

# Delegations Manual

2021-2025



# Victoria Daly

REGIONAL COUNCIL

# Delegations Manual 2021 - 2025

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# DELEGATIONS OF AUTHORITY

## NORTHERN TERRITORY *LOCAL GOVERNMENT ACT 2019*

### CHAPTER 4 – DIVISION 2 - SECTION 40 - DELEGATION

- (1) A Council may delegate its powers and functions.
- (2) A delegation may be made to:
  - (a) The CEO; or
  - (b) A Council committee; or
  - (c) A local authority; or
  - (d) A local government subsidiary.
- (3) Despite subsection (1):
  - (a) the power to impose rates cannot be delegated; and
  - (b) if power to incur financial liabilities is delegated - the council must, by resolution, fix reasonable limits on the delegate's authority; and
  - (c) a delegation cannot duplicate or derogate from the CEO's functions(including delegated functions); and
  - (d) subject to subsections (4) and (5), power to enter into a transaction on conditions that are not arm's length conditions cannot be delegated; and
  - (e) subject to subsections (4) and (5), power to make a decision that requires a council resolution cannot be delegated; and
  - (f) if power to enter into a contract is delegated – the contract must be below the threshold value.
- (4) A Council may delegate the CEO the following:
  - (a) The power to enter into a transaction on conditions that are not arm's length conditions if the transaction will provide a community benefit;
  - (b) The power to waive a fee for service (wholly and partly) under section 289(4) if the waiver will provide a community benefit.
- (5) A delegation under subsection (4) must be in accordance with the regulations and any guidelines that the Minister may make.
- (6) A council must, within the first 6 months of its term, determine, by resolution, the threshold value for a contract for subsection (3)(f).
- (7) In this section:

Arm's length conditions means the conditions that might be expected to operate between commercial entities dealing wholly independently with one another in comparable circumstances.

## Policy

Victoria Daly Regional Council – Delegation Policy – LGP025

# 1. Background and General Principles

## Policy

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

## Purpose of this document

The Delegation's Manual is intended to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

## Principles

This document will be reviewed each term or unless otherwise required with a view to improving its utility and relevance to the organisational structure of the Council.

- This document operates as delegated authority by the Council for the CEO.
- This document operates as delegated authority by the Council for Committees and Local Authorities.
- This document operates as delegated authority by the CEO for all other staff.

## Personal Delegations

- 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 eg. 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 delegation, 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. Except for 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 this document should be understood in the context of the relevant staff position descriptions and Council Policy.
- 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 to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.

### **Committee and Local Authority Delegations**

- The Committee or Local Authority is delegated as an entity and no specific delegation is allocated to an individual unless specifically identified within the delegation.
- Unless specifically delegated, it should be assumed that no delegation exists.
- The CEO has authority to exercise any staff delegation outlined in this document.
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with Council staff.

## 2. DEFINITIONS

### Positions

- **Council:** The collective group of members elected to serve the community in accordance with the Local Government Act and Regulations (as amended) and acting within that role.
- **Committee:** A formally constituted committee under the Section 26 of the *Local Government Act 2019*.
- **Local Authority:** A formally constituted Local Authority under section 77 of the *Local Government Act 2019*.
- **Mayor:** The principal member of the Council as defined by Section 58 *Local Government Act 2019*.
- **Chief Executive Officer:** (referred to as 'CEO') The person appointed by and responsible to the Council for the day-to-day management of the affairs of Victoria Daly Regional Council. (The CEO's authority extends to the Acting CEO in the CEO's absence).
- **Director:** A person appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
- **Regional Managers:** A person appointed as a Regional Manager is responsible for a program that is delivered across the Council. They are responsible to the CEO for the delivery of programs they provide.
- **Managers (Operational and Program):** A person appointed as a manager is either responsible for Council operations within a community or a function within Council Area. They are responsible to a director for the services and functions they provide.
- **Coordinators:** A person appointed as a coordinator of one of the Council Program Delivery Areas. They are responsible to a manager for the services delivered within their area.
- **Staff:** Employees of the Council not otherwise identified.
- Note: Any decision on where staff roles fit in the above definitions will be made by the CEO, based on a recommendation from the appropriate Director.
- **Tender Committee:** Comprises of the Directors and relevant Managers.

### 3. Budget

All amounts referred to in this document are exclusive of GST.

