## Notes for Schedules of Contractual Authorities

1. The Project Manager engaged by the Principal to manage a contract is to identify the *Schedule of Contractual Authorities* that applies to that contract form, determine which authorities the Principal delegates to the Project Manager and any associated approval requirements and restrictions, and complete the *Schedule*;
2. Authorities and requirements may be changed at any time by written notice from the Principal;
3. The Project Manager shall exercise the functions of the Principal, subject to requirements for approvals, except where shown as “Not Project Manager role”;
4. The Project Manager is required to provide all necessary assistance for administrative functions required of the Principal where “Not Project Manager role” applies;
5. Where “Yes” is shown in the column “Principal’s approval required”, the Project Manager must obtain written approval from the Principal before exercising the associated contractual authority;
6. Where “No” is shown in the column “Principal’s approval required”, the Project Manager must exercise the associated contractual authority and may do so without obtaining the Principal’s approval;
7. The Project Manager must comply with requirements in the column “Comments or restrictions”;
8. Authorities in a *Schedule of Contractual Authorities* apply on the basis that:

* the Principal who engaged the Project Manager is the same as the Principal under the Contract,
* the Project Manager has been appointed by the Principal as the Principal’s Authorised Person or Principal’s Representative for the Contract, and
* if the wording of a referenced clause given in a *Schedule of Contractual Authorities* differs from the relevant contract clause, then the latter applies;

1. Authorities for a contract apply from the time of award of the contract;
2. A *Schedule of Contractual Authorities* does not list all the things the Project Manager must do arising from the Contractor’s (or consultant’s) compliance or non-compliance with the terms of the contract;
3. It is part of the Project Manager’s role to identify and satisfy all those things required to manage the contract, including providing advice and assistance to the Principal;
4. *Schedules of Contractual Authorities* are available for:

* *GC21 contracts,*
* *Minor Works contracts,*
* *MW21 contracts,*
* *Mini Minor Works contracts,*
* *Consultant agreements*.