

SCHEDULE 1

Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989

FINANCIAL DELEGATIONS

Column 1	Column 2	Column 3	
Powers and function	Officer	Conditions and limitations	Reference
An approver must not approve a spending proposal unless the approver is satisfied, after reasonable inquiries, that giving effect to the spending proposal would be a proper use of Commonwealth resources	Principal Deputy Principal. Director Corporate Services. Director of Research. Director of Library. Director Audiovisual Archives., Director Aboriginal Studies Press. Director Executive and Communications. Director Research Business	\$3,000,000 or Limit of available funds with Council approval \$50,000 \$30,000 \$5,000	FMA 9

Column 1	Column 2	Column 3	
Powers and function	Officer	Conditions and limitations	Reference
Approve the acquisition of goods and services not specified elsewhere in this delegation instrument.	Principal Deputy Principal. Director Corporate Services. Director of Research. Director of Library. Director Audiovisual Archives., Director Aboriginal Studies Press. Director Executive and Communications. Director Research Business Executive Officer. Conference Convener. Business and Finance Manager. Human Resources Manager. Information Communications Technology Manager. Registration & Administration Officer, Audiovisual Archives. Executive Assistant.	\$3,000,000 or Limit of available funds with Council approval \$50,000 \$30,000 \$5,000 \$3,000 \$500 \$200	FMA Reg 9
Approve the acquisition of goods and services using a credit card	Credit Card holders	Up to the limit of their delegation or \$3,000 whichever is the greater.	CAC Act 28A
Approve the purchase of items for the collection.	Collection Managers, Library	\$4,000	FMA Reg 9
Approve spending proposal for which money is not appropriated	Principal Deputy Principal	\$3,000,000 or Limit of available funds with Council approval	FMA Reg 10

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Column 1	Column 2	Column 3	
Powers and function	Officer	Conditions and limitations	Reference
Approve the opening of an official bank account.	Principal. Deputy Principal. Director Corporate Services. Business and Finance Manager	Any two to approve	FMA 9
To enter into agreements with any bank for the receipt, custody, payment or transmission of public money	Principal. Deputy Principal. Director Corporate Services Business and Finance Manager	Any two to approve	FMA 8
Approve the investment of Institute funds with an approved bank.	Principal. Deputy Principal. Director Corporate Services.	\$3,000,000 or Limit of available funds with Council approval	FMA 39 CAC Act 18 CAC 18
To give a written authorisation for an agreement or arrangement for the receipt or custody of public money by an outsider	Principal. Deputy Principal. Director Corporate Services.	Any two to approve up to \$3,000,000 or A greater amount approved by Council.	FMA 12
Entering into agreements for the issue to, and use by, the Institute of credit cards or credit vouchers	Principal. Deputy Principal. Director Corporate Services.	Any two to approve	FMA 21 (1) (2)
Approve the issue of credit cards	Principal Deputy Principal. Director Corporate Services.		
Approve release of funds in respect of approved grants.	Principal. Deputy Principal. Director of Research	\$3,000,000 or Limit of available funds with Council approval	FMA Reg 9
Approve variation of the approved form of a grant including substitution of items and amounts within project budgets for grants.	Principal, Deputy Principal. Director of Research.	Within total sum approved.	FMA Reg 9

Column 1	Column 2	Column 3	
Powers and function	Officer	Conditions and limitations	Reference
Reallocation of any unspent funds from a Research Grant approved by Council, to other research proposal(s).	Principal	Up to the level of unspent funds	FMA Reg 9
From within approved allocations, accept tenders and enter contracts and agreements.	Principal. Deputy Principal. Director Corporate Services.	\$3,000,000 or Limit of available funds with Council approval <hr/> \$50,000	FMA Reg 13
Incur expenditure and approve payments of wages, salaries and payments in the nature of wages and salaries.	Principal. Deputy Principal. Director Corporate Services	\$3,000,000 or Limit of available funds with Council approval	FMA Reg 9
Approve entertainment expenditure on behalf of the Institute for any individual project / transaction.	Principal Deputy Principal. Executive Officer. Director, Corporate Services. Director Executive and Communications	\$15,000 \$1,500	FMA Reg 9
Approve travel on official business overseas.	Principal Deputy Principal	\$50,000 \$10,000	FMA Reg 9
Approve payment of an amount for an advance to a member of the staff of the Institute for (i) payments for travelling allowance or expenses (ii) payment of salaries, sustenance, living, accommodation, meals, camping or other like allowance (iii) for remuneration and allowances paid in accordance with sections 16 and 33 of the AIATSIS Act.	Principal Deputy Principal. Director Corporate Services	\$50,000 \$10,000	FMA Reg 9

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Column 1	Column 2	Column 3	
Powers and function	Officer	Conditions and limitations	Reference
Approve to write-off (i) losses or deficiencies of Institute money (ii) irrecoverable amounts of revenue (iii) irrecoverable debts and overpayments	Principal. Deputy Principal. Director Corporate Services	\$30,000 \$5,000	
Approve write-off of the value of lost, deficient, condemned, unserviceable or obsolete stores, books or equipment or furniture.	Principal. Deputy Principal. Director Corporate Services	\$30,000 \$5,000	
Approve the disposal of deficient, condemned, unserviceable or obsolete stores, books or equipment and furniture.	Principal. Deputy Principal. Director Corporate Services	\$3,000,000 or greater with Council approval \$30,000	
Approve the sale or other disposal of serviceable stores, equipment or furniture no longer required by the Institute.	Principal. Deputy Principal. Director Corporate Services	\$40,000 \$5,000	
Approve the payment to the person who the delegate considers should receive the payment, of an amount which, at the time of a person's death, the Institute owed to the person	Principal	Full extent of money owed.	FMA 30
Approve the postponement, deferment or payment by instalments of an amount owing to the Institute	Principal Deputy Principal Director Corporate Services	Debt to be repaid in full in an acceptable period of time according to prevailing circumstances.	FMA 34 (1) (b), (c) & (d)
Approve waive the Institute's right to payment of a debt owing to the Institute	Principal Council	\$10,000 Unlimited	FMA 34 (1) (a)