- **Council Budget:** (referred to as ‘the budget’) The annual budget resolved by the Council.
- **Service Budget:** (referred to as ‘service budget’) A service/program component of the annual budget, for which a manager or coordinator has been delegated responsibility and control.
- **Staffing Plan:** The staffing plan approved by the Council in the annual regional plan and budget

### 4. CEO Delegations

| FUNCTION   | Amount and / or Qualification  | DELEGATED AUTHORITY |
|--|--|---------------------|
| <p>Appointment of Acting Chief Executive Officer</p> <p>for a period of absence of the Chief Executive Officer in accordance with the <i>Local Government Act 2019</i> – Section 165 (3a) (3b)</p> | <p>The CEO must be satisfied that the person appointed as Acting CEO is suitably qualified for the position</p> <p>The CEO must advise the Mayor and the Council when an appointment is made</p> | <p>CEO</p>          |

### 5. Human Resource Delegations

#### Staff: Salary, Conditions, Packages and Contracts

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY |
|---|-------------------------------|---------------------|
| <p>Set and approve salaries within total budget</p> | <p>For all staff</p>          | <p>CEO</p>          |

|   |                          |                |
|---|--------------------------|----------------|
| Set and approve salary  | For CEO                  | Council        |
| Set and approve salary  | For all staff<br>For CEO | CEO<br>Council |
| Set and approve annual salary increments and any higher duties payments   | For all staff<br>For CEO | CEO<br>Council |
| Approve/sign staff contracts  | For all staff<br>For CEO | CEO<br>Council |
| Approve conditions of employment  | For all staff            | CEO            |
| Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within Council. | For all staff<br>For CEO | CEO<br>Council |

### Staff: Position Descriptions

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY |
|---|-------------------------------|---------------------|
| Approve all new position descriptions and changes to existing position descriptions | For all staff<br>For CEO      | CEO<br>Council      |
| Approve all new position titles and changes to existing position titles             | For all staff                 | CEO                 |
| Approve the deletion of positions   | For all staff                 | CEO                 |

## Staff: New Positions, Advertisements, Selection, Appointment and Probation

| FUNCTION  | Amount and / or Qualification   | DELEGATED AUTHORITY                 |
|---|---|-------------------------------------|
| Approve requests for filling positions within approved structure (within budget)                      | For all staff<br><br>For CEO  | CEO<br><br>Council                  |
| Approve new staff positions or modifications to existing organisational structure (within budget)     | For all staff   | CEO                                 |
| Identify and approve new staff positions outside of the existing organisational chart (within budget) | For all new staff positions   | CEO                                 |
| Recommend appointment to staff positions  | For all staff<br><br>For Managers / Coordinators<br><br>For Directors       | Manager<br><br>Directors<br><br>CEO |
| Appoint staff to positions  | For all staff<br><br>For CEO  | CEO<br><br>Council                  |
| Confirm successful completion or otherwise of new staff probationary periods                          | For all staff<br><br>For Directors / Managers / Coordinators<br><br>For CEO | Directors<br><br>CEO<br><br>Council |

## Staff: Dismissal and Redundancy

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY |
|--|-------------------------------|---------------------|
| Decisions to make a staff member redundant                   | For all staff                 | CEO                 |
| Approve the offer and acceptance of redundancy for all staff | For all staff                 | CEO                 |
| Decisions to dismiss a staff member                          | For all staff                 | CEO                 |

Redundancy is where the employment relationship is terminated by the CEO due to the Council no longer requiring the position as part of its organisational structure. Council will make reasonable efforts to redeploy employees (place them in an alternate position) rather than retrench an employee, who would otherwise lose their job and not be offered another role. This provision applies to the determination of termination of employment pertaining to permanent employees, and employees employed on a temporary basis that are terminated prior to conclusion of their contracted period of employment. Termination and redundancy of an employee will be in accordance with the 2.1.28 Redundancy Policy of the Victoria Daly Regional Council. The delegations will determine whether grounds for redundancy are applicable.

