

Delegations policy



Authorised by Board on: 4 March 2021

Effective date: 4 March 2021

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1. PURPOSE

The purpose of this policy is to allow the Board to provide appropriate delegations to Fisheries Research and Development Corporation (FRDC) directors and employees. Under section 90 of the *Primary Industries and Development Act 1989* (PIRD Act), the FRDC Board may, by writing under its common seal, delegate its power to:

- (a) a committee of the FRDC; or
- (b) a director of the FRDC, including the Chair and the Managing Director (noting that for the purposes of this policy and the attached Delegations Schedule, the Managing Director is the PIRD Act “Executive Director”); or
- (c) an employee of the FRDC

In the exercise of a power delegated by the Board, the delegate is subject to the directions of the Board. If the directors of the FRDC delegate a power the directors remain responsible for the exercise of the power by the delegate as if the power had been exercised by the directors themselves, unless:

- (a) the director believed on reasonable grounds at all times that the delegate would exercise the power in conformity with the duties imposed on directors of the FRDC; and
- (b) the director believed:
 - (i) on reasonable grounds; and
 - (ii) in good faith; and
 - (iii) after making proper inquiry if the circumstances indicated the need for inquiry that the delegate was reliable and competent in relation to the power delegated.

2. RESPONSIBILITY

Responsibility for this policy resides with the FRDC Board.

3. DEFINITIONS AND ACRONYMS

Follow links to FRDC [Definitions](#), [Acronyms](#) and [Abbreviations](#)

4. RISK CATEGORY

Strategic	Operational	Financial	ICT	People
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation
Internal
Credit card policy
Investment in Research and Development policy
Gifts and benefits register
Payments procedure
Procurement policy
Treasury policy
Risk policy
External
Primary Industries Research and Development Act 1989

6. PUBLICATION

FRDC Website	No	Directors' website	Yes
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7. POLICY

- (a) The Board will issue an instrument by which it delegates specific powers of the Board to FRDC directors and employees, pursuant to section 90 of the *Primary Industries Research and Development Act 1989*.
- (b) Exercise of these delegations will be guided by the directions of the Board, including those specified in the Delegations schedule, and the boundaries detailed in the approved Annual Operational Plan.
- (c) The Board will review the delegations at least once every three years.
- (d) Delegations will be to a specified office or position, and may be exercised by any person from time to time holding, occupying, or performing the duties of, that specified office or position.
- (e) A person appointed to an office or position will have authority to exercise the delegations detailed in the Delegations schedule.
- (f) The person who is delegated a power does not have the power to delegate that power to another person.
- (g) Sample signatures and initials will be maintained.

Adherence to this policy will be regularly monitored both internally and externally. The FRDC Board expects staff members to adhere to FRDC policies and procedures; and that they will check all transactions to ensure the person authorising them has the appropriate delegation. Both internal audit and external audit (ANAO), as part of their annual audit processes, will take transaction samples to ensure they have been appropriately authorised.

An employee will only use a scanned signature with the written approval of the signatory.

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8. ATTACHMENTS

#	Description
1	Delegations schedule

Attachment 1 – Delegations schedule

FISHERIES RESEARCH AND DEVELOPMENT CORPORATION DELEGATIONS SCHEDULE

Delegations of powers pursuant to section 90 of the *Primary Industries Research and Development Act 1989 (the Act)*.

(These delegations are based on a realistic assessment of corporation business risks. However, the Board may at any time amend or make additional delegations to meet special circumstances.)

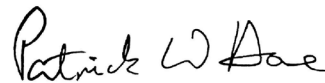
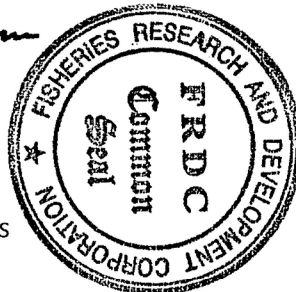
The Fisheries Research and Development Corporation:

- (a) delegates the powers and functions listed in the Delegations Schedule to the persons holding, occupying, or performing the duties of, the office or position specified against that delegation; and,
- (b) revokes all previous delegations made under section 90 of the Act in respect of these powers and functions;

with effect from the date of these delegations.



