



# Public Service Act 1999

## Act No. 147 of 1999 as amended

This compilation was prepared on 21 March 2012  
taking into account amendments up to Act No. 75 of 2011

The text of any of those amendments not in force  
on that date is appended in the Notes section

The operation of amendments that have been incorporated may be  
affected by application provisions that are set out in the Notes section

Prepared by the Office of Legislative Drafting and Publishing,  
Attorney-General's Department, Canberra



---

# Contents

<b>Part 1—Preliminary</b>	1
1 Short title [see Note 1].....	1
2 Commencement [see Note 1].....	1
3 Objects of this Act .....	1
4 This Act binds the Crown.....	2
5 This Act extends to things outside Australia .....	2
6 Engagement of employees in Department or Executive Agency .....	2
<b>Part 2—Interpretation</b>	3
7 Interpretation .....	3
8 Relationship with Fair Work Acts .....	6
<b>Part 3—The Australian Public Service</b>	7
9 Constitution of the APS.....	7
10 APS Values .....	7
11 Commissioner’s Directions about APS Values .....	8
12 Agency Heads must promote APS Values.....	8
13 The APS Code of Conduct .....	8
14 Agency Heads bound by Code of Conduct.....	10
15 Breaches of the Code of Conduct .....	10
16 Protection for whistleblowers .....	11
17 Prohibition on patronage and favouritism.....	11
18 Promotion of employment equity .....	11
19 Limitation on Ministerial directions to Agency Head.....	12
<b>Part 4—APS employees</b>	13
<b>Division 1—APS employees generally</b>	13
20 Employer powers etc. of Agency Head .....	13
21 Prime Minister’s directions to Agency Heads .....	13
22 Engagement of APS employees.....	13
23 Classification Rules .....	14
24 Remuneration and other conditions .....	15
25 Assignment of duties .....	16
26 Voluntary moves between Agencies.....	17
27 Compulsory moves between Agencies .....	17
28 Suspension.....	17
29 Termination of employment .....	17
30 Retirement .....	18
31 Forfeiture of additional remuneration.....	18
32 Right of return for election candidates.....	19
33 Review of actions .....	19

---

<b>Division 2—The Senior Executive Service</b>	21
34    SES employees .....	21
35    Constitution and role of SES .....	21
36    Commissioner’s Directions on SES matters .....	21
37    Incentive to retire.....	21
38    Commissioner’s certificate required for termination of SES employment.....	22
<b>Division 3—Heads of Mission</b>	23
39    Heads of Mission.....	23
<b>Part 5—The Public Service Commissioner</b>	24
<b>Division 1—Commissioner’s functions etc.</b>	24
40    Public Service Commissioner.....	24
41    Commissioner’s functions .....	24
42    Commissioner’s Directions .....	25
43    Commissioner’s inquiry powers .....	26
44    Annual report.....	26
<b>Division 2—Commissioner’s appointment, conditions etc.</b>	27
45    Appointment of Commissioner.....	27
46    Remuneration and other terms and conditions of appointment.....	27
47    Removal from office.....	28
48    Acting Commissioner .....	28
<b>Part 6—The Merit Protection Commissioner</b>	29
<b>Division 1—Merit Protection Commissioner’s functions etc.</b>	29
49    Merit Protection Commissioner.....	29
50    Merit Protection Commissioner’s functions .....	29
51    Annual report.....	30
<b>Division 2—Merit Protection Commissioner’s appointment,             conditions etc.</b>	31
52    Appointment of Merit Protection Commissioner.....	31
53    Remuneration and other terms and conditions of appointment.....	31
54    Removal from office.....	32
55    Acting Merit Protection Commissioner.....	32
<b>Part 7—Secretaries of Departments</b>	33
56    Creation of offices of Secretary .....	33
57    Responsibilities of Secretaries .....	33
58    Appointment etc. of Secretary .....	33
59    Termination of appointment .....	34
60    Engagement of former Secretaries.....	34

---

---

61	Remuneration and other terms and conditions of appointment .....	34
62	Acting Secretary .....	35
63	Annual report.....	35
<b>Part 8—Management Advisory Committee</b>		<b>36</b>
64	Management Advisory Committee .....	36
<b>Part 9—Executive Agencies</b>		<b>37</b>
65	Establishment etc. of Executive Agencies .....	37
66	Responsibilities of Heads of Executive Agencies.....	37
67	Appointment etc. of Head.....	38
68	Remuneration and other terms and conditions of appointment.....	38
69	Acting Head.....	39
70	Annual report.....	39
<b>Part 10—Administrative arrangements and re-organisations</b>		<b>40</b>
71	Arrangements with States and Territories.....	40
72	Machinery of government changes .....	40
<b>Part 11—Miscellaneous</b>		<b>42</b>
73	Payments in special circumstances .....	42
74	Locally engaged employees.....	43
75	Attachment of salaries to satisfy judgment debts.....	43
76	Release of personal information .....	43
77	Positions .....	44
78	Delegations.....	44
79	Regulations.....	45
<b>Notes</b>		<b>47</b>



---

# **An Act to provide for the establishment and management of the Australian Public Service, and for other purposes**

## **Part 1—Preliminary**

### **1 Short title** [see Note 1]

This Act may be cited as the *Public Service Act 1999*.

Note: See also the *Public Employment (Consequential and Transitional) Amendment Act 1999*.

### **2 Commencement** [see Note 1]

- (1) Subject to subsection (2), this Act commences on a day to be fixed by Proclamation.
- (2) If this Act does not commence under subsection (1) within the period of 6 months beginning on the day on which it receives the Royal Assent, it commences on the first day after the end of that period.

### **3 Objects of this Act**

The main objects of this Act are:

- (a) to establish an apolitical public service that is efficient and effective in serving the Government, the Parliament and the Australian public; and
- (b) to provide a legal framework for the effective and fair employment, management and leadership of APS employees; and
- (c) to define the powers, functions and responsibilities of Agency Heads, the Public Service Commissioner and the Merit Protection Commissioner; and
- (d) to establish rights and obligations of APS employees.

#### **4 This Act binds the Crown**

This Act binds the Crown in right of the Commonwealth, but does not make the Crown liable to be prosecuted for an offence.

#### **5 This Act extends to things outside Australia**

- (1) This Act extends to acts, omissions, matters and things outside Australia (unless the contrary intention appears).
- (2) This Act extends to all the Territories.

#### **6 Engagement of employees in Department or Executive Agency**

- (1) All persons engaged on behalf of the Commonwealth as employees to perform functions in a Department or Executive Agency must be engaged under this Act, or under the authority of another Act.
- (2) Subsection (1) does not apply to:
  - (a) persons engaged on an honorary basis; or
  - (b) persons engaged to perform services in the Australian Secret Intelligence Service.
- (3) This section does not, by implication, affect any power that an Agency Head might otherwise have to engage persons as independent contractors.

## Part 2—Interpretation

### 7 Interpretation

In this Act, unless the contrary intention appears:

***acting SES employee*** means a non-SES employee who is acting in a position usually occupied by an SES employee.

***Agency*** means:

- (a) a Department; or
- (b) an Executive Agency; or
- (c) a Statutory Agency.

***Agency Head*** means:

- (a) the Secretary of a Department; or
- (b) the Head of an Executive Agency; or
- (c) the Head of a Statutory Agency.

***Agency Minister*** means:

- (a) in relation to a Department—the Minister who administers the Department; or
- (b) in relation to an Executive Agency—the Minister who administers the Agency; or
- (c) in relation to a Statutory Agency—the Minister who administers the provision of the Act that provides for the appointment of the Head of the Agency.

***APS*** means the Australian Public Service established by section 9.

***APS employee*** means:

- (a) a person engaged under section 22; or
- (b) a person who is engaged as an APS employee under section 72.

***APS employment*** means employment as an APS employee.

***APS Values*** means the values in section 10.

**Australian Fair Pay and Conditions Standard** has the same meaning as in the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*.

Note: See Schedules 4 and 9 of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* in relation to the application of the Australian Fair Pay and Conditions Standard.

**category of APS employee** means one of the following categories:

- (a) ongoing APS employees;
- (b) APS employees engaged for a specified term or for the duration of a specified task;
- (c) APS employees engaged for duties that are irregular or intermittent.

**Classification Rules** means rules made under section 23.

**Code of Conduct** means the rules in section 13.

**Commissioner** means the Public Service Commissioner appointed under this Act.

**Commissioner's Directions** means directions issued by the Commissioner under section 11, 15 or 36.

**Department** means a Department of State, excluding any part that is itself an Executive Agency or Statutory Agency.

**enterprise agreement** has the same meaning as in the *Fair Work Act 2009*.

**Executive Agency** means an Executive Agency established under section 65.

**fair work instrument** has the same meaning as in the *Fair Work Act 2009*.

**Head:**

- (a) in relation to an Executive Agency—means the person appointed as the Head of the Agency under section 67; and
- (b) in relation to a Statutory Agency—means the person declared by an Act to be the Head of the Agency.

