



FIN08

Delegation Policy

1. PURPOSE

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

2. SCOPE

This policy applies to all Elected Members and employees of the West Daly Regional Council.

3. DEFINITIONS

In the context of this policy, the following definitions apply:

Manager: Means the employee appointed to one of the three Regional Service Areas as a Community Service Manager, reporting to the Chief Operations Officer.

Executive: Means the Chief Operations Officer, Chief Performance and Capability Officer and Chief Financial Officer.

Council Budget: Means the Council's annual budget as resolved by the Council.

Service Budget: Means the service/program component of the annual budget for which a manager or team leader has been delegated responsibility and control.

4. PRINCIPLES

- In line with s.40 of the *Local Government Act 2019*, Council may delegate powers and functions to the CEO, Council Committee or Local Authority. Such delegations may only be made by resolution of Council.
- The Register operates as delegated authority by the Council.
- 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 not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to 'Act Up' into a position of greater authority than they are usually employed, for all key or specified areas of 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 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.
- The delegations listed in the Register 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.
- Delegations are assigned to position, not employee.
- 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.
- The Register 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 delegation register will be reviewed each year with a view to improving its utility and relevance to the organisational structure of council.



5. DELEGATIONS REGISTER

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appointment of temporary staff (including agency staff) maximum of 3 months	<i>Existing positions</i>	Executive
	<i>New positions</i>	CEO
Set and approve salaries	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Set and approve annual salary increments.	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve salary packaging content	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve the issue and withdrawal of council cards, credit cards and credit limits	<i>For the Executives & Managers</i>	CEO
	<i>For CEO</i>	Council
Approve/sign staff letters of offer	<i>For new positions</i>	CEO
	<i>For existing positions</i>	Executive
Staff Contracts	<i>For contract positions</i>	CEO
	<i>For CEO</i>	Council
Approve conditions of employment	<i>For all staff</i>	CEO

Staff: Position Descriptions

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



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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Identify existing staff position vacancies	<i>For staff positions</i>	Managers
	<i>For Managers positions</i>	Executive
	<i>For the Executive positions</i>	CEO
	<i>For CEO position</i>	Council
Identify new staff positions (including availability of funding)	<i>For staff positions</i>	Managers
	<i>For all managers positions</i>	Executive
	<i>For the Executives</i>	CEO
Approve new staff positions	<i>For staff positions</i>	CEO
Develop new staff position descriptions	<i>For staff positions</i>	Executive & Managers
	<i>For all Managers positions</i>	Executives
	<i>For all Executive positions</i>	CEO
Approve new staff position descriptions	<i>For staff positions</i>	Executive
	<i>For the Executive positions</i>	CEO
Recommend appointment to staff positions	<i>For staff positions</i>	Managers / Executive
Appoint staff to positions	<i>For all staff positions</i>	Executive
	<i>For all Executive & Manager positions</i>	CEO
	<i>For CEO position</i>	Council
Confirm successful completion or otherwise of new staff probationary periods	<i>For staff positions</i>	Managers / Executive
	<i>For Manager positions</i>	Executive / CEO
	<i>For the Executive</i>	CEO
	<i>For CEO position</i>	Council



Staff: Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	<i>For all staff</i>	CEO
Recommend dismissal of a staff member	<i>For all staff</i>	Executive/CEO /Manager
	<i>For the Executive</i>	CEO
Decisions to make a staff member redundant	<i>For all staff</i>	CEO
Approve the offer and acceptance of redundancy for all staff	<i>For all staff</i>	CEO
Decisions to dismiss a staff member	<i>For all staff</i>	CEO
	<i>For the Executive & Managers</i>	CEO
	<i>For CEO</i>	Council

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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime	<i>For all staff</i>	Executive
	<i>For Manager</i>	Executive
Approve staff time in lieu	<i>For all staff</i>	Executive
	<i>For Manager</i>	Executive
	<i>For the Executive</i>	CEO
Approve staff annual leave	<i>For all staff</i>	Manager / Executive
	<i>For Manager</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Approve staff annual leave in advance or in excess of entitlements.	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council



Approve staff long service leave	<i>For Staff member (except Executive & CSM's)</i>	Executive
	<i>For the Executive & CSM's</i>	CEO
	<i>For CEO</i>	Council
Approve staff special leave	<i>For all staff</i>	Executive
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay	<i>For all staff</i>	Executive
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Discretionary leave	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve staff leave without pay for study purposes	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Approve fee assistance for staff study leave	<i>For all staff (within service budget)</i>	Executive
	<i>For Managers (within the budget)</i>	Executive
	<i>For the Executives (within the budget)</i>	CEO
	<i>For CEO (within the budget)</i>	Council
Approve skill development plans for staff	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Approval of attendance at external training courses/conferences.	<i>For all staff (within budget)</i>	Executive
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Approve travel within Australia	<i>For all staff (within the budget)</i>	CEO
	<i>For Managers</i>	CEO
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council



