

**Table A1 – Board - Menzies Research Institute**

Area	Delegated Responsibility	Reporting Requirement
<b>1. General</b>	<p>To do all things necessary to implement the approved plans, principles and policies of the Institute that fall within the bounds of the Statement of Intent (SOI), recognising any areas of activity reserved by University Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches or the SOI should be discussed between the Chairman and Vice-Chancellor and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches and the SOI should be discussed between the Chairman and Vice-Chancellor.</p>
<b>2. Financial*</b>	<p>Approving all budgeted Institute operating or capital expenditure less than \$1 million in total and unbudgeted expenditure less than \$250,000 in total in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p>	<p>The Board will report to the Vice-Chancellor any item that is not within the approved budget and is at least \$100,000 in total and any item that is within the approved budget and is at least \$500,000 in total.</p>
<b>3. Contracts* (other than staff employment contracts)</b>	<p>Approving contracts of less than \$1 million of budgeted expenditure or less than \$250,000 of unbudgeted expenditure over the life of the contract.</p> <p>Signing any expression of interest, application or acceptance of research funding or scholarship grant or any research agreement, including the assignment of intellectual property, as long as:</p> <ul style="list-style-type: none"> <li>➤ any Institute operating resources that are effectively committed are within the budget of the SOI</li> <li>➤ the length of the commitment is three years or less.</li> </ul> <p>Note: The limit on the length of the commitment or agreement does not apply to ARC or NHMRC grants.</p>	<p>The Board will report to the Vice-Chancellor any contracts within the budget of the SOI that are over \$500,000.</p>
<b>4. Employment &amp; Remuneration</b>	<p>Initiating staff appointment processes within the Institute in conformity with established employment policies.</p>	
<b>5. External representation</b>	<p>To speak on behalf of the Institute and represent the Institute's interests.</p>	