**Head of Mission** means the head of:

- (a) an Australian diplomatic mission; or
- (b) an Australian consular mission.

**locally engaged employee** means a person engaged under section 74.

**Merit Protection Commissioner** means the Merit Protection Commissioner appointed under this Act.

**modern award** has the same meaning as in the *Fair Work Act 2009*.

**National Employment Standards** has the same meaning as in the *Fair Work Act 2009*.

**non-ongoing APS employee** means an APS employee who is not an ongoing APS employee.

**non-SES employee** means an APS employee other than an SES employee.

**ongoing APS employee** means a person engaged as an ongoing APS employee, as mentioned in paragraph 22(2)(a).

**overseas** means outside Australia and the Territories.

**Presiding Officer** means the President of the Senate or the Speaker of the House of Representatives.

**Prime Minister's Department** means the Department of the Prime Minister and Cabinet.

**Public Service Minister** means the Minister who administers this Act.

**Secretary** means the Secretary of a Department.

**SES** means the Senior Executive Service established by section 35.

**SES employee** has the meaning given by section 34.

**Statutory Agency** means a body or group of persons declared by an Act to be a Statutory Agency for the purposes of this Act.

***WR Act collective transitional instrument*** means an award, a collective agreement or a pre-reform certified agreement (within the meaning of those terms in the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*).

***WR Act transitional instrument*** means an award, a workplace agreement, a pre-reform certified agreement, an AWA or a pre-reform AWA (within the meaning of those terms in the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*).

## **8 Relationship with Fair Work Acts**

- (1) This Act has effect subject to the *Fair Work Act 2009* and the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*.
- (2) Subsection (1) is not intended to imply anything about the relationship between this Act and any Act other than the *Fair Work Act 2009* or the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*.

## **Part 3—The Australian Public Service**

### **9 Constitution of the APS**

The Australian Public Service consists of Agency Heads and APS employees.

### **10 APS Values**

- (1) The APS Values are as follows:
  - (a) the APS is apolitical, performing its functions in an impartial and professional manner;
  - (b) the APS is a public service in which employment decisions are based on merit;
  - (c) the APS provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves;
  - (d) the APS has the highest ethical standards;
  - (e) the APS is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public;
  - (f) the APS is responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs;
  - (g) the APS delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public;
  - (h) the APS has leadership of the highest quality;
  - (i) the APS establishes workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
  - (j) the APS provides a fair, flexible, safe and rewarding workplace;
  - (k) the APS focuses on achieving results and managing performance;
  - (l) the APS promotes equity in employment;

Section 11

---

- (m) the APS provides a reasonable opportunity to all eligible members of the community to apply for APS employment;
  - (n) the APS is a career-based service to enhance the effectiveness and cohesion of Australia's democratic system of government;
  - (o) the APS provides a fair system of review of decisions taken in respect of APS employees.
- (2) For the purposes of paragraph (1)(b), a decision relating to engagement or promotion is based on merit if:
- (a) an assessment is made of the relative suitability of the candidates for the duties, using a competitive selection process; and
  - (b) the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties; and
  - (c) the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
  - (d) the assessment is the primary consideration in making the decision.

### **11 Commissioner's Directions about APS Values**

- (1) The Commissioner must issue directions in writing in relation to each of the APS Values for the purpose of:
- (a) ensuring that the APS incorporates and upholds the APS Values; and
  - (b) determining where necessary the scope or application of the APS Values.
- (2) For the purposes of this Act other than this section, the APS Values have effect subject to the restrictions (if any) in directions made under subsection (1).

### **12 Agency Heads must promote APS Values**

An Agency Head must uphold and promote the APS Values.

### **13 The APS Code of Conduct**

- (1) An APS employee must behave honestly and with integrity in the course of APS employment.
-

- (2) An APS employee must act with care and diligence in the course of APS employment.
- (3) An APS employee, when acting in the course of APS employment, must treat everyone with respect and courtesy, and without harassment.
- (4) An APS employee, when acting in the course of APS employment, must comply with all applicable Australian laws. For this purpose, *Australian law* means:
  - (a) any Act (including this Act), or any instrument made under an Act; or
  - (b) any law of a State or Territory, including any instrument made under such a law.
- (5) An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- (6) An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- (7) An APS employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment.
- (8) An APS employee must use Commonwealth resources in a proper manner.
- (9) An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
- (10) An APS employee must not make improper use of:
  - (a) inside information; or
  - (b) the employee's duties, status, power or authority;in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- (11) An APS employee must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS.

Section 14

---

- (12) An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
- (13) An APS employee must comply with any other conduct requirement that is prescribed by the regulations.

#### 14 Agency Heads bound by Code of Conduct

- (1) Agency Heads are bound by the Code of Conduct in the same way as APS employees.
- (2) Statutory office holders are bound by the Code of Conduct in the same way as APS employees.
- (3) In this section:

*statutory office holder* means a person who holds any office or appointment under an Act, being an office or appointment that is prescribed by the regulations for the purposes of this definition.

#### 15 Breaches of the Code of Conduct

- (1) An Agency Head may impose the following sanctions on an APS employee in the Agency who is found (under procedures established under subsection (3)) to have breached the Code of Conduct:
  - (a) termination of employment;
  - (b) reduction in classification;
  - (c) re-assignment of duties;
  - (d) reduction in salary;
  - (e) deductions from salary, by way of fine;
  - (f) a reprimand.
- (2) The regulations may prescribe limitations on the power of an Agency Head to impose sanctions under subsection (1).
- (3) An Agency Head must establish procedures for determining whether an APS employee in the Agency has breached the Code of Conduct. The procedures:
  - (a) must comply with basic procedural requirements set out in Commissioner's Directions; and
  - (b) must have due regard to procedural fairness; and

- (c) may be different for different categories of APS employees.
- (4) The Commissioner must issue directions in writing for the purposes of subsection (3).
- (5) An Agency Head must take reasonable steps to ensure that every APS employee in the Agency has ready access to the documents that set out the procedures referred to in subsection (3).

## **16 Protection for whistleblowers**

A person performing functions in or for an Agency must not victimise, or discriminate against, an APS employee because the APS employee has reported breaches (or alleged breaches) of the Code of Conduct to:

- (a) the Commissioner or a person authorised for the purposes of this section by the Commissioner; or
- (b) the Merit Protection Commissioner or a person authorised for the purposes of this section by the Merit Protection Commissioner.
- (c) an Agency Head or a person authorised for the purposes of this section by an Agency Head.

## **17 Prohibition on patronage and favouritism**

- (1) A person exercising powers under this Act or the regulations:
  - (a) in relation to the engagement of APS employees; or
  - (b) otherwise in relation to APS employees;must do so without patronage or favouritism.
- (2) This section does not apply to giving, or carrying out, a direction under subsection 39(2) about a Head of Mission.

## **18 Promotion of employment equity**

An Agency Head must establish a workplace diversity program to assist in giving effect to the APS Values.

**19 Limitation on Ministerial directions to Agency Head**

An Agency Head is not subject to direction by any Minister in relation to the exercise of powers by the Agency Head under Division 1 or 2 of Part 4 in relation to particular individuals.

## **Part 4—APS employees**

### **Division 1—APS employees generally**

#### **20 Employer powers etc. of Agency Head**

- (1) An Agency Head, on behalf of the Commonwealth, has all the rights, duties and powers of an employer in respect of APS employees in the Agency.
- (2) Without limiting subsection (1), an Agency Head has, in respect of APS employees in the Agency, the rights, duties and powers that are prescribed by the regulations.

#### **21 Prime Minister's directions to Agency Heads**

- (1) The Prime Minister may issue general directions in writing to Agency Heads relating to the management and leadership of APS employees.
- (2) A direction under subsection (1) must be published in the *Gazette* within 14 days after the direction is issued.

#### **22 Engagement of APS employees**

- (1) An Agency Head, on behalf of the Commonwealth, may engage persons as employees for the purposes of the Agency.
- (2) The engagement of an APS employee (including an engagement under section 72) must be:
  - (a) as an ongoing APS employee; or
  - (b) for a specified term or for the duration of a specified task; or
  - (c) for duties that are irregular or intermittent.
- (3) The usual basis for engagement is as an ongoing APS employee.
- (4) The regulations may limit the circumstances in which persons may be engaged as mentioned in paragraph (2)(b) or (c).
- (5) An engagement for a specified term may be extended, subject to any limitations prescribed by the regulations.

