

MINUTES OF THE **OPEN** ORDINARY MEETING OF THE FOURTEENTH COUNCIL HELD ON  
TUESDAY 12 DECEMBER 2023 IN THE CIVIC CENTRE, ALICE SPRINGS

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14. RESUMPTION OF MEETING IN OPEN

PRESENT

Mayor M. Paterson (Chair)

Deputy Mayor A. Bitar

Councillor M. Banks

Councillor S. Brown

Councillor M. Coffey

Councillor K. Hopper

Councillor M. Liddle

Councillor E. Melky

Councillor G. Morris

OFFICERS IN ATTENDANCE

Mr A. Wilshire – Chief Executive Officer

Mr J. Andrew – Director Technical Services

Ms N. Battle – Director Community Development

Mrs H. Blacker – Executive Assistant Community Development and Technical Service (Minutes)

Mrs E. Williams – Governance Project Officer (Minutes) (via zoom)

15. Opening of the Open Meeting by the Mayor (Chair) and Acknowledgement of Country

Mayor Paterson declared the meeting open at **11.12am** and welcomed all present to the meeting.

Mayor Paterson acknowledged the Central Arrernte people who are the traditional owners and custodians of Alice Springs.

Mayor Paterson advised that this meeting is being recorded and will be placed on Council's website. By speaking at a Council meeting, you agree to being recorded. Alice Springs Town Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this Council meeting.

16. PRAYER

Nil

17. APOLOGIES AND LEAVE OF ABSENCE

Nil

18. WELCOME

Mayor Paterson welcomed members of the public in the gallery.

19. PUBLIC QUESTION TIME

19.1 Thomas Simonson, resident – Artificial Intelligence (AI)

Mr Simonson asked what policies Council had in place around AI and if there is a working group established.

CEO responded that this is an area Council are currently reviewing as part of an overall IT review.

19.2 Sandy Taylor, resident – ASALC restructure

Mrs Taylor raised her concerns around the recent restructure and the potential loss of lifeguards.

Director Community Development took the concerns on notice.

19.3 Sandy Taylor, resident – Ilparpa Rubbish

Mrs Taylor asked how often the illegally dumped rubbish is collected in Ilparpa.

Director Technical Services took the question on notice.

The Mayor advised that he and the CEO will be meeting with Ms Taylor on the 14<sup>th</sup> December.

20. DECLARATION OF INTEREST OF COUNCIL MEMBERS AND OFFICERS

Nil

21. CONFIRMATION OF PREVIOUS MINUTES

21.1 Minutes of the Ordinary Open Meeting held on 28 November 2023

Moved – Councillor Brown

Seconded – Councillor Morris

**That the minutes of the Ordinary Meeting of the Council held on Tuesday 28 November 2023 be confirmed as a true and correct record of the proceedings of that meeting.**

CARRIED (22846)

21.2 Business Arising from the Minutes

21.2.1 Councillor Hopper – Fireworks Notifications

Councillor Hopper thanked Officers for giving adequate prior warning around fireworks at the recent Council events.

21.2.2 Deputy Mayor Bitar – Update on swing replacements

Deputy Mayor Bitar asked for an update on what parks are to have their swings replaced.

Director Technical Services took the question on notice.

22. MAYORAL REPORT

22.1 Mayor's Report

Report No. 223 / 23 cncl

Moved – Councillor Banks

Seconded – Deputy Mayor Bitar

**That the Mayor's report be received and noted.**

CARRIED (22847)

22.2 Business Arising from the Report

Nil

23. ORDERS OF THE DAY

23.1 That Elected Members and officers provide notification of matters to be raised in General Business.

23.1.1 Councillor Coffey – Christmas Markets

23.1.2 Councillor Coffey – Fireworks

23.1.3 Councillor Coffey – Tractor Replacement

23.1.4 Deputy Mayor – Night Markets

23.1.5 Councillor Melky – Summer Program

24. MEMORIALS

Nil

25. PETITIONS

Nil

26. NOTICES OF MOTION

Nil

27. FINANCE

27.1 Finance Report  
Report No. 219 / 23 cncI

Moved – Councillor Hopper

Seconded – Deputy Mayor Bitar

**That this report be received and noted.**

CARRIED (22848)

