

**Roper Gulf Regional Council Policy – GOV012 Organisational Delegations Manual (non financial)**

# **Roper Gulf Regional Council**

## **GOV012 – Organisational Delegations Manual (non financial)**

**Dates of amendments made by Council resolution:**

- **26 June 2013**            **Ordinary Council Meeting** replaces the **Organisational Delegations Manual** prior 26/06/2013.
- **29 January 2014**      **Ordinary Council Meeting**
- **12 November 2014**    **Ordinary Council Meeting**
- **12 July 2017**            **Ordinary Council Meeting**
- **23 August 2017**        **Finance Committee 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 for 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 e.g. 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 and 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 three divisions of council, has responsibility for the areas of human resource, finance, governance, information technology, occupational health and safety, assets, and projects.

**Director of Council and Community Services:** (referred to as 'Director' or 'DCCS') This person, appointed as Director of one of the three divisions of council, has responsibility for the provision of council's community based core and agency services.

**Director of Commercial Services:** (referred to as 'Director' or 'DCS') This person, appointed as Director of one of the three divisions of council, has responsibility for CDP, services which are commercial in nature, and services which are provided under contractual arrangements with external stakeholders and which allow for an increase in economic development activities.

**Senior/Council Services Coordinator:** (referred to as 'Senior/Council Services Coordinator or S/CSC) A person appointed as a coordinator of council services delivered within one of the nine Centres of council. They are directly responsible to the Area Manager, and Director of Council and Community Services.

**Area Manager:** (referred to as Area Manager or A/M) is a person appointed to manage all Council and Community Services delivered within a designated Management Area. The Area Manager falls within the Council and Community Services Directorate and reports to the DCCS.

**Regional Coordinator:** A person appointed as a Regional Coordinator has responsibility for the delivery of a specific type of service across council, or a specific type of service or services within a particular region of council.

**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 Directorates of Council and Community Services and Commercial Services and includes repair and maintenance, Visiting Officers' Quarters, Assets and Project Management.

**Management Accountant:** (referred to as 'Management Accountant') A person appointed as a Management Accountant is responsible for meeting all the financial 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<br>(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<br>(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 Qualification<br>(Where applicable) | 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<br>(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<br>(Where applicable) | Delegated Authority   |
|---|--|---|
| Approve staff overtime (within budget)                                      | For staff  | Director  |
|   | For Managers                                       | Director  |
|   | For Directors                                      | CEO   |
| Approve staff time in lieu  | For staff  | Director  |
|   | For Managers                                       | Director  |
|   | For Directors                                      | CEO   |
| Approve staff paid personal leave (in accordance with accrued entitlements) | For staff  | Manager, Senior/Council Service Coordinator, Regional Coordinator |
|   | 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  | Director  |

| Function  | Amount and/ or Qualification<br>(Where applicable) | Delegated Authority |
|---|--|---------------------|
|   | For Managers                                       | Director            |
|   | For Directors                                      | CEO                 |
|   | For CEO  | Council             |
| 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<br>(Where applicable) | Delegated Authority  |
|---|--|--|
| Appraise performance of staff   | For staff  | Senior/Council Services Coordinator, Regional Coordinator, Manager, Director |
|   | 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**

| <b>Function</b>   | <b>Amount and/ or Qualification<br/>(Where applicable)</b> | <b>Delegated Authority</b> |
|---|--|----------------------------|
| 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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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*

| <b>Function</b>  | <b>Amount and/ or Qualification<br/>(Where applicable)</b> | <b>Delegated Authority</b> |
|--|--|----------------------------|
| 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.