Section 23

---

- (6) The engagement of an APS employee (including an engagement under section 72) may be made subject to conditions notified to the employee, including conditions dealing with any of the following matters:
  - (a) probation;
  - (b) citizenship;
  - (c) formal qualifications;
  - (d) security and character clearances;
  - (e) health clearances.
- (7) Subsection (6) does not, by implication, limit the conditions that may be applied to the engagement of an APS employee.
- (8) An Agency Head must not engage, as an APS employee, a person who is not an Australian citizen, unless the Agency Head considers it appropriate to do so.

### **23 Classification Rules**

- (1) The Public Service Minister may, by notice in the *Gazette*, make rules about classifications of APS employees.
- (2) The Classification Rules may apply, adopt or incorporate, with or without modification, any of the provisions of:
  - (a) a modern award, as in force at a particular time or as in force from time to time; or
  - (b) a transitional APCS, as in force at a particular time or as in force from time to time.
- (3) Agency Heads must comply with the Classification Rules.
- (4) An Agency Head cannot reduce the classification of an APS employee without the employee's consent, except in the following cases:
  - (a) as a sanction under section 15;
  - (b) in accordance with Commissioner's Directions made under section 36;
  - (c) on the ground that the employee is excess to the requirements of the Agency at the higher classification;
  - (d) on the ground that the employee lacks, or has lost, an essential qualification for performing duties at the higher classification;

- (e) on the ground of non-performance, or unsatisfactory performance, of duties at the higher classification;
  - (f) on the ground that the employee is unable to perform duties at the higher classification because of physical or mental incapacity;
  - (g) in other circumstances prescribed by the regulations.
- (5) If a relevant industrial instrument contains procedures to be followed when reducing the classification, then a reduction is of no effect unless those procedures are followed.
- (6) In this section:

***industrial instrument*** means:

- (a) a modern award; or
- (b) an enterprise agreement; or
- (c) a workplace determination; or
- (d) a WR Act transitional instrument; or
- (e) a transitional APCS.

***transitional APCS*** has the meaning given by Schedule 2 to the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009*.

***workplace determination*** has the same meaning as in the *Fair Work Act 2009*.

## **24 Remuneration and other conditions**

- (1) An Agency Head may from time to time determine in writing the remuneration and other terms and conditions of employment applying to an APS employee or APS employees in the Agency.
- Note 1: Certain terms and conditions of employment are applicable to an APS employee under the Australian Fair Pay and Conditions Standard or the National Employment Standards.
- Note 2: Other Commonwealth laws deal with matters such as superannuation, compensation, long service leave and maternity leave.
- (1A) A determination under subsection (1) is of no effect to the extent that it would reduce the benefit to an APS employee of an individual term or condition applicable to the employee under:
- (a) a fair work instrument; or

(b) a WR Act transitional instrument.

Note: A determination under subsection (1) would also be of no effect to the extent that it would reduce the benefit to an APS employee of a term or condition applicable to the employee under the Australian Fair Pay and Conditions Standard or the National Employment Standards.

(2) A determination under subsection (1) may apply, adopt or incorporate, with or without modification, any of the provisions of:

- (a) a fair work instrument; or
- (b) a WR Act collective transitional instrument;

as in force from time to time.

Note: A determination under subsection (1) may apply, adopt or incorporate, with or without modification, any of the provisions of the Australian Fair Pay and Conditions Standard or the National Employment Standards. However, any modification of the provisions of those Standards by a determination under subsection (1) would be of no effect to the extent that it would reduce the benefit to an APS employee of a term or condition applicable to the employee under those Standards.

(3) The Public Service Minister may, by notice in the *Gazette*, determine the remuneration and other terms and conditions of employment applying to APS employees, if the Public Service Minister is of the opinion that it is desirable to do so because of exceptional circumstances.

(4) The limitation in subsection (1A) does not apply in relation to a determination under subsection (3).

(5) A determination under subsection (3) overrides the following, to the extent of any inconsistency:

- (a) a determination under subsection (1);
- (b) the Australian Fair Pay and Conditions Standard;
- (c) the National Employment Standards.

## **25 Assignment of duties**

An Agency Head may from time to time determine the duties of an APS employee in the Agency, and the place or places at which the duties are to be performed.

## **26 Voluntary moves between Agencies**

- (1) An Agency Head may enter into an agreement in writing with an APS employee for the employee to move to the Agency Head's Agency from another Agency.
- (2) Subject to the regulations, the agreement has effect according to its terms, by force of this section.

## **27 Compulsory moves between Agencies**

- (1) The Commissioner may, by direction in writing, move an excess APS employee to another Agency, without anyone's consent.
- (2) For the purposes of this section, an APS employee is an *excess APS employee* if, and only if, the Agency Head has notified the Commissioner in writing that the employee is excess to the requirements of the Agency.

## **28 Suspension**

The regulations may make provision in relation to the suspension from duties of APS employees, with or without remuneration.

## **29 Termination of employment**

- (1) An Agency Head may at any time, by notice in writing, terminate the employment of an APS employee in the Agency.  

Note: The *Fair Work Act 2009* has rules and entitlements that apply to termination of employment.
- (2) For an ongoing APS employee, the notice must specify the ground or grounds that are relied on for the termination.
- (3) For an ongoing APS employee, the following are the only grounds for termination:
  - (a) the employee is excess to the requirements of the Agency;
  - (b) the employee lacks, or has lost, an essential qualification for performing his or her duties;
  - (c) non-performance, or unsatisfactory performance, of duties;
  - (d) inability to perform duties because of physical or mental incapacity;

Section 30

---

- (e) failure to satisfactorily complete an entry-level training course;
  - (f) failure to meet a condition imposed under subsection 22(6);
  - (g) breach of the Code of Conduct;
  - (h) any other ground prescribed by the regulations.
- (4) The regulations may prescribe grounds or procedures applicable to the termination of the engagement of non-ongoing APS employees.
- (5) Subsection (4) does not, by implication, limit the grounds for termination for a non-ongoing APS employee.

### **30 Retirement**

- (1) An APS employee who has reached the minimum retiring age is entitled to retire at any time by notice in writing to the Agency Head.
- (2) The *minimum retiring age* is 55 years, or such higher or lower age as is prescribed by the regulations.

### **31 Forfeiture of additional remuneration**

- (1) If an APS employee receives any non-Commonwealth remuneration for performing duties as an APS employee, then the Agency Head may give a notice in writing to the employee in relation to the whole, or a specified part, of the remuneration.
- (2) The amount notified by the Agency Head:
- (a) is taken to have been received by the employee on behalf of the Commonwealth; and
  - (b) may be recovered by the Commonwealth from the employee as a debt in a court of competent jurisdiction.
- (3) If an Agency Head receives any non-Commonwealth remuneration for performing duties as an Agency Head, then the Agency Minister may give a notice in writing to the Agency Head in relation to the whole, or a specified part, of the remuneration.
- (4) The amount notified by the Agency Minister:
- (a) is taken to have been received by the Agency Head on behalf of the Commonwealth; and

(b) may be recovered by the Commonwealth from the Agency Head as a debt in a court of competent jurisdiction.

(5) In this section:

*non-Commonwealth remuneration* means any remuneration from a person other than the Commonwealth.

### **32 Right of return for election candidates**

- (1) This section applies to a person if:
  - (a) the person resigned as an APS employee in order to contest an election prescribed by the regulations; and
  - (b) the resignation took effect not earlier than 6 months before the closing date for nominations; and
  - (c) the person was a candidate in the election but failed to be elected.
- (2) The person is entitled to be again engaged as an APS employee, in accordance with the regulations and within the time limits prescribed by the regulations.

### **33 Review of actions**

- (1) An APS employee is entitled to review, in accordance with the regulations, of any APS action that relates to his or her APS employment. However, an APS employee is not entitled to review under this section of APS action that consists of the termination of the employee's employment.
- (2) The regulations may prescribe exceptions to the entitlement.

Note: For example, the regulations might provide that there is not entitlement to review if the application for review is frivolous or vexatious.
- (3) Without limiting subsection (1), regulations made for the purposes of that subsection may provide for the powers available to the Merit Protection Commissioner, or any other person or body, when conducting a review under the regulations.
- (4) Regulations for the purposes of subsection (1):
  - (a) may provide for an initial review to be conducted within the responsible Agency; and

**Part 4** APS employees

**Division 1** APS employees generally

Section 33

---

- (b) may provide that applications for review of particular kinds of APS action are to be made directly to the Merit Protection Commissioner; and
  - (c) must provide for an application for review to be referred to the Merit Protection Commissioner if the applicant is not satisfied with the outcome of an initial review within the responsible Agency; and
  - (d) in the case of a review following an application or referral to the Merit Protection Commissioner, must provide for the review to be conducted by a person nominated by the Merit Protection Commissioner or by a 3 member committee constituted in accordance with the regulations.
- (5) A person or body that has conducted a review under this section may make recommendations in a report on the review but does not have power to make any binding decision as a result of the review, except as provided by the regulations.
- (6) If the Merit Protection Commissioner is not satisfied with the response to recommendations contained in a report on a review under this section, the Merit Protection Commissioner may, after consulting the Public Service Minister, give a report on the matter to the Agency Minister of the responsible Agency and to either or both of the following:
- (a) the Prime Minister;
  - (b) the Presiding Officers, for presentation to the Parliament.
- (7) In this section:

**action** includes a refusal or failure to act.

**APS action** means action by a person in the capacity of an Agency Head or APS employee.

**responsible Agency**, in relation to APS action, means the Agency in which the person who did the action was at the time of the action.

