



Commonwealth of Australia

*Migration Act 1958**Migration Regulations 1994*

GOVERNANCE INSTRUMENT OF DELEGATION AND AUTHORISATION 2016
(No. 1 of GM 32)

I, *PETER DUTTON*, Minister for Immigration and Border Protection, acting under my powers in subsections 496(1) and 496(1A) of the *Migration Act 1958* (the Act), subregulation 1.16(1) of the *Migration Regulations 1994* (the Regulations), and the definition of *authorised officer* in subsection 5(1) of the Act:

1. DELEGATE my powers, excluding legislative instrument making powers, under the provisions of the Act and Regulations specified in the relevant columns of the Schedule to this Instrument, to each person holding, or occupying, or performing the duties of a position, and/or class of positions (defined below), at the classification and location specified in the Schedule to this Instrument:

Class of Positions:

- a. Department of Foreign Affairs (DFAT) Ambassador;
- b. DFAT High Commissioner;
- c. DFAT Senior Administrative Officer;
- d. Trade Commissioner, including Senior Trade Commissioner;
- e. Consul-General;
- f. Senior Trade Commissioner;
- g. Regional Manager;
- h. Regional Director;
- i. Australian Border Force Senior Executive Service Band One, located offshore;
- j. Australian Border Force Executive Level Two, located offshore;
- k. Australian Border Force Executive Level One, located offshore;
- l. Chief Migration Officer;
- m. Principal Migration Officer;

- n. Senior Migration Officer;
 - o. Locally Engaged Employee (LEE), including LEE Office Managers, are persons engaged by DFAT or Austrade, to perform migration related duties in an overseas country for the Department of Immigration and Border Protection;
 - p. Locally Engaged Designate (LED) is a person engaged by DFAT as an LEE and who currently holds an Australian security clearance at the Baseline (Protected) level or higher and has been approved by DFAT as an LED;
 - q. Airline Liaison Officer (ALO) located offshore;
2. AUTHORISE under the provisions of the Act and Regulations specified in the relevant columns of the Schedule to this Instrument, each person holding, or occupying, or performing the duties of a position, or class of positions (defined in paragraph 1 of this Instrument), at the classification and location specified in the Schedule to this Instrument; and
3. DIRECT that the specified powers or functions may only be exercised by the specified officers if those powers and functions are relevant to the officer's duties of the position at the level or classification indicated in the Schedule to this Instrument.

This Governance Instrument of Delegation and Authorisation 2016 (No. 1 of GM 32), GIDAM 32 Offshore, commences immediately after signature.

Dated: *15 January* 2016



THE HON. PETER DUTTON MP

Minister for Immigration and Border Protection

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION												
	LEE - Amman	LEE - Ankara	LEE - Apia	LEE - Athens	LEE - Auckland	LEE - Bangkok	LEE - Beijing	LEE - Beirut	LEE - Belgrade	LEE - Berlin	LEE - Brasilia	LEE - Buenos Aires	LEE - Cairo
s5(1) definition of "bogus document"	X	X	X	X	X	X	X	X	X	X	X	X	X
s29	X	X	X	X	X	X	X	X	X	X	X	X	X
s41	X	X	X	X	X	X	X	X	X	X	X	X	X
s47(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s51(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s54(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s55	X	X	X	X	X	X	X	X	X	X	X	X	X
s56	X	X	X	X	X	X	X	X	X	X	X	X	X
s57	X	X	X	X	X	X	X	X	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s60(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s62	X	X	X	X	X	X	X	X	X	X	X	X	X
s63(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s65(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s66	X	X	X	X	X	X	X	X	X	X	X	X	X
s91	X	X	X	X	X	X	X	X	X	X	X	X	X
s93	X	X	X	X	X	X	X	X	X	X	X	X	X
s94(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s95(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s116	X	X	X	X	X	X	X	X	X	X	X	X	X
s119	X	X	X	X	X	X	X	X	X	X	X	X	X
s120	X	X	X	X	X	X	X	X	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s123	X	X	X	X	X	X	X	X	X	X	X	X	X
s124	X	X	X	X	X	X	X	X	X	X	X	X	X
s127(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140E(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GA	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GB	X	X	X	X	X	X	X	X	X	X	X	X	X
s269	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s488(2)	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
r2.11(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.11(2A)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.20	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.55	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.62	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.69	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.74	X	X	X	X	X	X	X	X	X	X	X	X	X
r5.19	X	X	X	X	X	X	X	X	X	X	X	X	X
Definition: LEE indicates locally engaged employee engaged by by DFAT/ Austrade for DIBP and performing immigration duties in country													

