



ORGANISATIONAL DELEGATIONS MANUAL (non Financial)

Dates of amendments made by Council resolution:

| | |
|------------------|---|
| 23 August 2023 | Ordinary Meeting of Council |
| 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, and all employee benefits as part of employment contracts. | For all staff | CEO |
| | For CEO | Council |
| Set and approve annual salary increments. | For all staff | CEO |
| | For CEO | Council |
| Approve salary sacrifice packaging content | For all staff | General Managers |
| | For General Managers | CEO |
| Approve the issue and withdrawal of council credit cards and credit limits | For CEO | Council |
| | For staff | CEO |
| Approve/sign staff contracts | For CEO | Council |
| | For all staff | CEO |
| Approve conditions of employment | For CEO | Council |
| | For all staff | 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 |

| Function | Amount and/ or Qualification (Where applicable) | Delegated Authority |
|--|---|----------------------------|
| Authority to restrict or prevent submissions or tenders being made. | For organisation | Council |
| 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.*