## Staff: Leave

| FUNCTION                         | Amount and / or Qualification | DELEGATED AUTHORITY |
|----------------------------------|-------------------------------|---------------------|
| Approve staff annual leave       | For staff                     | Manager             |
|                                  | For Manager                   | Director            |
|                                  | For Director                  | CEO                 |
|                                  | For CEO                       | Mayor               |
| Approve staff long service leave | For staff and Managers        | Director            |
|                                  | For Director                  | CEO                 |

|   |   |   |
|---|---|---|
|   | For CEO   | Mayor   |
| Approve staff special leave (as defined in EBA) | For staff<br><br>For Manager<br><br>For Director<br><br>For CEO | Manager<br><br>Director<br><br>CEO<br><br>Mayor |
| Approve staff leave without pay under two weeks | For staff<br><br>For Manager<br><br>For Director<br><br>For CEO | Manager<br><br>Director<br><br>CEO<br><br>Mayor |
| Approval staff leave without pay over two weeks | For all Staff<br><br>For CEO                                    | CEO<br><br>Mayor                                |

### Staff: Training and Conference Attendance

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY            |
|--|-------------------------------|--------------------------------|
| Approve fee assistance for staff study within budget   | For all Staff                 | Director of Corporate Services |
| Approval of attendance at external training courses/conferences including travel costs- the training activity must form part of the annual staff training and development plan | For all Staff                 | Director of Corporate Services |

### Staff: Staff Travel

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY            |
|--|-------------------------------|--------------------------------|
| Approve travel outside of the NT   | For all Staff                 | CEO                            |
|  | For CEO                       | Mayor                          |
| Approve travel outside of Australia  | For all Staff                 | CEO                            |
|  | For CEO                       | Mayor                          |
| Approve travel costs for attendance at training courses / conference within budget | For all Staff                 | Director of Corporate Services |

### Staff: Performance Management

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY            |
|---|-------------------------------|--------------------------------|
| Appraise performance of staff   | For staff                     | Director                       |
|   | Managers                      | Directors                      |
|   | Directors                     | CEO                            |
|   | CEO                           | Mayor                          |
| Management of unsatisfactory staff performance  | For staff                     | Immediate Manager              |
|   | Managers                      | Directors                      |
|   | Directors                     | CEO                            |
|   | CEO                           | Mayor                          |
| Intervene in management of any unsatisfactory staff performance where divisional concerns are | For staff<br>Managers         | Immediate Manager<br>Directors |

|  |                      |                  |
|--|----------------------|------------------|
| identified   | Directors<br><br>CEO | CEO<br><br>Mayor |
| Intervene in management of any unsatisfactory staff performance where organisational concerns are identified | For all senior staff | CEO              |
| Intervene in management of any unsatisfactory staff performance where Council concerns are identified        | For CEO              | Council          |
| Issuing formal warnings  | For all staff        | CEO              |

### Staff: Industrial Relations

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY                 |
|---|-------------------------------|-------------------------------------|
| Authority to consult with Councils external advisors, on industrial relations / human resource matters. | For all staff                 | Director of Corporate Services, CEO |
| Authority to purchase industrial relations / human resource advice and or expertise.                    | For staff                     | Director of Corporate Services, CEO |

#### 1.1. If a dispute relates to:

1.1.1. a matter arising under this Agreement; or

1.1.2. the National Employment Standards;

this Section sets out procedures to settle the dispute.

1.2. An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this Section.

1.3. In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and the

relevant supervisors and/or managers.

1.4. If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the Fair Work Commission.

1.5. the Fair Work Commission may deal with the dispute in two stages:

1.5.1. the Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and

1.5.2. if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:

1.5.2.1. arbitrate the dispute; and

1.5.2.2. make a determination that is binding on the parties.

1.6. While the parties are trying to resolve the dispute using the procedures in this Section;

1.6.1. an employee must continue to perform the employee's work as the employee would normally unless the employee has a reasonable concern about an imminent risk to the employee's health or safety; and

1.6.2. an employee must comply with a direction given by a Senior Manager to perform other available work at the same workplace, or at another workplace, unless;

1.6.2.1. the work is not safe;

1.6.2.2. applicable occupational health and safety legislation would not permit the work to be performed;

1.6.2.3. the work is not appropriate for the employee to perform; or

1.6.2.4. there are other reasonable grounds for the employee to refuse to comply with the direction.