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION											
	LEE - Colombo	LEE - Dhaka	LEE - Dili	LEE - Dubai	LEE - Guangzhou	LEE - Hanoi	LEE - Harare	LEE - Ho Chi Minh City	LEE - Hong Kong	LEE - Islamabad	LEE - Jakarta	LEE - Kuala Lumpur
s5(1) definition of "bogus document"	X	X	X	X	X	X	X	X	X	X	X	X
s29	X	X	X	X	X	X	X	X	X	X	X	X
s41	X	X	X	X	X	X	X	X	X	X	X	X
s47(1)	X	X	X	X	X	X	X	X	X	X	X	X
s51(1)	X	X	X	X	X	X	X	X	X	X	X	X
s54(1)	X	X	X	X	X	X	X	X	X	X	X	X
s55	X	X	X	X	X	X	X	X	X	X	X	X
s56	X	X	X	X	X	X	X	X	X	X	X	X
s57	X	X	X	X	X	X	X	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X	X	X	X	X	X	X	X
s60(1)	X	X	X	X	X	X	X	X	X	X	X	X
s62	X	X	X	X	X	X	X	X	X	X	X	X
s63(1)	X	X	X	X	X	X	X	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X	X	X	X	X	X	X	X
s65(1)	X	X	X	X	X	X	X	X	X	X	X	X
s66	X	X	X	X	X	X	X	X	X	X	X	X
s91	X	X	X	X	X	X	X	X	X	X	X	X
s93	X	X	X	X	X	X	X	X	X	X	X	X
s94(3)	X	X	X	X	X	X	X	X	X	X	X	X
s95(2)	X	X	X	X	X	X	X	X	X	X	X	X
s116	X	X	X	X	X	X	X	X	X	X	X	X
s119	X	X	X	X	X	X	X	X	X	X	X	X
s120	X	X	X	X	X	X	X	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X	X	X	X	X	X	X	X
s123	X	X	X	X	X	X	X	X	X	X	X	X
s124	X	X	X	X	X	X	X	X	X	X	X	X
s127(1)	X	X	X	X	X	X	X	X	X	X	X	X
s140(2)	X	X	X	X	X	X	X	X	X	X	X	X
s140E(1)	X	X	X	X	X	X	X	X	X	X	X	X
s140GA	X	X	X	X	X	X	X	X	X	X	X	X
s140GB	X	X	X	X	X	X	X	X	X	X	X	X
s269	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s488(2)	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
r2.11(1)	X	X	X	X	X	X	X	X	X	X	X	X
r2.11(2A)	X	X	X	X	X	X	X	X	X	X	X	X
r2.20	X	X	X	X	X	X	X	X	X	X	X	X
r2.55	X	X	X	X	X	X	X	X	X	X	X	X
r2.62	X	X	X	X	X	X	X	X	X	X	X	X
r2.69	X	X	X	X	X	X	X	X	X	X	X	X
r2.74	X	X	X	X	X	X	X	X	X	X	X	X
r5.19	X	X	X	X	X	X	X	X	X	X	X	X