Mr John Williams
Chair



Dr Patrick Hone
Managing Director

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DELEGATIONS SCHEDULE

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
1 GENERAL EXPENDITURE				
1.1	Approval of general expenditure (including via credit card) including: FRDC staff expenditure related to projects, capital expenditure, entering into written contracts for general goods and services, and goods and services ordered under standing offer arrangements, except expenditure that comes within the specific delegations below.	Managing Director	\$350,000	Expenditure must be consistent with the FRDC's <i>Procurement policy</i> , the <i>FRDC's Credit card policy</i> , and Board approved budgets. Does not include expenditure related to banking and investment, programs management, employment and payroll, debts, travel, stakeholder engagement, donations and gifts, legal claims, or disposal of property.
		General Manager Finance & Business	\$100,000	
		General Manager R&D Investment	\$50,000	
		General Manager Communication & Adoption	\$50,000	
		General Manager Strategy & Innovation	\$50,000	
		General Manager ICT & Digitalisation	\$50,000	
		Finance Manager (Accountant)	\$25,000	
		Other Staff	\$7,500	
1.2	Enter into capped indemnities, warranties, guarantees and letters of comfort.	Managing Director	\$90,000	
		General Manager Finance & Business	\$60,000	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
1.3	Authorise a holder of a FRDC credit card to use the card to pay a claim that includes both official and coincidental private expenditure; and specify arrangements for the holder of that credit card to reimburse the FRDC for that coincidental private expenditure.	Managing Director General Manager Finance & Business		Refer <i>Credit card policy</i> . Note that retrospective approval may be given where the delegate is satisfied that a staff member has erroneously used the card.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
2 BANKING AND INVESTMENT				
2.1	Open and maintain official bank accounts, and enter into agreements with any bank for the receipt, custody, payment or transmission of money; or for other matters relating to the conduct of the FRDC's banking business.	Managing Director General Manager Finance & Business		
2.2	Online bank authorisation of EFT, BPAY and Direct Debit payments.	Any staff member approved to do so by the Managing Director (refer 2.5)	Limit of available funds	
2.3	Authorise the issue and cancellation of a FRDC credit card; and set or change a credit card limit.	Managing Director General Manager Finance & Business		Refer <i>Credit card policy</i> . Credit cards restricted to FRDC employees.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
2 BANKING AND INVESTMENT				
2.4	Invest FRDC monies including transfer of funds between accounts.	Managing Director General Manager Finance & Business Finance Manager (Accountant)	Limit of available funds Limit of available funds Limit of available funds	Subject to restrictions on investing money specified in the PGPA Act s59 and the FRDC <i>Treasury Policy</i> . Finance Manager (Accountant) exercise of this delegation, subject to prior consultation and subsequent authorisation by the General Manager Finance & Business.
2.5	Appoint signatories for each authorised bank account.	Managing Director General Manager Finance & Business		Restricted to FRDC employees.
2.6	Issue, revoke or amend drawing rights.	Managing Director General Manager Finance & Business		
2.7	Borrow money from the Commonwealth.	Managing Director	Unlimited	Must be in accordance with a resolution of the Board, and comply with such terms and conditions as the Finance Minister determines in writing (PIRD Act s41).

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
2 BANKING AND INVESTMENT				
2.8	<p>Borrow money from persons other than the Commonwealth.</p> <p>In accordance with section 42 of the <i>Primary Industries Research and Development Act 1989</i> (PIRD Act), the Treasurer has approved the FRDC overdrawng its bank account to a limit of \$900,000 on the basis that sufficient funds are held in related accounts to offset any overdrawng, with these funds to be transferred as soon as possible to clear any debt.</p>	Managing Director	\$900,000	Must be in accordance with a resolution of the Board and have the written approval of the Finance Minister; and act in accordance with terms and conditions specified in, or consistent with, that approval (PIRD Act s42).