27.2 Business Arising from the Report  
Nil

28. REPORTS OF OFFICERS

28.1 CHIEF EXECUTIVE OFFICER

28.1.1 CEO Report  
Report No. 221 / 23 cncI

Moved – Deputy Mayor Bitar

Seconded – Councillor Morris

**That this report be received and noted.**

CARRIED (22849)

28.1.2 Business Arising from the Report  
Nil

28.1 CORPORATE SERVICES

28.2.1 Alice Springs Liveability and Sustainability 2030 – Strategic Actions Status Report  
Report No. 234 / 23 cncl

Moved – Councillor Melky

Seconded – Councillor Coffey

**That the status report on strategic actions in Alice Springs Liveability and Sustainability 2030 be received and noted.**

CARRIED (22850)

*Councillor Liddle left the Chamber at 11.39am  
Councillor Liddle returned to Chamber at 11.41am*

28.2.2 Business Arising from the Report  
Nil

28.2.3 Register of Delegations  
Report No. 232 / 23 cncl  
*Item transferred from Confidential Agenda Item 9.2.1*

Moved – Councillor Melky

Seconded – Councillor Banks

1. **That Council adopt the updated Register of Delegations subject to 2.1 being amended to reflect new leases being approved by Council, and the term unlimited to total value within budget.**
2. **That the report, attachments and resolution be moved from Confidential to Open**

CARRIED (22841)

28.3 COMMUNITY DEVELOPMENT

28.3.1 Community Development Update  
Report No. 224 / 23 cncl

Moved – Councillor Liddle

Seconded – Councillor Hopper

**That this report will be received and noted.**

CARRIED (22851)

28.3.2 Business Arising from the Report

28.3.2.1 Deputy Mayor Bitar – Roundabout Art

Deputy Mayor Bitar asked for an update on when the installation will commence.

Director Community Development took the question on notice.

28.3.3 Youth Education Bursary 2024

Report No. 226 / 23 cncI

*Item transferred from Confidential Agenda Item 9.3.1*

Moved – Councillor Banks

Seconded – Deputy Mayor Bitar

1. **That Council endorse four (4) Youth Education Bursaries to the amount of \$2,500 each for Amy Shearer, Ann Mary Sijoy, Siannah O’Sullivan and Taliesyn Petery.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22842)

28.4 TECHNICAL SERVICES

28.4.1 CBD Revitalisation – DIPL – Design Amendments

Report No. 228 / 23 cncI

Moved – Councillor Melky

Seconded – Councillor Brown

1. **That this report be received and noted.**
2. **Director Technical Services to provide Council a report with previous resolutions around CDB upgrades / revitalisation projects.**
3. **That Council request alternate finishes, other than sand, in median strips and islands within the CBD revitalisation project.**

CARRIED (22852)

*Councillor Melky left the Chamber at 11.57am*

*Councillor Melky returned to the Chamber at 11.59am*

28.4.2 Business Arising from the Report

28.4.2.1 Councillor Hopper – Yellow Pedestrian Crossing Pads

Councillor Hopper raised safety concerns on the trip hazard of the yellow pedestrian crossing pads which have come away from the footpath in areas.

Director Technical Services to review.

*Councillor Morris left the Chamber at 12.08pm*

*Councillor Morris returned to the Chamber at 12.10pm*

28.4.3 Ross Park Dog Fencing – Community Consultation Summary  
Report No. 227 / 23 cncI

Moved – Deputy Mayor Bitar

Seconded – Councillor Coffey

1. **That Council approve the installation of 1.2-metre-high dog fencing at Ross Park.**
2. **That the designated fenced-off area becomes a 24-hour off-leash dog zone.**
3. **The areas of Ross Park outside the fenced areas are designated on-leash only.**

CARRIED (22853)

*Councillor Coffey left the Chamber at 12.21pm*

*Councillor Coffey returned to the Chamber 12.22pm*

*Councillor Banks left the Chamber at 12.28pm*

*Councillor Banks returned to the Chamber at 12.30pm*

28.4.4 Business Arising from the Report

Nil

28.4.5 Laneway Closure – Oleander/Coolibah Crescent Laneway  
Report No. 230 / 23 cncI

Moved – Councillor Morris

Seconded – Councillor Coffey

**That Council provides approval to proceed with the Laneway Closure process to permanently close the laneway between Oleander Crescent and Coolibah Crescent by way of advertising the proposed closure and allowing the public 28 days to comment.**

CARRIED (22854)

28.4.6 Business Arising from the Report

28.4.6.1 Councillor Coffey – Residents Input

Councillor Coffey asked that the residents at either end of the laneway be consulted.