Approve travel outside of Australia	<i>For all staff</i>	CEO
	<i>For the Executive & Managers</i>	CEO
	<i>For CEO</i>	Council
Approve travel costs for attendance at training courses/conferences.	<i>For all staff (within service budget)</i>	Executive
	<i>For (within divisional budget) Managers</i>	Executive
	<i>For the Executive (within the budget)</i>	CEO
	<i>For CEO</i>	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Management of unsatisfactory staff performance	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	<i>For Managers</i>	Executive
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	<i>For the Executive & Regional Services Manager</i>	CEO
Intervene in management of any unsatisfactory staff performance where council concerns are identified.	<i>For CEO</i>	Council

Staff: Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on industrial/human resources matters.	<i>For Managers</i>	Executive
Authority to purchase, industrial/human resources advice and/or expertise.	<i>For Managers (within divisional budget)</i>	Executive
Authority to expend funds in excess of budget, on industrial/human resources matters.	<i>For all of council</i>	Council



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	<i>For all of organisation (within the budget)</i>	CEO
Approve renewal of existing leases	<i>For all of organisation (within the budget)</i>	CEO
Cancel existing leases	<i>For all of organisation</i>	CEO
Authorise appointment of external consultants	<i>For organisation (within service budget)</i>	CEO
	<i>For all of council (outside the budget)</i>	Council
Approve appointment of insurers, details of contract and payment of premiums	<i>For all of organisation (within the budget)</i>	CEO
Approve commercial agreements for the staff and services of council	<i>For all of organisation (within the budget)</i>	CEO
Approve the sale, purchase and development of land.	<i>For all of organisation</i>	Council
Approve contracts with suppliers of goods and services (non-legal)	<i>For all of division</i>	Executive / CEO
	<i>For organisation</i>	CEO
Authority to invite formal tenders for supply of goods or services	<i>For division</i>	Executive / CEO
	<i>For organisation</i>	CEO
Authority to choose formal tenders for supply of goods or services	<i>For division</i>	Council
	<i>For organisation</i>	Council
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	<i>For service staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For organisation</i>	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	<i>For division</i>	Executive
Approve funding submissions or tendering activity to be undertaken.	<i>For all of organisation</i>	CEO
Authority to restrict or prevent submissions or tenders being made.	<i>For all of council</i>	Council
Authority to negotiate agreements and contracts	<i>For division</i>	Executive / CEO
	<i>For organisation</i>	CEO
Authority to sign/seal agreements, contracts or tenders obtained	<i>For all of council</i>	Council
Authority to prepare and submit performance reports to funding departments/organisations.	<i>For division</i>	Executive
	<i>For organisation</i>	CEO
Approve and submit financial reports to funding departments/organisations.	<i>For division</i>	Executive /CEO
	<i>For organisation</i>	CEO
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	<i>For service/s</i>	Managers



Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational regional plan and updates.	<i>For all of council</i>	Council
Authority to develop service plans in support of council's strategic plan.	<i>For service staff</i>	Managers
Approve new service initiative recommendations to be forwarded to the CEO.	<i>For division</i>	Executive
Approve new service initiatives to be developed.	<i>For all of organisation (subject to availability of funding/income)</i>	CEO & Council
Authority to restrict or prevent new initiatives.	<i>For all of council</i>	Council

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	<i>For Managers</i>	CEO
Authority to purchase, legal advice and/or expertise.	<i>For Managers (within divisional budget)</i>	CEO
Approve engagement of lawyers.	<i>For all of organisation (within the budget)</i>	CEO
Authority to settle court, legal or any other formal proceedings and bind the council.	<i>For all of organisation</i>	CEO
Authority to approve expenditure on legal matters, which are outside approved budget.	<i>For all of council</i>	Council

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of Procedures	<i>For all of Council</i>	CEO
Approval of policies	<i>For all of council (where organisationally related)</i>	Council
Approval of policies	<i>For all of council (where operationally related)</i>	CEO



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.	<i>For all of organisation</i>	CEO
Authorised to release public or media statements.	<i>For all of organisation (on strategic issues and positions held)</i>	CEO
Authority to delegate specific media responses.	<i>For all staff</i>	CEO
Authority to request public statements, media contact and comments on strategic issues	<i>For all of council</i>	Council
Authority to respond to operational letters of non-contentious nature	<i>For all staff</i>	Executive & Managers
Authority to respond to ministerial and contentious issues.	<i>For all staff</i>	CEO

Grievances: Grievances

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a grievance	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Council
Authority to consult with council's external advisors, on grievance matters.	<i>For the Executive/Managers</i>	CEO
Authority to purchase, mediation advice and/or expertise.	<i>For the Executive/Managers (within divisional budget)</i>	CEO



Financial: Budgets

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve draft budgets to be forwarded to the council	<i>For divisions</i>	CEO
Approve budget	<i>For all of council</i>	Council
Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.	<i>For organisation</i>	CEO
Authority to recommend to council unbudgeted expenditure.	<i>For organisation</i>	CEO
Authority to approve unbudgeted expenditure increases.	<i>For organisation 50,000 (May not exceed)</i>	CEO
Authorise variations to the annual operational and capital budgets.	<i>For all of council</i>	Council

