

## Commonwealth of Australia

*Freedom of Information Act 1982 - Authorisations*

I, KATHRYN CAMPBELL, Secretary of the Department of Human Services, being the principal officer of the Department under the *Freedom of Information Act 1982*, REVOKE all previous authorisations made under the *Freedom of Information Act 1982* as of 1 July 2011 and:

1. AUTHORISE each Departmental employee from time to time holding, occupying or performing the duties at the Australian Public Service (APS) classification level specified in Column 3 of an item in a Schedule<sup>1</sup>, my powers or functions under the *Freedom of Information Act 1982* specified in Column 2 of that item of that Schedule.
2. For the purposes of these Authorisations the following definitions apply:

*Extended decision* means a decision to allow a further period for making an application for internal review under subsection 54B(2) of the Act.

*Initial decision* means:

- a) a decision about a request to access documents under Part III of the Act; or
- b) a decision about an application for amendment or annotation of personal information about a person under Part V of the Act; or
- c) a decision under the *Freedom of Information (Charges) Regulations 1982*.

*Internal review decision* means a decision to review an initial decision.

A reference to the phrase '*and all higher levels*' in Column 3 of an item in a Schedule means that the authorisation in that item is an authorisation to Departmental employees at the APS classification level specified in Column 3 and all the APS classification levels that are higher than the APS classification level specified regardless of the local description of the employee's position.

Dated this 1st day of July 2011



Kathryn Campbell  
Secretary

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<sup>1</sup> These authorisations must be read in conjunction with the relevant Secretary's Management Directions. The separation of the authorisations into different Schedules is to be interpreted with reference to those Directions.

**SCHEDULE D<sup>2</sup>**

<b>COLUMN 1</b> <b>ITEM NO.</b>	<b>COLUMN 2</b> <b>SPECIFIED POWERS AND FUNCTIONS UNDER THE <i>Freedom of Information Act 1982</i></b>	<b>COLUMN 3</b> <b>APS CLASSIFICATION LEVEL</b>
1.	An initial decision	APS Level 4 and all higher levels
2.	An internal review decision	APS Level 4 and all higher levels
3.	An extended decision	APS Level 4 and all higher levels

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<sup>2</sup> Note there are no Schedules A, B, C or E to this instrument.

These authorisations must be read in conjunction with the relevant Secretary's Management Directions. The separation of the authorisations into different Schedules is to be interpreted with reference to those Directions.

**SCHEDULE G<sup>3</sup>**

<b>COLUMN 1</b> <b>ITEM NO.</b>	<b>COLUMN 2</b> <b>SPECIFIED POWERS AND FUNCTIONS UNDER THE <i>Freedom of Information Act 1982</i></b>	<b>COLUMN 3</b> <b>APS CLASSIFICATION LEVEL</b>
1.	An initial decision	Senior Executive Band 1 and all higher levels
2.	An internal review decision	Senior Executive Band 1 and all higher levels
3.	An extended decision	Senior Executive Band 1 and all higher levels

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<sup>3</sup> Note there are no Schedules A, B, C, E or F to this instrument.

These authorisations must be read in conjunction with the relevant Secretary's Management Directions. The separation of the authorisations into different Schedules is to be interpreted with reference to those Directions.



**Australian Government**  
**Department of Human Services**

**Kathryn Campbell CSC**  
**Secretary**

***Secretary's Management Direction (Delegations and Authorisations)***  
***No. 2 of 2016***

This *Secretary's Management Direction (Delegations and Authorisations) No. 2 of 2016* relates to certain delegations and authorisations given to employees of the Department of Human Services ('the department') under programme and other legislation.

These delegations and authorisations are published under the 'Programme Delegations' link on the department's intranet.

For completeness, this Direction is not intended to apply to the delegations and authorisations published under the 'Financial Delegations' and 'People Management (HR) Delegations' links on the department's intranet.

This Direction revokes *Secretary's Management Direction (Delegations and Authorisations) No.1 of 2016*.

With some minor exceptions, the department's instruments of delegation and authorisation relating to program and other legislation are structured to delegate most of the powers or functions, or confer the authority to exercise powers or functions:

- 1 to a specified APS classification level (or equivalent); and
- 2 to the APS classification levels (or equivalents) that are higher than the one specified.

Only the employees who are required to make statutory decisions as part of their work may exercise those delegations or authorisations that are necessary for the performance of their functions and duties.

Employees who do not have an operational requirement to exercise a statutory power or carry out a function must not do so.

I DIRECT that:

- 1 the departmental employees who are working in the department groups, divisions or branches listed in Column 2 of an item of the table in the attached Schedule may exercise or perform the delegated or authorised powers and functions contained in the relevant Schedule of an instrument of delegation or authorisation that is identified in Column 3 of that item; and
- 2 all other departmental employees are not to exercise or perform those delegated or authorised powers and functions, even if they are of an APS classification level (or equivalent) which is specified in a Schedule to a delegation or authorisation instrument.

This Direction is a lawful and reasonable direction under subsection 13(5) of the *Public Service Act 1999*. A breach of this direction may result in APS Code of Conduct action under the *Public Service Act 1999*.

This Direction commences on the day it is signed.

Dated 14 SEP, 16



Kathryn Campbell

Commonwealth of Australia

**Secretary's Management Direction (Delegations and Authorisations) No. 2 of 2016**

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### SCHEDULE

Column 1	Column 2	Column 3
Item	Department Group/Division	Schedule*

s.22

3	Enabling Services Group Shared Services Group	Schedule D
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s.22

5	All department groups/divisions	Schedule G
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