1.7. The parties to the dispute agree to be bound by a decision made by the Fair Work Commission in accordance with this Section.



|  |  |   |
|--|--|---|
| Authority to invite formal tenders for supply of goods or services                         | more than \$10,000 and less than \$100,000             | Directors   |
| Formation of tender committee for opening and evaluation of tenders                        | All values/types                                       | CEO   |
| Authority to approve successful tender for supply of goods or services                     | All values/types                                       | Council   |
| Approve the commencement of funding submissions or tendering activity to be undertaken.    |  | CEO   |
| Authority to negotiate agreements and contracts  | up to 1 year and \$10,000                              | Directors   |
|  | Over 1 year and \$10,000                               | CEO   |
| Authority to sign agreements, contracts or tenders obtained (unless common seal required). | Total value less than \$10,000                         | Directors   |
|  | Total value more than \$10,000 but less than \$100,000 | CEO   |
|  | Total value more than \$100,000                        | Council   |
| Authority to sign funding Grant agreements (income)  | Existing annual program funding                        | CEO   |
|  | New program funding grants up to \$500,000             | CEO   |
|  | New program funding grants less than \$1m              | Council   |
|  | Capital grants more than \$1m                          | Council – document to be endorsed by Council including legal review |

## 7. Legal

### Legal: Legal Matters

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY |
|--|-------------------------------|---------------------|
| Authority to consult with Council's external advisors, on legal matters.               | For all types/values          | CEO / Mayor         |
| Authority to purchase, legal advice and/or expertise                                   | For all types/values          | CEO / Mayor         |
| Authority to settle court, legal or any other formal proceedings and bind the Council. | For all types/values          | Council             |
| Authority to approve expenditure on legal matters, which are outside approved budget.  | For all types/values          | Council             |

## 8. Governance

### Governance: Common Seal

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY   |
|---|-------------------------------|---|
| Approve the use of the Common Seal of Council<br>Resolution<br>Each page of document is to be initialed by either Mayor or CEO. | For Organisation              | CEO/Mayor by Council Resolution<br>All pages to be initialed. |

## 9. Policies and Procedures

### Policies and Procedures: Policies and Procedures

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY               |
|--|-------------------------------|-----------------------------------|
| Approval of Operational Policies and Procedures  | For organisation              | CEO                               |
| Approval of policies and procedures required adoption by resolution in accordance with NT <i>Local Government Act 2019, including regulations.</i> | For organisation              | Council                           |
| Research and develop all Council policies  | For organisation              | Governance and Compliance Manager |

## 10. Documents, Correspondence and Minutes

### Documents: Public Statements, Media and Comments on Strategic Issues

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY                             |
|---|-------------------------------|---|
| Approve the use of Council's name or logo by parties external to Council. | For all of organisation       | CEO   |
| Authority to release public or media statements                           | For all of organisation       | Mayor<br>(CEO in absence of Mayor/Deputy Mayor) |
| Authority to delegate specific media responses                            | For all Staff                 | Mayor<br>(CEO in absence of Mayor/Deputy Mayor) |
| Authority to respond to ministerial and contentious issues.               | For all Staff                 | Mayor<br>(CEO in absence of Mayor/Deputy Mayor) |

## Public Relations: Correspondence

Correspondence primarily refers to letters but also includes reports, memos, facsimiles, documents and in some cases emails where they are to be used as the official means of communication to parties external to the Council.

| FUNCTION   | Amount and / or Qualification   | DELEGATED AUTHORITY                                     |
|--|---|---|
| <p>All correspondence:</p> <ul style="list-style-type: none"> <li>○ To the Department of Chief Minister and Cabinet (except routine matters)</li> <li>○ To Government Ministers, Senior Bureaucrats, Heads of Government Departments or Members of Parliament</li> <li>○ To any Ombudsman</li> <li>○ To Unions</li> <li>○ Which constitutes an official “apology”</li> <li>○ Where the CEO has been in direct contact with the party making the representation and had not referred the reply to a Director or Manager/Coordinator</li> <li>○ Which is of a contentious nature, or</li> <li>○ Where formal support of a service, program or agency is provided.</li> </ul> | <p>For all staff</p> <p>The accepted protocol is that staff write letters to staff in other levels of Government with the Mayor writing letters to Ministers and politicians.</p> | <p>CEO</p> <p>(or Mayor as directed by the Council)</p> |
| <p>Standard and non-standard correspondence that has significant implications within their own Division and/or has the potential to have implication across a number of</p>  | <p>For all staff</p>  | <p>Directors</p>  |

|  |               |                        |
|--|---------------|------------------------|
| Divisions  |               |                        |
| <p>Standard and non-standard correspondence which is part of the normal business activities of the Council and is not contentious.</p> <p>Managers and Coordinators need to consider, in signing off correspondence, whether the CEO, Directors and other Managers and Coordinators may need to be consulted or advised of the correspondence.</p> <p>Note: Specific delegation may be given to other staff with the CEO or Director's approval.</p> | For all staff | Managers/Coordinators* |