Financial: Operational Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve expenditure	<i>Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to 5,000 for travel and accommodation booking and up to 2,000 for general expenses (unless otherwise authorised)</i>	Admin assistant authorised by CEO
	<i>Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to \$5,000 (unless otherwise authorised)</i>	Managers
	<i>Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document. Up to \$50,000</i>	Executive



Approve expenditure	<i>Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. Up to \$1,000,000</i>	CEO
	<i>Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Council
	<i>\$1,000 (Up to) Within approved budget, accompanied by associated receipts and refund through petty cash</i>	Admin Assistant or Authorised personal by CEO

Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
In kind support for external organisations (this includes accommodation, venue hire, vehicles, materials etc.)		Executive
Approve alterations/renovations to buildings, not included in approved capital budget	<i>\$250,000 (Up to) on any one project (All alterations/renovations over \$10,000 must be accompanied by three quotes)</i>	CEO
Authorised to replace essential items of equipment included in approved capital budget/funding agreement	<i>\$5,000 (Up to) for any one item. Consistent with service budget authority.</i>	Managers
	<i>\$25,000 (Up to) for any one item (All equipment over \$10,000 must be accompanied by three quotes)</i>	Executive
	<i>For organisation \$500,000 (Up to on any one item) (All equipment over \$10,000 must be accompanied by three quotes)</i>	CEO



Authorised to replace essential items of equipment included in approved capital budget/funding agreement	<i>For all of council \$500,000 (In excess of on any one item) (All equipment over \$10,000 must be accompanied by three quotes)</i>	Council
Authorised to replace essential items of equipment not included in approved capital budget	<i>For division \$5,000 (Up to) for any one item (All equipment over \$10,000 must be accompanied by three quotes)</i>	Executive
	<i>For organisation \$100,000 (Up to on any one item) (All equipment over \$10,000 must be accompanied by three quotes) For organisation</i>	CEO
Authorised to sell, trade in or dispose of assets on the Asset Register	<i>For organisation \$250,000 (Up to on any one item)</i>	CEO
	<i>For all of council \$250,000 (In excess of on any one item)</i>	Council
Approve hire of plant equipment or facilities.	<i>For equipment and facilities for which the staff person is responsible. (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council)</i>	CEO Executive Managers
Approval of sale or purchase of land or buildings	For all of council	Council
Approval of development of new buildings	For all of council	Council

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders	\$5,000 (up to unless otherwise authorised)	Managers
	\$50,000 (up to)	Executive
	\$500,000 (up to)	CEO
	\$100,000.00 and above	Shall be through Tender



Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	<i>For all staff</i>	Managers
	<i>For Managers</i>	Executive
	<i>For the Executive</i>	CEO
	<i>For CEO</i>	Mayor
Compile and approve staff time sheets	<i>For all staff</i>	Manager/Executive
Approve for payment all payroll related transactions	<i>For all staff</i> Comprising group tax remittal, payroll tax settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.	CEO/CFO

Financial: Investment

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve investment of funds	For all of Council	CEO
Approve draw down of investment funds for deposit into operational accounts	For all of Council	CEO
Approve banking and investment account arrangements, including the authorising the opening of new accounts.	For all of Council	CEO

Financial: ATM, Receipts and Banking

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval to change and/or add account signatories	For all of Council	CEO
Authority to approve EFT payments	For all of Council	CEO/Executive
Authority to alter and or open or close bank accounts	For all of Council	CEO/CFO



Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to control and reimburse petty cash.	<i>For service/s Consistent with service budget authority.</i>	Executive/Manager
	<i>For organisation Consistent with the budget authority</i>	CEO

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions	<i>For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	CEO
Approve and sign cheques	<i>For all organisation</i>	CEO/CFO
Approval to stop payment on cheques	<i>For all organisation</i>	CEO/CFO
Approve change and/or add cheque signatories	<i>For all signatories</i>	CEO

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-offs of bad debts		Council
Approve write-offs of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	<i>100,000 (May not exceed)</i>	CEO
	<i>100,000 (in excess of)</i>	Council
Approve debt recovery payment terms		CEO
Correct administrative errors	<i>25,000 (May not exceed)</i>	Executive
	<i>100,000 (May not exceed)</i>	CEO
	<i>100,000 (In excess of)</i>	Council



6. Responsibilities

Employees

All employees and Council Members are responsible for complying with the provisions of this Policy.

Employer

- Council will ensure that a copy of this Policy is published on Council's website.
- The Chief Financial Officer is the Policy Custodian for this Policy and is responsible for reviewing the operation of the Policy (every 2 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.
- Following approval of this Policy document, the Chief Financial Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the Policy.

7. Related Documents

Legislation and References

Local Government Act 2019 (NT)

Local Government (Electoral) Regulations 2021 (NT)

Policy Name	EM05 – Elected Member Allowances
Publication Date:	28 September 2021
Council Decision (Reference):	29 September 2021
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Categorisation:	Finance
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Responsible Officer:	Chief Financial Officer
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