

Register of Delegations

Council Policy

Policy Name	Register of Delegations		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Chief Financial Officer		
Decision Number	22841	Approval Date	12 December 2023
Records Number	D2023/018421	Next Review Date	25 February 2026

A Purpose

This register records delegations by Alice Springs Town Council in accordance with the *Local Government Act 2019* (NT) (ss 40, 41 and 168) and the *Local Government (General) Regulations 2021* (NT) (ss 6, 19 and 99), which make provision for the delegation of powers and functions from the Council and the CEO.

B Definitions

For the purposes of this policy, the following definitions apply including those from the Act:

Term	Definition
Act	<i>Local Government Act 2019</i> (NT)
Budget	The annual budget resolved by Council or as amended from time to time.
CEO	Chief Executive Officer of a council as appointed under section 165(1) of the Act, is the person appointed by and responsible to the Council for the day to day management of the affairs of the Alice Springs Town Council. The CEO's authority extends to the Acting CEO in the CEO's absence.
Committee	A formally constituted committee under the Act and Regulations, and means a council committee established by a council under section 82.
[The use of the] Common Seal	The affixing of the common seal to a document must be authorised or ratified by resolution of the council; and must be attested by the signatures of the CEO and at least one member of the Council.
Council	Alice Springs Town Council. For an area, means the local government council constituted for that area under section 14(b).
Director	A senior staff member appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
Mayor	The principal member of the Council as defined by section 58 of the Act.

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Member	An elected member of Alice Springs Town Council.
Regulations	<i>Local Government (General) Regulations 2021 (NT)</i>
Responsible Officer	A person with approval to control a budget for a particular aspect of the Council's service delivery.
Staff	Employees of the Council not otherwise identified.
Sub-delegation	Passing of a delegation, with or without exclusion, from the CEO to another individual or body.

C Background to Delegations

a. Structure of this Document

The Register of Delegations provides clear levels of decision making, easily understood processes and accountability for the administrative functions across the organisation.

The contents of the Register are set out as follows:

- A Purpose
- B Definitions
- C Background to Delegations
 - 1. Human Resources Delegations
 - 2. Contracts
 - 3. Legal
 - 4. Shared Services Agreements
 - 5. Policies and Procedures
 - 6. Documents, Correspondence and Minutes
 - 7. Complaints
 - 8. Financial Delegations
 - 9. Elections
- D Related Documents
- E Endorsement and Approval

Council has authority for all matters that cannot be delegated to the CEO under the Act.

The CEO has delegated responsibility by Council for all matters not expressly requiring Council to make decisions under the Act with some limitations as set out below. In some cases, the CEO has imposed limitations after which approval from Council will be sought.

b. Delegations by Council

This register contains all approved delegation of Council as endorsed by Council by resolution number 22540 made at the Ordinary Council Meeting held on 28 March 2023.

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c. Revocation of Previous Delegations

All previous delegation and sub-delegations by Council prior to 28 March 2023 are revoked.

d. Personal Delegations

The CEO has authority to exercise any staff delegation outlined in this document and in an operational register of sub-delegations and as allowed for by legislation.

In exercising delegations, employees are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures and Code of Conduct.

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 for extra funding, to cover the above budget expenditure must be obtained and a copy sent to their senior line manager.

The delegations listed in this document should be understood in the context of the relevant staff position descriptions, the Enterprise Agreement and Council Policy. The position has delegation not the person. Outsourced or independent contractor positions do not have delegation rights within the Organisation except with approval of the CEO.

e. Certain Conditions

In relation to delegations, quotations and tenders for supplies, a cost specified is exclusive of GST, in accordance with Division 12 of the *Local Government (General) Regulations 2021*.

Any decision on where staff roles fit in the above definitions and the appropriateness of sub-delegation to the position will be made by the CEO, based on a recommendation from the appropriate Director as required.