Director Technical Services took the request on notice.

28.4.7 Interim Rugby Field – Jim McConville Oval  
Report No. 229 / 23 cncI

*Item transferred from Confidential Agenda Item 9.4.1*

Moved – Councillor Brown

Seconded – Councillor Coffey

1. **To support the temporary home of rugby, that Council endorse allocating \$400,000 to Northern Territory Government as our contribution towards the permanent lighting upgrades at Jim McConville Oval.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22843)

28.4.8 Netball Courts Realignment and Resurfacing – Contractor Engagement  
Report No. 233/23 cncI

*Item transferred from Confidential Agenda Item 9.4.3*

Moved – Councillor Coffey

Seconded – Deputy Mayor Bitar

1. **That Council approves the engagement of Asplum and Civil Pty Ltd to undertake works at Pat Gallagher Netball Courts for the value of \$ 2,068,971.15 excl. GST.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22844)

29 QUESTIONS WITHOUT NOTICE

Nil



30. GENERAL BUSINESS

30.1 Councillor Coffey – Christmas Markets

Councillor Coffey asked why there weren't Council calendars available at the Christmas markets to hand out to the public.

CEO took the question on notice to discuss with Marketing team.

30.2 Councillor Coffey – Fireworks

Councillor Coffey asked that for any events with fireworks, a notification be made available to the public.

The CEO will work with the Marketing team to find a location on the Council website where Council and the community can advise of events with fireworks.

30.3 Councillor Coffey – Tractor Replacement

Councillor Coffey asked for an update on the replacement of the tractor that was written off earlier in the year.

Director Technical Services advised that a replacement is due to arrive in the new year.

*Councillor Melky left the Chamber at 12.47pm*

*Councillor Melky returned to the Chamber at 12.49pm*

*Councillor Liddle left the Chamber at 12.47pm*

*Councillor Liddle returned to the Chamber at 12.49pm*

30.4 Deputy Mayor Bitar – Night Markets

Deputy Mayor Bitar asked if additional night markets / events can be planned for 2024.

Director Community Development took the request on notice.

30.5 Councillor Melky – Summer Program

Councillor Melky asked what more could Council be doing around crime prevention over the Summer period.

CEO took the question on notice.

30.6 Deputy Mayor Bitar – Update on swing replacements

Director Technical Services updated Elected Members on the schedule around the swing replacements.

31. MATTERS FOR MEDIA ATTENTION

Media matters will be covered via the media attendance at this meeting.

32. NEXT MEETING

**Tuesday 23 January, 2024**

33. CLOSURE OF OPEN MEETING

Moved – Councillor Melky

Seconded – Councillor Hopper

**The Council meeting be closed.**

CARRIED (22855)

Mayor Paterson declared the meeting closed at **1.06pm**.

Confirmed on (date) \_\_\_\_\_

CHAIR \_\_\_\_\_

**CONFIDENTIAL REPORT**

Report No. 232 / 23 cncf

**TO: ORDINARY MEETING OF COUNCIL – TUESDAY 12 DECEMBER 2023**

**SUBJECT: REGISTER OF DELEGATIONS**

**AUTHOR: ACTING DIRECTOR CORPORATE SERVICES – JOE MCCABE**

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**PURPOSE OF REPORT**

The purpose of the report is to seek adoption of the updated Register of Delegations.

**RECOMMENDATION(S)**

1. That Council adopt the updated Register of Delegations.
2. That the report, attachments and resolution be moved from Confidential to Open

**REPORT**

**1. EXECUTIVE SUMMARY**

Not applicable.

**2. PREVIOUS APPLICABLE RESOLUTIONS**

28.1.5 Register of Delegations  
Report No. 62 / 23 cncf  
(Item transferred from Confidential Agenda Item 9.1.5)

Moved – Councillor Brown

Seconded – Councillor Coffey

**That Council adopt the Register of Delegations with the following amendments:**

- Item 4.1:** Function be amended to “Approval of Council, elected Member and CEO related policies”
- Item 3.3:** Condition to be included “Limit up to \$50,000, above which to be approved by Council”
- Item 5.5:** Mayor to have authority to write to:
- 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
- Item 6.4:** Delegated authority to be changed from CEO to Council
- Item 7.5:** Reword function to “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”

CARRIED (22540)

### 3. **DISCUSSION**

#### 3.1 **BACKGROUND**

Council adopted an updated Register of Delegations on 28 March 2023. The Chief Executive Officer has now had an opportunity to review the current delegations and is seeking some amendments to achieve operational efficiencies, including the more timely calling of tenders for Council's goods and services.