### Public Relations: Agendas and Minutes

| FUNCTION   | Amount and / or Qualification      | DELEGATED AUTHORITY              |
|--|------------------------------------|----------------------------------|
| Authority to submit Council reports for inclusion in Council agenda papers               | For all staff                      | Directors                        |
| Approval of final Council or Committee Agenda for submission to the Council or Committee | For Council and Committee meetings | CEO                              |
| Approval for inclusion of "Late Agenda Item"   | For Council meetings               | CEO                              |
| Approval of draft Council or Committee Minutes   | For Council and Committee Meetings | Mayor and CEO                    |
| Conformation of Council or Committee Minutes   | For Council and Committee meetings | Council by resolution of Council |

|  |                                  |   |
|--|----------------------------------|---|
| Approval of Agenda for submission to Local Authority | For all Local Authority meetings | CEO                                     |
| Approval of draft Local Authority Minutes            | For all Local Authority Meetings | Local Authority Chairperson             |
| Conformation of Local Authority Minutes              | For all Local Authority Meetings | Local Authority Committee by resolution |

## 11. Complaints

### Complaints: Complaints

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY   |
|--|-------------------------------|---|
| Resolution of external complaints not included below       | All types                     | CEO   |
| External complaints about the Chief Executive Officer      | All types                     | Mayor   |
| Internal complaints  | All types                     | CEO   |
| Resolution of complaints against Councillor's and/or Mayor | All types                     | As per <i>Local Government Act 2019, including regulations.</i> |

## 12. Financial Delegations

The Victoria Daly Regional Council appoints the CEO as the Authorised Person as per Division 2 of the *Local Government Act 2019*. Under section 40(3)(b) of the Act, Council will delegate the CEO the power to incur financial liabilities. This appointment and delegation must be endorsed by resolution at an Ordinary Meeting of Council.

Resolution 485/2019 of the Ordinary meeting of Council on 17th December 2019, approves the appointment and delegation of financial liability limit of \$500,000 to incoming Chief Executive Officer.

Powers conferred under provisions 167 and 168 of the *Local Government Act 2019*, provide authority to the CEO to delegate financial liability to an amount limited by the Council resolution. Financial delegations assigned to other officers may only incur expenditure on behalf of the Council if:

- (a) The officer has been granted the financial delegation by the Chief Executive Officer and this delegation have been recorded in the Delegations Schedule (Appendix 1).
- (b) The expenditure is provided for in Council's budget.

The Delegations Schedule must be endorsed by resolution at an Ordinary Meeting of Council. No officer, except the Chief Executive Officer, may have procurement delegation exceeding \$50,000 (excluding GST) in a single transaction. Capital items are items which have a purchase price in excess of \$5,000 and must be recorded into the Asset register at purchase. All expenditure must be in accordance with Victoria Daly Regional Council Policy and the following guidelines.

### **VARIATION procedures**

- All variations require an additional line item on the original Purchase Order stating
- the scope and cost.
- Variations to the original consultancy or contract amount must be within budget and
- the financial delegation of the approving officer.
- In case of consultancy or contract, where the cumulative value of variations
- exceed 5% of the original value or \$2,000, whichever is lesser, any further variation

- must be authorised by the CEO.
- Where expenditure is still within the overall budget but outside any officer's
- delegation then the variation must be approved by CEO

### Financial: Budgets

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY |
|---|-------------------------------|---------------------|
| Approve draft budgets to be forwarded to the Council  | For divisions                 | CEO                 |
| Approve the budget  | For organisation              | Council             |
| Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved | For organisation              | CEO                 |
| Authority to recommend to Council unbudgeted expenditure  | For organisation              | CEO                 |
| Authorise variations to the annual operational and capital budgets  | For organisation              | Council             |
| Approve the issue and withdrawal of corporate credit card   | For staff                     | CEO                 |
|   | For CEO                       | Council             |
|   | For Mayor                     | Council             |
| Approve the credit limit on corporate credit cards  | For staff                     | CEO                 |
|   | For CEO                       | Council             |
|   | For Mayor                     | Council             |

