



Australian Government

Office of the Australian Information Commissioner

FINANCIAL DELEGATIONS

AND

AUTHORISATIONS

OFFICE OF THE AUSTRALIAN INFORMATION COMMISSIONER

INSTRUMENT OF DELEGATION

PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013

I, Angelene Falk, Australian Information Commissioner, and accountable authority for the Office of the Australian Information Commissioner, pursuant to section 110 of the *Public Governance, Performance and Accountability Act 2013* hereby revoke all previous delegations made for this purpose and delegate my powers, functions and duties as set out in the attached Schedules.¹



Angelene Falk
Australian Information Commissioner

29 March 2021

¹ In the Schedules, 'PGPAA' means the *Public Governance, Performance and Accountability Act 2013*, 'PGPAR' means the *Public Governance, Performance and Accountability Rule 2014*, 'FM Delegation' means the *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2021*, 'FFSPA' means the *Financial Framework (Supplementary Powers) Act 2014*.

PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013**Delegations by the Australian Information Commissioner**

| REFERENCE | POWER/FUNCTION/DUTY | POSITION(S) |
|----------------------------|--|---|
| PGPAA s36 | To prepare estimates of receipts and payments for each financial year and for any other periods directed by the Finance Secretary | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| PGPAA s56 FM Delegation | To authorise a holder of a Commonwealth credit card to: <ul style="list-style-type: none"> • pay a claim that includes both official and coincidental private expenditure; and • specify arrangements for the holder to reimburse the Commonwealth for that coincidental private expenditure | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| PGPAA s74 PGPAR s27 | To approve external agreements where the OAIC ² is the supplier of goods or services and earns independent revenue | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| PGPAR s11 | To pursue recovery of each debt for which the Australian Information Commissioner of the OAIC is responsible | Deputy Commissioner Assistant Commissioners Chief Financial Officer |

² Office of the Australian Information Commissioner

PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013**Delegations by the Australian Information Commissioner under
PGPAA s 23 to approve a commitment of relevant money and to enter into arrangements relating to the
affairs of the OAIC (and to vary and administer those arrangements)**

| DESIGNATION | LIMITATIONS | |
|---|--|-------------------------------|
| | Per transaction | Total |
| Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer | Limit of available OAIC funds | Limit of available OAIC funds |
| Assistant Commissioners, other than Assistant Commissioner, Corporate | Limit of available OAIC funds (excluding contracts & consultancies over \$79,999 ³) | Refer to Limitations below |
| Directors, Principal Directors and General Counsel | \$30,000 Excludes overseas travel, legal claims, consultancies, hospitality, sponsorships and grants. | Refer to Limitations below |
| Governance & Procurement Manager | \$20,000 Excludes overseas travel, legal claims, consultancies, hospitality, sponsorships and grants. | Refer to Limitations below |
| Assistant Director, People and Culture | \$20,000 Excludes overseas travel, legal claims, non-L&D consultancies, hospitality, sponsorships and grants. | Refer to Limitations below |
| Assistant Directors, other than Assistant Director, People and Culture | \$5,000 Excludes overseas travel, legal claims, consultancies, hospitality, sponsorships and grants. | Refer to Limitations below |
| Office Manager | \$2,000 Excludes overseas travel, legal claims, consultancies, hospitality, sponsorships and grants. | Refer to Limitations below |

³ Office of the Australian Information Commissioner, Accountable Authority Instructions (5 January 2021).
Office of the Australian Information Commissioner – Delegations and Authorisations

| | | |
|----------------------------|---|----------------------|
| Senior Executive Assistant | \$500 | Refer to |
| Executive Assistant | Excludes overseas travel, legal claims, grants, consultancies and, sponsorships. | Limitations below |

**Delegations by the Australian Information Commissioner under
PGPAA s 23 to certify that goods/services have been received and submit invoices to delegate for approval
of payment**

| | | |
|-----------|---|------------------------------|
| All staff | Total contract value approved by a relevant section 23(3) delegate | Refer to Limitation below |
|-----------|---|------------------------------|

LIMITATIONS

The following specified limitations apply to approvals:

General expenditure

- Delegates may only exercise this delegation with regard to uncommitted funds from their internally allocated budget (i.e. the proportion of OAIC funds that have been allocated to their area of responsibility), with the exception of Assistant Commissioners, Chief Financial Officer and the Governance and Procurement Manager, who may exercise this delegation on an OAIC wide basis.

Travel expenditure

- Delegates may only exercise this delegation with regard to uncommitted funds from their internally allocated budget with the exception of the following positions: Assistant Commissioners, Chief Financial Officer, Assistant Director People and Culture, and the Governance and Procurement Manager who may exercise this delegation on an OAIC wide basis.

Furniture and fittings

- Authority to approve the purchase of furniture and fittings (including communications and audio visual equipment) is limited to the following positions: Assistant Commissioners, Chief Financial Officer, Assistant Director People and Culture, Governance and Procurement Manager and Office Manager.

Computer hardware, software and related material

- Authority to approve the purchase of computer hardware, software and related material is limited to the following positions: Assistant Commissioners, Chief Financial Officer, Governance and Procurement Manager and Office Manager.

Official Hospitality

- Authority to approve expenditure on official hospitality is limited to the following positions: Assistant Commissioners, Chief Financial Officer, Governance and Procurement Manager, Office Manager, and the Senior Executive Assistant and Executive Assistant.

Gifts

- Authority to approve expenditure on gifts of a protocol or public relations nature is limited to the following positions: Assistant Commissioners and Chief Financial Officer. Expenditure on gifts should not exceed \$500 on any one occasion.

