above Lieutenant Colonel (E) and above	
7.12	Determine a rate of Additional Responsibility Pay that is above the bottom of the range of the higher pay range	G5.4	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.13	Determine that partial performance arrangements apply and determine a rate Additional Responsibility Pay (ARP) that is within either of the two high pay ranges where the work level of tasks or requirements of the work to be performed are two or more levels higher than the employee's substantive classification .	G5.5	First Assistant Secretary People Services Assistant Secretary HR Services	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision. 2. The delegate may only approve partial performance arrangements for periods of ARP greater than 2 weeks.
			Executive Level 1 (E) and above Lieutenant Colonel (E) and above	
7.14	Determine the level of Additional Responsibility Pay payable to employees performing duties or responsibilities at SES level.	G5.6	Group Head	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.15	Extend Additional Responsibility Pay beyond 12 months.	G5.8	First Assistant Secretary People Services Assistant Secretary HR Services	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			SES Band 1 (E) and above Brigadier (E) and above	
7.16	Make a performance progression decision for all employees, except excluded employees.	G6.1	Second-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.17	Determine that it is reasonable for an employee not to have completed mandatory training for the purpose of performance progression.	G6.3(e)	Second-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.18	Determine that a period of less than 6 months is appropriate for the purposes of satisfying subparagraph G6.3d of the Enterprise Agreement in relation to assessing an employee's eligibility for performance progression.	G6.4	Executive Level 2 and above Colonel (E) and above.	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision. 2. Periods of duty during the performance cycle at a classification higher than the employee's substantive classification are included for the purposes of satisfying sub-paragraph G6.3d.
7.19	Determine that an employee is eligible for progression from the date of effect if a decision is not recorded by the date of effect.	G6.13	First Assistant Secretary People Services Assistant Secretary HR Services	
7.20	Confirm the employee's eligibility to have their performance progression deferred by six months.	G6.15	Second-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.21	Confirm the employee's eligibility to have their performance progression denied.	G6.16	Second-level supervisors and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision,

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.22	Following a review, reinstate unpaid or deferred performance progression.	G6.17	Director APS Workplace Relations Deputy Director APS Workplace Relations	
			All Groups except Strategic Policy and Intelligence: A second level supervisor in the employee's line area	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Strategic Policy and Intelligence Deputy Secretary Strategic Policy and Intelligence SES Band 1 and above or Brigadier (E) and above within Australian Signals Directorate	The delegate may only make this decision in relation to employees within Strategic Policy and Intelligence Group.
7.23	Regress the salary of an employee at Science and Technology Level 8 where they are rated as Not Effective.	G6.18	First Assistant Secretary People Services Assistant Secretary HR Services	
			Chief Defence Scientist, Defence Science and Technology Organisation	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.24	Agree to make an individual flexibility arrangement to vary the effect of terms of the agreement.	G7.1	Group Head	<ol style="list-style-type: none"> <li>1. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving additional salary that exceeds 10% of the top rate in the employee's annual salary range.</li> <li>2. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving a bonus that exceeds 5% of the top rate in the employee's annual salary range.</li> <li>3. The delegate must consult with DEPSEC DP through APSWR when any proposal seeks to amend the term and conditions of the enterprise agreement.</li> </ol>

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.25	Give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.	G7.5	Group Head	<ol style="list-style-type: none"> <li>1. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving additional salary that exceeds 10% of the top rate in the employee's annual salary range.</li> <li>2. A Group Head must consult with Associate Secretary, through APSWR and DEPSEC DP, before approving a bonus that exceeds 5% of the top rate in the employee's annual salary range.</li> <li>3. The delegate must consult with DEPSEC DP through APSWR when any proposal seeks to amend the term and conditions of the enterprise agreement.</li> </ol>
7.26	Terminate an individual flexibility arrangement.	G7.6	Group Head	
7.27	Determine training requirements for trainees.	G8.1	Group Head	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.28	Determine a higher salary for a relevant training classification.	G8.3	Group Head	The delegate may only make this decision in relation to a training classification that will be used solely within their group.
7.29	Allocate an employee a higher classification within the APS Level 1-6 Trainee Advancement Broadband.	G8.4	First Assistant Secretary People Services Assistant Secretary HR Services	
			Group Head	<ol style="list-style-type: none"> <li>1. The delegate must have regard to the limits specified in Table 4b of Annex C.</li> <li>2. The delegates must consult with Director APS Workplace Relations prior to making decision.</li> </ol>



