

Roper Gulf Regional Council Policy – ADM012 Organisational Delegations Manual (non financial)

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ADM012 – Organisational Delegations Manual (non financial)

Dates of amendments made by Council resolution:

- **26 June 2013** **Ordinary Council Meeting** replaces the **Organisational Delegations Manual** prior 26/6/2013.
- **29 January 2014** **Ordinary Council Meeting**
- **12 November 2014** **Ordinary Council Meeting**

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Delegation of Authority for Policy and Procedures

Policy

Council is committed to service delivery across the organisation within, the parameters of a formalised delegation of authority framework.

Purpose of this document

The purpose of this Manual is to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position e.g. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is permissible for a person to transfer their financial delegation to a person in a less senior position during periods of absence. However, responsibility for the delegation remains with the person who normally exercises the delegation.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income eg extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate’s formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff, with the exception of any delegations made by council.
- The CEO has authority to exercise any staff delegation outlined in this document,
- In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements and council approved policies, procedures code of conduct.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation

- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists
- This document anticipates open and regular communication and information flow, between the various levels of delegation, and consultation where necessary with council's community development and human resource staff.
- The Council must be informed of any change of delegation identified in this document.
- This delegation document will be reviewed each year with a view to improving it's utility and relevance to the organisational structure of council
- This document operates as delegated authority by the Council.

Definitions

Positions

The Council: (referred to as 'council') Those persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

Chief Executive Officer (referred to as 'CEO') The person appointed by and responsible to council for the day to day management of the affairs of council.

Director of Corporate Governance: (referred to as 'Director' or 'DCG') This person appointed as Director of one of the four divisions of council has human resource, finance, governance, information technology responsibilities.

Director of Council Services and Infrastructure: (referred to as 'Director' or 'DCSI') The primary role of this person appointed as a Director, is council services and infrastructure.

Director of Community Services: (referred to as 'Director' or 'DCS'). The person in this role is primarily focussed on community services such as youth, aged care, safety, remote jobs training.

Director of Contracts and Technical Services: (referred to as 'Director' or 'DCTS'). This role is concerned with specific contracts that allow for an increase in economic development activities, asset management and technical services.

Council Services Manager: (referred to as 'Council Services Manager) A person appointed as a manager of one of the nine Centres of council. They are responsible to the Director of Council Services and Infrastructure for the services delivered within their area.

Manager: (referred to as 'Managers') A person appointed as a manager is responsible to the appropriate Director for the services delivered within their area.

Contracts and Projects Officer: (referred to as 'Contracts and Project Officer')A person appointed as a Contracts and Projects Officer is responsible for providing administrative support to Council's Contracts and Projects for Directorate of Council Services and Infrastructure and Directorate of Contracts and Technical Services and includes repair and maintenance, Visiting Officers Quarter, Assets and Project Management.

Management Accountant: (referred to as 'Management Accountant') A person appointed as a Management Accountant is responsible for meeting all the reporting requirements of the council.

Management Accountant will carry out all variance analysis and actual to budget comparison and will prepare reports for the council and other stakeholders.

Financial Accountant: (referred to as 'Financial Accountant') A person appointed as Financial Accountant is responsible for looking after the line items in the financial statements including ensuring all the entries in the General Ledger are accurate and accounted for, the books are balanced at the end of month and year, helping during audits and performing journal reconciliations as and when needed.

Senior Finance Officer: (referred to as 'Senior Finance Officers') A person appointed as Senior Finance Officer will be responsible either for account receivable or accounts payable section. The Senior Finance Officer (Accounts Receivable) is responsible for debts collection, Bank Reconciliation and accounting for rates and charges within council.

The Senior Finance Officer (Accounts Payable) is responsible for making payment of all outstanding invoices from the suppliers.

Budget

Council Budget: (referred to as 'the budget') The council's annual budget approved and accepted by the Department of Local Government.

Service Budget: (referred to as 'service budget') A service/program component of the divisional annual budget, for which a Manager has been delegated responsibility and control.

Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	For all staff	CEO
Set and approve salary	For CEO	Council
Set and approve annual salary increments.	For all staff	CEO
	For CEO	Council
Approve salary packaging content	For all staff	CEO
	For CEO	Council
Approve the issue and withdrawal of council credit cards and credit limits	For staff	CEO
	For CEO	Council
Approve/sign staff contracts	For all staff	CEO
	For CEO	Council
Approve conditions of employment	For all staff	CEO

Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	For staff positions	Directors
	For Director, Manager & Regional Manager positions	CEO
	For CEO position	Council
Approve changes to existing position titles	For staff positions	Directors
	For Director, Managers & Regional Manager positions	CEO
Approve deletion of positions	For all positions	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council.	For staff positions	Directors
	For Directors, Managers & Regional Managers	CEO

Staff: *New Positions, Position Descriptions, Advertisements, Selection, Appointment and Probation*

Function	Amount and/or Qualificatio	Delegated Authority
Identify existing staff position vacancies	For staff positions	Managers
	For Director and Manager positions	CEO
	For CEO position	Council
Identify new staff positions (including availability of funding)	For all staff positions	Managers
	For Director and Manager	CEO
Approve new staff positions	For all staff positions	CEO
Develop new staff position descriptions	For staff positions	Human Resources Manager, Director
	For Director positions	CEO
Approve new staff position descriptions	For staff positions	Director
	For Director and Manager	CEO
Recommend appointment to staff positions	For all staff positions	Selection panel
Appoint staff to positions	For staff positions	DCG
	For Director and Manager	CEO
	For CEO position	Council
Confirm successful completion or otherwise of new staff probationary periods	For staff positions	Human Resources Manager
	For Managers	Director
	For Director positions	CEO
	For CEO position	Council

Staff: Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	For all staff	Director
Recommend dismissal of a staff member	For all staff	Director
Decision to make a staff member redundant	For all staff	CEO
	For CEO	Council
Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
Decision to dismiss a staff member	For staff positions	DCG, CEO
	For Director positions	CEO
	For CEO	Council

Note: This Delegation should be read in conjunction with the RGRC Staff Discipline, Policy and Procedure.

