

## DUTIES FOR DEPARTMENTAL EMPLOYEES IN RELATION TO THE INNOVATION CONNECTIONS ELEMENT OF THE ENTREPRENEURS' PROGRAMME

For the purpose of s 25 of the *Public Service Act 1999*, this document determines the duties of Department of Industry, Innovation and Science employees in relation to the Innovation Connections element of the Entrepreneurs' Programme (Innovation Connections). This document does not limit an employee's other duties.

The duties set out in this document must be undertaken in compliance with:

- the *Public Governance, Performance and Accountability Act 2013*;
- the *Financial Framework (Supplementary Powers) Act 1997*;
- the Commonwealth Grants Rules and Guidelines;
- the Grant Opportunity Guidelines for Entrepreneurs' Programme;
- delegations from the Accountable Authority; and
- relevant departmental policies and guidelines.

In determining these duties, I hereby revoke all previous determinations of duties and authorisations by the Programme Delegate in relation to the Innovation Connections element of the Entrepreneur's Programme.

Dated this 30 day of November 2018

s22(1)(a)(ii)

Head of Division  
AusIndustry – Support for Business

**General Manager, AusIndustry – Support for Business with responsibility for Innovation Connections (SES Band 1) - Duties**

These are your general duties in relation Innovation Connections:

- G1. As Innovation Connections Programme Delegate, make all necessary decisions and carry out all necessary functions in relation to the administration of Innovation Connections, in accordance with the Entrepreneurs' Programme grant opportunity guidelines and applicable policies.
- G2. Oversee employees involved in the management of the Program for which the General Manager is responsible.
- G3. Consider escalated issues that fall within the duties of employees for which the General Manager is responsible.
- G4. Accept an application where the application is complete and in accordance with the approved form.
- G5. Request an applicant provide clarification or additional information in relation to a submitted application.
- G6. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Innovation Connections that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on Innovation Connection facilitated service or grant applications.
- F2. Extend the period in which a successful applicant must sign and return a grant agreement
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F3. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
- F4. Make decisions on the termination of grant agreements.
- F5. Approve grant payments for an approved project in accordance with the grant agreement.
- F6. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Entrepreneurs' Programme grant opportunity guidelines
  - b. Determining the proportion of project eligible expenditure that relates to overseas activities
  - c. Varying a grant amount, project budget, project duration, project scope and activities including activity material (intellectual property) arrangements, project milestones, project reporting, and party representatives

- Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - d. Requests for consent to deal with interests under a grant agreement
  - e. Requests for consent to a change in ownership of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F7. Issue documentation to give effect to approvals provided for in these duties or approved by a Manager.
- F8. Execute documentation to give effect to approvals provided for in these duties or approved by a Manager.
- F9. Consider requests for decommitting grant funds.
- F10. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Program Manager, Innovation Connections (EL2) – Duties**

These are your general duties in relation to Innovation Connection (the Program):

- G1. Oversee employees involved in the delivery of the Program for which the Program Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Program Manager is responsible.
- G3. Accept an application where the application is complete and in accordance with the form approved by the Program Delegate.
- G4. Request an applicant provide clarification or additional information in relation to a submitted application.
- G5. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G6. Recommend to the Program Delegate that a grant agreement be unilaterally terminated where appropriate.
- G7. Consider requests for decommitting grant funds.
- G8. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Innovation Connections that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on Innovation Connection facilitated service or grant applications.
- F2. Extend the period in which a successful applicant must sign and return a grant agreement by up to 63 days beyond the initial agreed 30 calendar day period
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o You must not agree to an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds available.
- F3. Issue a grant agreement for an approved project.
- F4. Execute a grant agreement for an approved project.
- F5. Approve grant payments for an approved project in accordance with the grant agreement.
- F6. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and guidelines for the Program
  - b. Varying a grant amount, project budget, project contributions, project duration, project scope and activities including activity material arrangements, project milestones, project reporting, project equipment and assets, project specified personnel and party representatives
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision

- c. Agreeing to mutually agreed terminations
    - o This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests for consent to deal with interests under a grant agreement
  - e. Requests for consent to a change in control of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F7. Issue documentation to give effect to approvals provided for in these duties or approved by the Program Delegate or Alternate Program Delegate (including approvals to terminate an agreement).
- F8. Execute documentation to give effect to approvals provided for in these duties or approved by the Program Delegate or Alternate Program Delegate (including approvals to terminate an agreement).
- F9. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Assistant Managers with responsibility for Innovation Connections (EL1) – Duties**

These are your general duties in relation to Innovation Connections (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Program Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Reject an application where:
  - It is incomplete
  - It is not in the accordance with the approved form
  - The applicant has failed to provide additional information as requested or
  - It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G4. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Innovation Connections that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on Innovation Connection facilitated service or grant applications.
- F2. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension not more than twice.
  - You must not agree to an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds.
- F3. Issue a grant agreement for an approved project.
- F4. Execute a grant agreement for an approved project.
- F5. Determine eligible expenditure for a project according to the terms of the grant agreement, applicable polices, and the program guidelines.
- F6. Approve grant payments for an approved project in accordance with the grant agreement.
- F7. Make decisions on variations to:
  - a. project budget that do not increase the grant amount
  - b. project contributions
  - c. project milestones
  - d. project reporting
  - e. project specified personnel and
  - f. party representatives
  - This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F8. Issue documentation to give effect to approvals provided for in these duties or approved by the Program Delegate, Alternate Program Delegate or a Manager.
- F9. Execute documentation to give effect to approvals provided for in these duties or approved by the Program Delegate, Alternate Program Delegate or a Manager.