1 Human Resource Delegations

Staff: Salary, Employment Conditions, Packages and Contracts

No.	Function	Condition, if applicable	Delegated Authority
1.1	Set and approve salary	For CEO For all staff	Council CEO
1.2	Set and approve annual salary increments	For CEO For all staff	Council CEO
1.3	Approve higher duty payments	For all staff	CEO
1.4	Approve/sign staff contracts	For CEO For all staff	Council CEO
1.5	Approve conditions of employment	For all staff	CEO

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No.	Function	Condition, if applicable	Delegated Authority
1.6	Approve an Enterprise Agreement on behalf of Council	In consultation with Council	CEO
1.7	Appointment of Acting Chief Executive Officer for a period of absence of the Chief Executive Officer	1. The CEO must be satisfied that the person appointed to Acting CEO is suitably qualified / experienced for the position 2. The CEO must advise Council when an appointment is made	CEO

Staff: Positions

No.	Function	Condition, if applicable	Delegated Authority
1.8	Approve changes to existing position descriptions and approve new position descriptions	For CEO position For all staff positions	Council CEO
1.9	Approve changes to existing position titles	For all staff positions	CEO
1.10	Approve deletion of positions	For all staff positions	CEO
1.11	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council.	For CEO For all staff	Council CEO

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

No.	Function	Condition, if applicable	Delegated Authority
1.12	Approve requests for filling positions	For CEO position For all staff positions	Council CEO
1.13	Approve new staff positions or modifications to existing organisational structure	For all staff positions within approved budget	CEO

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No.	Function	Condition, if applicable	Delegated Authority
1.14	Recommend appointment to staff positions	For all staff positions	CEO
1.15	Appoint staff to positions	For CEO position For all staff positions	Council CEO
1.16	Confirm successful completion or otherwise of new staff probationary periods	For CEO position For all staff positions	Council CEO

Staff: Dismissal and Redundancy

No.	Function	Condition, if applicable	Delegated Authority
1.17	Decisions to make a staff member redundant	For all staff	CEO
1.18	Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
1.19	Decisions to dismiss a staff member	For CEO For all staff	Council CEO

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

No.	Function	Condition, if applicable	Delegated Authority
1.20	Approve staff overtime	For staff	Directors
1.21	Approve staff time in lieu	For staff	Directors
1.22	Approve staff annual leave	For CEO For all staff	Mayor CEO
1.23	Approve staff recreation leave paid in advance	For CEO For all staff	Council CEO
1.24	Approve staff long service leave	For CEO For all staff	Council CEO
1.25	Approve other leave in accordance with enterprise agreement	For CEO For all staff	Council CEO

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No.	Function	Condition, if applicable	Delegated Authority
1.26	Approve staff leave without pay	For CEO For all staff	Mayor CEO
1.27	Approve fee assistance for staff study	For CEO For all staff	Council CEO
1.28	Approval of attendance at external training course/conferences including travel costs	For CEO For all staff	Mayor CEO
1.29	Approve travel outside Australia	For CEO For all staff	Council Council

Staff: Performance Management

No.	Function	Condition, if applicable	Delegated Authority
1.30	Appraise performance	For CEO For all staff	Council CEO
1.31	Management of unsatisfactory staff performance	For CEO For all staff	Council CEO
1.32	Issue formal warnings	For all staff	CEO

2 Contracts

No.	Function	Condition, if applicable	Delegated Authority
2.1	Approve the lease and sub-lease of premises	Total value within budget	Council
2.2	Approve renewal of existing land/building leases		CEO
2.3	Cancel existing land/building leases		CEO

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No.	Function	Condition, if applicable	Delegated Authority
2.4	Authorise appointment of external consultants (subject to tendering requirements being adhered to)	Total value of contract within budget	CEO
		Value of contract outside of budget	Council
		For matters relating to CEO recruitment or performance management	Council
2.5	Approve the purchase and development of land		Council
2.6	Approve scope for tenders and contracts with suppliers of goods and services	Unlimited (providing funding is specifically allocated in the adopted budget)	CEO
2.7	Authority to invite formal tenders for supply of goods and services	Unlimited (providing funding is specifically allocated in the adopted budget)	CEO
2.8	To decrease the tender period		CEO
2.9	Authority to accept late tenders	Extreme circumstances are proven by the tenderer in writing	CEO
2.10	Formation of tender committee for opening and assessing tenders (CEO to convene tender panels)	Panel of at least three officers which must have at least one Director. The other officers may include staff of another council.	CEO
2.11	Authority to accept a successful tender for supply of goods or services.	Quotations < or equal to \$150,000	CEO
		Tenders > \$150,000	Council
2.12	Approve the commencement of the funding submissions or tender activity to be undertaken	All values	CEO