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION												
	LEE - London	LEE - Madrid	LEE - Manila	LEE - Mexico City	LEE - Moscow	LEE - Nairobi	LEE - New Delhi	LEE - Nuku'alofa	LEE - Ottawa	LEE - Phnom Penh	LEE - Port Louis	LEE - Port Moresby	LEE - Pretoria
s5(1) definition of "bogus document"	X	X	X	X	X	X	X	X	X	X	X	X	X
s29	X	X	X	X	X	X	X	X	X	X	X	X	X
s41	X	X	X	X	X	X	X	X	X	X	X	X	X
s47(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s51(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s54(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s55	X	X	X	X	X	X	X	X	X	X	X	X	X
s56	X	X	X	X	X	X	X	X	X	X	X	X	X
s57	X	X	X	X	X	X	X	X	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s60(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s62	X	X	X	X	X	X	X	X	X	X	X	X	X
s63(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s65(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s66	X	X	X	X	X	X	X	X	X	X	X	X	X
s91	X	X	X	X	X	X	X	X	X	X	X	X	X
s93	X	X	X	X	X	X	X	X	X	X	X	X	X
s94(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s95(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s116	X	X	X	X	X	X	X	X	X	X	X	X	X
s119	X	X	X	X	X	X	X	X	X	X	X	X	X
s120	X	X	X	X	X	X	X	X	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s123	X	X	X	X	X	X	X	X	X	X	X	X	X
s124	X	X	X	X	X	X	X	X	X	X	X	X	X
s127(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140E(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GA	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GB	X	X	X	X	X	X	X	X	X	X	X	X	X
s269	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s488(2)	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
r2.11(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.11(2A)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.20	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.55	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.62	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.69	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.74	X	X	X	X	X	X	X	X	X	X	X	X	X
r5.19	X	X	X	X	X	X	X	X	X	X	X	X	X

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION												
	LEE - Riyadh	LEE - Santiago	LEE - Seoul	LEE - Shanghai	LEE - Singapore	LEE - Suva	LEE - Tehran	LEE - Tel Aviv	LEE - Tokyo	LEE - Vienna	LEE - Vientiane	LEE - Washington	LEE - Yangon
s5(1) definition of "bogus document"	X	X	X	X	X	X	X	X	X	X	X	X	X
s29	X	X	X	X	X	X	X	X	X	X	X	X	X
s41	X	X	X	X	X	X	X	X	X	X	X	X	X
s47(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s51(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s54(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s55	X	X	X	X	X	X	X	X	X	X	X	X	X
s56	X	X	X	X	X	X	X	X	X	X	X	X	X
s57	X	X	X	X	X	X	X	X	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s60(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s62	X	X	X	X	X	X	X	X	X	X	X	X	X
s63(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s65(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s66	X	X	X	X	X	X	X	X	X	X	X	X	X
s91	X	X	X	X	X	X	X	X	X	X	X	X	X
s93	X	X	X	X	X	X	X	X	X	X	X	X	X
s94(3)	X	X	X	X	X	X	X	X	X	X	X	X	X
s95(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s116	X	X	X	X	X	X	X	X	X	X	X	X	X
s119	X	X	X	X	X	X	X	X	X	X	X	X	X
s120	X	X	X	X	X	X	X	X	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X	X	X	X	X	X	X	X	X
s123	X	X	X	X	X	X	X	X	X	X	X	X	X
s124	X	X	X	X	X	X	X	X	X	X	X	X	X
s127(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140(2)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140E(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GA	X	X	X	X	X	X	X	X	X	X	X	X	X
s140GB	X	X	X	X	X	X	X	X	X	X	X	X	X
s269	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s488(2)	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO	AO
r2.11(1)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.11(2A)	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.20	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.55	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.62	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.69	X	X	X	X	X	X	X	X	X	X	X	X	X
r2.74	X	X	X	X	X	X	X	X	X	X	X	X	X
r5.19	X	X	X	X	X	X	X	X	X	X	X	X	X