**Customer Service Managers/Administrative Officers for Innovation Connections (APS5/APS6) – Duties**

These are your general duties in relation to Innovation Connections (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Program Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Innovation Connections that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on Innovation Connection facilitated service applications.
- F2. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project
  - o You must not agree to an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds available.
- F3. Make decisions on variations to project milestones, project reporting and party representatives
  - o This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F4. Issue documentation to give effect to approvals provided for in these duties.
- F5. Execute documentation to give effect to approvals provided for in these duties.

**Corporate Network Manager with responsibility for debts, (EL2) – Duties**

These are your duties in relation to Innovation Connections that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997* and the *Public Governance, Performance and Accountability Act 2013*:

- F1. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s
  - f. Issuing letters of demand and notices
  - g. Any other debt collection activities required to comply with the *Public Governance, Performance and Accountability Rule 2014*.



## DUTIES FOR DEPARTMENTAL EMPLOYEES IN RELATION TO THE ACCELERATING COMMERCIALISATION ELEMENT OF THE ENTREPRENEURS' PROGRAMME

For the purpose of s 25 of the *Public Service Act 1999*, this document determines the duties of Department of Industry, Innovation and Science (DIIS) employees in relation to the Accelerating Commercialisation element of the Entrepreneurs' Programme (Accelerating Commercialisation). This document does not limit an employee's other duties.

The duties set out in this document must be undertaken in compliance with:

- the *Public Governance, Performance and Accountability Act 2013*;
- the *Financial Framework (Supplementary Powers) Act 1997*;
- the Commonwealth Grants Rules and Guidelines;
- the Grant Opportunity Guidelines for Entrepreneurs' Programme;
- delegations from DIIS's Accountable Authority; and
- relevant departmental policies and guidelines.

In determining these duties, I hereby revoke all previous determinations of duties and authorisations by the Programme Delegate in relation to the Accelerating Commercialisation element of the Entrepreneur's Programme.

Dated this 20<sup>th</sup> day of February 2019

s22(1)(a)(ii)

Head of Division  
AusIndustry – Support for Business

**General Manager, AusIndustry – Support for Business with responsibility for Accelerating Commercialisation (SES Band 1) - Duties**

These are your general duties in relation Accelerating Commercialisation:

- G1. As Accelerating Commercialisation Programme Delegate, make all necessary decisions and carry out all necessary functions in relation to the administration of Accelerating Commercialisation, in accordance with the Entrepreneurs' Programme grant opportunity guidelines and applicable policies.
- G2. Oversee employees involved in the delivery of the Program for which the General Manager is responsible.
- G3. Consider escalated issues that fall within the duties of employees for which the General Manager is responsible.
- G4. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Commercialisation Adviser.
- G5. Accept an application where the application is complete and in accordance with the approved form.
- G6. Request an applicant provide clarification or additional information in relation to a submitted application.
- G7. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G8. Consider requests for decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on the appointment of Commercialisation Advisers, including variations to the terms and conditions for appointments.
- F2. Administer contracts with individual Commercialisation Advisers in accordance with the contract, including Monthly Service Fee payments.
- F3. Make decisions on the termination of contracts with Commercialisation Advisers.
- F4. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Commercialisation Advisers when assisting Accelerating Commercialisation participants.
- F5. Approve payments to reimburse Commercialisation Advisers and members of the Accelerating Commercialisation Expert Network for costs incurred in assisting Accelerating Commercialisation participants.
- F6. Make decisions on Accelerating Commercialisation grant applications.
- F7. Make decisions on access to Accelerating Commercialisation Portfolio Services.

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- F8. Extend the period in which a successful applicant must sign and return a grant agreement
  - Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F9. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
- F10. Make decisions on the termination of grant agreements.
- F11. Approve grant payments for an approved project in accordance with the grant agreement.
- F12. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Entrepreneurs' Programme grant opportunity guidelines
  - b. Determining the proportion of project eligible expenditure that relates to overseas activities
  - c. Requests to appoint or vary an Experienced Executive
  - d. Varying a grant amount, project budget, project duration, project scope and activities including activity material (intellectual property) arrangements, project milestones, project reporting, and party representatives
    - Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - e. Requests for consent to deal with interests under the grant agreement
  - f. Requests for consent to a change in ownership of a grantee entity
  - g. Requests to transfer a project to another Australian entity.
- F13. Issue documentation to give effect to approvals provided for in these duties or approved by the Program Manager.
- F14. Execute documentation to give effect to approvals provided for in these duties or approved by the Program Manager.
- F15. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s.

**Program Manager, Accelerating Commercialisation (EL2) – Duties**

These are your general duties in relation Accelerating Commercialisation:

- G1. Oversee employees involved in the delivery of the Program for which the Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Manager is responsible.
- G3. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Commercialisation Adviser.
- G4. Accept an application where the application is complete and in accordance with the form approved by the Accelerating Commercialisation Programme Delegate.
- G5. Request an applicant provide clarification or additional information in relation to a submitted application.
- G6. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with a form approved by the Accelerating Commercialisatoin Programme Delegate
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G7. Recommend to the Accelerating Commercialisation Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Consider requests for decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 63 days beyond the initial agreed 30 calendar day period
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds available.
- F2. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F3. Approve grant payments for an approved project in accordance with the grant agreement.
- F4. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Entrepreneurs' Programme grant opportunity guidelines
  - b. Determining the proportion of project eligible expenditure that relates to overseas activities up to a maximum of 50% of total project eligible expenditure
  - c. Requests to appoint or vary an Experienced Executive.