## **Division 2—The Senior Executive Service**

### **34 SES employees**

SES employees are those APS employees who are classified as SES employees under the Classification Rules.

### **35 Constitution and role of SES**

- (1) The Senior Executive Service consists of the SES employees.
- (2) The function of the SES is to provide a group of APS employees each of whom, within his or her Agency:
  - (a) provides one or more of the following at a high level:
    - (i) professional expertise;
    - (ii) policy advice;
    - (iii) management; and
  - (b) promotes co-operation with other Agencies; and
  - (c) by personal example and other appropriate means, promotes the APS Values and compliance with the Code of Conduct.

### **36 Commissioner's Directions on SES matters**

The Commissioner must issue directions in writing about employment matters relating to SES employees, including engagement, promotion, redeployment, mobility and termination.

### **37 Incentive to retire**

- (1) An Agency Head may give a notice in writing to an SES employee in the Agency, stating that the employee will become entitled to a payment of a specified amount if the employee retires within a period specified in the notice.
- (2) If the employee retires within the specified period, by notice in writing to the Agency Head:
  - (a) the employee is entitled to be paid the specified amount; and
  - (b) the employee is taken, for all purposes, to have been compulsorily retired from the APS.

**38 Commissioner's certificate required for termination of SES employment**

An Agency Head cannot terminate the employment of an SES employee unless the Commissioner has issued a certificate stating that:

- (a) all relevant requirements of Commissioner's Directions under section 36 have been satisfied in respect of the proposed termination; and
- (b) the Commissioner is of the opinion that the termination is in the public interest.

## **Division 3—Heads of Mission**

### **39 Heads of Mission**

- (1) The appointment of a Head of Mission by the Governor-General cannot take effect unless the person is an APS employee.
- (2) An Agency Head must comply with any direction in writing by the Agency Minister:
  - (a) directing the Agency Head to engage a particular person as an APS employee so that the person can become a Head of Mission; or
  - (b) directing the Agency Head to assign particular duties to an APS employee who has been appointed as a Head of Mission.

## **Part 5—The Public Service Commissioner**

### **Division 1—Commissioner's functions etc.**

#### **40 Public Service Commissioner**

- (1) There is to be a Public Service Commissioner.
- (2) The staff necessary to assist the Commissioner must be persons engaged under this Act.
- (3) For the purposes of this Act:
  - (a) the Commissioner and the APS employees assisting the Commissioner together constitute a Statutory Agency; and
  - (b) the Commissioner is the Head of that Statutory Agency.

#### **41 Commissioner's functions**

- (1) The Commissioner's functions include the following functions:
  - (a) to evaluate the extent to which Agencies incorporate and uphold the APS Values;
  - (b) to evaluate the adequacy of systems and procedures in Agencies for ensuring compliance with the Code of Conduct;
  - (c) to inquire into reports made to the Commissioner (or to a person authorised by the Commissioner) as mentioned in section 16;
  - (d) to consider and report to the Public Service Minister on any matter relating to the APS (including such a matter referred to the Commissioner by the Public Service Minister);
  - (e) to promote the APS Values and the Code of Conduct;
  - (f) to inquire into alleged breaches of the Code of Conduct by Agency Heads and to report to the appropriate authority on the results of such enquiries (including, where relevant, recommendations for sanctions);
  - (g) to develop, promote, review and evaluate APS employment policies and practices;
  - (h) to facilitate continuous improvement in people management throughout the APS;

- (i) to co-ordinate and support APS-wide training and career development opportunities in the APS;
  - (j) to contribute to, and foster, leadership in the APS;
  - (k) to provide advice and assistance on public service matters to Agencies on request;
  - (l) any function prescribed by the regulations.
- (2) A report by the Commissioner under subsection (1) may include recommendations.
- (3) For the purposes of paragraph (1)(f), the ***appropriate authority*** for a report about an Agency Head is:
- (a) the Prime Minister, if the Agency Head is a Secretary; or
  - (b) the Agency Minister, if the Agency Head is the Head of an Executive Agency; or
  - (c) the Presiding Officers, if the Agency Head is the Head of a Statutory Agency that is prescribed by the regulations for the purposes of this paragraph; or
  - (d) the Agency Minister, if the Agency Head is the Head of a Statutory Agency that is not prescribed by the regulations for the purposes of paragraph (c).

#### **42 Commissioner's Directions**

- (1) Commissioner's Directions cannot create offences or impose penalties.
- (2) Agency Heads and APS employees must comply with Commissioner's Directions.
- (3) Commissioner's Directions may be made by applying, adopting or incorporating any matter in Classification Rules as in force from time to time, or at a particular time.
- (4) Commissioner's directions are disallowable non-legislative instruments for the purposes of section 46B of the *Acts Interpretation Act 1901*.

### **43 Commissioner's inquiry powers**

- (1) Each of the following is a *special inquiry* for the purpose of this section:
  - (a) an inquiry that is conducted by the Commissioner for the purpose of paragraph 41(1)(a), (b) or (g) and is notified by the Commissioner in the *Gazette*;
  - (b) an inquiry that is conducted by the Commissioner for the purpose of paragraph 41(1)(c) or (f);
  - (c) an inquiry on a matter referred to the Commissioner under paragraph 41(1)(d) by the Public Service Minister, by notice in the *Gazette*.
- (2) The following provisions apply in relation to a special inquiry (with references to the Auditor-General being replaced by references to the Commissioner):
  - (a) sections 32, 33 and 35 of the *Auditor-General Act 1997*;
  - (b) any other provisions of the *Auditor-General Act 1997*, or of regulations under that Act, that are relevant to the operation of section 32, 33 or 35 of that Act.

### **44 Annual report**

- (1) After the end of each financial year, the Commissioner must give a report to the Agency Minister, for presentation to the Parliament, on the activities of the Commissioner's Agency during the year.
- (2) The report must include a report on the state of the APS during the year.
- (3) An Agency Head must give the Commissioner whatever information the Commissioner requires for the purpose of preparing the report referred to in subsection (2).
- (4) The report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.

## **Division 2—Commissioner's appointment, conditions etc.**

### **45 Appointment of Commissioner**

The Commissioner is to be appointed by the Governor-General on a full-time basis for a period of up to 5 years specified in the instrument of appointment.

### **46 Remuneration and other terms and conditions of appointment**

#### *Remuneration and allowances*

- (1) The Commissioner is to be paid the remuneration that is determined by the Remuneration Tribunal. If no determination of that remuneration by the Tribunal is in operation, the Commissioner is to be paid the remuneration that is prescribed by the regulations.
- (2) The Commissioner is to be paid the allowances that are prescribed by the regulations.
- (3) Subsections (1) and (2) have effect subject to the *Remuneration Tribunal Act 1973*.

#### *Leave of absence*

- (4) The Commissioner has the recreation leave entitlements that are determined by the Remuneration Tribunal.
- (5) The Agency Minister may grant the Commissioner leave of absence, other than recreation leave, on the terms and conditions as to remuneration or otherwise that the Agency Minister determines.

#### *Other terms and conditions*

- (6) The Commissioner holds office on the terms and conditions (if any) in relation to matters not covered by this Act that are determined by the Agency Minister.

Section 47

---

**47 Removal from office**

- (1) The Governor-General may remove the Commissioner from office if each House of the Parliament, in the same session of the Parliament, presents an address to the Governor-General praying for the removal of the Commissioner on the ground of misbehaviour or physical or mental incapacity.
- (2) The Governor-General must remove the Commissioner from office if the Commissioner does any of the following:
  - (a) becomes bankrupt;
  - (b) applies to take the benefit of any law for the relief of bankrupt or insolvent debtors;
  - (c) compounds with his or her creditors;
  - (d) assigns his or her remuneration for the benefit of his or her creditors.

**48 Acting Commissioner**

The Agency Minister may appoint a person to act as Commissioner:

- (a) if there is a vacancy in the office of Commissioner, whether or not an appointment has previously been made to the office; or
- (b) during any period, or during all periods, when the Commissioner is absent from duty or from Australia or is, for any reason, unable to perform the duties of the office.

Note: For rules that apply to acting appointments, see section 33A of the *Acts Interpretation Act 1901*.