Staff: Leave, Overtime, Training, Conference Attendance, Travel, External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime (within budget)	For staff	Manager
	For Managers	Director
	For Directors	CEO
Approve staff time in lieu	For staff	Manager
	For Managers	Director
	For Directors	CEO
Approve staff paid personal leave (in accordance with accrued entitlements)	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve staff long service leave	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff special leave (inc. Jury Service / NORFORCE)	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff leave without pay	For all staff (to a maximum of 7 days)	Manager
	For all staff	DCG
	For Directors and Managers	CEO
	For CEO	Council
Approve staff leave without pay for study purposes	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve fee assistance for staff study leave (within budget)	For staff	Directors
	For Managers	Director
	For Directors	CEO
	For CEO	Council

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve skill development plans for staff	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approval of attendance at external training courses/conferences (within budget)	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel within NT	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel outside NT	For staff	Directors
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approve travel outside of Australia	For staff	Director
	For Directors and Managers	CEO
	For CEO	Council
Approve travel costs for attendance at training courses/conferences (within budget)	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	For staff	Manager, Regional Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Management of unsatisfactory staff performance	For staff	Manager, Regional Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	For all staff	Director
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	For Directors	CEO
Intervene in management of any unsatisfactory staff performance where council concerns are identified.	For CEO	Council

Note: This Delegation should be read in conjunction with the RGRC Staff Discipline, Policy and Procedure.

Staff: Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council’s external advisors, on industrial relations/human resources matters.	For all staff	CEO, DCG, HRM
Authority to purchase industrial relations/human resources advice and/or expertise.	For all staff	CEO, DCG

Contracts

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of new premises and sub leases of existing premises (within budget)	For organisation	CEO
Approve renewal of existing leases	For organisation	CEO
Cancel existing leases	For organisation	CEO
Authorise appointment of external consultants (within budget)	For directorate	Director
	For organisation	CEO
Approve appointment of insurers, details of contract and payment of premiums	For organisation	DCG
Approve commercial agreements for the staff and services of council	For organisation	DCG
Approve the sale, purchase and development of land.	For organisation	Council
Approve contracts with suppliers of goods and services (non legal)	For organisation	CEO, Director
Authority to invite formal tenders for supply of goods or services	For organisation	CEO, Director
Authority to award tenders for supply of goods or services (in accordance with LG Accounting Regulations)	For organisation	CEO
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	For community based initiatives	Managers
	For directorate	Director
	For organisation	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	For directorate	Director
Approve funding submissions or tendering activity to be undertaken.	For organisation	CEO
Authority to restrict or prevent submissions or tenders being made.	For organisation	Council
Authority to negotiate agreements and contracts	For directorate	Director
	For organisation	CEO, DCG
Authority to sign/seal agreements, contracts or tenders obtained	For organisation	Council
Authority to prepare and submit performance reports to funding departments/organisations.	For service/s	Managers
	For directorate	Director
	For organisation	CEO
Approve and submit financial reports to funding departments/organisations.	For directorate	Director
	For organisation	CEO
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	For service/s	Managers

Services

Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational Regional plan and updates.	For organisation	Council
Authority to develop service plans in support of council's strategic plan.	For all services (within direct control)	Managers
Approve new service initiative recommendations to be forwarded to the CEO.	For directorate	Director
Approve new service initiatives to be developed.	For organisation (subject to availability of funding/income)	CEO
Authority to restrict or prevent new initiatives.	For organisation	Council

Legal

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	For organisation	CEO, Director
Authority to purchase legal advice and/or expertise.	For organisation	DCG
Approve engagement of lawyers.	For organisation	CEO, DCG
Authority to settle court, legal or any other formal proceedings and bind the council.	For organisation	CEO
	Less than \$100k	DCG
Authority to approve expenditure on legal matters, which are outside approved budget.	For organisation	Council

Policies and Procedures

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of policies	For Organisation	Council
Approval of Standard Operating Procedures (SOPs)	For Organisation	Directors
Work Instructions and Forms	For Organisation	Managers

Public Relations

Public Relations: Public Statements, Media Contact, and Comments on Strategic Issues

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of councils name or logo by parties external to council.	For organisation	CEO
Authorised to release public or media statements.	For organisation (on strategic issues and positions held)	CEO
Authority to delegate specific media responses.	For all staff	CEO
Authority to request public statements, media contact and comments on strategic issues	For organisation	Council
Authority to respond to operational letters (including electronic correspondence) of non contentious nature	For organisation	All staff
Authority to respond to ministerial and contentious issues.	For organisation	CEO

Note: This Delegation also relates to correspondence via emails.

Complaints

Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	For all staff	Managers
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Authority to consult with council's external advisors, on complaint matters.	For organisation	Director
Authority to purchase mediation advice and/or expertise.	For organisation	DCG

Note: This Delegation should be read in conjunction with the RGRC Staff Complaints, Policy and Procedure.

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by

print name of Signatory

.....

Sign here

in the presence of:

.....

print name and address of witness

.....

witness' signature