



Incubator Support Initiative of the Entrepreneurs' Programme

Authorisation by the Programme Delegate

I, Peter Chesworth, Programme Delegate for the Entrepreneurs' Programme, acting under authorisation from the Minister for Industry, Innovation and Science, hereby AUTHORISE those employees of the Department of Industry, Innovation and Science (the Department) from time to time performing or acting in the duties of the office or position listed in each row of Column 1 of the attached Schedule to make the decisions, or to carry out some or all of the functions necessary to administer the Incubator Support Initiative of the Entrepreneurs' Programme, that are listed in each row of Column 2 of the attached.

These authorisations must be exercised in accordance with:

- the objectives of the Programme
- applicable policies and guidelines
- the requirements of the Department's Accountable Authority's Instructions.

Dated this 19 day of Sept 2016

A handwritten signature in black ink, appearing to read 'Peter Chesworth', written over a horizontal line.

Peter Chesworth

Head of Division

AusIndustry – Innovation Programmes

No	Column 1 - Employees of the Department	Column 2 - Decisions and Functions under the Element
1.	<ul style="list-style-type: none"> General Manager, Accelerating Commercialisation and Innovation Connections, AusIndustry – Innovation Programmes Divisions 	<p>Make all necessary decisions and carry out all necessary functions in relation to the administration of the Incubator Support Initiative, in accordance with the Entrepreneurs' Programme Programme Guidelines, as Incubator Support Initiative Programme Delegate.</p>
2.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division Customer Service Managers and Customer Service Officers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, accept an application for an Incubator Support Initiative grant where the application is complete and in accordance with the form approved by the Programme Delegate.</p> <p>Request an applicant provide clarification or additional information in relation to a submitted application for an Incubator Support Initiative grant.</p>
3.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division Customer Service Managers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, undertake assessments, including determining eligibility under the Incubator Support Initiative Programme Guidelines.</p>
4.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, reject an application where:</p> <ul style="list-style-type: none"> it is incomplete; it is not in accordance with a form approved by the Programme Delegate; or the applicant failed to provide additional information as requested.

5.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	For the New and Existing Incubator Support grants, reject an application where it does not meet the eligibility requirements in the Programme Guidelines.
6.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	For Expert in Residence grants reject an application where: <ul style="list-style-type: none"> it is incomplete; it is not in accordance with a form approved by the Programme Delegate; the applicant failed to provide additional information as requested; or it does not meet the eligibility requirements in the Programme Guidelines.
7.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL 2 and EL1 with line responsibility for Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	For both the New and Existing Incubator Support and Expert in Residence grants determine eligible expenditure in line with applicable policies and guidelines.
8.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division Customer Service Managers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	For the New and Existing Incubator Support grants, extend the period in which a customer must sign and return a grant agreement beyond the initial 21 day period. <i>Note: This authorisation must not be exercised where:</i> <ul style="list-style-type: none"> <i>the Authorised Officer is of the view that the extension is likely to result in a need to vary the proposed annual funding caps for the project; or</i> <i>the reason for the extension is inability of applicant to have funds available.</i>
9.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division 	For the New and Existing Incubator Support grants, approve minor changes to the schedules of

	<ul style="list-style-type: none"> • EL 2 with line responsibility for Incubator Support Initiative, AusIndustry – Business Services Division • EL2 Programme Management & Reporting, AusIndustry - Innovation Programmes Division 	<p>a Grant Agreement, prior to execution, where the change is consistent with the objectives of the approved project, and falls within the Programme objectives, applicable policies and guidelines.</p> <p><i>Note:</i> This authorisation does not apply where a particular power of amendment or waiver is the subject of a specific express authorisation elsewhere in this instrument.</p>
10.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	For the New and Existing Incubator Support grants, withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
11.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	For the New and Existing Incubator Support grants execute a Grant Agreement for an approved project and execute variations to effect approvals provided for in these authorisations or approved by the Programme Delegate.
12.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For Expert in Residence grants applications:</p> <ul style="list-style-type: none"> • make decisions to approve or reject eligible applications; and • sign 'Letter of Offer' for an approved project.
13.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2s with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	For the New and Existing Incubator Support grants, approve minor changes to the schedules of a Grant Agreement, or waive compliance with standard clauses or schedules, at any time after execution of an agreement, where it is consistent with the objectives of the Programme Guidelines and

