



ORGANISATIONAL DELEGATIONS MANUAL (non Financial)

Dates of amendments made by Council resolution:

23 November 2022	Finance & Infrastructure Committee
29 July 2020	Ordinary Meeting of Council
31 May 2019	Finance Committee Meeting
27 February 2019	Ordinary Council Meeting
27 June 2018	Ordinary Council Meeting
15 December 2017	Ordinary Council Meeting
23 August 2017	Finance Committee Meeting
12 July 2017	Ordinary Council Meeting
12 November 2014	Ordinary Council Meeting
29 January 2014	Ordinary Council Meeting
26 June 2013	Ordinary Council Meeting replaces the Organisational Delegations Manual prior 26/06/2013.

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DELEGATION OF AUTHORITY

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 Chief Executive Officer (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.

This delegation document will be reviewed each year with a view to improving its utility and relevance to the organisational structure of 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).

The **Mayor** the Principal Member of Council as defined by s58 of the *Local Government Act 2019*.

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.

General Manager: Unless specifically limited, General Manager refers to those positions that have divisional responsibility.

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

Human Resources Manager (referred to as 'HRM') The person appointed to the most senior HR position.

Finance Manager (referred to as 'FM') The person appointed to the most senior finance position.

Other positions named within the delegation in accordance with their position titles.

HUMAN RESOURCE DELEGATIONS

Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	For all staff	CEO
	For CEO	Council
Set and approve annual salary increments.	For all staff	CEO
	For CEO	Council
Approve salary packaging content	For all staff	General Managers
	For General Managers	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	General Managers
	For General Managers	CEO

Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	For staff positions	General Managers
	For General Manager positions	CEO
	For CEO position	Council
Approve changes to existing position titles	For staff positions	General Managers
	For General 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	CEO
	For General Managers & Manager positions	CEO

New Positions, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appointment of an Acting Chief Executive Officer	Less than 5 days	CEO
	More than 5 days but less than 6 weeks	Mayor
	More than 6 weeks	Council
Identify existing staff position vacancies	For staff positions	CSC, Managers, General Managers
	For General Manager positions	CEO
	For CEO position	Council
Identify new staff positions (including availability of funding)	For all staff positions	General Managers
	For General Manager	CEO
Approve new staff positions	For all staff positions	CEO
Develop new staff position descriptions	For staff positions	CSC, Managers, General Managers
	For General Manager positions	CEO
Approve new staff position descriptions	For staff positions	General Managers
	For General Managers	CEO
Recommend appointment to staff positions	For all staff positions	Selection panel
Appoint staff to positions	Temporary/ Casual Staff	General Managers
	For staff positions	General Managers
	For Manager and General Manager positions	CEO
	For CEO position	Council
Confirm successful completion or otherwise of new staff probationary periods	For staff positions	General Managers
	For Managers	General Managers
	For General Managers	CEO
	For CEO position	Council

Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	For all staff	General Managers
Recommend dismissal of a staff member	For all staff	General Managers
Decision to make a staff member redundant	For all staff	CEO
	For CEO	Council
Approve the offer and acceptance of redundancy	For all staff	CEO
Decision to dismiss a staff member	Temporary/ Casual Staff	General Managers
	For staff positions	CEO
	For General Manager positions	CEO
	For CEO	Council

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	General Manager
	For General Managers	CEO
Approve staff time in lieu	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
Approve staff paid personal leave (in accordance with accrued entitlements)	For staff	Manager, Senior/Council Service Coordinator, Regional Coordinator
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve staff long service leave	For all staff	General Manager
	For General Managers	CEO
	For CEO	Council

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff special leave (inc. Jury Service / NORFORCE, summons as witness)	For all staff	HRM
	For Managers	General Managers
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve staff leave without pay	For all staff up to 2 weeks	HRM
	Up to 6 weeks	General Manager
	Above 6 weeks	CEO
	For Managers up to 6 weeks	GM
	Managers above 6 weeks	CEO
	General Managers	CEO
	For CEO	Council
Approve staff leave without pay for study purposes	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Approve fee assistance for staff study leave (within budget)	For staff	General Managers
	For Managers	General Managers
	For General Managers	CEO
	For CEO	Council
Approve skill development plans for staff	For staff	Manager
	For Managers	General Manager
	For General Manager	CEO
	For CEO	Council
Approval of attendance at external training courses/conferences (within budget)	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Approve travel within NT	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve travel outside NT	For staff	GM
	For GM	CEO
	For CEO	Ratified by Mayor