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Powers and function	Officer	Conditions and limitations	Reference
Disposal of property found on Institute premises	Principal Deputy Principal Director Corporate Services	Items of value or estimated value exceeding \$100 will require proper public notification of the find.	FMA Reg 23
Approve gifts of public property	Principal	Property other than collection items	FMA 43 (b)
Approve act of grace payments	Principal	\$10,000	FMA 33

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Author J Hobson March 2010

AUSTRALIAN INSTITUTE OF ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES ACT 1989

DELEGATION OF FUNCTIONS AND POWERS

I, Michael James Dodson, Chairperson of the Australian Institute of Aboriginal and Torres Strait Islander Studies, hereby:

- a) Revoke all previous financial delegations to the Principal and to employees of the Institute; and

- b) From within Council approved budget allocations and subject to
 - (i) Sub-section 37(1) and subsection 37(2); and
 - (ii) The conditions or limitations (if any) set out in Column 3 in Schedule 1 in relation to the item; and
 - (iii) subject to relevant Institute Policy as amended from time to time,delegate to the Principal and to each person holding or occupying the position specified in Column 2 of Schedule 1 to this instrument, the powers and functions specified in an item in Column 1 in Schedule 1.

Dated this day of June 2010

Signed.....

Prof M Dodson, AM
Chairperson.

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SCHEDULE 1

Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989

FINANCIAL DELEGATIONS

Column 1	Column 2	Column 3
Powers and function	Officer	Conditions and limitations
Approve the acquisition of goods and services not specified elsewhere in this delegation instrument .	Principal	Limit of available funds
	Deputy Principal.	\$50,000
	Director of Research. Director Corporate Services.	\$25,000
	Director of Library, Director Audiovisual Archives. Director, Aboriginal Studies Press. Deputy Director of Research.	\$20,000
	Director of NTRU Media and Communications Manager.	\$10,000
	Director Business Projects	\$5,000
	Executive Officer. Executive Coordinator. Conference Convenor. Deputy Director, Aboriginal Studies Press. Business and Finance Manager. Human Resources Manager. Information Technology Manager	\$3,000
	Audio Visual Archives Unit Managers Credit Card Only	\$2,000
Registration & Administration Officer, Audiovisual Archives.	\$500	
Executive Assistant.	\$200	
Approve release of funds in respect of approved grants.	Principal. Deputy Principal. Director of Research. Deputy Director of Research.	Limit of available funds
Approve release of funds in respect of approved grants to attend conferences.	Principal Deputy Principal	\$3,000 per grant to a maximum of \$20,000 in any financial year.

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Column 1	Column 2	Column 3
Powers and function	Officer	Conditions and limitations
Approve variation of the approved form of a grant including substitution of items and amounts within project budgets for grants.	Principal. Deputy Principal. Director of Research	Within total sum approved.
From within approved allocations, accept tenders and enter contracts and agreements.	Principal. Deputy Principal Director Corporate Services	Limit of available funds \$50,000 \$25,000
Incur expenditure and approve payments of wages, salaries and payments in the nature of wages and salaries.	Principal. Deputy Principal. Director Corporate Services	Limit of available funds
Approve entertainment expenditure on behalf of the Institute	Principal Deputy Principal. Executive Officer. Director, Corporate Services.	\$10,000 \$1,000
Approve travel on official business overseas.	Principal Deputy Principal	\$50,000 \$10,000
Approve payment of an amount for an advance to a member of the staff of the Institute for (i) payments for travelling allowance or expenses (ii) payment of salaries, sustenance, living, accommodation, meals, camping or other like allowance (iii) for remuneration and allowances paid in accordance with sections 16 and 33 of the AIATSIS Act.	Principal Deputy Principal. Director Corporate Services	\$50,000 \$10,000
Approve to write-off (i) losses or deficiencies of Institute money (ii) irrecoverable amounts of revenue (iii) irrecoverable debts and overpayments	Principal. Deputy Principal. Director Corporate Services	\$30,000 \$5,000

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Author J Hobson March 2010

Column 1	Column 2	Column 3
Powers and function	Officer	Conditions and limitations
Approve write-off of the value of lost, deficient, condemned, unserviceable or obsolete stores, books or equipment or furniture.	Principal. Deputy Principal. Director Corporate Services	\$30,000 \$5,000
Approve the disposal of deficient, condemned, unserviceable or obsolete stores, books or equipment and furniture.	Principal. Deputy Principal. Director Corporate Services	Unlimited \$30,000
Approve the sale or other disposal of serviceable stores, equipment or furniture no longer required by the Institute.	Principal. Deputy Principal. Director Corporate Services	\$40,000 \$5,000
Approve the investment of Institute funds with a bank.	Principal. Deputy Principal. Director Corporate Services	Limit of available funds
Reallocation of any unspent funds from a Research Grant approved by Council, to other research proposal(s).	Principal	\$25,000
Approve the purchase of items for the Library collection.	Collection Managers, Library	\$3,000

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