- d. Varying:
  - i. project duration
  - ii. project activities
  - iii. project milestones
  - iv. project reporting
  - o Where the variation is likely to result in a need to vary the annual funding caps for the project you must confirm funds are available before making a decision.
- e. Requests for consent to deal with interests under the grant agreement
- f. Requests for consent to a change in ownership of a grantee entity
  - o This duty does not include the consideration of requests where the change in ownership would result in the grantee being controlled by an overseas entity.
- g. Requests to transfer a project to another Australian entity
  - o This duty does not include consideration of requests to transfer a project to an Australian entity that is ultimately controlled by an overseas entity.
- h. Agreeing to mutually agreed terminations
  - o This duty does not include considering whether to unilaterally terminate a grant agreement.
- F5. Issue documentation to give effect to approvals provided for in these duties or approvals by the Accelerating Commercialisation Programme Delegate.
- F6. Execute documentation to give effect to approvals provided for in these duties or approvals by the Accelerating Commercialisation Programme Delegate.
- F7. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount
- F8. Administer contracts with individual Commercialisation Advisers in accordance with the contract, including Monthly Service Fee payments.
- F9. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Commercialisation Advisers when assisting Accelerating Commercialisation participants.
- F10. Approve payments to reimburse Commercialisation Advisers and members of the Accelerating Commercialisation Expert Network for costs incurred in assisting Accelerating Commercialisation participants.

**Assistant Managers with responsibility for Accelerating Commercialisation (EL1) – Duties**

These are your general duties in relation to Accelerating Commercialisation:

- G1. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Commercialisation Adviser.
- G2. Accept an application where the application is complete and in accordance with the form approved by the Accelerating Commercialisation Programme Delegate.
- G3. Request an applicant provide clarification or additional information in relation to a submitted application.
- G4. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with a form approved by the Accelerating Commercialisation Programme Delegate
- G5. Recommend to the Accelerating Commercialisation Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension no more than twice
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F2. Approve grant payments for an approved project in accordance with the grant agreement.
- F3. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project in accordance with applicable policies and the Entrepreneurs' Programme grant opportunity guidelines
  - b. Varying:
    - i. project duration
    - ii. project milestones
    - iii. project reporting
  - o This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F4. Issue documentation to give effect to approvals provided for in these duties or approvals by the Accelerating Commercialisation Programme Delegate or Program Manager.
- F5. Execute documentation to give effect to approvals provided for in these duties or approved by the Accelerating Commercialisation Programme Delegate or Program Manager.
- F6. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt

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- c. Issuing the invoice for debt amount
- F7. Administer contracts with individual Commercialisation Advisers in accordance with the contract, including Monthly Service Fee payments.
- F8. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Commercialisation Advisers when assisting Accelerating Commercialisation participants.
- F9. Approve payments to reimburse Commercialisation Advisers and members of the Accelerating Commercialisation Expert Network for costs incurred in assisting Accelerating Commercialisation participants.

**Customer Service Managers with responsibility for Accelerating Commercialisation (APS6) – Duties**

These are your general duties in relation to Accelerating Commercialisation:

- G1. Accept an application where the application is complete and in accordance with the form approved by the Accelerating Commercialisation Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F2. Issue documentation to give effect to approvals provided for in these duties or approved by the Program Manager.
- F3. Execute documentation to give effect to approvals provided for in these duties or approved by the Program Manager.



**Customer Service Officers with responsibility for Accelerating Commercialisation (APS5) – Duties**

These are your general duties in relation to Accelerating Commercialisation:

- G1. Accept an application where the application is complete and in accordance with the form approved by the Accelerating Commercialisation Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Customer Service Officers with responsibility for Accelerating Commercialisation (APS4) – Duties**

These are your general duties in relation to Accelerating Commercialisation:

- G1. Accept an application where the application is complete and in accordance with the form approved by the Accelerating Commercialisation Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Corporate Network Manager with responsibility for Accelerating Commercialisation Financial Management (EL2) – Duties**

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Varying:
    - i. project budget
    - ii. project duration
    - iii. project milestones
  - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision
  - o This duty does not include making decisions on variations that are likely to result in a need to increase financial commitments for the project.
- F2. Consider requests for decommitting grant funds.
- F3. Issue documentation to give effect to approvals provided for in these duties.
- F4. Execute documentation to give effect to approvals provided for in these duties.

**Corporate Network Manager with responsibility for debts (EL2) – Duties**

These are your duties in relation to Accelerating Commercialisation that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997* and the *Public Governance, Performance and Accountability Act 2013*:

- F1. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt;
  - b. Confirming the amount of the debt;
  - c. Issuing the invoice for debt;
  - d. Negotiating and approving payment by instalment plans;
  - e. Allowing deferment for time of payment/s;
  - f. Issuing letters of demand and notices;
  - g. Any other debt collection activities required to comply with the *Public Governance, Performance and Accountability Rule 2014*.

## DUTIES FOR DEPARTMENTAL EMPLOYEES IN RELATION TO THE INCUBATOR SUPPORT ELEMENT OF THE ENTREPRENEURS' PROGRAMME

For the purpose of s 25 of the *Public Service Act 1999*, this document determines the duties of Department of Industry, Innovation and Science employees in relation to the Incubator Support element of the Entrepreneurs' Programme. This document does not limit an employee's other duties.

The duties set out in this document must be undertaken in compliance with:

- the *Public Governance, Performance and Accountability Act 2013*;
- the *Financial Framework (Supplementary Powers) Act 1997*;
- the Commonwealth Grants Rules and Guidelines;
- the grant opportunity guidelines for Incubator Support;
- delegations from the Accountable Authority; and
- relevant departmental policies and guidelines.

In determining these duties, I hereby revoke all previous determinations of duties and authorisations by the Programme Delegate in relation to the Incubator Support element of the Entrepreneurs' Programme.