		<p>applicable policies and procedures.</p> <p><i>Note: This authorisation does not apply where a particular power of amendment or waiver is the subject of a specific express authorisation elsewhere in this instrument.</i></p>
14.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, administer grant agreements for individual projects in accordance with contractual provisions and in keeping with applicable policies and guidelines. This includes the:</p> <ul style="list-style-type: none"> • issuance, following decision by the Programme Delegate or Authorised Officer, of all notices and consents under grant agreements; and • making of any agreement administration decisions other than decisions expressly provided for under these authorisations.
15.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the Expert in Residence grants, administer funding for individual projects in accordance with contractual provisions outlined in the Letter of Offer and in keeping with applicable policies and guidelines. This includes the:</p> <ul style="list-style-type: none"> • issuance, following decision by the Programme Delegate or Authorised Officer, of all notices and consents under Letter of Offer; and • making of any agreement administration decisions other than decisions expressly provided for under these authorisations.
16.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing and Expert in Residence grants, make decisions on variations for changes to:</p> <ul style="list-style-type: none"> • milestone activities; or • project timeframes; <p>where it does not:</p>

	<ul style="list-style-type: none"> EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	<ul style="list-style-type: none"> fundamentally change the project outcome; increase financial commitments; result in a change to the approved annual capped grant amounts; or exceed maximum project period allowable under the initiative.
17.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Approve grant payments under the Programme where these payments are consistent with an approved grant and are in accordance with applicable policies and guidelines.</p> <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
18.	<ul style="list-style-type: none"> EL2, AusIndustry Finance, Corporate Network 	<p>For the New and Existing Incubator Support grants, approve variation of agreements to bring a payment forward from an out year to the current financial year, or approve a de-commitment of funds.</p>
19.	<ul style="list-style-type: none"> EL2, AusIndustry Finance, Corporate Network 	<p>Having regard to the level of uncommitted funds available and taking into account the endorsement of an Executive Level 2 with line responsibility Incubator Support Initiative, AusIndustry – Innovation Programmes Division, approve movement of funds between financial years, where this variation does not increase the overall funding awarded to the project and is not associated with any other contract variations.</p> <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
20.	<ul style="list-style-type: none"> EL2, AusIndustry Finance, Corporate Network 	<p>Having regard to the level of uncommitted funds available, and</p>

		<p>taking into account the endorsement of an Executive Level 2 with line responsibility for Incubator Support Initiative, AusIndustry - Innovation Programmes Division, approve contract variations where there is an associated movement of funds between financial years, where these variations do not increase the overall funding awarded to the project.</p> <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
21.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programme Division 	<p>For the New and Existing Incubator Support grants, make recommendations to the Programme Delegate that a grant agreement be terminated, where the grant recipient has not agreed to the termination ('unilateral termination').</p>
22.	<ul style="list-style-type: none"> • General Manager – Business Management, AusIndustry – Innovation Programmes Division • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programme Division 	<p>For the New and Existing Incubator Support grants, execute a termination to a grant agreement following approval of a unilateral termination.</p>
23.	<ul style="list-style-type: none"> • General Manager – Business Management, AusIndustry – Innovation Programmes Division • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, approve and execute a termination of a grant agreement, where agreed between AusIndustry and the grant recipient ('mutual termination').</p> <p><i>Note: This authorisation should be exercised in accordance with the objectives of the Programme and</i></p>

		<i>the applicable policies and guidelines.</i>
24.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Approve the taking of all debt recovery action, by means specified in a grant agreement such as:</p> <ul style="list-style-type: none"> establish the basis of the debt; confirm the amount of the debt; issue the invoice for debt amount; transfer to debt management for debt recovery action.
25.	<ul style="list-style-type: none"> EL2, AusIndustry Finance, Corporate Network 	<p>Approve the taking of all debt recovery action, by means other than specified in a grant agreement such as:</p> <ul style="list-style-type: none"> establish payment by instalment plans; allow deferment of time of payment; issue letter of demand and notice; transfer for internal legal enforcement action. <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
26.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL 2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, approve, in accordance with applicable policies and guidelines, the transfer of a project between Australian companies.</p> <p><i>Note: This authorisation must not be exercised where the project will be transferred to a company which is ultimately controlled by an overseas entity.</i></p>
27.	<ul style="list-style-type: none"> EL2, AusIndustry Finance, Corporate Network 	Approve the de-commitment of funds.



Australian Government
Department of Industry,
Innovation and Science

Business

Incubator Support Initiative of the Entrepreneurs' Programme

Authorisation by the Programme Delegate

I, Sarah Clough, Programme Delegate for the Entrepreneurs' Programme, acting under authorisation from the Minister for Industry, Innovation and Science, hereby AUTHORISE those employees of the Department of Industry, Innovation and Science (the Department) from time to time performing or acting in the duties of the office or position listed in each row of Column 1 of the attached Schedule to make the decisions, or to carry out some or all of the functions necessary to administer the Incubator Support Initiative of the Entrepreneurs' Programme, that are listed in each row of Column 2 of the attached.