SECTIONS & REGULATIONS	CLASSIFICATIONS AND LOCATIONS	
	LEE - OFFICE MANAGERS ONLY - Apia; Athens; Buenos Aires; Madrid; Mexico City; Nuku'alofa; Port Louis; Tel Aviv; Tokyo; Vienna; Vientiane; Yangon	LED - ALL LOCATIONS
s5(1) definition of "bogus document"	X	X
s29	X	X
s41	X	X
s47(1)	X	X
s51(1)	X	X
s54(1)	X	X
s55	X	X
s56	X	X
s57	X	X
s58(4) and s58(5)	X	X
s60(1)	X	X
s62	X	X
s63(1)	X	X
s64(2) and s64(3)	X	X
s65(1)	X	X
s66	X	X
s91	X	X
s93	X	X
s94(3)	X	X
s95(2)	X	X
s116	X	X
s119	X	X
s120	X	X
s121(4) and s121(5)	X	X
s123	X	X
s124	X	X
s127(1)	X	X
s128		X
s129		X
s131		X
s132		X
s140(2)	X	X
s140E(1)	X	X
s140GA	X	X
s140GB	X	X
s269	AO	AO
s375	X	
s375A	X	
s376	X	
s488(2)	AO	AO
s494B	AO	AO
r2.11(1)	X	X
r2.11(2A)	X	X
r2.20	X	X
r2.55	X	X
r2.62	X	X
r2.69	X	X
r2.74	X	X
r5.19	X	X

LED are LEE who hold an Australian security clearance at the baseline (protected) level or higher which has been approved by DFAT

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION				
	DFAT - AMBASSADOR - Athens; Buenos Aires; Madrid; Mexico City; Riyadh; Tel Aviv; Tokyo; Vienna; Vientiane; Yangon	DFAT - HIGH COMMISSIONER - Nuku'alofa; Port Louis	DFAT - SENIOR ADMINISTRATIVE OFFICER - Apia; Athens; Buenos Aires; Madrid; Mexico City; Nuku'alofa; Port Louis; Riyadh; Tel Aviv; Tokyo; Vienna; Vientiane; Yangon	TRADE COMMISSIONER - Dubai	CONSUL-GENERAL and SENIOR TRADE COMMISSIONER - Dubai; Auckland
s5(1) definition of "bogus document"	X	X	X	X	X
s29	X	X	X	X	X
s41	X	X	X	X	X
s47(1)	X	X	X	X	X
s51(1)	X	X	X	X	X
s54(1)	X	X	X	X	X
s55	X	X	X	X	X
s56	X	X	X	X	X
s57	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X
s60(1)	X	X	X	X	X
s62	X	X	X	X	X
s63(1)	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X
s65(1)	X	X	X	X	X
s66	X	X	X	X	X
s91	X	X	X	X	X
s93	X	X	X	X	X
s94(3)	X	X	X	X	X
s95(2)	X	X	X	X	X
s116	X	X	X	X	X
s119	X	X	X	X	X
s120	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X
s123	X	X	X	X	X
s124	X	X	X	X	X
s127(1)	X	X	X	X	X
s128	X	X	X	X	X
s129	X	X	X	X	X
s131	X	X	X	X	X
s132	X	X	X	X	X
s133(2)	X	X	X	X	X
s134	X	X	X	X	X
s135	X	X	X	X	X
s137L	X	X	X	X	X
s137M	X	X	X	X	X
s138	X	X	X	X	X
s140(2)	X	X	X	X	X
s140E(1)	X	X	X	X	X
s140GA	X	X	X	X	X
s140GB	X	X	X	X	X
s159	X	X	X	X	X
s164	X	X	X	X	X
s269	AO	AO	AO	AO	AO
s488(2)	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO
r1.03	X	X	X	X	X
r1.04	X	X	X	X	X
r2.11(1); r2.11(2A) and r2.11(4)	X	X	X	X	X
r2.20	X	X	X	X	X
r2.55	X	X	X	X	X
r2.62	X	X	X	X	X
r2.69	X	X	X	X	X
r2.74	X	X	X	X	X
r5.19	X	X	X	X	X