Item	Description of power or function	Source of power	Delegates	Directions
7.30	End a traineeship and advance an employee or a group of employees to a higher classification and associated salary within in the APS Level 1-6 Trainee Advancement Broadband prior to the employee being allocated an operational classification.	G8.6	First Assistant Secretary People Services Assistant Secretary HR Services	
			Group Head	1. The delegate must have regard to the limits specified in Table 4b of Annex C. 2. The delegates must consult with Director APS Workplace Relations prior to making decision.
7.31	Approve reasonable reimbursement of expenses incurred by employees during the course of, or arising out of, their employment.	G10.1	SES Band 1 (E) and above Brigadier (E) and above	Decision to reimburse costs incurred by an employee as a direct result of a compulsory relocation that has subsequently been cancelled by Defence 1. The delegate may only make this decision in relation to employees in the delegate's line of supervision. 2. The delegate must refer any decision about their own personal benefit to their supervisor for decision.
			Executive Level 1 (E) and above Lieutenant Colonel (E) and above	1. The delegate may only make this decision in relation to employees and positions in the delegate's line of supervision. 2. The delegate may not make decisions reimbursement of costs related to a cancelled compulsory relocation 3. The delegate must refer any decision about their own personal benefit to their supervisor for decision.
7.32	Agree to the use of privately owned equipment for official purposes.	G10.2(c)	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
7.33	Agree to meet all or any costs associated with attendance at a conference, seminar or other work related activity.	G10.2(f)	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
7.34	Choose to limit superannuation choices.	G12.4	Assistant Secretary Pay and Administration Branch Director Pay and Administration - Melbourne	
7.35	Direct that an employee is presumed to have died on a particular date.	G15.1	Executive Level 1 (E) and above within Pay and Administration Centre – Victoria	
7.36	Authorise payments and removal expenses to an employee's partner, dependants or legal representative after an employee has died or is presumed to have died.	G15.1	APS Level 6 (E) and above within Pay and Administration Centre - Victoria	The delegate must refer to section H2 of the Enterprise Agreement.
<b>Part H – Travel, relocation and locality conditions</b>				
8.1	approve a higher class of travel within Australia, if satisfied that special circumstances exist.	H1.2	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.2	Approve relocation assistance for an employee relocating to another locality on engagement, promotion or reassignment.	H2.1	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.3	Determine an employee is entitled to relocation assistance when relocating for personal reasons or within the same metropolitan area or nearby locality.	H2.2(b)	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.4	Approve additional or alternative relocation assistance for an employee or group of employees.	H2.6	SES Band 1 (E) and above Brigadier (E) and above	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision. 2. Delegate to consult with ASPPEC prior to approval.

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
8.5	Authorise the payment of relocation expenses incurred by the employee, dependants and /or partner of the employee where an employee retires, is retired, or dies.	H2.8	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.6	Authorise provision of accommodation at Commonwealth expense, including housing.	H3.1	Director APS Workplace Relations Assistant Director APS Workplace Relations	If Defence Housing Australia (DHA) stock is to be used the delegate must consult with Director Relocations and Housing that surplus stock is available.
8.7	Determine an employee's contribution for the provision of accommodation.	H3.2	Director APS Workplace Relations Deputy Director APS Workplace Relations	If Defence Housing Australia (DHA) stock is used the delegate must have regard to the ADF Group Rent Scheme.
8.8	Determine remote localities benefits extend to an employee who has moved to a remote locality for personal reasons.	H4.4	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.9	Approve a person as a close relative of the employee or the employee's partner.	H4.16	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.10	Approve fares assistance for travel from a remote locality for a reason described in H4.17 to H4.20.	H4.17	Executive Level 2 (E) and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
8.11	Approve an additional reunion fare in special circumstances.	H4.21	Executive Level 2 and above Colonel (E) and above	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision.  2. The delegate must have regard to whether the child attends a school having four terms in a school year.
8.12	Approve reasonable education costs incurred in respect of a child of an employee located at Woomera or Exmouth in a critical year of schooling.	H4.22	Executive Level 2 and above Colonel (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.



Item	Description of power or function	Source of power	Delegates	Directions
<b>Glossary</b>				
9.1	Determine an employee is an excess employee where the duties usually performed by the employee are to be performed at a different locality and the employee is not willing to perform duties at the locality.	Definition of 'excess employee'	First Assistant Secretary People Services Assistant Secretary Pay and Administration Branch Executive Level 1 (E) and above within the Pay and Administration Centre – Victoria Director APS Workplace Relations Deputy Director APS Workplace Relations	The delegate may only make the declaration if they are satisfied that the Group has been unable to reassign the employee within a reasonable period.
			SES Band 3 Lieutenant-General (E)	1. The delegate may only make this decision in relation to employees and positions in the delegate's line of supervision.  2. The delegate may only make the declaration if they are satisfied that the Group has been unable to reassign the employee within a reasonable period.
9.2	Extend the definition of 'immediate family' in exceptional circumstances.	Definition of 'immediate family'	Executive Level 2 (E) and above Colonel (E) and above	1. The delegate may only use this power for decisions on Indigenous kinship relationships, for employees identified within the Defence personnel system as being of Aboriginal or Torres Strait Islander descent.  2. The delegate may only make this decision in relation to employees in the delegate's line of supervision.
<b>ANNEX B – Working arrangements for specified work groups</b>				
10.1	Determine an employee who resides onsite is to be paid restriction allowance.	Annex B – Paragraph 6b	Executive Level 1 (E) and above Lieutenant Colonel (E) and above	The delegate may only make this decision in relation to employees and positions in the delegate's line of supervision.