Section 40 of the *Local Government Act 2019* provides Council with the authority to delegate its power and functions to any of the following:

- the CEO
- a Council committee
- a local authority
- a local government subsidiary

It also specifies certain functions that cannot be delegated, and also conditions upon which certain delegations will be subject to.

#### 3.2 **DISCUSSION**

The proposed changes to the Register of Delegations are to:

- provide opportunities for operational efficiencies whilst still managing effective control
- ensure delegations reflect legislative requirements
- reflect delegations to the CEO rather than other officers, with sub-delegations to other officers to be determined by the CEO as deemed appropriate

*Attachment 1* is the current Register of Delegations approved by Council on 28 March 2023.

*Attachment 2* is the proposed Register of Delegations and, while changes are not tracked, the key changes are highlighted in yellow.

The table below outlines the proposed changes to current Register of Delegations and associated explanation.

Current Delegation No.	Current Function	Proposed Change
<b>Contracts</b>		
2.1	Approved the lease of new premises and sub leases of existing premises	Change function to "Approve the lease and sub-lease of premises" to clarify that leases and sub-leases apply to both new and existing premises.
2.6	Approve tenders and contracts with suppliers of goods and services	<p>Include the word "scope" in the function to clarify that this relates to scope of tenders and contracts.</p> <p>Increase approval threshold for the CEO from \$1,000,000 to unlimited provided that funding has been specifically allocated in the adopted budget. This will allow public tenders to be called on a more timely basis and avoid re-seeking Council approval to commence.</p> <p>Remove reference to directors, as this will be included in sub-delegations by the CEO.</p>

Current Delegation No.	Current Function	Proposed Change
2.7	Authority to invite formal tenders for supply of goods and services	Increase approval threshold for the CEO from \$1,000,000 to unlimited provided that funding has been specifically allocated in the adopted budget. This will allow public tenders to be called on a more timely basis and avoid re-seeking Council approval to commence. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.11	Authority to accept a successful tender for supply of goods or services	Amended to reflect the <i>Local Government (General) Regulation 2021</i> (section 36) which specifies that tenders over \$150,000 are to be accepted by Council with a report from the CEO.
2.12	Approve the commencement of the funding submissions or tender activity to be undertaken	Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.13	Authority to negotiate agreements and contracts (Contracts > \$250,000 to be overseen by a lawyer)	Amend so that It is at the discretion of the CEO if lawyer involvement is required. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required). (Contracts > \$250,000 to be overseen by a lawyer)	Amend so that it is at the discretion of the CEO if lawyer involvement is required. Amount for the CEO is unlimited provided procurement requirements have been complied with. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.15	Authority to prepare and submit performance reports to funding departments/ organisations	Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.18 (new)	Authority to accept grants to Council including execute grant agreements	New delegation to clarify that the CEO has authority to execute grant agreements
<b>Shared Services Arrangements</b>		
4.1 (new section) Shared Services Arrangements	Authority to enter into a Shared Services Arrangement with another Council	CEO to be able to approve arrangements up to \$250,000 above which Council approval is required. This will provide the CEO with the flexibility to approve relatively minor arrangements (eg purchase of plant and equipment) which may be required, with significant arrangements requiring Council approval.
<b>Documents, Correspondence and Minutes</b>		
5.6	Standard and non-standard correspondence that has significant implications within their own directorates and/or has the potential to have implications across a number of divisions.  Directors need to consider, in signing off correspondence, whether the CEO and other Directors may need to be consulted or advised of the correspondence.	Delete.  Reference to directors will be included in sub-delegations by the CEO.