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION							
	CHIEF MIGRATION OFFICER	PRINCIPAL MIGRATION OFFICER	SENIOR MIGRATION OFFICER	ABF OFFSHORE EL2 and ABF OFFSHORE EL1	REGIONAL MANAGER	REGIONAL DIRECTOR	ABF OFFSHORE SES BAND 1	ALO OFFSHORE
s5(1) definition of "bogus document"	X	X	X	X	X	X	X	X
s5(1) definition of "immigration detention"	X	X	X	X	X	X	X	X
s29(1)	X	X	X	X	X	X	X	X
s41	X	X	X	X	X	X	X	X
s47(1)	X	X	X	X	X	X	X	X
s51(1)	X	X	X	X	X	X	X	X
s54(1)	X	X	X	X	X	X	X	X
s55	X	X	X	X	X	X	X	X
s56	X	X	X	X	X	X	X	X
s57	X	X	X	X	X	X	X	X
s58(4) and s58(5)	X	X	X	X	X	X	X	X
s60(1)	X	X	X	X	X	X	X	X
s62	X	X	X	X	X	X	X	X
s63(1)	X	X	X	X	X	X	X	X
s64(2) and s64(3)	X	X	X	X	X	X	X	X
s65(1)	X	X	X	X	X	X	X	X
s66	X	X	X	X	X	X	X	X
s73**	X	X	X	X	X	X	X	X
s87A	X	X	X	X	X	X	X	X
s91	X	X	X	X	X	X	X	X
s93	X	X	X	X	X	X	X	X
s94(3)	X	X	X	X	X	X	X	X
s95(2)	X	X	X	X	X	X	X	X
s116	X	X	X	X	X	X	X	X
s119	X	X	X	X	X	X	X	X
s120	X	X	X	X	X	X	X	X
s121(4) and s121(5)	X	X	X	X	X	X	X	X
s123	X	X	X	X	X	X	X	X
s124	X	X	X	X	X	X	X	X
s127(1)	X	X	X	X	X	X	X	X
s128	X	X	X	X	X	X	X	X
s129	X	X	X	X	X	X	X	X
s131	X	X	X	X	X	X	X	X
s132	X	X	X	X	X	X	X	X
s133(2)	X	X	X	X	X	X	X	X
s134	X	X	X	X	X	X	X	X
s135	X	X	X	X	X	X	X	X
s137L	X	X	X	X	X	X	X	X
s137M	X	X	X	X	X	X	X	X
s138	X	X	X	X	X	X	X	X
s140 (2)	X	X	X	X	X	X	X	X
s140E(1)	X	X	X	X	X	X	X	X
s140GA	X	X	X	X	X	X	X	X
s140GB	X	X	X	X	X	X	X	X
s140I	X	X	X	X	X	X	X	X
s158	X	X	X	X	X	X	X	X
s159	X	X	X	X	X	X	X	X
s164	X	X	X	X	X	X	X	X
s269	AO	AO	AO	AO	AO	AO	AO	AO
s375	X	X	X	X	X	X	X	X
s375A(1)	X	X	X	X	X	X	X	X
s376(1)	X	X	X	X	X	X	X	X
s437	X	X	X	X	X	X	X	X
s438(1)	X	X	X	X	X	X	X	X
** The exercise of delegated Ministerial power in section 73 is limited to valid applications for a substantive visa made in Australia, in accordance with regulation 2.07A of the Migration Regulations 1994								