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve travel outside of Australia	For staff	CEO
	For General Managers and Managers	CEO
	For CEO	Council
Approve travel costs for attendance at training courses/conferences (within budget)	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Mayor

Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	For staff	Supervisor at Coordinator level and above
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Management of unsatisfactory staff performance	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	For all staff	General Manager with HRM support
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	For General Managers	CEO with HRM support

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, HRM, General Managers
Authority to purchase industrial relations/human resources advice and/or expertise.	For all staff	CEO, HRM, General Managers

CONTRACTS

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of land and/or new premises and sub leases of existing premises (within budget)	For organisation	CEO
Approve renewal of existing leases within financial delegations	For organisation	General Managers, CEO
Cancel existing leases	For organisation	CEO
Authorise appointment of external consultants (within budget)	For division	General Manager
	For organisation	CEO
Approve appointment of insurers, details of contract and payment of premiums	For organisation	General Manager Corporate Services and Sustainability, CEO
Approve commercial agreements for the staff and services of council	For organisation	CEO
Approve the sale, purchase and development of land.	For organisation	Council
Approve contracts with suppliers of goods and services (non legal) per procurement policy	For organisation	General Manager
Authority to invite formal tenders for supply of goods or services	For organisation	CEO
Authority to award tenders for supply of goods or services (in accordance with LG General Regulations)	For organisation up to \$ 500,000 within approved budget	CEO Reported to Council
	For organisation	Council, Finance Committee
Authority to appoint, manage, and revoke persons to Tender Assessment Panel	For organisation	CEO
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	For community based initiatives	Managers
	For division	General Manager
	For organisation	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	For division	General Manager
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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to negotiate contracts, leases, rentals, agreements / memorandae	For division	General Manager
	For organisation	CEO
Authority to sign/seal agreements, contracts or tenders obtained <ul style="list-style-type: none"> - within financial delegation - outside financial delegation 	For organisation	CEO Council
Authority to prepare and submit performance reports to funding departments/organisations.	For service/s	Managers
	For division	General Manager
	For organisation	CEO
Authority to enter into contractual agreements within financial delegated limits	For organisation	CEO Reported to Council
Authority to amend, vary existing contracts / funding or other agreements within financial delegated limits	For organisation	CEO Reported to Council
Approve and submit financial reports to funding departments/organisations.	For division	General Manager
	For organisation	CEO
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	For service/s	Managers

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, General Managers
Authority to purchase legal advice and/or expertise.	For organisation	CEO, General Manager Corporate Services and Sustainability
Approve engagement of lawyers.	For organisation	CEO, General Manager Corporate Services and Sustainability
Authority to settle court, legal or any other formal proceedings and bind the council. Including settlements occurring from Fair Work process greater than \$ 250,000	For organisation	CEO Must be reported to Council Council, if outside delegated financial limits
Authority to approve expenditure on legal matters, which are outside approved budget.	For organisation	Council

Regulatory Compliance

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Make Regulatory Order (Part 13.2 <i>Local Government Act 2019</i>).	For organisation	General Manager
Commence enforcement action including prosecutions.	For organisation	CEO
Exercise regulatory powers – including issue of infringement notices (Part 9.7 <i>Local Government Act 2019</i>).	For organisation	Authorised Persons
Appointment of Authorised Persons (s183 <i>Local Government Act 2019</i>), and management, amendments, and revocation of appointments or Authorities.	For organisation	CEO

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 Organisational Directives	For Organisation	CEO
Approval of Divisional Directives	For Divisions	General Managers
Approval of Standard Operating Procedures (SOPs), Safe Work Method Statements (SWMS) or similar documents.	For Organisation	CEO
	For Divisions	General Managers, Managers
Work Instructions and Forms	For Organisation	Managers

PUBLIC RELATIONS

Public Relations: Public Statements and Media Contact

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. Incl. social media	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	General Managers
Authority to respond to ministerial and contentious issues.	For organisation	CEO

COMPLAINTS & CORPORATE PROCESSES

Complaints: Complaints & Corporate Processes

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	General Manager
	For General Managers	CEO
	For CEO	Council
Authority to consult with council's external advisors, on complaint matters.	For organisation	General Managers
Authority to purchase mediation advice and/or expertise.	For organisation	General Managers

N.B. *All complaints against Council staff members are to be assigned to the General Manager Corporate Services and Sustainability.*