Current Delegation No.	Current Function	Proposed Change
5.7	Standard and non-standard correspondence which is part of the normal business activities of Council and is not contentious.  Managers need to consider, in signing off correspondence, whether the CEO, Directors or other Managers need to be consulted or advised of the correspondence.	Delete.  Reference to managers will be included in sub-delegations by the CEO.
5.8	Authority to submit Council Agenda for Compilation	Delete. This is administrative and can be included in sub-delegations.
<b>Financial Delegations</b>		
7.1 (now 8.1)	Set and approve credit card facility limit	Increase total facility from \$40,000 to \$60,000 to provide the CEO with flexibility to allocate credit cards to increase operational efficiencies.
7.2 (now 8.2)	Approve the issue and withdrawal of Council credit cards and credit limits	Provides the CEO with the flexibility to issue credit cards within the total approved facility limit for staff, including directors, to achieve operational efficiencies.
7.8 (now 8.8)	Approve purchase orders requisition/invoices for payment	Remove reference to directors and responsible officers, as this will be included in sub-delegations by the CEO.
7.17 (now 8.17)	Approve investment of funds (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.18 (now 8.18)	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.19 (now 8.19)	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.21 (now 8.21)	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.24 (now 8.24)	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
8.34 (new)	Approve In-kind requests (including in-kind labour and donations)	Provides CEO with approval for in-kind requests including in-kind labour and donations as considered appropriate and avoids Council approval being required.
8.35 (new)	Approve the waiver (wholly or partly) of fees and charges as considered appropriate	Provides CEO with the flexibility to waive fees and charges as considered appropriate.
7.33 (now 8.36)	Approve of disposal of plant and equipment	Removes reference to directors which will be included in sub-delegations by the CEO.

4. **ALIGNMENT WITH ALICE SPRINGS LIVEABILITY AND SUSTAINABILITY 2030 STRATEGIC PLAN**

This item pertains to relevant components of the *Alice Springs Town Council Liveability and Sustainability Strategic Plan 2030* as follows:

*Pillar 5 – Governance and Civic*

5. **FUNDING, WHOLE OF LIFE COSTS & RESOURCING REQUIREMENTS**

Not applicable.

6. **RISK MANAGEMENT**

Appropriate internal controls remain in place and will not be adversely impacted by the proposed changes.

7. **ENVIRONMENTAL IMPACTS**

Not applicable.

8. **STATUTORY MATTERS / DELEGATIONS**

The updated Register of Delegations conforms with the Local Government Act 2019 and the *Local Government (General) Regulations 2021*.

Particular reference to:

- Section 40 of the *Local Government Act 2019* – Delegations
- Division 12 of the *Local Government (General) Regulations 2021* – Quotations and tenders for supplies

9. **COUNCIL POLICIES**

Procurement Policy  
Credit Card Policy

10. **STAKEHOLDER MANAGEMENT / PUBLIC RELATIONS**

Not applicable.

11. **CONCLUSION**

The proposed amendments to the current Register of Delegations will enable the Chief Executive Officer to achieve operational efficiencies, including the more timely calling of tenders for Council's goods and services.

12. **ATTACHMENTS**

Attachment A:	<i>Proposed Alice Springs Town Council Register of Delegations</i>
Attachment B:	<i>Current Alice Springs Town Council Register of Delegations (adopted on 28 March 2023)</i>



Joe McCabe

**ACTING DIRECTOR CORPORATE SERVICES**



# Register of Delegations

## Council Policy

Policy Name	Register of Delegations		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Chief Financial Officer		
Decision Number		Approval Date	12 December 2023
Records Number		Next Review Date	22 November 2025

### 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
<b>Act</b>	<i>Local Government Act 2019</i> (NT)
<b>Budget</b>	The annual budget resolved by Council or as amended from time to time.
<b>CEO</b>	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.
<b>Committee</b>	A formally constituted committee under the Act and Regulations, and means a council committee established by a council under section 82.
<b>[The use of the] Common Seal</b>	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.
<b>Council</b>	Alice Springs Town Council. For an area, means the local government council constituted for that area under section 14(b).
<b>Director</b>	A senior staff member appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
<b>Mayor</b>	The principal member of the Council as defined by section 58 of the Act.



# Register of Delegations

Council Policy



<b>Member</b>	An elected member of Alice Springs Town Council.
<b>Regulations</b>	<i>Local Government (General) Regulations 2021 (NT)</i>
<b>Responsible Officer</b>	A person with approval to control a budget for a particular aspect of the Council's service delivery.
<b>Staff</b>	Employees of the Council not otherwise identified.
<b>Sub-delegation</b>	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.