These authorisations must be exercised in accordance with:

- the objectives of the Programme
- applicable policies and guidelines
- the requirements of the Department's Accountable Authority's Instructions.

Dated this 19th day of Jan 2018

A handwritten signature in black ink, consisting of a stylized 'S' and 'C' followed by a horizontal line.

Sarah Clough

A/g Head of Division

Department of Industry, Innovation and Science – Innovation Programmes

No	Column 1 - Employees of the Department	Column 2 - Decisions and Functions under the Element
1.	<ul style="list-style-type: none"> General Manager, Accelerating Commercialisation and Innovation Connections, AusIndustry – Innovation Programmes Divisions 	<p>Make all necessary decisions and carry out all necessary functions in relation to the administration of the Incubator Support Initiative, in accordance with the Entrepreneurs' Programme Programme Guidelines, as Incubator Support Initiative Programme Delegate.</p>
2.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division Customer Service Managers and Customer Service Officers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, accept an application for an Incubator Support Initiative grant where the application is complete and in accordance with the form approved by the Programme Delegate.</p> <p>Request an applicant provide clarification or additional information in relation to a submitted application for an Incubator Support Initiative grant.</p>
3.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division Customer Service Managers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, undertake assessments, including determining eligibility under the Incubator Support Initiative Programme Guidelines.</p>
4.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, reject an application where:</p> <ul style="list-style-type: none"> it is incomplete; it is not in accordance with a form approved by the Programme Delegate; or the applicant failed to provide additional information as requested.
5.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division 	<p>For the New and Existing Incubator Support grants, reject an application where it does not</p>

	<ul style="list-style-type: none"> • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	meet the eligibility requirements in the Programme Guidelines.
6.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	<p>For Expert in Residence grants, reject an application where:</p> <ul style="list-style-type: none"> • it is incomplete; • it is not in accordance with a form approved by the Programme Delegate; • the applicant failed to provide additional information as requested; or • it does not meet the eligibility requirements in the Programme Guidelines.
7.	<ul style="list-style-type: none"> • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For Expert in Residence grant applications \$50,000 and under:</p> <ul style="list-style-type: none"> • make decisions to approve or reject eligible applications.
8.	<ul style="list-style-type: none"> • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For Expert in Residence grant applications over \$50,000:</p> <ul style="list-style-type: none"> • make decisions to approve or reject eligible applications.
9.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL 2 and EL1 with line responsibility for Incubator Support Initiative, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	For both the New and Existing Incubator Support and Expert in Residence grants determine eligible expenditure in line with applicable policies and guidelines.
10.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division • EL2 and EL1 with line responsibility for Incubator Support Initiative, AusIndustry – Business Services Division • EL2 Programme Management & Reporting, AusIndustry - Innovation Programmes Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, approve minor changes to the schedules of a Grant Agreement, prior to execution, where the change is consistent with the objectives of the approved project, and falls within the Programme objectives, applicable policies and guidelines.</p> <p><i>Note:</i> <i>This authorisation does not apply where a particular power of amendment or waiver is the subject of a specific express</i></p>

		<i>authorisation elsewhere in this instrument.</i>
11.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division Customer Service Managers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division 	<p>For both the New and Existing Incubator Support and Expert in Residence grants, extend the period in which a customer must sign and return a grant agreement, for 21 days, beyond the initial 30 day period.</p> <p><i>Note: This authorisation must not be exercised where:</i></p> <ul style="list-style-type: none"> <i>the Authorised Officer is of the view that the extension is likely to result in a need to vary the proposed annual funding caps for the project; or</i> <i>the reason for the extension is inability of applicant to have funds available.</i>
12.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	For both the New and Existing Incubator Support and Expert in Residence grants, withdraw the offer of funding where the successful applicant has not signed the agreement within the required timeframe.
13.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	For the New and Existing Incubator Support grants, execute a Grant Agreement for an approved project and execute variations to effect approvals provided for in these authorisations or approved by the Programme Delegate.
14.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division Customer Service Managers with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division. 	<p>For Expert in Residence grant applications</p> <ul style="list-style-type: none"> sign 'Exchange of letter' for an approved project.