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No.	Function	Condition, if applicable	Delegated Authority
2.13	Authority to negotiate agreements and contracts.	Total value < or equal to \$1,000,000	CEO
	It is at the discretion of the CEO if lawyer involvement is required	Total value > \$1,000,000	Council
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required).	Unlimited (subject to procurement requirements being complied with)	CEO
	It is at the discretion of the CEO if lawyer involvement is required.	If Common Seal is required	Council
2.15	Authority to prepare and submit performance reports to funding departments/ organisations		CEO
2.16	Approve and submit financial reports to funding departments/ organisations		CEO
2.17	Approve entry into occupancy agreements and establish long term leasing charges for Council controlled properties for periods in excess of 4 weeks	For all of organisation	CEO
2.18	Authority to accept grants to Council including execute grant agreements	Unlimited	CEO

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3 Legal

No.	Function	Condition, if applicable	Delegated Authority
3.1	Authority to consult with Council's in-house lawyer or external legal consultants on legal matters		CEO
3.2	Authority to purchase legal advice and/or expertise	Contracts > \$250,000 must be overseen by a lawyer	CEO
3.3	Authority to settle court, legal or other formal proceedings and bind the Council	Limit up to \$50,000, above which to be approved by Council	CEO
3.4	Authority to approve expenditure on legal matters outside of the budget		Council

4 Shared Services Arrangements

No.	Function	Condition, if applicable	Delegated Authority
4.1	Authority to enter into a Shared Services Arrangement with another Council.	Total value < or equal to \$250,000	CEO
		> \$250,000	Council

5 Policies and Procedures

No.	Function	Condition, if applicable	Delegated Authority
5.1	Approval of Council, Elected Member and CEO related policies		Council
5.2	Approval of Operational policies		CEO

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6 Documents, Correspondence and Minutes

Documents: Public Statements, Media and Comments on Strategic Issues

No.	Function	Condition, if applicable	Delegated Authority
6.1	Approve the use of Council's name or logo by parties external to Council	For all organisation	CEO
6.2	Authorise release of public or media statements	For all organisation	CEO
6.3	Authority to delegate specific media responses	For all staff	CEO
6.4	Authority to respond to ministerial and contentious issues	For all staff	CEO

Public Relations: Correspondence

No.	Function	Condition, if applicable	Delegated Authority
6.5	Mayor to have authority to write to: <ul style="list-style-type: none"> • Department of Local Government • Government Ministers • Senior Bureaucrats • Heads of Government Departments • Members of Parliament • Ombudsman • Other bodies as deemed appropriate by the Mayor in carrying out duties 		CEO

Public Relations: Agendas and Minutes

No.	Function	Condition, if applicable	Delegated Authority
6.8	Approval of final Ordinary Council or Committee Agenda for submission to the Council or Committee	For Council and Committee meetings	CEO
6.9	Approval of draft Council or Committee Minutes	For Council and Committee meetings	CEO

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7 Complaints

No.	Function	Condition, if applicable	Delegated Authority
7.1	Resolution of external complaints about Council staff		CEO
7.2	Internal and external complaints about the CEO		Mayor
7.3	Internal complaints		CEO
7.4	Resolution of complaints against Elected Members		Council

8 Financial Delegations

Corporate Credit Cards

No.	Function	Condition, if applicable	Delegated Authority
8.1	Set and approve credit card facility limit	Total Facility Limit (\$60,000)	Council
8.2	Approve the issue and withdrawal of Council credit cards and credit limits	For staff including Directors (within the approved facility limit)	CEO
		For CEO \$10,000 limit	Council
		For Mayor \$2,000 limit	Council

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Financial: Budgets

No.	Function	Condition, if applicable	Delegated Authority
8.3	Approve draft Budget to be forwarded to Council		CEO
8.4	Approve the Budget	Advertising requirement	Council
8.5	Authority to override any financial delegations (except those allocated to Council or Mayor) related to approving of expenditure to ensure that approved budgets are not overspent		CEO
8.6	Authority to recommend to Council unbudgeted expenditure		CEO
8.7	Authorise variations to the annual budgets where overall position varies from original budget	Advertising requirement	Council