## **Part 6—The Merit Protection Commissioner**

### **Division 1—Merit Protection Commissioner's functions etc.**

#### **49 Merit Protection Commissioner**

- (1) There is to be a Merit Protection Commissioner.
- (2) The staff necessary to assist the Merit Protection Commissioner must be persons engaged under this Act and made available by the Public Service Commissioner.

#### **50 Merit Protection Commissioner's functions**

- (1) The Merit Protection Commissioner's functions include the following functions:
  - (a) to inquire into reports made to the Merit Protection Commissioner (or to a person authorised by the Merit Protection Commissioner) as mentioned in section 16;
  - (b) to inquire into alleged breaches of the Code of Conduct by the Commissioner and report to the Presiding Officers on the results of such enquiries (including, where relevant, recommendations for sanctions);
  - (c) to inquire into an APS action, at the request of the Public Service Minister, and to report to the Public Service Minister on the results of the inquiry;
  - (d) such functions as are prescribed by regulations made for the purposes of section 33;
  - (e) such other functions as are prescribed by the regulations.
- (2) The following provisions apply in relation to an inquiry under paragraph (1)(c) (with references to the Auditor-General being replaced by references to the Merit Protection Commissioner):
  - (a) sections 32, 33 and 35 of the *Auditor-General Act 1997*;
  - (b) any other provisions of the *Auditor-General Act 1997*, or of regulations under that Act, that are relevant to the operation of section 32, 33 or 35 of that Act.

Section 51

---

- (3) The regulations may authorise the Merit Protection Commissioner to charge fees (on behalf of the Commonwealth) for the performance of functions prescribed under paragraph (1)(e).

- (4) In this section:

*action* includes a refusal or failure to act.

*APS action* means an action in relation to the employment of an APS employee, being an action by another APS employee or by an Agency Head.

**51 Annual report**

- (1) After the end of each financial year, the Merit Protection Commissioner must give a report to the Public Service Minister, for presentation to the Parliament, on the activities of the Merit Protection Commissioner during the year.
- (2) The report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.
- (3) The report must be included in the Public Service Commissioner's report under subsection 44(2).

## **Division 2—Merit Protection Commissioner's appointment, conditions etc.**

### **52 Appointment of Merit Protection Commissioner**

The Merit Protection Commissioner is to be appointed by the Governor-General on a full-time basis for a period of up to 5 years specified in the instrument of appointment.

### **53 Remuneration and other terms and conditions of appointment**

#### *Remuneration and allowances*

- (1) The Merit Protection Commissioner is to be paid the remuneration that is determined by the Remuneration Tribunal. If no determination of that remuneration by the Tribunal is in operation, the Merit Protection Commissioner is to be paid the remuneration that is prescribed by the regulations.
- (2) The Merit Protection Commissioner is to be paid the allowances that are prescribed by the regulations.
- (3) Subsections (1) and (2) have effect subject to the *Remuneration Tribunal Act 1973*.

#### *Leave of absence*

- (4) The Merit Protection Commissioner has the recreation leave entitlements that are determined by the Remuneration Tribunal.
- (5) The Public Service Minister may grant the Merit Protection Commissioner leave of absence, other than recreation leave, on the terms and conditions as to remuneration or otherwise that the Public Service Minister determines.

#### *Other terms and conditions*

- (6) The Merit Protection Commissioner holds office on the terms and conditions (if any) in relation to matters not covered by this Act that are determined by the Public Service Minister.

Section 54

---

**54 Removal from office**

- (1) The Governor-General may remove the Merit Protection Commissioner from office if each House of the Parliament, in the same session of the Parliament, presents an address to the Governor-General praying for the removal of the Merit Protection Commissioner on the ground of misbehaviour or physical or mental incapacity.
- (2) The Governor-General must remove the Merit Protection Commissioner from office if the Merit Protection Commissioner does any of the following:
  - (a) becomes bankrupt;
  - (b) applies to take the benefit of any law for the relief of bankrupt or insolvent debtors;
  - (c) compounds with his or her creditors;
  - (d) assigns his or her remuneration for the benefit of his or her creditors.

**55 Acting Merit Protection Commissioner**

The Public Service Minister may appoint a person to act as Merit Protection Commissioner:

- (a) if there is a vacancy in the office of Merit Protection Commissioner, whether or not an appointment has previously been made to the office; or
- (b) during any period, or during all periods, when the Merit Protection Commissioner is absent from duty or from Australia or is, for any reason, unable to perform the duties of the office.

Note: For rules that apply to acting appointments, see section 33A of the *Acts Interpretation Act 1901*.

## **Part 7—Secretaries of Departments**

### **56 Creation of offices of Secretary**

- (1) On the establishment of a Department, an office of Secretary of that Department is established by force of this subsection.
- (2) On the abolition of a Department, the office of Secretary of that Department is abolished by force of this subsection.
- (3) The Prime Minister may allocate a name to any office of Secretary, and may change the name from time to time.
- (4) Subject to subsection (3), the name of the office of Secretary of a Department is “Secretary of the [*name of Department*]”.

### **57 Responsibilities of Secretaries**

- (1) The Secretary of a Department, under the Agency Minister, is responsible for managing the Department and must advise the Agency Minister in matters relating to the Department.
- (2) The Secretary of a Department must assist the Agency Minister to fulfil the Agency Minister’s accountability obligations to the Parliament to provide factual information, as required by the Parliament, in relation to the operation and administration of the Department.

### **58 Appointment etc. of Secretary**

- (1) The Prime Minister may appoint a person to be the Secretary of a Department for a period of up to 5 years specified in the instrument of appointment.
- (2) Before making an appointment of the Secretary of the Prime Minister’s Department, the Prime Minister must have received a report about the vacancy from the Commissioner.
- (3) Before making an appointment of any other Secretary, the Prime Minister must have received a report about the vacancy from the Secretary of the Prime Minister’s Department.

Section 59

---

- (4) The person preparing the report must consult the person who is expected to be the Agency Minister at the time when the appointment is made.
- (5) The same person may hold more than one office of Secretary but is to be paid remuneration in respect of only one such office.
- (6) An appointment under this section is not affected by any defect or irregularity in or in connection with the appointment.

### **59 Termination of appointment**

- (1) The Prime Minister may, by notice in writing, terminate an appointment of Secretary at any time.

Note: In *Barratt v Howard* [1999] FCA 1132, the Federal Court of Australia described the basis on which requirements of procedural fairness applied to the termination of an appointment of Secretary under section 37 of the *Public Service Act 1922*.

- (2) Before terminating the appointment of the Secretary of the Prime Minister's Department, the Prime Minister must have received a report about the proposed termination from the Commissioner.
- (3) Before terminating any other appointment, the Prime Minister must have received a report about the proposed termination from the Secretary of the Prime Minister's Department.

### **60 Engagement of former Secretaries**

At any time after the appointment of a Secretary is terminated under section 56 or 59, the Prime Minister, on behalf of the Commonwealth, may engage the former Secretary to perform specified duties (otherwise than as an APS employee), on terms and conditions determined by the Prime Minister.

### **61 Remuneration and other terms and conditions of appointment**

#### *Remuneration and allowances*

- (1) The remuneration of a Secretary is as provided by Division 4 of Part II of the *Remuneration Tribunal Act 1973*.

*Other terms and conditions*

- (2) The other terms and conditions applying to the appointment of a Secretary are as determined by the Remuneration Tribunal under Division 4 of Part II of the *Remuneration Tribunal Act 1973*.

**62 Acting Secretary**

The Prime Minister may appoint a person to act as the Secretary of a Department:

- (a) if there is a vacancy in the office of Secretary, whether or not an appointment has previously been made to the office; or
- (b) during any period, or during all periods, when the Secretary is absent from duty or from Australia or is, for any reason, unable to perform the duties of the office.

Note: For rules that apply to acting appointments, see section 33A of the *Acts Interpretation Act 1901*.

**63 Annual report**

- (1) After the end of each financial year, the Secretary of a Department must give a report to the Agency Minister, for presentation to the Parliament, on the Department's activities during the year.
- (2) The report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.

## **Part 8—Management Advisory Committee**

### **64 Management Advisory Committee**

- (1) There is to be an APS Management Advisory Committee, with the function of advising the Government on matters relating to the management of the APS.
- (2) The Committee consists of the following persons:
  - (a) the Secretary of the Prime Minister's Department, as Chair;
  - (b) all the other Secretaries;
  - (c) the Commissioner, as executive officer;
  - (d) such other persons as are nominated in writing by the Secretary of the Prime Minister's Department.