SECTIONS & REGULATIONS	CLASSIFICATION AND LOCATION							
	CHIEF MIGRATION OFFICER	PRINCIPAL MIGRATION OFFICER	SENIOR MIGRATION OFFICER	ABF OFFSHORE EL2 and ABF OFFSHORE EL1	REGIONAL MANAGER	REGIONAL DIRECTOR	ABF OFFSHORE SES BAND 1	ALO OFFSHORE
s473GA	X	X	X	X	X	X	X	X
s473GB	X	X	X	X	X	X	X	X
s473GC	X	X	X	X	X	X	X	X
s488(2)	AO	AO	AO	AO	AO	AO	AO	AO
s494B	AO	AO	AO	AO	AO	AO	AO	AO
s494D(5)(c)	X	X	X	X	X	X	X	X
s501(1); s501(2) and s501(3A)	X	X	X	X	X	X	X	X
s503A(3) and s503A(3A)	X	X	X	X	X	X	X	X
r1.03	X	X	X	X	X	X	X	X
r1.04	X	X	X	X	X	X	X	X
r2.11(1); r2.11(2A) and r2.11(4)	X	X	X	X	X	X	X	X
r2.12F(1), r2.12F(2),	X	X		X	X	X	X	X
r2.12F(3) and r2.12F(3A)					X	X	X	
r2.12H	X	X		X	X	X	X	X
r2.19	X	X		X	X	X	X	X
r2.20	X	X	X	X	X	X	X	X
r2.55	X	X	X	X	X	X	X	X
r2.62	X	X	X	X	X	X	X	X
r2.69	X	X	X	X	X	X	X	X
r2.74	X	X	X	X	X	X	X	X
r5.19	X	X	X	X	X	X	X	X



ADMIN 22/021

Migration (Minister) (Decision-making powers) Amendment Delegation 2022

I, Karen Andrews, Minister for Home Affairs, amend:

- (a) *Governance instrument of delegation and authorisation 2016 (No. 1 of GM 32)* by inserting 'X' in the following rows of the following columns:
 - (i) in the row titled 'r2.12F(1), r2.12F(2),' for the column titled 'Senior migration officer';
 - (ii) in the row titled 'r2.12F(3), r2.12F(3A)', for the columns titled 'Chief migration officer', 'Principal migration officer', 'Senior migration officer' and 'ABF offshore EL2 and ABF offshore EL1'; and
- (b) *Home Affairs Legislation (Minister Decision-making powers for Immigration and Settlement Services Group and Social Cohesion and Citizenship Group) Delegation and Authorisation 2021 (ADMIN 21/051)* as set out in Schedule 1.

This instrument commences on the day after it is signed.

Dated 1 March 2022

Minister for Home Affairs

Schedule 1 Amendments

[1] Schedule 3, item 2, after item 15

substitute

15	reg 2.12F	APS4, APS5, APS6, EL1, EL2, SES1, SES2, SES3
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[2] Schedule 3, item 2, after item 52

insert

Schedule 1 to the Migration Regulations:

52A	item	APS3, APS4, APS5, APS6, EL1
	1239(3)(e)(ii)	

Non-SES Performance and Development Agreement

This agreement outlines your responsibilities as an employee and documents agreed expectations of your performance.

Name	s. 47E(c)	Division/Branch/Section	Home Affairs, s. 47E(c)	Position	Visa Processing Officer
APS Level	LE3	Performance Period	PY 2023 - 2024		

Key Deliverables Refer to the Strategic Framework , Economic Diplomacy Statement , Innovation Strategy , divisional business plans etc.	Behaviours and tasks to achieve key deliverables Refer to the: DFAT Values and Behaviours , DFAT Leadership Charter , Inclusive Leadership guiding principles , APS Work Level Standards , Administrative Circular P1301 on Representation skills , and the Knowledge Management Framework	Measures of Success
- Actively manage your caseload - Actively manage your performance - Exercise independent and evidence based decision making when assessing and finalising cases - Technical proficiency - Resolve and respond to routine client and internal queries - Support office operations - Adhere to APS Values In lawfully exercising my delegations and authorisations, I will ensure currency of knowledge by reading, understanding and applying policies and procedures applicable to the performance of the functions and duties of my role, and the timely completion of applicable training and certification required by law, in compliance with the Department's policies and procedures.	Actively manage your caseload - Accountable for managing your caseload and allocated cases - Advising Program manager of unassessed allocated cases or changes in caseload - Working knowledge of caseload – systems, processes and products - Using tools available to effectively manage your caseload - Action any escalations from A based or program manager promptly - Identify processing issues and escalate to program manager - Actively following processing guidelines to manage cases - Act on and improve identified issues through QA - Use collective case management principles to manage your caseload Manage your performance - Accountable for meeting your targets and QA - Respond to and action feedback - Manage your leave and flex appropriately according to the LE Conditions of Service - Adhere to code of conduct and APS values - Your personal development requirements have been identified - Actively seek feedback on performance	s. 47F(1), s. 47E(c)