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.1	Approve projects and project variations within a Board approved investment allocation.	Managing Director	Limit of the total budget of the investment fund as detailed in the Board approved AOP plus an additional 30% to account for project slippage.	The project must be consistent with the investment allocation priorities and/or plan. All exercises of this delegation to be reported in the next Managing Director's weekly report to the Board; with directors having until the following Wednesday to request that the approval be put on hold and discussed either out of session or at the next Board meeting.
		General Manager R&D Investment	\$100,000	
		General Manager Finance & Business	\$100,000	
		General Manager Communication & Adoption	\$100,000	
		General Manager Strategy & Innovation	\$100,000	
		General Manager ICT & Digitalisation	\$100,000	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.2	Approve non-investment allocation project applications.	Managing Director General Manager R&D Investment General Manager Finance & Business General Manager Communication & Adoption General Manager Strategy & Innovation General Manager ICT & Digitalisation	\$200,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000	Consistent with the <i>Investment in Research & Development policy</i> , the Annual Operational Plan, the R&D Plan, or other relevant plan. All exercises of this delegation to be reported in the next Managing Director's weekly report to the Board; with directors having until the following Wednesday to request that the approval be put on hold and discussed either out of session or at the next Board meeting.
3.3	Reject project applications.	Managing Director	Any project	The Managing Director may defer the decision to the Board where there is an elevated level of risk.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.4	Approve project applications with cash contributions.	Managing Director	\$400,000	The FRDC spend is limited to the amounts specified in 3.1 above. (That is, the cash contribution adds to the project budget.)
		General Manager R&D Investment	\$200,000	
		General Manager Finance & Business	\$200,000	
		General Manager Communication & Adoption	\$200,000	
		General Manager Strategy & Innovation	\$200,000	
		General Manager ICT & Digitalisation	\$200,000	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.5	Enter into agreements (including, for example, standard project agreements, consultancy agreements, confidentiality agreements, and Development Award deeds of agreement).	Managing Director	Limit of available funds	The project must have been duly approved.
		General Manager Finance & Business	Limit of available funds	
		General Manager R&D Investment	\$150,000	
		General Manager Communication & Adoption	\$100,000	
		General Manager Strategy & Innovation	\$100,000	
		General Manager ICT & Digitalisation	\$100,000	
		Finance Manager (Accountant)	\$50,000	
		All other staff	\$7,500	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.6	<p>Approve payments under a contractual agreement, including against project deliverable.</p> <p>Approve project related payments not under a contractual agreement (for example, external reviews and meeting costs).</p>	<p>Managing Director</p> <p>General Manager R&D Investment</p> <p>General Manager Finance & Business</p> <p>General Manager Communication & Adoption</p> <p>General Manager Strategy & Innovation</p> <p>General Manager ICT & Digitalisation</p> <p>Senior Research Portfolio Manager</p> <p>Research Portfolio Manager</p> <p>Cross Functional Facilitator</p> <p>Transformational Extension & Adoption</p> <p>R&D Business Support Officer</p>	<p>Limit of available funds</p> <p>\$400,000</p> <p>\$400,000</p> <p>\$400,000</p> <p>\$400,000</p> <p>\$400,000</p> <p>\$300,000</p> <p>\$200,000</p> <p>\$200,000</p> <p>\$200,000</p> <p>\$50,000</p>	<p>Limited to where the contractual commitments have been met; for example, where a deliverable has been satisfactorily achieved. (<i>Refer Project management procedure</i>).</p>