The following limitations apply to certification of invoices:

Authority to certify an invoice requires that:

- i. the goods / services have been delivered in accordance with the terms of the arrangement
- ii. the payment is consistent with the terms of the arrangement

- iii. the payment does not require a variation to the contract terms, value or associated purchase order
 - iv. inclusive of this payment, total payments made in relation to the arrangement remain within the total value approved by a section 23(3) delegate.
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PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013**Sub-delegation of the powers of the Finance Minister by the
Australian Information Commissioner**

Before exercising the powers specified in **Table 1**, delegates must comply with the *Directions to Delegates* issued by the Finance Minister under the FM Delegation, and listed in **Table 2 of this Schedule 3**.

| TABLE 1 | | |
|------------------|--|---|
| Reference | Power | Position(s) |
| PGPAA s53 | To enter into agreements with any bank for the receipt, custody, payment or transmission of public money or for other matters relating to the conduct of the OAIC's banking business | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| PGPAA s53 | To open and maintain official bank accounts in accordance with agreements. | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| PGPAA s56 | On behalf of the Commonwealth, to enter into agreements for borrowing money, by obtaining credit by way of credit card or credit voucher including Cabcharge credit arrangements | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| PGPAA s63 | To allow payment by instalments of an amount owing to the Commonwealth | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| PGPAA s63 | To defer the time for payment of an amount owing to the Commonwealth | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| PGPAA s66 | To give written approval of a gift of public property other than military firearms | Deputy Commissioner |
| PGPAR s25 | To authorise a payment to a person the delegate considers should receive the payment of an amount which, at the time of a person's death, the Commonwealth owed to the person | Deputy Commissioner Assistant Commissioners Chief Financial Officer |

| TABLE 2 | |
|------------------|--|
| Reference | Directions to delegates (PGPAA s 107(4), FM Delegation) |
| PGPAA s53 | Schedule 1 Part 1 to the FM Delegation – Banking by the Commonwealth in Australia |
| PGPAA s56 | Schedule 1 Part 4 to the FM Delegation – Borrowing by the Commonwealth for the issue to, and use by, the Commonwealth of credit cards or credit vouchers |
| PGPAA s63 | Schedule 1 Part 9 to the FM Delegation – Otherwise modify the terms and conditions of amounts owing to the Commonwealth |
| PGPAA s66 | Schedule 1 Part 10 to the FM Delegation – Gifts of relevant property |
| PGPAR s25 | Schedule 2 Part 1 to the FM Delegation – Payment of amount owed to person at time of death |

OFFICE OF THE AUSTRALIAN INFORMATION COMMISSIONER

INSTRUMENT OF AUTHORISATION

PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013

I, Angelene Falk, accountable authority for the Office of the Australian Information Commissioner, hereby revoke all previous authorisations made for this purpose and authorise the officials occupying, from time to time, the positions named in the attached schedule to carry out the listed functions and responsibilities pursuant to my duties under ss 15 to 19 of the *Public Governance, Performance and Accountability Act (PGPA Act)*.



Angelene Falk
Australian Information Commissioner
29 March 2021

PUBLIC GOVERNANCE PERFORMANCE AND ACCOUNTABILITY ACT 2013**Authorisations by the Australian Information Commissioner under
PGPA Act ss 15 to 19**

| POWER/FUNCTION/DUTY | DESIGNATION |
|--|--|
| To issue, and amend as required, guidelines under the Accountable Authority Instructions | Deputy Commissioner Assistant Commissioners |
| To implement a fraud control plan for the OAIC | Deputy Commissioner Assistant Commissioner, Corporate |
| To collect public moneys Receiver of Public Moneys | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To manage approved advances Receiver of Public Moneys | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To manage the OAIC's credit card arrangements Credit card manager | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer Governance & Procurement Manager |
| To coordinate and investigate reports of losses of relevant money | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| To be responsible for payroll preparation and payments | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer Director and Assistant Director, People and Culture |
| To coordinate claims against the Commonwealth | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| To coordinate reports on incidents involving Commonwealth Officials | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| To coordinate Act of Grace requests | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| To coordinate reports of losses of relevant property | Deputy Commissioner Assistant Commissioners Chief Financial Officer |
| To dispose of relevant property | Deputy Commissioner Assistant Commissioners Chief Financial Officer |

| FUNCTIONS/RESPONSIBILITY | DESIGNATION |
|---|---|
| To coordinate proposals to gift relevant property | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To ensure that the accounts and records of the OAIC properly record and explain the OAIC's transactions and financial position | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To give the Auditor General the annual financial statements required by the PGPA Act and Rule. | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To give the Finance Minister financial statements covering a period of less than a reporting period when required by the Finance Minister | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To prepare financial statements dealing with functions transferred to the OAIC from another Commonwealth entity in any reporting period | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To be responsible for the overall accounting for OAIC property assets and their reporting in the annual financial statements | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To be responsible for the OAIC's Commonwealth vehicles | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To be responsible for the policies and procedures for the safekeeping of keys and combinations | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer Governance & Procurement Manager |
| To be responsible for the policies and procedures for the safeguarding of OAIC's computer software and installations | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To be responsible for the policies and procedures regarding accountable forms | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To be responsible for the development and maintenance of the OAIC's financial management information system | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |
| To ensure publication of details of contracts having a value greater than \$10,000 | Deputy Commissioner Assistant Commissioner, Corporate Chief Financial Officer |