# Register of Delegations

## Council Policy



### 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
1.6	Approve an Enterprise Agreement on behalf of Council	In consultation with Council	CEO

# Register of Delegations

Council Policy



No.	Function	Condition, if applicable	Delegated Authority
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
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

# Register of Delegations

Council Policy



## 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 <b>paid</b> in advance <del>or in excess of entitlements</del>	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
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

# Register of Delegations

Council Policy



## 2 Contracts

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

No.	Function	Condition, if applicable	Delegated Authority
2.12	Approve the commencement of the funding submissions or tender activity to be undertaken	All values	CEO
2.13	Authority to negotiate agreements and contracts.	Total value < or equal to \$1,000,000	CEO
		Total value > \$1,000,000	Council

# Register of Delegations

Council Policy



	It is at the discretion of the CEO if lawyer involvement is required		
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

## 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



# Register of Delegations

Council Policy



## 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

## 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"><li>• Department of Local Government</li><li>• Government Ministers</li><li>• Senior Bureaucrats</li><li>• Heads of Government Departments</li><li>• Members of Parliament</li><li>• Ombudsman</li><li>• Other bodies as deemed appropriate by the Mayor in carrying out duties</li></ul>		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

# Register of Delegations

Council Policy



## 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

### 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



# Register of Delegations

Council Policy



## 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
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

# Register of Delegations

Council Policy



## 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

## Financial: Cheques/EFT Payments

No.	Function	Condition, if applicable	Delegated Authority
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
8.26	Authority to initiate debt collection via Council's Debt Collector		CEO
8.27	Authority to enter in payment arrangements with debtors		CEO
8.28	Approve write-offs bad debts		Council
8.29	Approve the write off of interest and penalties for rates debtors and general debtors		CEO
8.30	Authority to allow deferment of rates or offers of a rates concession		CEO
8.31	Approve the cancellation or withdrawal of an infringement notice		CEO

# Register of Delegations

Council Policy



8.32	Authority to recover infringement debt		CEO
8.33	Approve write-offs of cash losses, thefts, shortages, furniture, plant or equipment losses, or destruction		CEO
8.34	Approve in-kind support requests (including in-kind labour and donations)		CEO
8.35	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
8.36	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
8.37	Approve to waive the disposal process outlined in Asset Disposal policy		CEO

## Financial: Insurance

No.	Function	Condition, if applicable	Delegated Authority
8.38	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

# Register of Delegations

Council Policy



## E Endorsement and Approval

APPROVED:

\_\_\_\_\_  
Andrew Wilsmore  
Chief Executive Officer

Date: \_\_\_\_\_

DRAFT



# Register of Delegations

## Council Policy

Policy Name	Register of Delegations		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate Services		
Decision Number	22540	Approval Date	28 March 2023
Records Number	D2023/007000	Next Review Date	28 March 2025

### 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
<b>Act</b>	<i>Local Government Act 2019</i> (NT)
<b>Budget</b>	The annual budget resolved by Council or as amended from time to time.
<b>CEO</b>	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.
<b>Committee</b>	A formally constituted committee under the Act and Regulations, and means a council committee established by a council under section 82.
<b>[The use of the] Common Seal</b>	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.
<b>Council</b>	Alice Springs Town Council. For an area, means the local government council constituted for that area under section 14(b).
<b>Director</b>	A senior staff member appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
<b>Mayor</b>	The principal member of the Council as defined by section 58 of the Act.
<b>Member</b>	An elected member of Alice Springs Town Council.

# Register of Delegations

## Council Policy

<b>Regulations</b>	<i>Local Government (General) Regulations 2021 (NT)</i>
<b>Responsible officer</b>	A person with approval to control a budget for a particular aspect of the Council's service delivery.
<b>Staff</b>	Employees of the Council not otherwise identified.
<b>Sub-delegation</b>	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:

1. Purpose
2. Definitions
3. Background to Delegations
4. Human Resources Delegations
5. Contracts
6. Legal
7. Policies and Procedures
8. Documents, Correspondence and Minutes
9. Complaints
10. Financial Delegations
11. Elections
12. Related Documents
13. 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.