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.7	<p>Approve variations to project agreements.</p> <p>(This includes varying the value of income and expenditure deliverables; and the splitting of projects.)</p>	<p>Managing Director</p> <p>General Manager R&D Investment</p> <p>General Manager Finance & Business</p> <p>General Manager Communication & Adoption</p> <p>General Manager Strategy & Innovation</p> <p>General Manager ICT & Digitalisation</p>	<p>\$200,000</p> <p>\$100,000</p> <p>\$100,000</p> <p>\$100,000</p> <p>\$100,000</p> <p>\$100,000</p>	<p>Where cash contributions do not eventuate, the project budget may be reduced by the amount of the cash contribution (noting that the amounts involved in these instances may be greater than the set limits).</p> <p>Note that realising project savings does not require an exercise of delegation.</p> <p>Variations will be treated as cumulative for the purpose of determining if a delegation has been exceeded. The sum of all staff member initiated project agreement variations must not exceed the Managing Director's delegation to vary a project. Where the Board has not made the original application approval, the original approval will be counted in the sum of variations.</p>

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.8	<p>Approve non-financial variations to project agreements in relation to:</p> <ul style="list-style-type: none"> Principal Investigator and other project staff objectives methods deliverable detail (to add new deliverables and transfer elements between deliverables, including budget; but with no overall increase to total project budget) deliverable order deliverable due dates. 	<p>Managing Director</p> <p>General Manager R&D Investment</p> <p>General Manager Finance & Business</p> <p>General Manager Communication & Adoption</p> <p>General Manager Strategy & Innovation</p> <p>General Manager ICT & Digitalisation</p> <p>Senior Research Portfolio Manager</p> <p>Research Portfolio Manager</p> <p>Cross Functional Facilitator</p> <p>Transformational Extension & Adoption</p> <p>Finance Manager (Accountant)</p>	<p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p> <p>Limited as per constraint</p> <p>Limited as per constraint</p> <p>Limited as per constraint</p> <p>Limited as per constraint</p>	<p>Research Portfolio Manager/Cross Functional Facilitator/Transformational Extension & Adoption constrained to:</p> <ul style="list-style-type: none"> project staff other than the Principal Investigator and Co-investigator deliverable detail deliverable order deliverable due dates, for a maximum of one hundred and fifty three days <p>Finance Manager (Accountant) constrained to income deliverables and to:</p> <ul style="list-style-type: none"> deliverable detail deliverable order deliverable due dates, for a maximum of three months.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
3 PROGRAMS MANAGEMENT (RD&E and Marketing)				
3.9	Approve pre-paid sponsorship.	Managing Director General Manager Finance & Business General Manager R&D Investment General Manager Communication & Adoption General Manager Strategy & Innovation General Manager ICT & Digitalisation	\$100,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000	Consistent with the objectives of the R&D Plan and the Annual Operational Plan.
3.10	Approve termination of a project.	Managing Director	Unlimited	The termination must be in accordance with the terms of the standard FRDC project agreement.
3.11	Approve emergency funding.	Managing Director in consultation with the Chair or Deputy Chair if the Chair is unavailable	\$1,000,000	For example, rapid response to a disease outbreak (eg whitespot) or a collapsing fishery.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
4 EMPLOYMENT AND PAYROLL				
4.1	Engage persons as employees and approve terms and conditions of employment and remuneration.	Managing Director		<p>Employment terms and conditions must not be more favourable than the terms and conditions of remuneration of the Managing Director (PIRD Act s87).</p> <p>Employment contracts will be guided by the Australian Government's requirements, and the AOP and Mercer job evaluation constraints.</p> <p>Signing of "Access, Indemnity and Insurance Deed – Director or Officer of FRDC" on appointment (refer Board governance policy)</p>
4.2	Approve employee (including directors and the Managing Director) remuneration payments [including related payments and deductions (eg superannuation, taxes, etc)].	<p>Managing Director</p> <p>General Manager Finance & Business</p> <p>Finance Manager (Accountant)</p>	<p>\$400,000 per pay</p> <p>\$400,000 per pay</p> <p>\$400,000 per pay</p>	Payments to be in accordance with relevant employee's agreed terms and conditions of remuneration, and statutory requirements.