Performance Review

Performance discussions must include a reflection on behaviours displayed as well as tasks achieved and compliance with relevant policies and procedures. Managers should ask staff whether they have reported changes of personal circumstances or provided contact reports to Security Clearances and Investigations Section (SCI).

Mid cycle comments, if applicable:

S. 47E(c), S. 47F(1)

Employee Name
Supervisor Name

S. 47E(c)

Signature
Signature

S. 47E(c)

Date
Date

S. 47E(c), S. 47F(1)

End cycle comments (to be entered into People Soft)
Supervisor:

Employee:

End cycle rating:

- ☐ Performing Exceptionally
- ☐ Performing Well
- ☐ Requires Development

Employee Name		Signature		Date	
Supervisor Name		Signature		Date	

Career/Learning and Development Plan

Identify the skills and capabilities you require. Note that this plan is not a guarantee that identified learning opportunities will occur. Attendance is still subject to operational requirements and budgetary constraints.

Capability required and how it relates to the work listed in the performance agreement or future career plans	Select the most appropriate 70/20/10 learning approaches			Timeframe
	Experience - 70% Examples include: learning on the job by reading/thinking/doing, reflecting on learnings, consider efficiencies that can be made, opportunities to work on different activities or projects within the team, participation in policy discussion groups, take on more responsibility.	Exposure - 20% Examples include: through feedback, observation, shadowing, and/or working with supervisors, acting as a mentor.	Education - 10% Examples include attending formal learning activities, webinars, e-learning or lectures.	
s. 47E(c), s. 47F(1)				s. 47E(c), s. 47F(1)

Appendix

Agreed targets:

s. 47E(c), s. 47F(1)



Australian High Commission
s. 22(1)(a)(ii)

s22(1)(a)(ii)

Visa Processing Officer, LE3 s22(1)(a)(ii)

s22(1)(a)(ii)

s. 22(1)(a)(ii)

Position Description – LE3

Agency	Department of Home Affairs
Position Number	Various
Title	Visa Processing Officer
Classification	LE3
Section	Home Affairs
Reports to (title)	Home Affairs Program Manager

About the Department of Home Affairs

Home Affairs manages a diverse portfolio responsible for protecting Australia's border. This includes managing migration, humanitarian and citizenship policy and programmes, as well as matters relating to trade and the movement of goods across the border. It works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. Home Affairs strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making.

About the position

Under direction, and within established procedures, legislation and policies, Visa Processing Officers undertake a range of duties including visa processing as well as administrative tasks. They may conduct integrity verification checks, analysis and assist with the preparation of reporting.

The key responsibilities of the position include, but are not limited to:

- Manage a caseload of Temporary Entry visa applications – adhering to agreed assessment targets and timeframes, and to the Quality Assurance framework and benchmarks
- Provide accurate, timely, consistent and appropriate information to visa applicants through client service channels
- Analyse various sources of information to determine the authenticity of visa applications and of the documents submitted in support of the applications to make independent, lawful decisions, referring complex cases to a more senior level
- Prepare written documentation for visa applicants, including the preparation of visa decision records and case notes to provide a clear and accurate history of actions taken and advice given
- Maintain and monitor data in the various information management systems
- Provide assistance to other team members
- Liaise with a range of stakeholders on various administrative and operational matters
- Contribute to section planning and to the development of improved work practices

Qualifications/Experience

- Tertiary qualifications
- Experience with assessing information and making decisions based on legislation
- Experience working with the Microsoft Office suite of applications and information management systems