## **Part 9—Executive Agencies**

### **65 Establishment etc. of Executive Agencies**

- (1) The Governor-General may do any of the following, by order in the *Gazette*:
  - (a) establish or abolish an Executive Agency;
  - (b) allocate a name to an Executive Agency or the Head of an Executive Agency;
  - (c) identify the Minister who is responsible for an Executive Agency;
  - (d) specify the functions of an Executive Agency.
- (2) For the purposes of this Act, an Executive Agency consists of the Head of the Agency, together with the APS employees assisting the Head.
- (3) When an Executive Agency is established, an office of Head of the Agency is established by force of this subsection. The name of the office is “Head of the [*name of Agency*]”, unless the office of Head has a different name because of an order under subsection (1).
- (4) When an Executive Agency is abolished, the office of Head of the Agency is abolished by force of this subsection.

### **66 Responsibilities of Heads of Executive Agencies**

- (1) The Head of an Executive Agency, under the Agency Minister, is responsible for managing the Agency.
- (2) The Head of an Executive Agency must assist the Agency Minister to fulfil the Agency Minister’s accountability obligations to the Parliament to provide factual information, as required by the Parliament, in relation to the operation and administration of the Agency.
- (3) The Head of an Executive Agency is accountable to the government, the Parliament and the public in the same way as the Secretary of a Department.

### **67 Appointment etc. of Head**

- (1) The Agency Minister of an Executive Agency may appoint a person to be the Head of the Agency for a period of up to 5 years specified in the instrument of appointment.
- (2) Before making the appointment, the Agency Minister must have received a report about the vacancy from a relevant Secretary.
- (3) The Agency Minister may, by notice in writing, terminate the appointment at any time.
- (4) Before terminating the appointment, the Agency Minister must have received a report about the proposed termination from a relevant Secretary.
- (5) In this section:

*relevant Secretary* means the Secretary of any Department that is administered by the same Minister who is the Agency Minister of the Executive Agency.

### **68 Remuneration and other terms and conditions of appointment**

#### *Remuneration and allowances*

- (1) The Head of an Executive Agency is to be paid the remuneration that is determined by the Remuneration Tribunal. If no determination of that remuneration by the Tribunal is in operation, the Head of the Executive Agency is to be paid the remuneration that is prescribed by the regulations.
- (2) The Head of an Executive Agency is to be paid the allowances that are prescribed by the regulations.
- (3) Subsections (1) and (2) have effect subject to the *Remuneration Tribunal Act 1973*.

#### *Leave of absence*

- (4) The Head of an Executive Agency has the recreation leave entitlements that are determined by the Remuneration Tribunal.
- (5) The Agency Minister may grant the Head of an Executive Agency leave of absence, other than recreation leave, on the terms and

conditions as to remuneration or otherwise that the Agency Minister determines.

*Other terms and conditions*

- (6) The Head of an Executive Agency holds office on the terms and conditions (if any) in relation to matters not covered by this Act that are determined by the Agency Minister.

## **69 Acting Head**

The Agency Minister of an Executive Agency may appoint a person to act as Head of the Agency:

- (a) if there is a vacancy in the office of Head, whether or not an appointment has previously been made to the office; or
- (b) during any period, or during all periods, when the Head is absent from duty or from Australia or is, for any reason, unable to perform the duties of the office.

Note: For rules that apply to acting appointments, see section 33A of the *Acts Interpretation Act 1901*.

## **70 Annual report**

- (1) After the end of each financial year, the Head of an Executive Agency must give a report to the Agency Minister, for presentation to the Parliament, on the Agency's activities during the year.
- (2) The report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.

## Part 10—Administrative arrangements and re-organisations

### 71 Arrangements with States and Territories

- (1) The Prime Minister may arrange with an appropriate authority of a State:
  - (a) for an APS employee to perform services for the State as an APS employee; or
  - (b) for a State employee to perform services in an Agency as a State employee.

- (2) In this section:

*State* means a State or Territory or an authority of a State or Territory.

### 72 Machinery of government changes

- (1) The Commissioner may do any of the following, if the Commissioner is satisfied that it is necessary or desirable in order to give effect to an administrative re-arrangement:
  - (a) move APS employees to another Agency (without anyone's consent), by a determination in writing;
  - (b) determine in writing that APS employees cease to be APS employees and become employees of a specified Commonwealth authority;
  - (c) determine in writing that non-APS employees cease to be employed as non-APS employees and become engaged as APS employees in a specified Agency;
  - (d) on behalf of the Commonwealth, engage any person as an APS employee in a specified Agency.
- (2) A determination by the Commissioner has effect according to its terms, by force of this section.
- (3) If an APS employee (the *transferred employee*) becomes an employee of a Commonwealth authority under paragraph (1)(b), the employee is entitled to remuneration and other conditions of

employment that are not less favourable than the terms and conditions to which the employee was entitled as an APS employee, immediately before ceasing to be an APS employee, under:

- (a) a fair work instrument; or
  - (b) a WR Act transitional instrument; or
  - (c) a determination under this Act.
- (4) Subsection (3) ceases to have effect on the next occasion when there is a relevant change in remuneration and conditions in the Commonwealth authority. For this purpose, **relevant change** means a change that:
- (a) results from:
    - (i) the making, variation or termination of a modern award, an enterprise agreement or a workplace determination; or
    - (ii) the variation, termination or replacement of a WR Act transitional instrument; and
  - (b) applies to the transferred employee, or to a class of employees that includes the transferred employee.
- (5) The regulations may prescribe arrangements for determining any variation of the remuneration and other conditions of employment applicable to:
- (a) APS employees who are moved to another Agency under paragraph (1)(a); and
  - (b) persons who become APS employees under paragraph (1)(c).
- (6) In this section:

**administrative re-arrangement** means any increase, reduction or re-organisation in Commonwealth functions, including one that results from an order by the Governor-General.

**Commonwealth authority** includes a company in which the Commonwealth has a controlling interest.

**non-APS employee** means a person who is employed by the Commonwealth or by a Commonwealth authority, but does not include an APS employee.

**workplace determination** has the same meaning as in the *Fair Work Act 2009*.

## Part 11—Miscellaneous

### 73 Payments in special circumstances

- (1) The Public Service Minister may authorise the making of payments to a person under subsection (2) if the Public Service Minister considers it appropriate to do so because of special circumstances that relate to, or arise out of:
  - (a) the payee's employment by the Commonwealth; or
  - (b) another person's employment by the Commonwealth.
- (2) The Public Service Minister may authorise the making of any of the following payments:
  - (a) one or more payments of an amount or amounts specified in the authorisation (or worked out in accordance with the authorisation);
  - (b) periodical payments of an amount specified in the authorisation (or worked out in accordance with the authorisation), during a period specified in the authorisation (or worked out in accordance with the authorisation).
- (3) Payments may be authorised under this section even though the payments would not otherwise be authorised by law or required to meet a legal liability.
- (4) An authorisation cannot be made under this section if it would involve, or be likely to involve, a total amount of more than \$100,000.
- (5) Conditions may be attached to payments under this section. If a condition is breached, the payment may be recovered by the Commonwealth as a debt in a court of competent jurisdiction.

Note: Payments under this section must be made from money appropriated by the Parliament. Generally, a payment can be debited against an Agency's annual appropriation, providing that it relates to some matter that has arisen in the course of its administration.

**74 Locally engaged employees**

- (1) An Agency Head, on behalf of the Commonwealth, may engage persons overseas to perform duties overseas as employees.
- (2) Subject to this Act, an Agency Head, on behalf of the Commonwealth, has all the rights, duties and powers of an employer in respect of locally engaged employees in the Agency.
- (3) An Agency Head is not subject to direction by any Minister in relation to the exercise of powers by the Agency Head under this section in relation to particular individuals.
- (4) This section does not, by implication, limit any other power of an Agency Head to engage persons to work overseas.

**75 Attachment of salaries to satisfy judgment debts**

- (1) The regulations:
  - (a) may provide for deductions to be made from the salary of a Secretary, the Head of an Executive Agency or an APS employee in order to satisfy a judgment debt; and
  - (b) may prescribe fees payable in connection with such deductions.

- (2) In this section:

*judgment debt* includes interest on a judgment debt.

**76 Release of personal information**

The regulations:

- (a) may authorise the disclosure, in specific circumstances, of personal information (within the meaning of the *Privacy Act 1988*); and
- (b) may impose restrictions on the collection, storage, access, use or further disclosure of information disclosed under regulations made for the purposes of paragraph (a).

Note: The *Freedom of Information Act 1982* and the *Privacy Act 1988* have rules about the disclosure of personal information.

### **77 Positions**

- (1) An Agency Head may, in writing, create positions in the Agency.
- (2) An Agency Head may from time to time nominate any APS employee in the Agency to occupy a position in the Agency, but does not have to do so for all APS employees in the Agency.
- (3) A provision of any Act that applies to APS employees who are nominated under this section to occupy a position applies in the same way to APS employees who are not nominated under this section to occupy a position.

