

Financial Delegation Policy

1 Purpose

The financial delegations policy establishes a framework to safeguard the use of DMTC Ltd funds. The policy ensures the appropriate DMTC Ltd Directors and employees are provided with the level of financial authority necessary to discharge their duties and responsibilities in the course of their employment. The policy also acts to ensure internal controls and processes are adequately maintained and followed.

2 Policy scope/coverage

The financial delegations set forth in this policy apply to the position, not an individual person.

3 Policy statement

The financial delegations policy is presented below:

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Item #	Transaction	Comments	Board of Directors	Chairman	CEO	CFO	Financial Controller	COO	CTO	Lead Program Manager
1.0	Contracts									
1.1	Formal deed	Board resolution, two Directors or Director and CEO to sign	Unlimited	Unlimited	Unlimited	N/A	N/A	N/A	N/A	N/A
1.2	Other	General grants and other deeds to be signed by CEO and witness	N/A	N/A	Unlimited	N/A	N/A	N/A	N/A	N/A
1.3	Project agreements	Board resolution with CEO to execute	N/A	N/A	Unlimited	N/A	N/A	N/A	N/A	N/A
1.4	New contracts	For goods and services requiring Board resolution	Unlimited	N/A	Unlimited	N/A	N/A	N/A	N/A	N/A
1.5	Minor contracts	For goods and services within overall budget but not otherwise specified	Unlimited	\$100,000	\$70,000	\$50,000	\$10,000	\$5,000	\$5,000	\$3,000
1.6	Intellectual Property Licence	Licence executed by CEO following advice to Board	N/A	N/A	Unlimited	N/A	N/A	N/A	N/A	N/A
2.0	Capital Expenditure									
2.1a	Budgeted expenditure	Specified items within Board approved financial budget	N/A	Unlimited	Unlimited	\$10,000	\$5,000	N/A	N/A	N/A
2.1b	Discretionary expenditure	Replacement items within Board approved financial budget	N/A	Unlimited	Unlimited	\$10,000	\$5,000	N/A	N/A	N/A

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2.1c	Discretionary expenditure	Replacement items within budget (without Board approval)	N/A	\$100,000	\$70,000	\$50,000	\$5,000	N/A	N/A	N/A
2.1d	Discretionary expenditure	Board resolution required for all items not within Board approved financial budget	Unlimited	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3.0	Write-offs, disposals and bad debts *									
3.1	Write-offs *	Authority to write off assets	Unlimited	\$40,000	\$20,000	\$15,000	N/A	N/A	N/A	N/A
3.2	Disposals *	Authority to dispose of assets	Unlimited	\$40,000	\$20,000	\$15,000	N/A	N/A	N/A	N/A
3.3	Bad debts *	Authority to realise bad debts	Unlimited	\$40,000	\$20,000	\$15,000	N/A	N/A	N/A	N/A
3.4	Credit Notes *	Authority to raise a credit note that isn't subsequently re-invoiced or re-invoiced at a lower value	N/A	\$100,000	\$50,000	\$30,000	N/A	N/A	N/A	N/A
4.0	Staff									
4.1	Appointment, termination and salary	CEO	Unlimited	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Item #	Transaction	Comments	Board of Directors	Chairman	CEO	CFO	Financial Controller	COO	CTO	Lead Program Manager
4.2	Appointment, termination and salary	Other DMTC Ltd staff within approved budget structure	N/A	N/A	\$200,000	N/A	N/A	N/A	N/A	N/A
4.3	Employee entitlements	CEO: approval granted by Chairman Other DMTC Ltd employees: approval granted by CEO								
5.0	Expenses									
5.1a	Supply of goods and services	Purchase authorisation within Board approved financial budget (per transaction)	N/A	Unlimited	Unlimited	Unlimited	\$30,000	\$10,000	\$10,000	\$5,000
5.1b	Supply of goods and services	Purchase authorisation outside Board approved financial budget	N/A	\$100,000	\$70,000	\$50,000	N/A	N/A	N/A	N/A
5.2a	Overseas travel	CEO: approval granted by Chairman Other DMTC Ltd employees: approval granted by CEO		Pre-booked with travel agent on account or paid on credit card. Additional expenses including taxi fares, hotel accommodation and meals charged to a credit card or claimed against receipt of actual expenses. Refer to the DMTC Ltd Travel policy						
5.2b	Interstate travel	CEO – unlimited, Other staff – CEO approval								

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Item #	Transaction	Comments	Board of Directors	Chairman	CEO	CFO	Financial Controller	COO	CTO	Lead Program Manager
5.3	Donations	The annual value of donations must not exceed the value allocated in the annual financial budget approved by the DMTC Ltd Board of Directors	N/A	N/A	Capped at Board approved annual budget value with endorsement of either CFO or Financial Controller	N/A	N/A	N/A	N/A	N/A
5.4	Legal Advice	Authority to engage legal consultants	N/A	Unlimited	Unlimited	\$20,000	N/A	N/A	N/A	N/A
5.5	Tax/Accounting Advice	Authority to engage tax/accounting consultants other than company auditors which needs to be authorised at ARRC level.	N/A	Unlimited	Unlimited	\$20,000	N/A	N/A	N/A	N/A
5.6	Consultancy Services - General	Authority to engage consultants other than legal, tax and accounting	N/A	Unlimited	Unlimited	\$20,000	N/A	N/A	N/A	N/A
6.0	Extraordinary items									
6.1	Approval by Board of Directors only	Investments, litigation, financing, employee loans and incentives (not subject to employment contract) and business acquisitions –	Unlimited	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Item #	Transaction	Comments	Board of Directors	Chairman	CEO	CFO	Financial Controller	COO	CTO	Lead Program Manager
		considered in conjunction with the DMTC Ltd Constitution								
7.0	Banking Facilities									
7.1	Establishing and closing bank accounts with new or existing DMTC Ltd banking provider (excluding fixed term deposits)	Board resolution executed by two Directors or single Director and Company Secretary for non-fixed term deposit accounts established with new or existing DMTC Ltd banking provider.	Unlimited	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.2	Cheques/EFT/BPAY	Two signatories required (any two of Chairman, CEO, CFO, Financial Controller, and external accountant)	N/A	Authorised limit	Authorised limit	Authorised limit	Authorised limit	N/A	N/A	N/A

***Items 3.1, 3.2, 3.3 and 3.4 also require the Board to be notified.**

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Linked Policies, Procedures, Guidelines and Forms

- Capital expenditure policy
- Travel policy
- Donations policy
- Program & project management policy
- Policy approval policy
- Internal Controls policy

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