

Human Resource

&

Financial



Delegation Manual 2020

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Delegation of Authority for Policy and Procedures

Policy

Tiwi Islands Regional Council (TIRC) is committed to efficient and effective service delivery across the organisation within approved parameters of a formalised delegation of authority framework.

Purpose of this document

To provide a clear and easy procedures manual for those positions where Delegations (as outlined under Section 102 of the NT Local Government Act) for administrative functions and levels of decision making across the organisation as approved by the CEO, who may delegate (or sub-delegate) a power or function to a person or committee (NT Local Government Act).

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 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 delegations, within their annual budget. Alternatively written proof of above budget

income eg 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 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.
- It is important to note that 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.
- 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 use and relevance to the organisational structure of council.
- This document operates as delegated authority by the Council for the CEO.
- This document operates as delegated authority by the CEO for all other staff.

Definitions

Positions

The Council: (referred to as 'council') All persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

Chief Executive Officer: (referred to as 'CEO') Is the person appointed by and responsible to Council for the day to day management of the affairs of Council and the Organisation as outlined in Chapter 9, Part 9.1, Clause 100, 101 as outlined in the NT Local Government Act.

Chief Financial Officer: (referred to as 'CFO')

General Manager of Community Development & Services: The primary role of the position is responsible to the **CEO** and includes responsibility for one of the three divisions of council that has community development and community service funding responsibilities.

General Manager of Infrastructure: The primary role of the position is responsible to the **CEO** and includes responsibility for one of the three divisions of council that has infrastructure responsibilities.

Manager Organisational Development and Change (HR Manager): The primary role of the position is to be responsible to the CEO for the effective and efficient management of Human Capital of the Council.

Managers: Managers means immediate supervisor

Regional Council staff: A person appointed to provide direct service delivery. These positions are not often referred to in this document due to their service provision focus, rather than management responsibility.

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 General Manager.

Budget

Council Budget: (referred to as ‘the budget’) The council’s annual budget must be tabled and resolved by the Council.

Service Budget: (referred to as ‘service budget’) A service/program component of the divisional annual budget, for which a coordinator has been delegated responsibility and control.

Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	<i>For all staff</i>	CEO
Set and approve salary	<i>For CEO</i>	Council
Set and approve annual salary increments and any higher duties payments	<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 Managers</i>	CFO
	<i>For GM/CFO</i>	CEO
	<i>For CEO</i>	Council
Approve/sign staff contracts	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council

Approve conditions of employment	<i>For all staff</i>	CEO & HR Manager
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Staff: Position Descriptions

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

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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Identify existing staff position vacancies	<i>For Regional Council staff positions</i>	CEO & HR Manager
	<i>For CEO position</i>	Council
Identify new staff positions (including availability of funding)	<i>For Regional Council positions</i>	CEO & HR Manager
Approve new staff positions	<i>For all staff positions</i>	CEO
Recommend appointment to staff positions	<i>For Regional Council staff positions</i>	CEO & HR Manager
	<i>For CEO position</i>	Council & NTG
Confirm successful completion or otherwise of new staff probationary periods	<i>For Regional Council staff positions</i>	CEO & Managers
	<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 & HR Manager
Recommend dismissal of a staff member	<i>For all staff</i>	CEO & HR Manager
Decisions to make a staff member redundant	<i>For all staff</i>	CEO & HR Manager
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 & HR Manager
	<i>For CEO</i>	Council

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

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime	<i>For all Regional Council staff,</i>	Managers & CEO
Approve staff time in lieu	<i>For all Regional Council staff</i>	Managers & CEO
Approve staff annual leave	<i>For Regional Council staff</i>	Managers
	<i>For CEO</i>	Council
Approve staff annual leave in advance.	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve staff long service leave	<i>For Regional Council Staff</i>	Managers
	<i>For CEO</i>	Council
Approve staff leave without pay	<i>For Regional Council staff</i>	Managers
	<i>For CEO</i>	Council
Approve staff leave without pay for study purposes	<i>For Regional Council staff</i>	Managers
	<i>For CEO</i>	Council
Approval of attendance at external training courses/conferences.	<i>For Regional Council staff</i>	CEO
	<i>For CEO</i>	Council
Approve travel within Australia	<i>For Regional Council staff</i>	Managers/CEO
	<i>For CEO</i>	Council
Approve travel outside of Australia	<i>For all staff</i>	CEO
	<i>For CEO</i>	Council
Approve travel costs for attendance at training courses/conferences.	<i>For Regional Council staff</i>	Managers/CEO
	<i>For CEO</i>	Council

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	<i>For Regional Council staff</i>	Managers, HR Manager & CEO
	<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 Regional Council staff</i>	CEO & HR Manager
Authority to expend funds in excess of budget, on industrial/human resources matters.	<i>For all of council</i>	Council

Contracts

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</i>	CEO
Approve renewal of existing land / building leases	<i>For all of organisation</i>	CEO
Cancel existing land / building leases	<i>For all of organisation</i>	CEO
Authorise appointment of external consultants	<i>For Division</i>	CFO
	<i>For all of organisation</i>	CEO
Approve appointment of insurers, details of contract and payment of premiums	<i>For all of organisation</i>	CFO
Approve commercial agreements for the staff and services of council	<i>For all of organisation</i>	CFO
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>	CEO/CFO
	<i>For organisation</i>	CEO
Authority to invite formal tenders for supply of goods or services	<i>For division</i>	CFO
	<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 Regional Council staff</i> <i>For Program staff</i>	CFO
	<i>For organisation</i>	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	<i>For division</i>	CFO
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 including PFAs	<i>For division</i>	CFO
	<i>For organisation</i>	CEO
Authority to sign agreements, contracts or tenders obtained	<i>For Division</i> <i>For all of organisation</i>	CFO
Authority to prepare and submit performance reports to funding departments/organisations.	<i>For division</i>	CFO
	<i>For organisation</i>	CEO
Approve and submit financial reports to funding departments/organisations.	<i>For division</i>	General Manager's
	<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>	CFO
Services		

Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational Regional Council plan and updates.	For all of council	Council
Authority to develop service plans in support of council's strategic plan.	<i>For Regional Council staff</i>	CFO
Approve new service initiative recommendations to be forwarded to the CEO.	<i>For division</i>	CFO
Approve new service initiatives to be	<i>For all of organisation</i>	CEO & Council

developed.	<i>(subject to availability of funding/income)</i>	
Authority to restrict or prevent new initiatives.	<i>For all of council</i>	Council

Legal

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 Regional Manager, Team Leader.</i>	CEO & HR Manager
Authority to purchase, legal advice and/or expertise.	<i>For Regional Manager, Coordinators and Team Leader. (within divisional budget)</i>	CEO/CFO & HR Manager
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: 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

Public Relations

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>	CEO
Authority to respond to ministerial and contentious issues.	<i>For all staff</i>	CEO

Note: This Delegation also relates to correspondence via emails.

Complaints

Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	<i>For Regional Council staff</i>	Managers and HR Manager
	<i>For CEO</i>	Council
Authority to consult with council's external advisors, on complaint matters.	<i>For Regional Council staff.</i>	CEO & HR Manager
Authority to purchase, mediation advice and/or expertise.	<i>For Regional Council staff.</i>	CEO/CFO & HR Manager

Financial Delegations

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
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>For service/s and programs Under direct control, within approved service budget and subject to any restrictions outlined elsewhere in this document. Up to \$50,000</i>	CFO
	<i>For division Under direct control, within approved divisional budget and subject to any restrictions outlined elsewhere in this document. Unlimited.</i>	General Manager's/ CFO
	<i>For organisation Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. Unlimited.</i>	CEO
	<i>For service/s \$5000 (Up to) Within approved budget, accompanied by associated receipts and refund through petty cash</i>	Staff where the Regional Manager, and Team Leader has approved the delegation.

Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve alterations/renovations to	<i>For organisation</i>	CEO

buildings, not included in approved capital budget	<i>\$200,000 (Up to) on any one project (All alterations/renovations over \$10,000 must be accompanied by three quotes)</i>	
Authorised to replace essential items of equipment included in approved capital budget/funding agreement	<i>For service/s \$10,000 (Up to) for any one item. Consistent with service budget authority.</i>	CFO/General Manager
Authorised to replace essential items of equipment not included in approved capital budget	<i>For division \$100,000 (Up to) for any one item (All equipment over 10,000 must be accompanied by three quotes)</i>	CEO
Authorised to sell, trade in or dispose of assets on inventory	<i>For division \$10,000 (Up to on any one item) (All equipment over \$5,000 to be sold, must put to tender)</i>	CEO (with Council Resolution)
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>	Fleet an Building Manager or General Manager of Infrastructure
Approve the transfer of any assets from organisation	For all of council	Minister
Approval of sale or purchase of land or buildings	For all of council	Council
Approval development of new buildings	For all of council	Council

Note: Capital Items are items which have a purchase price of \$5,000 or more must be in line with the Delegations of the line Managers. All purchase over \$100,000 must be in line with the Procurement policy attached to this Delegations Manual. All purchase **must** have the required 3 quotes unless approval has been granted for an exemption.

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders	<i>For service/s \$250,000 (up to)</i>	CEO
	<i>For service/s \$100,000 (up to)</i>	CFO
	<i>For service/s \$50,000 (up to)</i>	General Manager's
	<i>For service/s \$10,000 (up to)</i>	Managers
	<i>For service/s \$5,000 (up to)</i>	Coordinators

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	<i>For Regional Council staff</i>	CEO / General Manager's/CFO
	<i>For Manager</i>	General Manager's/CFO
	<i>For General Manager's/CFO</i>	CEO
	<i>For CEO</i>	Mayor
Compile and approve staff time sheets	<i>For Regional Council staff</i>	Managers and Team Leader
	<i>For Team Leader For Regional Manager</i>	General Manager's CEO
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 and HR Manager

Financial: Investment

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

Financial: ATM, Receipts and Banking

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to invoice, receive, code and bank income and approve issue of receipts.	<i>For service/s Consistent with service in the regional Plan</i>	Coordinators/Managers/General Manager /CFO/CEO

Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	<i>For all the legitimate council expenditure less than \$ 50</i>	Coordinators/Managers/General Manager /CFO/CEO

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
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/CFO

Financial: To Authorise and make payments

All payments are authorised by two officers from this list

Function	Amount and/ or Qualification (Where applicable)
Chief Executive Officer	Unlimited (EFT)
Chief Financial Officer	Unlimited (EFT)
Finance Manager	Unlimited (EFT)
Manager Organisational Development and Change (Payroll purposes only)	Unlimited (EFT)

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-offs of bad debts	\$10,000 (May not exceed)	CEO (Council resolution required)
Approve debt recovery payment terms	\$50,000 (May not exceed)	CEO
	\$50,000 (In excess of)	Council

Approved

This document was approved by Council -

Signed- Chief Executive Officer

.../.../....
Date