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
4 EMPLOYMENT AND PAYROLL				
4.3	Authorise payroll tax submissions and approve payroll tax payments.	General Manager Finance & Business Finance Manager (Accountant)	\$10,000 per month \$10,000 per month	
4.4	Authorise submission of ATO lodgements (BAS, FBT, employee payment summaries).	General Manager Finance & Business Finance Manager (Accountant)		
4.5	Approve employee leave.	Managing Director General Manager Finance & Business General Manager R&D Investment General Manager Communication & Adoption General Manager Strategy & Innovation General Manager ICT & Digitalisation		Refer <i>Employees policy</i> .

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
5 DEBTS				
5.1	Approval of payments to the ATO (including BAS payments).	Managing Director General Manager Finance & Business	Unlimited \$250,000	Refer <i>Financial Statements procedure</i>
5.2	Approval of non-recovery of a debt owing to the FRDC.	Managing Director General Manager Finance & Business	\$100,000 \$75,000	Refer <i>Income procedure</i> .

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
5 DEBTS				
5.3	Defer the time for payment of an amount owing to the FRDC.	Managing Director General Manager Finance & Business Finance Manager (Accountant)		
5.4	Allow payment by instalments of an amount owing to the FRDC.	Managing Director General Manager Finance & Business Finance Manager (Accountant)		
5.5	Approve the repayment of a FRDC debt (eg moneys owed to the Department of Agriculture, and the Environment due to a GVP calculation error).	Managing Director General Manager Finance & Business Finance Manager (Accountant)		

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
6 TRAVEL				
6.1	Approval of travel expenditure (per trip).	Chair	\$10,000	Subject to the FRDC <i>Travel policy</i> .
		Managing Director	\$45,000	
		General Manager Finance & Business	\$30,000	
		General Manager R&D Investment	\$30,000	
		General Manager Communication & Adoption	\$30,000	
		General Manager Strategy & Innovation	\$30,000	
		General Manager ICT & Digitalisation	\$30,000	
		Senior Research Portfolio Manager	\$10,000	
6.2	Approval of travel expenditure outside travel policy.	Other employees	\$7,500	When there is an advantage to the FRDC to deviate from its policy.
		Managing Director	\$15,000	
		General Manager Finance & Business	\$15,000	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
7 EXPENDITURE IN RELATION TO STAKEHOLDER ENGAGEMENT				
7.1	Approval of expenditure in relation to stakeholder engagement.	Managing Director	\$30,000	Any such expenditure must be justifiable in the context of FRDC's policies, procedures, plans, and <i>Code of conduct</i> .
		General Manager Finance & Business	\$30,000	
		General Manager R&D Investment	\$10,000	
		General Manager Communication & Adoption	\$10,000	
		General Manager Strategy & Innovation	\$10,000	
		General Manager ICT & Digitalisation	\$10,000	
		Other employees	\$300	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
8 CHARITABLE DONATIONS AND GIFTS				
8.1	Approval of charitable donations.	Managing Director	\$7,500	
8.2	Approval of a gift being made.	Managing Director	\$7,500	Note that the FRDC <i>Travel policy</i> allows all staff members to make a gift in lieu of accommodation charges.
		General Manager Finance & Business	\$5,000	

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
8 CHARITABLE DONATIONS AND GIFTS				
8.3	Approval/rejection of a gift or benefit being retained by a FRDC director or employee.	In the case of a director, the Board (excluding the director in receipt of the gift/benefit). Managing Director (in consultation with senior managers) in the case of an employee.	Unlimited	Directors and employees are required to declare to the Company Secretary any reportable gift or benefit received for recording in the <i>Gifts and Benefits Register</i>

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
9 DISPOSAL OF PROPERTY				
9.1	Approval of disposal of FRDC property (including records) that has become surplus, obsolete or unserviceable.	Managing Director General Manager Finance & Business Finance Manager (Accountant)		

Power or function		Delegate	Limit per event (GST inclusive)	Constraints
10 ACCOUNTING TRANSACTIONS				
10.1	Approve bank reconciliations.	Managing Director General Manager Finance & Business Finance Manager (Accountant)		
10.2	Approve submissions to Central Budget Management system (CBMS).	General Manager Finance & Business Finance Manager (Accountant)		