### **78 Delegations**

- (1) The Prime Minister may, in writing, delegate to another Minister any of the Prime Minister's powers or functions under this Act (other than this section).
- (2) The Public Service Minister may, in writing, delegate to another Minister any of the Public Service Minister's powers or functions under this Act (other than this section or section 24).
- (3) The Public Service Minister may, in writing, delegate to a senior official any of the Public Service Minister's powers or functions under section 23 or 73.
- (4) An Agency Minister may, in writing, delegate to a senior official any of the Agency Minister's powers or functions under this Act (other than this section).
- (5) The Commissioner may, in writing, delegate to a senior official any of the Commissioner's powers or functions under this Act (other than this section).
- (6) The Merit Protection Commissioner may, in writing, delegate to an APS employee any of the Merit Protection Commissioner's powers or functions under this Act (other than this section).
- (7) An Agency Head may, in writing, delegate to another person any of the Agency Head's powers or functions under this Act (other than this section).

- (8) An Agency Head cannot, under subsection (7), delegate powers or functions to an outsider without the prior written consent of the Commissioner. For this purpose, *outsider* means a person other than:
- (a) an APS employee; or
  - (b) a person appointed to an office by the Governor-General, or by a Minister, under a law of the Commonwealth.
- (9) A person (the *first delegate*) to whom powers or functions are delegated under subsection (5), (6) or (7) may, in writing, delegate any of those powers or functions to another person (the *second delegate*). However, if the first delegate is subject to directions in relation to the exercise of a power or function delegated under this subsection, the first delegate must give corresponding directions to the second delegate.
- (10) A power or function that is exercised or performed by a person under a delegation under subsection (9) is taken, for the purposes of this Act, to have been exercised or performed by the person who originally delegated the corresponding power or function under subsection (5), (6) or (7).
- (11) A person exercising powers or functions under a delegation under this section must comply with any directions of the person who delegated the power or function.
- (12) In this section:
- senior official* means:
- (a) a person who holds any office or appointment under an Act; or
  - (b) an SES employee or acting SES employee.

## **79 Regulations**

- (1) The Governor-General may make regulations prescribing matters:
- (a) required or permitted by this Act to be prescribed; or
  - (b) necessary or convenient to be prescribed for carrying out or giving effect to this Act.

Section 79

---

- (2) Without limiting subsection (1), regulations may be made for, or in relation to, any of the following:
  - (a) confidentiality of information obtained by persons performing, or assisting in the performance of, functions under section 33, paragraph 41(1)(c) or paragraph 50(1)(a) or (c);
  - (b) immunity from civil action in respect of acts or omissions of persons performing, or assisting in the performance of, functions under section 33, paragraph 41(1)(c) or paragraph 50(1)(a) or (c);
  - (c) prescribing penalties for offences against the regulations by way of fines of up to 10 penalty units.

**Table of Acts****Notes to the *Public Service Act 1999*****Note 1**

The *Public Service Act 1999* as shown in this compilation comprises Act No. 147, 1999 amended as indicated in the Tables below.

The *Public Service Act 1999* was amended by the *Workplace Relations Amendment (Work Choices) (Consequential Amendments) Regulations 2006 (No. 1)* (SLI 2006 No. 50). The amendments are incorporated in this compilation.

For all relevant information pertaining to application, saving or transitional provisions see Table A.

**Table of Acts**

Act	Number and year	Date of Assent	Date of commencement	Application, saving or transitional provisions
<i>Public Service Act 1999</i>	147, 1999	11 Nov 1999	5 Dec 1999 (see <i>Gazette</i> 1999, No. S584)	
<i>Criminal Code Amendment (Theft, Fraud, Bribery and Related Offences) Act 2000</i>	137, 2000	24 Nov 2000	Ss. 1–3 and Schedule 1 (items 1, 4, 6, 7, 9–11, 32): Royal Assent Remainder: 24 May 2001	Sch. 2 (items 418, 419)
<i>Statute Law Revision Act 2002</i>	63, 2002	3 July 2002	Schedule 1 (items 26, 27): (a)	—
<i>Legislative Instruments (Transitional Provisions and Consequential Amendments) Act 2003</i>	140, 2003	17 Dec 2003	S. 4 and Schedule 1 (item 32): (b)	S. 4
<i>Financial Framework Legislation Amendment Act (No. 1) 2006</i>	30, 2006	6 Apr 2006	Schedule 3 (items 35, 36): 7 Apr 2006	—
<i>Australian Trade Commission Legislation Amendment Act 2006</i>	56, 2006	21 June 2006	Schedule 3 (item 6): 1 July 2006	—
<i>Workplace Relations Amendment (Transition to Forward with Fairness) Act 2008</i>	8, 2008	20 Mar 2008	Schedules 1–7: 28 Mar 2008 (see F2008L00959) Remainder: Royal Assent	—

**Table of Acts**

Act	Number and year	Date of Assent	Date of commencement	Application, saving or transitional provisions
<i>Financial Framework Legislation Amendment Act 2008</i>	90, 2008	20 Sept 2008	Schedule 1 (item 62): 20 Mar 2009	—
<i>Fair Work (State Referral and Consequential and Other Amendments) Act 2009</i>	54, 2009	25 June 2009	Schedule 16 (items 4–28): (c)	Sch. 16 (item 28)
<i>Acts Interpretation Amendment Act 2011</i>	46, 2011	27 June 2011	Schedule 2 (items 953–964) and Schedule 3 (items 10, 11): 27 Dec 2011	Sch. 3 (items 10, 11)
<i>Remuneration and Other Legislation Amendment Act 2011</i>	75, 2011	25 July 2011	Schedule 1 (items 7–10, 12–15): 5 Aug 2011 (see F2011L01603)	Sch. 1 (items 12–15)

**Act Notes**

- (a) Subsection 2(1) (item 21) of the *Statute Law Revision Act 2002*, which provides as follows:
- (1) Each provision of this Act specified in column 1 of the table commences, or is taken to have commenced, on the day or at the time specified in column 2 of the table.

**Commencement information**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Provision(s)</b>	<b>Commencement</b>	<b>Date/Details</b>
21. Schedule 1, items 26 and 27	Immediately after item 1 of Schedule 2 to the <i>Ministers of State and Other Legislation Amendment Act 2000</i> commenced	10 March 2000

- (b) Subsection 2(1) (items 2 and 3) of the *Legislative Instruments (Transitional Provisions and Consequential Amendments) Act 2003* provides as follows:
- (1) Each provision of this Act specified in column 1 of the table commences on the day or at the time specified in column 2 of the table.

<b>Provision(s)</b>	<b>Commencement</b>	<b>Date/Details</b>
2. Sections 4 and 5	Immediately after the commencement of sections 3 to 62 of the <i>Legislative Instruments Act 2003</i>	1 January 2005
3. Schedule 1	Immediately after the commencement of sections 3 to 62 of the <i>Legislative Instruments Act 2003</i>	1 January 2005

- (c) Subsection 2(1) (item 39) of the *Fair Work (State Referral and Consequential and Other Amendments) Act 2009* provides as follows:
- (1) Each provision of this Act specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

<b>Provision(s)</b>	<b>Commencement</b>	<b>Date/Details</b>
39. Schedule 16	Immediately after the commencement of Part 2-4 of the <i>Fair Work Act 2009</i> .	1 July 2009



**Table of Amendments****Table of Amendments**

ad. = added or inserted    am. = amended    rep. = repealed    rs. = repealed and substituted	
Provision affected	How affected
<b>Part 2</b>	
S. 7.....	am. SLI 2006 No. 50; No. 8, 2008; No. 54, 2009
Heading to s. 8.....	rs. No. 54, 2009
S. 8.....	am. No. 54, 2009
<b>Part 4</b>	
<b>Division 1</b>	
Ss. 23, 24.....	am. SLI 2006 No. 50; No. 8, 2008; No. 54, 2009
Note to s. 29(1).....	am. No. 54, 2009
<b>Division 3</b>	
S. 39.....	am. No. 56, 2006
<b>Part 5</b>	
<b>Division 1</b>	
S. 42.....	am. No. 140, 2003
S. 43.....	am. No. 137, 2000
<b>Division 2</b>	
S. 46.....	rs. No. 75, 2011
S. 48.....	am. No. 46, 2011
Note to s. 48.....	ad. No. 46, 2011
<b>Part 6</b>	
<b>Division 1</b>	
S. 50.....	am. No. 137, 2000
<b>Division 2</b>	
S. 53.....	rs. No. 75, 2011
S. 55.....	am. No. 46, 2011
Note to s. 55.....	ad. No. 46, 2011
<b>Part 7</b>	
S. 61.....	rs. No. 75, 2011
S. 62.....	am. No. 46, 2011
Note to s. 62.....	ad. No. 46, 2011
<b>Part 9</b>	
S. 68.....	rs. No. 75, 2011
S. 69.....	am. No. 46, 2011
Note to s. 69.....	ad. No. 46, 2011
<b>Part 10</b>	
S. 72.....	am. SLI 2006 No. 50; No. 8, 2008; No. 54, 2009
<b>Part 11</b>	
S. 73.....	am. No. 30, 2006
Note to s. 73.....	ad. No. 30, 2006 am. No. 90, 2008

