

# Schedule of Contractual authorities

## Mini Minor Works contracts - General Conditions

Refer to [Notes](#) regarding use of these authorities.

Clause title	Clause No	Authorities (Mini Minor Works General Conditions)	Principal' s approval required?	Comments or restrictions
Insurance	7	Approve terms of insurance	No	
		Effect the insurance at the Contractor' s cost	Yes	
		Terminate the Contract	Yes	
Completion	8	Issue a written notice stating that date the Works reached completion	Yes	
Variations	9	Direct a Variation	Yes	
		Agree on a reasonable amount or assess that amount	Yes	
Non-conforming Work	10	Direct to correct work that is not in accordance with the Contract	No	
		Have others correct non-conforming work	Yes	
		Assess the reasonable costs for others to correct non-conforming work	No	Advise the Principal
		Accept work that is not in accordance with the Contract	Yes	
Recipient Created Tax Invoices	11	Notify the Contractor if Principal ceases to be registered for GST	Yes	If so advised by Principal
		Issue Recipient Created Tax Invoices and Adjustment Notes	Yes	
Payment	12	Provide to the Contractor a payment schedule	No	Copy to the Principal for payment. Inform the Principal if withholding any payment
		Pay the Contractor the amount indicated in the payment schedule	Not Project Manager role	Advise the Principal
Disputes	13	Notify the Principal' s Agent and the other party in writing of a dispute	Yes	
		Appoint an Expert	Not Project Manager role	
Suspension	14	Direct the Contractor to suspend all or part of the Works	Yes	
		Agree on reasonable extra costs or assess those extra costs	Yes	
		Direct the Contractor to recommence the Works	Yes	

Clause title	Clause No	Authorities (Mini Minor Works General Conditions)	Principal' s approval required?	Comments or restrictions
Termination	15	Write, specifying the breach and asking for reasons why the Principal should not take further action	Yes	
		Terminate the Contract	Not Project Manager role	Advise the Principal
		Take over the uncompleted Works; suspend payments and have the Works completed by others	Yes	
		Calculate the difference between the costs	Yes	
		Pay the amount of the excess to the Contractor	Not Project Manager role	