Financial: Purchase Orders and Expenditure

No.	Function	Condition, if applicable	Delegated Authority
8.8	Approve purchase orders requisitions/invoices for payment	< or equal to \$1,000,000 within approved budget	CEO
		>\$1,000,000 or expenditure outside of approved budget CEO may sign purchase order on behalf of Council once Council approval is obtained	Council
8.9	Approve Travel Requisition forms		CEO
8.10	Approve Travel Requisition forms for the CEO		Mayor
8.11	Authorise travel itineraries after approval		CEO
8.12	Authorise expenditure against NIL budgets in anticipation of Council approval		CEO

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No.	Function	Condition, if applicable	Delegated Authority
8.13	Authorise exemption from quotation requirement		CEO
8.14	Authorise exemption from tender requirement		CEO

Financial: Salaries and Deductions

No.	Function	Condition, if applicable	Delegated Authority
8.15	Approve staff reimbursement for expenditure on behalf of Council	For all staff	CEO
8.16	Approve for payment all payroll related transactions	For all staff Comprising group tax remittal, superannuation contribution payment, and transfers of employee payroll deductions to authorised entities and payments of GST and PAYG payments	CEO

Financial: Investment

No.	Function	Condition, if applicable	Delegated Authority
8.17	Approve investment of funds (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO
8.18	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO
8.19	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO

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Financial: Petty Cash

No.	Function	Condition, if applicable	Delegated Authority
8.20	Authority to operate, control and reimburse petty cash	As per petty cash float allocation for specific areas	CEO

Financial: Cheques/EFT Payments

No.	Function	Condition, if applicable	Delegated Authority
8.21	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	Two to sign. CEO to sub-delegate as deemed appropriate	Mayor CEO
8.22	Approval to stop payment on cheques		CEO
8.23	Approval to change and/or add cheque signatories	For all signatories	Council
8.24	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	Two to authorise. CEO to sub-delegate as deemed appropriate, however one authoriser must be CEO, a Director or Manager Finance. An officer who prepares an EFT file for payment may not sign off to authorise the payment.	Mayor CEO

Financial: Debt Recovery/Bad Debts/Waivers/In-kind Support

No.	Function	Condition, if applicable	Delegated Authority
8.25	Authority to initiate debt collection via Council's Debt Collector		CEO
8.26	Authority to enter in payment arrangements with debtors		CEO
8.27	Approve write-offs bad debts		Council

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No.	Function	Condition, if applicable	Delegated Authority
8.28	Approve the write off of interest and penalties for rates debtors and general debtors		CEO
8.29	Authority to allow deferment of rates or offers of a rates concession		CEO
8.30	Approve the cancellation or withdrawal of an infringement notice		CEO
8.31	Authority to recover infringement debt		CEO
8.32	Approve write-offs of cash losses, thefts, shortages, furniture, plant or equipment losses, or destruction		CEO
8.33	Approve in-kind support requests (including in-kind labour and donations)		CEO
8.34	Approve the waiver (wholly or partly) of fees and charges as considered appropriate		CEO

Financial: Disposal of Property

No.	Function	Condition, if applicable	Delegated Authority
8.35	Approve of disposal of plant and equipment	All except land assets	CEO
		Note: assets purchased with grant funds may only be disposed of according to the terms of the grant agreement.	CEO
		Land assets	Council
8.36	Approve to waive the disposal process outlined in Asset Disposal policy		CEO

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Financial: Insurance

No.	Function	Condition, if applicable	Delegated Authority
8.37	Approval to settle insurance claims by way of ex-gratia payments where the amount claimed is below the excess of Council's insurance policy		CEO

9 Elections

No.	Function	Condition, if applicable	Delegated Authority
9.1	Approval to appoint the Returning Officer for by-elections	Only required if Electoral Commission is not the Returning Officer	Council

D Related documents

- *Delegations – Policy for Members*
- *Local Government Act*
- *Local Government Regulations and Guidelines*
- Any other Act and legislative instruments under which Council has powers, authorities, duties and functions
- *Alice Springs Town Council policies, plans and approved budget*
- *Alice Springs Town Council register of (operational) sub-delegations*

E Endorsement and Approval

APPROVED:



Andrew Wilsmore
Chief Executive Officer

12th December, 2023
Date