Dated this 8<sup>th</sup> day of May 2019

s22(1)(a)(ii)

Acting Head of Division  
AusIndustry – Support for Business

**General Manager, AusIndustry – Support for Business with responsibility for Incubator Support (SES Band 1) - Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. As Incubator Support Programme Delegate, make all necessary decisions and carry out all necessary functions in relation to the administration of Incubator Support, in accordance with the Incubator Support grant opportunity guidelines and applicable policies.
- G2. Oversee employees involved in the delivery of the Program for which the General Manager is responsible.
- G3. Consider escalated issues that fall within the duties of employees for which the General Manager is responsible.
- G4. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G5. Accept an application where the application is complete and in accordance with the approved form.
- G6. Request an applicant provide clarification or additional information in relation to a submitted application.
- G7. Reject an application where:
  - o It is incomplete
  - o It is not in accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G8. Make decisions on requests for decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on the appointment of Regional Incubator Facilitators, including variations to the terms and conditions for appointments.
- F2. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F3. Make decisions on the termination of contracts with Regional Incubator Facilitators.
- F4. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F5. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F6. Make decisions on Incubator Support grant applications.

- F7. Extend the period in which a successful applicant must sign and return a grant agreement
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F8. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
- F9. Make decisions on the termination of grant agreements.
- F10. Approve grant payments for an approved project in accordance with the grant agreement.
- F11. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Incubator Support grant opportunity guidelines
  - b. Determining the proportion of project eligible expenditure that relates to overseas activities
  - c. Varying a grant amount, project budget, project duration, project scope and activities including activity material (intellectual property) arrangements, project milestones, project reporting, and party representatives
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - d. Requests for consent to deal with interests under the grant agreement
  - e. Requests for consent to a change in ownership of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F12. Issue documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F13. Execute documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F14. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s.

**Program Manager, Incubator Support (EL2) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Oversee employees involved in the delivery of the Program for which the Program Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Program Manager is responsible.
- G3. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G4. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G5. Request an applicant provide clarification or additional information in relation to a submitted application.
- G6. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Incubator Support grant opportunity guidelines.
- G7. Recommend to the Incubator Support Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Make decisions on requests for decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F2. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F3. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F4. Make decisions on Incubator Support – Expert in Residence grant applications.
- F5. Extend the period in which a successful applicant must sign and return a grant agreement by up to 63 days beyond the initial agreed 30 calendar day period
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F6. Issue a grant agreement for an approved project.
- F7. Execute a grant agreement for an approved project.



- F8. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F9. Approve grant payments for an approved project in accordance with the grant agreement.
- F10. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and guidelines for the Program
  - b. Varying a grant amount, project budget, project contributions, project duration, project scope and activities including activity material arrangements, project milestones, project reporting, project equipment and assets, project specified personnel and party representatives
    - Where any variation is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - c. Agreeing to mutually agreed terminations
    - This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests for consent to deal with interests under a grant agreement
  - e. Requests for consent to a change in control of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F11. Issue documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or (including approvals to terminate an agreement).
- F12. Execute documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or (including approvals to terminate an agreement).
- F13. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Assistant Managers with responsibility for Incubator Support (EL1) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G2. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G3. Request an applicant provide clarification or additional information in relation to a submitted application.
- G4. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form or
  - o The applicant has failed to provide additional information as requested.
- G5. Reject an Expert in Residence application where it does not meet the eligibility requirements in the Incubator Support grant opportunity guidelines.
- G6. Make recommendations in relation to accepted applications
  - o This duty does not include making recommendations on applications where you will be the decision maker.
- G7. Recommend to the Incubator Support Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Make recommendations in relation decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F2. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F3. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F4. Make decisions on Incubator Support – Expert in Residence grant applications seeking \$50,000 or less.
- F5. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension not more than twice.
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F6. Issue a grant agreement for an approved project.
- F7. Execute a grant agreement for an approved Expert in Residence project.
- F8. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.

- F9. Determine eligible expenditure for a project according to the terms of the grant agreement, applicable policies, and the program guidelines.
- F10. Approve grant payments for an approved project in accordance with the grant agreement.
- F11. Make decisions on variations to:
  - a. project budget that do not increase the grant amount
  - b. project contributions
  - c. project milestones
  - d. project reporting
  - e. project specified personnel and
  - f. party representatives
  - o This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F12. Issue documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or Program Manager.
- F13. Execute documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or Program Manager.
- F14. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount

**Customer Service Managers for Incubator Support (APS6) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project.
  - This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F2. Make decisions on variations to project milestones, project reporting and party representatives
  - This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F3. Issue documentation to give effect to approvals provided for in these duties.
- F4. Execute documentation to give effect to approvals provided for in these duties.

**Customer Service Officers for Incubator Support (APS5) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Customer Service Officers with responsibility for Incubator Support (APS4) – Duties**

These are your general duties in relation to Incubator Support:

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Strategic Partnerships and Contracts Finance Manager with responsibility for Incubator Support (EL1)**

**– Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.
- G2. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Varying the annual capped grant amounts
    - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.
- F2. Issue documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F3. Execute documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.

**APS6 Employees in Strategic Partnerships and Contracts Finance Team with responsibility for Incubator Support (APS6) – Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.
- G2. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Varying the annual capped grant amounts
    - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.
- F2. Issue documentation to give effect to approvals provided for in these duties.
- F3. Execute documentation to give effect to approvals provided for in these duties.



**APS5 Employees in Strategic Partnerships and Contracts Finance Team, with responsibility for Incubator Support (APS5) – Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.

**Corporate Network Manager with responsibility for debts (EL2) – Duties**

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997* and the *Public Governance, Performance and Accountability Act 2013*:

- F1. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s
  - f. Issuing letters of demand and notices
  - g. Any other debt collection activities required to comply with the *Public Governance, Performance and Accountability Rule 2014*.

