DELEGATION OF AUTHORITY
HIGHLIGHTS

February 2024

TEG

Operating Expense Approvals

- All expenditure not in budget to be approved in advance.
- Approval limits split by 'Touring Costs in Approved GLM' and 'Non-Touring Costs'.
- This is a high-level overview, please refer to the detailed Delegation of Authority (DOA) Matrix. DOA's require expense items to be within existing or approved budget. All 'unbudgeted' spend required specific approval.

For more details, refer to the Delegation of Authority Matrix, located on the Finance Intranet Site

OPEX Checking Process

Checking Invoices details including:

- Supplier details are correct
- Net amounts are in budget
- Item description is detailed to budget line items
- Quantity of items ordered (if applicable) is correct
- Net amounts match what is agreed

Additional Notes

- All items require Finance concurrent approval as per Finance workflow
- All delegation limits displayed in AUD.
- For touring costs in approved GLM, if individual cost is over budget, budget holder to ensure saving made elsewhere (Finance Manager to confirm on their approval). If GLM is tracking over 5% in total costs the budget requires additional approval.
- Please note that any increase in artist guarantee requires re-approval of GLM

Operating Expenses DOA limits proposed

	01	02	03	04
Touring with <u>Approved GLM</u>*	Tour Manager Up to $10k	Head of / GM Up to $50k	Managing Director / SLT Up to $250k	CFO / CEO > $250k
All other business units (E.g. Cost of Sales / General Operating Expenses)	Manager / State Manager** Up to $5k	Head of / GM Up to $25k	Managing Director / SLT Up to $125k	CFO / CEO > $125k

* Within Budget spend only
** Only selected individuals

Note: The above delegations are mirrored by Finance Team.

Domestic Travel

- Relates to travel included in specific parameters (as per Required Checks). If travel required falls outside these parameters travel requires approval from CFO
- This is a high-level overview, please refer to the detailed Delegation of Authority (DOA) Matrix. DOA's require expense items to be within existing or approved budget. All 'unbudgeted' spend required specific approval.

For more details, refer to the Delegation of Authority Matrix, located on the Finance Intranet Site

TRAVEL Checking Process

- Refer to the TEG Travel Policy, (location TEG Intranet/Finance)

Travel Policy includes:

- Must use group Travel Management Company (TMC):
  - ❑ Corporate Travel ➡ Stage & Screen
  - ❑ Touring Travel ➡ Show Group
- No Business Class on Domestic & NZ travel
- Qantas preferred (unless >$100 difference)
- No flex fares (unless cheapest available fare)
- Bookings +7 days out minimum from travel date
- Room rate limits put in place

International Travel

- ALL International Travel requires approval from CFO regardless of it being Touring or Non-Touring

Delegation of Authority | Travel Limits

GM | Managing Director | SLT

Approve Domestic Travel **only** below transaction limit of $1,000 **where** within policy

01

CFO

Approve Domestic Travel > $1,000 or Out of Policy

Approve ALL International Travel

02