**Table of Amendments**

---

<u>ad. = added or inserted    am. = amended    rep. = repealed    rs. = repealed and substituted</u>	
<u>Provision affected</u>	<u>How affected</u>
S. 78 .....	am. No. 63, 2002

---

**Table A****Table A****Application, saving or transitional provisions**

*Criminal Code Amendment (Theft, Fraud, Bribery and Related Offences) Act 2000* (No. 137, 2000)

**Schedule 2****418 Transitional—pre-commencement offences**

- (1) Despite the amendment or repeal of a provision by this Schedule, that provision continues to apply, after the commencement of this item, in relation to:
- (a) an offence committed before the commencement of this item; or
  - (b) proceedings for an offence alleged to have been committed before the commencement of this item; or
  - (c) any matter connected with, or arising out of, such proceedings;
- as if the amendment or repeal had not been made.
- (2) Subitem (1) does not limit the operation of section 8 of the *Acts Interpretation Act 1901*.

**419 Transitional—pre-commencement notices**

If:

- (a) a provision in force immediately before the commencement of this item required that a notice set out the effect of one or more other provisions; and
  - (b) any or all of those other provisions are repealed by this Schedule; and
  - (c) the first-mentioned provision is amended by this Schedule;
- the amendment of the first-mentioned provision by this Schedule does not affect the validity of such a notice that was given before the commencement of this item.
-

**Table A**

---

*Legislative Instruments (Transitional Provisions and Consequential Amendments) Act 2003* (No. 140, 2003)

**4 Transitional provisions**

- (1) If legislation introduced into the Parliament before the commencing day but commencing on or after that day:
  - (a) authorises an instrument to be made in the exercise of a power delegated by the Parliament; and
  - (b) is expressed to require that instrument to be published as a statutory rule under the *Statutory Rules Publication Act 1903*;  
any instrument so made is taken to be an instrument referred to in paragraph 6(b) of the *Legislative Instruments Act 2003* despite the repeal by this Act of the *Statutory Rules Publication Act 1903*.
- (2) If legislation introduced into the Parliament before the commencing day but commencing on or after that day:
  - (a) authorises an instrument to be made in the exercise of a power delegated by the Parliament; and
  - (b) is expressed to declare that instrument to be a disallowable instrument for the purposes of section 46A of the *Acts Interpretation Act 1901*;  
any instrument so made is taken to be an instrument referred to in subparagraph 6(d)(i) of the *Legislative Instruments Act 2003* despite the repeal by this Act of section 46A of the *Acts Interpretation Act 1901*.
- (3) If legislation that is in force immediately before the commencing day or that is introduced into the Parliament before that day but that commences on or after that day:
  - (a) authorised or authorises an instrument to be made in the exercise of a power delegated by the Parliament that adversely affects the rights of a person, or results in the imposition of liabilities on a person; and
  - (b) provided or provides that the instrument has effect, to the extent that it adversely affects those rights or results in the imposition of those liabilities, despite subsection 48(2) of the *Acts Interpretation Act 1901*, before the date of its notification in the *Gazette*;  
that legislation is to be construed, on and after the commencing day or the day of its commencement, whichever last occurs, as if it had

---

**Table A**

provided instead that the instrument, to the extent that it adversely affects those rights or results in the imposition of those liabilities, has effect, despite subsection 12(2) of the *Legislative Instruments Act 2003*, before its registration under that Act.

(4) If:

(a) legislation (the *enabling legislation*) in force immediately before the commencing day:

(i) authorises the making of an instrument; and

(ii) does not declare such an instrument to be a disallowable instrument for the purposes of section 46A of the *Acts Interpretation Act 1901* but nonetheless makes provision for its disallowance by the application, with or without modification, of the provisions of Part XII of that Act; and

(b) an instrument is made in the exercise of that authority on or after the commencing day; and

(c) the instrument is not a legislative instrument for the purposes of the *Legislative Instruments Act 2003* or otherwise;

the enabling legislation has effect, on and after the commencing day, as if:

(d) it had declared such instruments to be disallowable instruments for the purposes of section 46B of the *Acts Interpretation Act 1901*; and

(e) it had provided for such modifications of the operation of that section as are necessary to ensure that the effect of the applied provisions of Part XII of the *Acts Interpretation Act 1901* is preserved.

(5) In this section:

*commencing day* means the commencing day within the meaning of the *Legislative Instruments Act 2003*.

---

## **Table A**

---

*Fair Work (State Referral and Consequential and Other Amendments) Act 2009*  
(No. 54, 2009)

### **Schedule 16**

#### **28 Saving provision—determinations under subsection 24(1)**

If a determination made by an Agency Head under subsection 24(1) of the *Public Service Act 1999* was in force immediately before the commencement of this Schedule, the determination continues in force on and after that commencement as if it had been made under subsection 24(1) of that Act, as amended by this Schedule.

---

*Acts Interpretation Amendment Act 2011* (No. 46, 2011)

### **Schedule 3**

#### **10 Saving—appointments**

The amendments made by Schedule 2 do not affect the validity of an appointment that was made under an Act before the commencement of this item and that was in force immediately before that commencement.

#### **11 Transitional regulations**

The Governor-General may make regulations prescribing matters of a transitional nature (including prescribing any saving or application provisions) relating to the amendments and repeals made by Schedules 1 and 2.

---

*Remuneration and Other Legislation Amendment Act 2011* (No. 75, 2011)

### **Schedule 1**

#### **12 Continuation of existing remuneration determination for Public Service Commissioner**

- (1) This item applies to a determination (the *existing determination*) that was in operation in relation to the Public Service Commissioner under section 46 of the *Public Service Act 1999* immediately before the commencement of the repeals and amendments made by this Schedule.

---

**Table A**

- (2) Despite those repeals and amendments, the existing determination continues in operation until such time as a determination of the Remuneration Tribunal, made in accordance with the *Remuneration Tribunal Act 1973* (as amended by this Schedule), relating to the remuneration that is to be paid to the Public Service Commissioner comes into operation in substitution for the existing determination.

**13 Continuation of existing remuneration determination for Merit Protection Commissioner**

- (1) This item applies to a determination (the *existing determination*) that was in operation in relation to the Merit Protection Commissioner under section 53 of the *Public Service Act 1999* immediately before the commencement of the repeals and amendments made by this Schedule.
- (2) Despite those repeals and amendments, the existing determination continues in operation until such time as a determination of the Remuneration Tribunal, made in accordance with the *Remuneration Tribunal Act 1973* (as amended by this Schedule), relating to the remuneration that is to be paid to the Merit Protection Commissioner comes into operation in substitution for the existing determination.

**14 Continuation of existing remuneration determination for Departmental Secretaries**

- (1) This item applies to a determination (the *existing determination*) that was in operation in relation to a Departmental Secretary under section 61 of the *Public Service Act 1999* immediately before the commencement of the repeals and amendments made by this Schedule.
- (2) Despite those repeals and amendments, the existing determination continues in operation until such time as:
- (a) in the case of a Departmental Secretary to whom subitem (3) applies—determinations made under sections 14 and 15 of the *Remuneration Tribunal Act 1973* (as inserted by this Schedule) in relation to that Departmental Secretary come into operation in substitution for the existing determination; and
  - (b) in the case of any other Departmental Secretary—the following instruments come into operation in substitution for the existing determination:

**Table A**

---

- (i) an assignment made under subsection 14(3) of the *Remuneration Tribunal Act 1973* (as inserted by this Schedule) in relation to that Departmental Secretary;
  - (ii) a determination made under section 15 of the *Remuneration Tribunal Act 1973* (as inserted by this Schedule) in relation to that Departmental Secretary.
- (3) This subitem applies to the following Departmental Secretaries:
  - (a) the Secretary of the Department that is administered by the Prime Minister;
  - (b) the Secretary of the Department that is administered by the Treasurer.

**15 Continuation of existing remuneration determinations for Heads of Executive Agencies**

- (1) This item applies to a determination (the *existing determination*) that was in operation in relation to the Head of an Executive Agency under section 68 of the *Public Service Act 1999* immediately before the commencement of the repeals and amendments made by this Schedule.
- (2) Despite those repeals and amendments, the existing determination continues in operation until such time as a determination of the Remuneration Tribunal, made in accordance with the *Remuneration Tribunal Act 1973* (as amended by this Schedule), relating to the remuneration that is to be paid to the Head of the Executive Agency comes into operation in substitution for the existing determination.