## DUTIES FOR DEPARTMENTAL EMPLOYEES IN RELATION TO THE BUSINESS MANAGEMENT ELEMENT OF THE ENTREPRENEURS' PROGRAMME

For the purpose of s 25 of the *Public Service Act 1999*, this document determines the duties of Department of Industry, Innovation and Science (DIIS) employees in relation to the Business Management element of the Entrepreneurs' Programme (Business Management). This document does not limit an employee's other duties.

The duties set out in this document must be undertaken in compliance with:

- the *Public Governance, Performance and Accountability Act 2013*;
- the *Financial Framework (Supplementary Powers) Act 1997*;
- the Commonwealth Grants Rules and Guidelines;
- the Grant Opportunity Guidelines for Business Management;
- delegations from DIIS's Accountable Authority; and
- relevant departmental policies and guidelines.

In determining these duties, I hereby revoke all previous determinations of duties and authorisations by the Programme Delegate in relation to the Business Management element of the Entrepreneur's Programme.

Dated this 29<sup>th</sup> day of August 2019

s22(1)(a)(ii)

Head of Division  
AusIndustry – Support for Business

**General Manager, AusIndustry – Support for Business with responsibility for Business Management (SES Band 1) - Duties**

These are your general duties in relation to Business Management:

- G1. As Business Management Program Delegate, make all necessary decisions and carry out all necessary functions in relation to the administration of Business Management, in accordance with the Business Management grant opportunity guidelines and applicable policies.
- G2. Oversee employees involved in the management of the Program for which the General Manager is responsible.
- G3. Consider escalated issues that fall within the duties of employees for which the General Manager is responsible.
- G4. Accept an application where the application is complete and in accordance with the approved form.
- G5. Request an applicant provide clarification or additional information in relation to a submitted application.
- G6. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Business Management grant opportunity guidelines.
- G7. Make decisions on the acceptance of late business growth grant applications.
- G8. Allocate advisers and/or facilitators to services.
- G9. Make decisions in relation to service plans and reports under any element of Business Management.
- G10. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on whether a participant within the Accelerating Commercialisation portfolio is able to access services from Business Management.
- F2. Make decisions on whether an applicant who intends to supply in connection with the Australia-European Southern Observatory (ESO) Strategic Partnership is able to access services from Business Management.
- F3. Make decisions on applications for services under any element of Business Management.
- F4. Make decisions on Business Growth Grant applications.
- F5. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
- F6. Make decisions on the termination of grant agreements.
- F7. Approve grant payments for an approved project in accordance with the grant agreement.
- F8. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines

- b. Varying a grant amount, project budget, project duration, project scope and activities including activity material arrangements, project milestones, project reporting, preferred consultant and party representatives
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - c. Requests to transfer a project to another Australian entity.
- F9. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager.
- F10. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager.
- F11. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s.

**Program Manager, Business Management (EL2) – Duties**

These are your general duties in relation to Business Management:

- G1. Oversee employees involved in the management of the Program for which the Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Manager is responsible.
- G3. Accept an application where the application is complete and in accordance with the approved form.
- G4. Request an applicant provide clarification or additional information in relation to a submitted application.
- G5. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Business Management grant opportunity guidelines.
- G6. Make decisions on the acceptance of late business growth grant applications.
- G7. Recommend to the Business Management Program Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Allocate advisers and/or facilitators to services.
- G9. Make decisions in relation to service plans and reports under any element of Business Management.
- G10. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on whether a participant within the Accelerating Commercialisation portfolio is able to access services from Business Management.
- F2. Make decisions on whether an applicant who intends to supply in connection with the Australia-European Southern Observatory (ESO) Strategic Partnership is able to access services from Business Management.
- F3. Make decisions on applications for services under any element of Business Management.
- F4. Make decisions on Business Growth Grant applications.
- F5. Extend the period in which a successful applicant must sign and return a grant agreement by up to 30 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension no more than twice.
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F6. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F7. Approve grant payments for an approved project in accordance with the grant agreement.

- F8. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines
  - b. Varying a grant amount, project budget, project duration, project scope and activities including activity material arrangements, project milestones, project reporting, preferred consultant and party representatives:
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - c. Agreeing to mutually agreed terminations
    - o This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests to transfer a project to another Australian entity.
- F9. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F10. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F11. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

## Managers, Entrepreneurs' Program (EL2) – Duties

These are your general duties in relation to Business Management:

- G1. Oversee employees involved in the management of the Program for which the Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Manager is responsible.
- G3. Accept an application where the application is complete and in accordance with the approved form.
- G4. Request an applicant provide clarification or additional information in relation to a submitted application.
- G5. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Business Management grant opportunity guidelines.
- G6. Make decisions on the acceptance of late business growth grant applications.
- G7. Recommend to the Business Management Program Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Allocate advisers and/or facilitators to services.
- G9. Make decisions in relation to service plans and reports under any element of Business Management.
- G10. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on whether a participant within the Accelerating Commercialisation portfolio is able to access services from Business Management.
- F2. Make decisions on whether an applicant who intends to supply in connection with the Australia-European Southern Observatory (ESO) Strategic Partnership is able to access services from Business Management.
- F3. Make decisions on applications for services under any element of Business Management.
- F4. Extend the period in which a successful applicant must sign and return a grant agreement by up to 30 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension no more than twice.
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F5. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F6. Approve grant payments for an approved project in accordance with the grant agreement.
- F7. Make decisions for an individual project in accordance with the grant agreement in relation to:



- a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines
  - b. Varying project duration, project scope and activities including activity material arrangements, project milestones, project reporting, preferred consultant and party representatives:
    - o This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project
  - c. Agreeing to mutually agreed terminations
    - o This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests to transfer a project to another Australian entity.
- F8. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F9. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F10. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Assistant Managers with responsibility for Business Management (EL1) – Duties**

These are your general duties in relation to Business Management:

- G1. Oversee employees involved in the management of the Program for which the Assistant Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Assistant Manager is responsible.
- G3. Accept an application where the application is complete and in accordance with the approved form.
- G4. Request an applicant provide clarification or additional information in relation to a submitted application.
- G5. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Business Management grant opportunity guidelines.
- G6. Make decisions on the acceptance of late Business Growth Grant applications.
- G7. Make decisions in relation to decommitting grant funds.
- G8. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on applications for services under any element of Business Management.
- F2. Make decisions on Business Growth Grant applications.
- F3. Extend the period in which a successful applicant must sign and return a grant agreement by up to 30 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension no more than twice.
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of applicant to have funds available.
- F4. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F5. Approve grant payments for an approved project in accordance with the grant agreement.
- F6. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines
  - b. Varying a grant amount, project budget, project duration, project scope and activities, project milestones and preferred consultant
    - o This duty includes considering whether to increase the grant amount, change the annual capped grant amounts or allow the project period to exceed 12 months

- Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - c. Agreeing to mutually agreed terminations
    - This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests to transfer a project to another Australian entity.
- F7. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F8. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Delegate or Program Manager.
- F9. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

## Customer Service Managers with responsibility for Business Management (APS6) – Duties

These are your general duties in relation to Business Management:

- G1. Accept an application where the application is complete and in accordance with the approved form.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Business Management grant opportunity guidelines.
- G4. Make decisions to accept or reject late applications in the case of Business Growth Grants.
- G5. Make recommendations in relation to accepted applications.
- G6. Make recommendations in relation to requests to vary grant agreements.
- G7. Make recommendations in relation to decommitting grant funds.
- G8. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on applications for services under any element of Business Management.
- F2. Extend the period in which a successful applicant must sign and return a grant agreement by up to 30 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project
  - o You must not agree to an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds available and co-funding was an eligibility requirement.
- F3. Approve grant payments for an approved project in accordance with the grant agreement.
- F4. Make decisions for an individual project in accordance with the grant agreement in relation to varying a grant amount, project budget, project duration, project scope and activities, project milestones and preferred consultant
  - o This duty includes considering whether to increase the grant amount, change the annual capped grant amounts or allow the project period to exceed 12 months
  - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
- F5. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager or Business Management Assistant Manager.
- F6. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager or Business Management Assistant Manager.

- F7. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Customer Service Officers with responsibility for Business Management (APS5) – Duties**

These are your general duties in relation to Business Management:

- G1. Accept an application where the application is complete and in accordance with the approved form.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations to accept or reject late applications.
- G4. Make recommendations in relation to accepted applications.
- G5. Make recommendations in relation to issuing grant agreements.
- G6. Make recommendations in relation to grant payments.
- G7. Make recommendations in relation to requests to vary grant agreements.
- G8. Make recommendations in relation to decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 30 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project
  - o You must not agree to an extension of time to finalise an agreement where the reason for extension is inability of applicant to have funds available and co-funding was an eligibility requirement.
- F2. Issue documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager.
- F3. Execute documentation to give effect to approvals provided for in these duties or approvals by the Business Management Program Manager.

**Contractors with responsibility for Business Management Program Delivery – Duties**

These are your general duties in relation to Business Management:

- G1. Accept an application where the application is complete and in accordance with the approved form.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations to the relevant decision-maker to accept or reject late applications.
- G4. Notify applicants whether their applications have been accepted once decisions are made by the relevant decision-maker.
- G5. Make recommendations to the relevant decision-maker in relation to accepted applications.
- G6. Notify applicants the outcome of their applications for services under any element of Business Management once decisions are made by the relevant decision-maker.
- G7. Notify applicants to confirm applications have been withdrawn at their request.
- G8. Make recommendations in relation to issuing grant agreements.
- G9. Make recommendations in relation to grant payments.
- G10. Issue notices to grantees to seek submission of overdue reports.
- G11. Make recommendations to the relevant decision-maker in relation to variation requests.
- G12. Notify grantees the outcome of their variation requests once decisions are made by the relevant decision-maker
  - o This duty does not include notifying grantees where the decision requires issuing revised grant agreement schedules.
- G13. Make recommendations in relation to decommitting grant funds.
- G14. Provide a RCTI to a grantee following the processing of a grant payment.
- G15. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Entrepreneurs' Programme Sector Director with responsibility for Business Management - Duties**

These are your general duties in relation to Business Management:

- G1. Allocate advisers and/or facilitators to services.
- G2. Make recommendations on the acceptability of applications for services.
- G3. Make decisions on the acceptability of:
  - Business Evaluation Initial Engagement Summaries (Tier 1)
  - Business Evaluation Action Plans (Tier 2)
  - Supplier Improvement Plans (Tier 2)
  - Growth Plans (Tier 2)
  - Growth Services gateway assessments
  - Tourism Partnerships Plans.
- G4. Make decisions on the acceptability of reports for:
  - Business Evaluation Implementation (Tier 3)
  - Supplier Improvement Plan Implementation (Tier 3)
  - Growth Plan Implementation (Tier 3)
  - Tourism Partnerships Implementation.



**Programme Operations Assistant Manager, AusIndustry – Support for Business with responsibility for Business Management (EL1) – Duties**

These are your general duties in relation to Business Management:

G1. Make decisions in relation to decommitting grant funds.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

F1. Make decisions for an individual project in accordance with the grant agreement in relation to:

- a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines
- b. Varying the annual capped grant amounts
  - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.

F2. Issue documentation to give effect to approvals provided for in these duties.

F3. Execute documentation to give effect to approvals provided for in these duties.

**APS6 Employees in Programme Operations Team, AusIndustry – Support for Business with responsibility for Business Management (APS6) – Duties**

These are your general duties in relation to Business Management:

G1. Make decisions in relation to decommitting grant funds.