15.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For both the New and Existing and Expert in Residence grants, approve minor changes to the schedules of a Grant Agreement, or waive compliance with standard clauses or schedules, at any time after execution of an agreement, where it is consistent with the objectives of the Programme Guidelines and applicable policies and procedures.</p> <p><i>Note: This authorisation does not apply where a particular power of amendment or waiver is the subject of a specific express authorisation elsewhere in this instrument.</i></p>
16.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants, administer grant agreements for individual projects in accordance with contractual provisions and in keeping with applicable policies and guidelines. This includes the:</p> <ul style="list-style-type: none"> • issuance, following decision by the Programme Delegate or Authorised Officer, of all notices and consents under grant agreements; and • making of any agreement administration decisions other than decisions expressly provided for under these authorisations.
17.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the Expert in Residence grants, administer grant agreements for individual projects in accordance with contractual provisions outlined in the 'Exchange of Letters' Grant Agreement and in keeping with applicable policies and guidelines. This includes the:</p> <ul style="list-style-type: none"> • issuance, following decision by the Programme Delegate or Authorised Officer, of all notices and consents under Exchange of Letter grant agreement; and • making of any agreement administration decisions

		other than decisions expressly provided for under these authorisations.
18.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Innovation Programmes Division 	<p>For both the New and Existing and Expert in Residence grants, make decisions on variations for changes to:</p> <ul style="list-style-type: none"> milestone activities; or project timeframes; <p>where it does not:</p> <ul style="list-style-type: none"> fundamentally change the project outcome; increase financial commitments; result in a change to the approved annual capped grant amounts; or exceed maximum project period allowable under the initiative.
19.	<ul style="list-style-type: none"> State and Territory Managers, Customer Services, AusIndustry – Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Approve grant payments under the Programme where these payments are consistent with an approved grant and are in accordance with applicable policies and guidelines.</p> <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
20.	<ul style="list-style-type: none"> EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Under both the New and Existing and Expert in Residence funding components, having regard to the level of uncommitted funds available, approve contract variations where there is an associated movement of funds between financial years, or approve an increase of funds.</p>
21.	<ul style="list-style-type: none"> EL1, Strategic Partnerships Finance Team, AusIndustry Innovation Programmes APS6, Strategic Partnerships Finance Team, AusIndustry Innovation Programmes 	<p>Under both the New and Existing and Expert in Residence funding components, complete commitment checks for variations which have financial implications including:</p> <ul style="list-style-type: none"> movement of funds between financial years increase or decrease in funding termination variations

22.	<ul style="list-style-type: none"> • EL2, with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division • EL1, Strategic Partnerships Finance Team, AusIndustry Innovation Programmes • APS6, Strategic Partnerships Finance Team, AusIndustry Innovation Programmes 	Approve variation of agreements to bring a payment forward from an out year to the current financial year, or approve a de-commitment of funds.
23.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programme Division 	For the New and Existing Incubator Support grants and Expert in Residence grants over \$50,000, make recommendations to the Programme Delegate that a grant agreement be terminated, where the grant recipient has not agreed to the termination ('unilateral termination').
24.	<ul style="list-style-type: none"> • General Manager – Accelerating Commercialisation & Innovation Connections, AusIndustry – Innovation Programmes Division • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programme Division 	For the New and Existing Incubator Support grants and Expert in Residence grants over \$50,000, execute a termination to a grant agreement following approval of a unilateral termination.
25.	<ul style="list-style-type: none"> • General Manager – Accelerating Commercialisation & Innovation Connections, AusIndustry – Innovation Programmes Division • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants and Expert in Residence grants over \$50,000, approve and execute a termination of a grant agreement, where agreed between AusIndustry and the grant recipient ('mutual termination').</p> <p><i>Note: This authorisation should be exercised in accordance with the objectives of the Programme and the applicable policies and guidelines.</i></p>
26.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 and EL1 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Approve the taking of all debt recovery action, by means specified in a grant agreement such as:</p> <ul style="list-style-type: none"> • establish the basis of the debt; • confirm the amount of the debt;

		<ul style="list-style-type: none"> • issue the invoice for debt amount; • transfer to debt management for debt recovery action.
27.	<ul style="list-style-type: none"> • EL2, with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division • EL1, with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>Approve the taking of all debt recovery action, by means other than specified in a grant agreement such as:</p> <ul style="list-style-type: none"> • establish payment by instalment plans; • allow deferment of time of payment; • issue letter of demand and notice; • transfer for internal legal enforcement action. <p><i>Note: This authorisation must be exercised in accordance with the requirements of the Department's Accountable Authority Instructions.</i></p>
28.	<ul style="list-style-type: none"> • State and Territory Managers, Customer Services, AusIndustry – Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry - Business Services Division • EL2 with line responsibility for the Incubator Support Initiative, AusIndustry – Innovation Programmes Division 	<p>For the New and Existing Incubator Support grants and Expert in Residence grants over \$50,000, approve, in accordance with applicable policies and guidelines, the transfer of a project between Australian companies.</p> <p><i>Note: This authorisation must not be exercised where the project will be transferred to a company which is ultimately controlled by an overseas entity.</i></p>