

26 March 2007

Dr Judy West  
Director, CPBR

Dear Judy,

**Authorisation to make CPBR agreements**

You are hereby authorised by CSIRO and the Director of National Parks (DNP) to perform the functions and exercise the powers specified in the Schedule attached in relation to the Activities of the Centre for Plant Biodiversity Research (CPBR).

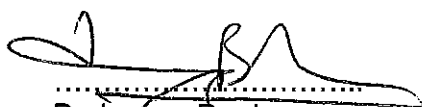
Your authority is subject to the conditions and limitations stated in the Schedule.

Matters falling outside the terms of the authorisation must be referred to the authorised officer(s) of CSIRO and DNP with the appropriate level of authority.

Decisions must be made in accordance with any relevant agreements/related procedures and guidelines governing the Activities of the CPBR, as may from time to time be given or made by, or on behalf of, the CPBR Board.

This authority is personal to you, and may be revoked by CSIRO and DNP at any time for any reason whatsoever. If not revoked sooner this authority automatically ceases on termination of the Centre Agreement.

Yours sincerely



.....  
Dr Jeremy Burdon  
Chief, CSIRO



.....  
Signature, DNP

**PETER COCHRANE**  
.....  
Name and Title

## SCHEDULE

### Background

The CPBR Board wishes to implement a delegation/process for executing contracts on behalf of the Centre. This was identified as necessary because:

- the CPBR is an unincorporated joint venture between CSIRO and DNP and the Centre Agreement makes no provision for an agent to execute relevant agreements on behalf of both parties;
- the parties must comply with organisational policies and guidelines in relation to authority and delegations; and
- the parties recognise that contracts and grant processing should not be unduly delayed by the separate legal approval processes of the parties.

The Board discussed options for implementing the process including:

- provide the Centre Director with a delegation to sign on behalf of DNP
- delegate a senior member of DNP staff in the Centre to sign on behalf of DNP
- have DNP, a legal entity in its own right, sign.

The Board determined that:

- it is administratively convenient to have one signatory on CPBR agreements; and
- wish to implement, with the agreement of CSIRO and DNP, the authority and approval process agreed by the Board.

### Authority to CPBR representative - functions and powers

*During the term of the Agreement for the Establishment and Operation of the Centre for Plant Biodiversity Research to enter and sign agreements on behalf of CSIRO and DNP (the Parties) where necessary or convenient in connection with the Activities of the CPBR.*

### Conditions and limitations on authority

- (a) *the risk assessment/approval process substantially in the form of attachment 1 is completed before entering into an agreement;*
- (b) *the subject matter of an agreement must fall within the 'Activities' of the CPBR;*
- (c) *advice must be sought from the Executive Committee of the CPBR in relation to a proposed agreement;<sup>1</sup>*
- (d) *financial delegation limits of the Division of CSIRO Plant Industry and DNP apply;<sup>2</sup>*
- (e) *performance of the functions and exercise of the powers conferred by this authority must be carried out in accordance with any directions given by the Board of the CPBR;*
- (f) *reports must be provided to the Board on all agreements entered into under this authority.<sup>3</sup>*

Notes:

1. Discussed at fortnightly Executive Committee meetings.
2. Contracts involving the payment or receipt of an amount more than \$250,000 by DNP are subject to prior approval by the Minister under section 514D(5) of the *Environment Protection and Biodiversity Conservation Act 1999*.
3. May be oral reports at Board meetings, typically minuted.

**Attachment 1**

**Draft checklist for risk assessment/approval purposes:**

Agreement	<i>Give details</i>
Parties	<i>List parties</i>
Project/Transaction	<i>Title of project</i>

**Yes      No**

- subject matter of contract falls within the 'Activities' of CPBR
- contract is consistent with CPBR objectives
- contract negotiated with appropriate customer and company person
- assessment for political sensitivity, media implications and the like

**Yes      No      N/A**

- intellectual property arrangements are satisfactory
  
- Costing has been done; budget approval
  
- OHSE assement completed
- there is an agreed scope of work
- project has a work plan with milestones and deliverables, including quality of outputs
- provision in work plan for recognition of resourcing implications on completion of project
- a Project Leader is appointed

I confirm that the matters referred to above have been addressed in the contract to the parties' satisfaction.

<b>Comments:</b>	<b>Date</b>
<b>Signed</b> <b>CSIRO</b>	<b>Date</b>
<b>Signed</b> <b>DNP</b>	<b>Date</b>

*[Note: Senior DNP representative and Director of CPBR will sign risk assessment after ensuring that the relevant risk assessment process has been conducted in accordance with their respective organisational processes addressing the above risk matters.]*