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

F1. Make decisions for an individual project in accordance with the grant agreement in relation to:

- a. Determining eligible expenditure for a project according to applicable policies and the Business Management grant opportunity guidelines
- b. Varying the annual capped grant amounts
  - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.

F2. Issue documentation to give effect to approvals provided for in these duties.

F3. Execute documentation to give effect to approvals provided for in these duties.

**APS5 Employees in Programme Operations Team, AusIndustry – Support for Business with responsibility for Business Management (APS5) – Duties**

These are your general duties in relation to Business Management:

G1. Consider requests for decommitting grant funds.

**Corporate Network Manager with responsibility for debts (EL2) – Duties**

These are your duties in relation to Business Management that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997* and the *Public Governance, Performance and Accountability Act 2013*:

- F1. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt;
  - b. Confirming the amount of the debt;
  - c. Issuing the invoice for debt;
  - d. Negotiating and approving payment by instalment plans;
  - e. Allowing deferment for time of payment/s;
  - f. Issuing letters of demand and notices;
  - g. Any other debt collection activities required to comply with the *Public Governance, Performance and Accountability Rule 2014*.

## DUTIES FOR DEPARTMENTAL EMPLOYEES IN RELATION TO THE INCUBATOR SUPPORT ELEMENT OF THE ENTREPRENEURS' PROGRAMME

For the purpose of s 25 of the *Public Service Act 1999*, this document determines the duties of Department of Industry, Innovation and Science employees in relation to the Incubator Support element of the Entrepreneurs' Programme. This document does not limit an employee's other duties.

The duties set out in this document must be undertaken in compliance with:

- the *Public Governance, Performance and Accountability Act 2013*;
- the *Financial Framework (Supplementary Powers) Act 1997*;
- the Commonwealth Grants Rules and Guidelines;
- the grant opportunity guidelines for Incubator Support;
- delegations from the Accountable Authority; and
- relevant departmental policies and guidelines.

In determining these duties, I hereby revoke all previous determinations of duties and authorisations by the Programme Delegate in relation to the Incubator Support element of the Entrepreneurs' Programme.

Dated this 17<sup>th</sup> day of December 2019

s22(1)(a)(ii)

Head of Division  
AusIndustry – Support for Business

**General Manager, AusIndustry – Support for Business with responsibility for Incubator Support (SES Band 1) - Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. As Incubator Support Programme Delegate, make all necessary decisions and carry out all necessary functions in relation to the administration of Incubator Support, in accordance with the Incubator Support grant opportunity guidelines and applicable policies.
- G2. Oversee employees involved in the delivery of the Program for which the General Manager is responsible.
- G3. Consider escalated issues that fall within the duties of employees for which the General Manager is responsible.
- G4. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G5. Accept an application where the application is complete and in accordance with the approved form.
- G6. Request an applicant provide clarification or additional information in relation to a submitted application.
- G7. Reject an application where:
  - o It is incomplete
  - o It is not in accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Entrepreneurs' Programme grant opportunity guidelines.
- G8. Exempt an eligible application that has not been recommended for support by a Regional Incubator Facilitator and/or program officer from consideration by the Entrepreneurs' Committee.
- G9. Make decisions on requests for decommitting grant funds.
- G10. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions on the appointment of Regional Incubator Facilitators, including variations to the terms and conditions for appointments.
- F2. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F3. Make decisions on the termination of contracts with Regional Incubator Facilitators.
- F4. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F5. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F6. Make decisions on Incubator Support grant applications.

- F7. Extend the period in which a successful applicant must sign and return a grant agreement
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F8. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
- F9. Make decisions on the termination of grant agreements.
- F10. Approve grant payments for an approved project in accordance with the grant agreement.
- F11. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and the Incubator Support grant opportunity guidelines
  - b. Determining the proportion of project eligible expenditure that relates to overseas activities
  - c. Varying a grant amount, project budget, project duration, project scope and activities including activity material (intellectual property) arrangements, project milestones, project reporting, and party representatives
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project, you must confirm sufficient funding is available before making a decision.
  - d. Requests for consent to deal with interests under the grant agreement
  - e. Requests for consent to a change in ownership of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F12. Issue documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F13. Execute documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F14. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s.

**Program Manager, Incubator Support (EL2) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Oversee employees involved in the delivery of the Program for which the Program Manager is responsible.
- G2. Consider escalated issues that fall within the duties of employees for which the Program Manager is responsible.
- G3. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G4. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G5. Request an applicant provide clarification or additional information in relation to a submitted application.
- G6. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form
  - o The applicant has failed to provide additional information as requested or
  - o It does not meet the eligibility requirements in the Incubator Support grant opportunity guidelines.
- G7. Recommend to the Incubator Support Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Make decisions on requests for decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F2. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F3. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F4. Make decisions on Incubator Support – Expert in Residence grant applications.
- F5. Extend the period in which a successful applicant must sign and return a grant agreement by up to 63 days beyond the initial agreed 30 calendar day period
  - o Where the extension is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F6. Issue a grant agreement for an approved project.
- F7. Execute a grant agreement for an approved project.



- F8. Withdraw the offer for funding where the successful applicant has not signed the agreement within the required timeframe.
- F9. Approve grant payments for an approved project in accordance with the grant agreement.
- F10. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Determining eligible expenditure for a project according to applicable policies and guidelines for the Program
  - b. Varying a grant amount, project budget, project contributions, project duration, project scope and activities including activity material arrangements, project milestones, project reporting, project equipment and assets, project specified personnel and party representatives
    - o Where any variation is likely to result in a need to vary the proposed annual funding caps for the project you must confirm funds are available before making a decision
  - c. Agreeing to mutually agreed terminations
    - o This duty does not include considering whether to unilaterally terminate a grant agreement
  - d. Requests for consent to deal with interests under a grant agreement
  - e. Requests for consent to a change in control of a grantee entity
  - f. Requests to transfer a project to another Australian entity.
- F11. Issue documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or (including approvals to terminate an agreement).
- F12. Execute documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or (including approvals to terminate an agreement).
- F13. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount.

