

Delegation of Authority (DOA)

The intention of this document is to ensure effective delegation and clear allocation of responsibilities primarily concerned with mitigating operating and financial risk. It is not intended to replace existing policies concerning specific operating procedures.



If reference is made to a person or position that is not available, responsibility escalates to the next resource under that reporting

Document Number	REG_073	
Revision Number	0	
Reviewed	Julian Willmot-Barr	13th October 2023
Approved for Use	Terry Bernie	13th October 2023
Issued for Use	Paul Natoli	13th October 2023

Corporate

MD	Managing Director
CFO	Chief Financial Officer
GM	General Manager
CM	Commercial Manager
ES	Estimator / Bid Manager
HR	Human Resources
AC	Accounts

Operations

OM	Operations Manager
PM	Project Manager
SPC	Senior Project Controls
CA	Contracts Administrator
PR	Procurement
AS	Asset Manager
SS	Supervisor

Activity	Action	Limit	1st Approver	2nd Approver	Expertise	Inform
Governance	Change to Corporate Structure		CFO	MD	Legal	GM, AC
	Change to approved Company Policy or Procedure		GM	MD	Legal, CFO, CM	Company Wide
	Issue of Shares		CFO	MD	CFO	GM, AC
	Payment of Dividends		CFO	MD	CFO	GM, AC
	Disbursements from Equity		CFO	MD	CFO	GM, AC
	Intercompany loan transfers		CFO	MD	AC	GM
Treasury	Open or close bank accounts		CFO	MD	AC	GM
	Add or remove access to bank accounts		CFO	MD	AC	GM
	Issue of Bank Guarantee, Deposit or Bond - Non Project Related		GM	CFO	AC	MD
	Release of Batch Payments from Bank		CFO	MD	AC	GM
	Entering into new Financial Products or Services including Equipment Finance		CFO	MD	AC, AM	GM, OM
Accounts Receivable	Issue of customer Billing		PM	GM	SPC, CA, PM, AC	MD, CFO
	Write off Bad Debts		CFO	MD	SPC, CA, PM, GM, CM	AC
	Issue of customer Credit Note		PM	CFO	SPC, CA, PM, AC	MD
Accounts Payable - Approvals	Overheads	> \$250k	CFO	MD	PR, GM	AC
		< \$250k	GM	CFO	PR, AC	MD, AC
	CAPEX	> \$250k	CFO	MD	PR, OM	AC, AM
		< \$250k	GM	CFO	PR, OM	MD, AC, AM
	Out-Of-Cycle Payment		GM	CFO	PR, OM	AC, MD
	Travel Expenditure - Corporate		CFO / GM	MD	PR	AC
Tenders	Costs to prepare Tender	> \$100k	GM	MD	CM, OM, ES	CFO
		< \$100k	CM	GM	OM, BM, ES	MD, CFO
	GO NO GO Tender		GM	MD	CFO, CM, OM, ES	CFO
	Submission of Tender	> \$10m	GM	MD	CM, OM, ES	CFO
		< \$10m	CM	GM	OM, ES	MD, CFO
Commercial and Contracts	Contract Execution		CM	MD	CFO, PM, OM, CM	New Award Communication - Company Wide
	Claims not under a contract (eg legal, adjudication, etc)		CM	GM	PM, CA, OM	MD, CFO
	Issue of Bank Guarantee, Deposit or Bond - Project Related		CM	CFO	CM, PM, CA, OM	MD, AC
	Confidentiality Agreements		CM	GM	CA, OM	MD, CFO
Human Resources	Staff hires - White Collar		Line Manager	MD	HR	Org Chart Update
	Staff hires - Blue Collar Project Team		HR	OM	HR, PM, GM	Org Chart Update
	EBA - Review & Ammend		GM / CM	MD	HR, OM, CFO	CM
	Annual Leave		PM / Individual	Line Manager	HR, GM, CFO, OM, CM	MD
	Employment Contract Revision - Salary reviews & incentives, rosters, conditions		GM, CFO, OM	MD	HR	CM, ES
	Blue Collar - Wage Review		OM	GM	HR	CFO, MD, ES
	Termination - Blue Collar		HR	OM	PM, SUP, CM, CA	MD
	Written Warnings - Blue Collar		HR	OM	PM, SUP, CM, CA	MD
	Termination - White Collar		HR	Line Manager	GM, CFO, OM, CM	MD
	Written Warnings - White Collar		HR	Line Manager	GM, CFO, OM, CM	MD
Marketing	Approve policy relating to information & communication technology resources		GM	CFO	CM	MD
	External communications, social media, interviews, advertising etc		GM	MD	CFO	Company Wide Update
Projects	Variation to Contract	< \$25K	CA	PM	GM, CM	MD, CFO
		> \$25K < \$250K	CM	GM	PM, CA	MD, CFO
		> \$250K	GM	MD	CM, PM, OM, CA	CFO
	Project Procurement – Supply Only within Budget	< \$25K	CA	PM	GM, CM	MD, CFO
		> \$25K < \$250K	CM	GM	PM, CA	MD, CFO
		> \$250K	GM	CFO	CM, PM, OM, CA	MD
	Project Procurement – Subcontracts within budget	< \$25K	CA	PM	GM, CM	MD, CFO
		> \$25K < \$250K	CM	GM	PM, CA	MD, CFO
		> \$250K	GM	CFO	CM, PM, OM, CA	MD
	Out of budget expense in excess of, or not covered by a line item in the budget		CM	GM	OM, PM, CA, ES	MD, CFO
Release of project contingency and decrease in budgeted margins		CM	GM	CM, PM, CA, ES	MD, CFO	
Procurement	Add/ remove approved vendors to / from ERP		PR	CFO	GM, PM, CA, OM	MD, AC
	Enter into Supplier Agreements outside of Standard Terms & Conditions		CM	CFO	GM, PR, PM, CA, OM	MD, AC
	Approve or adjust vendor credit limits		PR	CFO	GM, PR, PM, CA, OM	MD, BSM, AC