Item	Description of power or function	Source of power	Delegates	Directions
<b>ANNEX D – Allowances</b>				
11.1	Assign incidental first aid responsibilities to an employee.	Paragraph 2 Annex D	Executive Level 1 (E) and above Lieutenant Colonel (E) and above Base Support Managers, Officers Commanding or Managers of a discrete functional unit, at the following levels: <ul style="list-style-type: none"> <li>• APS 6 (E) and above</li> <li>• Major (E) and above</li> </ul>	<ol style="list-style-type: none"> <li>1. The delegate may only make this decision in relation to employees in the delegate’s line of supervision.</li> <li>2. The delegate must be satisfied that: <ol style="list-style-type: none"> <li>a. a first aid risk assessment has been conducted in accordance with the requirements of SAFETYMAN;</li> <li>b. the assessment has determined the level of first aid service required;</li> <li>c. decisions to assign first aid responsibilities are consistent with the assessment; and</li> <li>d. the employee: <ol style="list-style-type: none"> <li>i. holds a current national recognised first aid qualifications certificate that corresponds with the level of first aid skills assessed as being required in the work area;</li> <li>ii. has been assigned incidental first aid responsibilities for the workplace; and</li> <li>iii. has provided evidence of vaccination against type B hepatitis.</li> </ol> </li> </ol> </li> </ol>
11.2	Approve payment of Language Proficiency Allowance (LPA) where an employee is required to use a foreign language or languages.	Paragraph 5a Annex D	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate’s line of supervision.
11.3	Approve a process or testing body other than the Defence Force School of Languages or process to determine proficiency in a foreign language.	Paragraph 5b Annex D	DEPSEC Strategic Policy and Intelligence Group	

<b>Item</b>	<b>Description of power or function</b>	<b>Source of power</b>	<b>Delegates</b>	<b>Directions</b>
11.4	Approve a higher proportion of the applicable rate for each additional language in exceptional circumstances.	Paragraph 6 Annex D	SES Band 1 (E) and above Brigadier (E) and above	1. The delegate may only make this decision in relation to employees in the delegate's line of supervision.  2. The delegate must consider the extent to which the language is to be used for official business.
11.5	Require an employee to maintain proficiency in a foreign language to support an identified business requirement on a different basis to those set out in paragraph 5 of Annex D.	Paragraph 7 Annex D	SES Band 1 (E) and above Brigadier (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision
11.6	Specify additional languages, grades and rates to those set out in tables 2 and 3 of Annex D.	Paragraph 8 Annex D	DEPSEC Strategic Policy and Intelligence Group	The delegate must consult with DEPSEC DP in specifying additional grades and rates.
11.7	Approve payment of Potentially Hazardous Materials Allowance where an employee is required to perform both functions set out in paragraphs 10 and 11 of Annex D.	Paragraph 13 Annex D	Director APS Workplace Relations Deputy Director APS Workplace Relations	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
			Executive Level 2 (E) and above Colonel (E) and above	
11.8	Approve payment of overtime for employees who are above the salary barrier and performing duties at sea.	Paragraph 30 Annex D	SES Band 2 (E) and above Major-General (E) and above	The delegate may only make this decision in relation to employees in the delegate's line of supervision.
11.9	Determine that Office Disability Allowance is to be paid to an employee and determine the rate of that allowance.	Paragraph 35 Annex D	Director APS Workplace Relations Deputy Director APS Workplace Relations	1. The delegate must use the definitions in paragraph 36 of Annex D of the Enterprise Agreement in determining office disabilities.  2. The delegate must have regard to whether the office disability can be prevented.

Item	Description of power or function	Source of power	Delegates	Directions
11.10	Approve an employee's use of a private motor vehicle for official purposes.	Paragraph 48 Annex D	First-level supervisors and above	<p>1. The delegate may only make this decision in relation to employees in the delegate's line of supervision.</p> <p>2. The delegate must consider whether the approval will result in greater efficiency or less cost to the Department of Defence, taking into account the cost of vehicle allowance that becomes payable to an employee who is authorised to travel by this means.</p>