**Assistant Managers with responsibility for Incubator Support (EL1) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Determine the materiality of any conflict of interest arising through a disclosure of interest by a Regional Incubator Facilitator.
- G2. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G3. Request an applicant provide clarification or additional information in relation to a submitted application.
- G4. Reject an application where:
  - o It is incomplete
  - o It is not in the accordance with the approved form or
  - o The applicant has failed to provide additional information as requested.
- G5. Reject an Expert in Residence application where it does not meet the eligibility requirements in the Incubator Support grant opportunity guidelines.
- G6. Make recommendations in relation to accepted applications
  - o This duty does not include making recommendations on applications where you will be the decision maker.
- G7. Recommend to the Incubator Support Programme Delegate that a grant agreement be unilaterally terminated where appropriate.
- G8. Make recommendations in relation decommitting grant funds.
- G9. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Administer contracts with individual Regional Incubator Facilitators in accordance with the contract, including Monthly Service Fee payments.
- F2. Approve attendance at marketing events, visits to customers, travel and associated expenditure for Regional Incubator Facilitators when assisting Incubator Support participants.
- F3. Approve payments to reimburse Regional Incubator Facilitators for costs incurred in assisting Incubator Support participants.
- F4. Make decisions on Incubator Support – Expert in Residence grant applications seeking \$50,000 or less.
- F5. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project. You may approve an extension not more than twice.
  - o This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F6. Issue a grant agreement for an approved project.
- F7. Execute a grant agreement for an approved Expert in Residence project.
- F8. Withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.

- F9. Determine eligible expenditure for a project according to the terms of the grant agreement, applicable policies, and the program guidelines.
- F10. Approve grant payments for an approved project in accordance with the grant agreement.
- F11. Make decisions on variations to:
  - a. project budget that do not increase the grant amount
  - b. project contributions
  - c. project milestones
  - d. project reporting
  - e. project specified personnel and
  - f. party representatives
  - This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F12. Issue documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or Program Manager.
- F13. Execute documentation to give effect to approvals provided for in these duties or approvals by the Incubator Support Programme Delegate or Program Manager.
- F14. Conduct debt recovery action in relation to:
  - a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt amount

**Customer Service Managers for Incubator Support (APS6) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Extend the period in which a successful applicant must sign and return a grant agreement by up to 21 days beyond the initial agreed 30 calendar day period where the extension is not likely to result in a need to vary the proposed annual funding caps for the project.
  - This duty does not include considering an extension of time to finalise an agreement where the reason for extension is the inability of the applicant to have funds available.
- F2. Make decisions on variations to project milestones, project reporting and party representatives
  - This duty does not include making decisions on variations that are likely to result in a need to vary the proposed annual funding caps for the project.
- F3. Issue documentation to give effect to approvals provided for in these duties.
- F4. Execute documentation to give effect to approvals provided for in these duties.

**Customer Service Officers for Incubator Support (APS5) – Duties**

These are your general duties in relation to Incubator Support (the Program):

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Make recommendations in relation to issuing grant agreements.
- G5. Make recommendations in relation to requests to vary grant agreements.
- G6. Make recommendations in relation to decommitting grant funds.
- G7. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Customer Service Officers with responsibility for Incubator Support (APS4) – Duties**

These are your general duties in relation to Incubator Support:

- G1. Accept an application where the application is complete and in accordance with the form approved by the Incubator Support Programme Delegate.
- G2. Request an applicant provide clarification or additional information in relation to a submitted application.
- G3. Make recommendations in relation to accepted applications.
- G4. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

**Strategic Partnerships and Contracts Finance Manager with responsibility for Incubator Support (EL1)  
– Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.
- G2. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Varying the annual capped grant amounts
    - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.
- F2. Issue documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.
- F3. Execute documentation to give effect to approvals provided for in these duties or approvals by the Program Manager.

**APS6 Employees in Strategic Partnerships and Contracts Finance Team with responsibility for Incubator Support (APS6) – Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.
- G2. Undertake any incidental activities necessary to perform the duties set out in this duty statement.

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997*:

- F1. Make decisions for an individual project in accordance with the grant agreement in relation to:
  - a. Varying the annual capped grant amounts
    - o In considering requests to vary the annual capped grant amounts, you must confirm sufficient funding is available before making a decision.
- F2. Issue documentation to give effect to approvals provided for in these duties.
- F3. Execute documentation to give effect to approvals provided for in these duties.



**AP55 Employees in Strategic Partnerships and Contracts Finance Team, with responsibility for Incubator Support (AP55) – Duties**

These are your general duties in relation Incubator Support:

- G1. Make decisions on requests for decommitting grant funds.

**Corporate Network Manager with responsibility for debts (EL2) – Duties**

These are your duties in relation to Incubator Support that involve the exercise of delegated discretionary statutory powers under the *Financial Framework (Supplementary Powers) Act 1997* and the *Public Governance, Performance and Accountability Act 2013*:

- F1. Conduct debt recovery action in relation to:
- a. Establishing the basis of the debt
  - b. Confirming the amount of the debt
  - c. Issuing the invoice for debt
  - d. Negotiating and approving payment by instalment plans
  - e. Allowing deferment for time of payment/s
  - f. Issuing letters of demand and notices
  - g. Any other debt collection activities required to comply with the *Public Governance, Performance and Accountability Rule 2014*.