### Financial: Bad Debts

| FUNCTION                        | Amount and / or Qualification | DELEGATED AUTHORITY          |
|---------------------------------|-------------------------------|------------------------------|
| Approve debt recovery agreement | No Limit<br><br>\$5,000       | CEO<br><br>Senior Accountant |

### Financial: Cheques

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY  |
|--|-------------------------------|--|
| Approve change and /or add cheques signatory         | For organisation              | CEO  |
| Authority to sign cheques and approve EFT bank files | For organisation              | <b>Two Cheque signatories in all instances</b><br>CEO or Senior Accountant and one other: Director of Corporate Services, Director of Council Operations |
| Approval to stop payment on cheques                  | For organisation              | Senior Accountant  |

### Financial: Operational Investment

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY                   |
|---|-------------------------------|---------------------------------------|
| Approve banking and investment account arrangements including the authorising the opening of new accounts | For organisation              | CEO and Director or Senior Accountant |
| Approve investment of funds   | For Organisation              | CEO and Director or Senior Accountant |
| Approve drawdown of investment funds for deposit into operational accounts                                | For organisation              | CEO and Director or Senior Accountant |

**Financial: Petty Cash**

| FUNCTION   | Amount and / or Qualification | DELEGATED AUTHORITY             |
|--|-------------------------------|---------------------------------|
| Authority to operate, control and reimburse petty cash | \$500                         | CEO, Directors and all Managers |

**Financial: Rates debts**

| FUNCTION  | Amount and / or Qualification                          | DELEGATED AUTHORITY                    |
|---|--|--|
| Authority to write off rate debts, the CEO must certify in writing the reasons for writing off the debt as per Regulation 32. | Where principle debt paid and less than \$5.00 remains | CEO has delegated to the Rates Officer |
|   | Not exceeding \$100.00                                 | Senior Accountant                      |
|   | Over \$100.00 to \$1,000.00                            | CEO                                    |
|   | Over \$1,000.00  | Council                                |

**Financial: Members Expenses (Council and Local Authority Members)**

| FUNCTION   | Amount and / or Qualification   | DELEGATED AUTHORITY |
|--|---------------------------------|---------------------|
| Approve Council's Members expenses                 | For all Council members         | CEO                 |
| Approve CEO's expenses                             | CEO                             | Mayor               |
| Approve Local Authority expenses (Attendance only) | For all Local Authority Members | CEO                 |

## Financial: Salaries and Deductions

| FUNCTION   | Amount and / or Qualification  | DELEGATED AUTHORITY  |
|--|--|--|
| Approve staff reimbursement for expenditure on behalf of Council                 | For staff<br>For Managers/ Coordinators<br>For Directors<br>For CEO  | Managers<br>Directors<br>CEO<br>Mayor                            |
| Approval for Payroll documents to be uploaded into financial system for payment. | For all staff  | Director of Corporate Services, CEO to review                    |
| Approve for payment all payroll related transactions                             | For all staff 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 and Director of Corporate Services or Director of Operations |

## Financial: Disposal of Property

| FUNCTION   | Amount and / or Qualification  | DELEGATED AUTHORITY                          |
|--|--|--|
| Authority to dispose of Assets as per Guideline 4, Assets, Section 10. | For disposal of assets up to \$20,000.00<br>For disposal of assets above \$20,000.00 | CEO<br>Council through resolution of Council |

## 12. Elections

### Elections: By Elections and General Elections

| FUNCTION  | Amount and / or Qualification | DELEGATED AUTHORITY |
|---|-------------------------------|---------------------|
| Approval to appoint the Returning Officer for by-elections  | All cases                     | Council             |
| Approval to appoint the Returning Officer general elections | All cases                     | Council             |

## 13. Delegation Schedule

### Delegation Schedule

| Delegated Authority   | Expenditure within approve budget |
|---|-----------------------------------|
| CEO   | \$500,000                         |
| Directors   | \$50,000                          |
| Mayor   | \$10,000                          |
| Regional Managers   | \$10,000                          |
| Managers<br>(Operational, Program)                            | \$10,000                          |
| Executive Services Manager                                    | \$2,000                           |
| Assistant Managers<br>(Programs)                              | \$5,000                           |
| Assistant Managers<br>(Council Operations Assistant Managers) | \$2,000                           |
| Coordinators  | \$2,000                           |

Amended OCM 22/2/22 036/2022.