



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, Acting 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 delegate my powers, functions and duties from 26 March 2018 as set out in the attached Schedules.¹



Angelene Falk
Acting Australian Information Commissioner

6 April 2018

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 Delgn' means the *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2014*, '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	Chief Financial Officer
PGPAA s56 FM Delgn	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 	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	Chief Financial Officer
PGPAR s11	To pursue recovery of each debt for which the Australian Information Commissioner of the OAIC is responsible	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
Chief Financial Officer	Limit of available OAIC funds	Limit of available OAIC funds

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 Delgn, 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	Chief Financial Officer
PGPAA s53	To open and maintain official bank accounts in accordance with agreements.	Chief Financial Officer
PGPAA s56	To enter into agreements in relation to the use of: <ul style="list-style-type: none"> • Cabcharge credit arrangements • OAIC credit cards 	Chief Financial Officer
PGPAA s63	To allow payment by instalments of an amount owing to the Commonwealth	Chief Financial Officer
PGPAA s63	To defer the time for payment of an amount owing to the Commonwealth	Chief Financial Officer
PGPAA s66	To give written approval of a gift of public property other than military firearms	Chief Financial Officer
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	Chief Financial Officer

TABLE 2	
Reference	Directions to delegates (PGPAA s 107(4), FM Delgn)
PGPAA s53	Schedule 1 Part 1 to the FM Delgn – Banking by the Commonwealth in Australia
PGPAA s56	Schedule 1 Part 4 to the FM Delgn – 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 Delgn – Otherwise modify the terms and conditions of amounts owing to the Commonwealth
PGPAA s66	Schedule 1 Part 10 to the FM Delgn – Gifts of relevant property
PGPAR s25	Schedule 2 Part 1 to the FM Delgn – 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 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 from 26 March 2018 under ss 15 to 19 of the *Public Governance, Performance and Accountability Act* (PGPA Act).



Angelene Falk
Acting Australian Information Commissioner

6 April 2018

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	Chief Financial Officer
To implement a fraud control plan for the OAIC	Chief Financial Officer
To collect public moneys	
Receiver of Public Moneys	Chief Financial Officer
Alternate Receiver of Public Moneys	Chief Financial Officer
To certify payments	
Certifying Official	Chief Financial Officer
Alternate Certifying Official	Chief Financial Officer
To authorise payments	
Authorising Official	Chief Financial Officer
Alternate Authorising Official	Chief Financial Officer
Alternate Authorising Official	Chief Financial Officer
To manage approved advances	
Receiver of Public Moneys	Chief Financial Officer
Alternate Receiver of Public Moneys	Chief Financial Officer
To manage the OAIC's credit card arrangements	
Credit card manager	Chief Financial Officer
To coordinate and investigate reports of losses of relevant money	Chief Financial Officer
To be responsible for payroll preparation and payments	Chief Financial Officer
To coordinate claims against the Commonwealth	Chief Financial Officer
To coordinate reports on incidents involving Commonwealth Officials	Chief Financial Officer
To coordinate Act of Grace requests	Chief Financial Officer
To coordinate reports of losses of relevant property	Chief Financial Officer
To dispose of relevant property	Chief Financial Officer
To coordinate proposals to gift relevant property	Chief Financial Officer

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