### c. Revocation of previous delegations

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

# Register of Delegations

## Council Policy

### 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.

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
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



# Register of Delegations

## Council Policy

### 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
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



# Register of Delegations

## Council Policy

### 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 in advance or in excess of entitlements	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
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

# Register of Delegations

## Council Policy

### 2 Contracts

No.	Function	Condition, if applicable	Delegated Authority
2.1	Approve the lease of new premises and sub leases of existing premises		CEO
2.2	Approve renewal of existing land/building leases		CEO
2.3	Cancel existing land/building leases		CEO
2.4	Authorise appointment of external consultants	Total value of contract < or equal to \$250,000 and within budget	Directors
		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 tenders and contracts with suppliers of goods and services	Total value of contract < or equal to \$250,000	Directors
		Total value of contract < or equal to \$1,000,000	CEO
		> \$1,000,000	Council
2.7	Authority to invite formal tenders for supply of goods and services	< or equal to \$1,000,000	CEO
		> \$1,000,000	Council
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.	Directors
2.11	Authority to accept a successful tender for supply of goods or services	< or equal to \$1,000,000 Tender must be conforming	CEO
		> \$1,000,000	Council
2.12	Approve the commencement of the funding submissions or tending activity to be undertaken	Total value < or equal to \$250,000	Directors
		All values	CEO
2.13	Authority to negotiate agreements and contracts (Contracts > \$250,000 to be overseen by a lawyer)	Total value < or equal to \$250,000	Directors
		Total value < or equal to \$1,000,000	CEO
		Total value > \$1,000,000	Council

# Register of Delegations

## Council Policy

No.	Function	Condition, if applicable	Delegated Authority
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required) (Contracts >\$250,000 to be overseen by a lawyer)	Total value < or equal to \$250,000	Directors
		Total value < or equal to \$1,000,000	CEO
		> \$1,000,000 and/or common seal	Council
2.15	Authority to prepare and submit performance reports to funding departments/ organisations	For directorate	Directors
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

### 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 Policies and Procedures

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

# Register of Delegations

## Council Policy

### 5 Documents, Correspondence and Minutes

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

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

#### Public Relations: Correspondence

No.	Function	Condition, if applicable	Delegated Authority
5.5	Mayor to have authority to write to: <ul style="list-style-type: none"> <li>Department of Local Government</li> <li>Government Ministers</li> <li>Senior Bureaucrats</li> <li>Heads of Government Departments</li> <li>Members of Parliament</li> <li>Ombudsman</li> <li>Other bodies as deemed appropriate by the Mayor in carrying out duties</li> </ul>	For all staff	CEO
5.6	Standard and non-standard correspondence that has significant implications within their own directorates and/or has the potential to have implications across a number of divisions. Directors need to consider, in signing off on correspondence, whether the CEO and other Directors may need to be consulted or advised of the correspondence.	For all staff	Directors

# Register of Delegations

## Council Policy

No.	Function	Condition, if applicable	Delegated Authority
5.7	Standard and non-standard correspondence which is part of the normal business activities of Council and is not contentious. Managers need to consider, in signing off on correspondence, whether the CEO, Directors and other Managers need to be consulted or advised of the correspondence.	For all staff	Managers

## Public Relations: Agendas and Minutes

No.	Function	Condition, if applicable	Delegated Authority
5.8	Authority to submit Council Agenda for Compilation	For all staff	Directors
5.9	Approval of final Ordinary Council or Committee Agenda for submission to the Council or Committee	For Council and Committee meetings	CEO
5.10	Approval of draft Council or Committee Minutes	For Council and Committee meetings	CEO

## 6 Complaints

No.	Function	Condition, if applicable	Delegated Authority
6.1	Resolution of external complaints about Council staff		CEO
6.2	Internal and external complaints about the CEO		Mayor
6.3	Internal complaints		CEO
6.4	Resolution of complaints against Elected Members		Council

# Register of Delegations

## Council Policy

### 7 Financial Delegations

#### Corporate Credit Cards

No.	Function	Condition, if applicable	Delegated Authority
7.1	Set and approve credit card facility limit	Total Facility Limit (\$40,000)	Council
7.2	Approve the issue and withdrawal of Council credit cards and credit limits	For staff (within the approved facility limit) Note: The Accounts Officer is the only staff member with a credit card with a \$10,000 limit	CEO
		For CEO and Directors \$5,000 limit	Council
		For Mayor \$2,000 limit	Council

#### Financial: Budgets

No.	Function	Condition, if applicable	Delegated Authority
7.3	Approve draft Budget to be forwarded to Council		CEO
7.4	Approve the Budget	Advertising requirement	Council
7.5	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
7.6	Authority to recommend to Council unbudgeted expenditure		CEO
7.7	Authorise variations to the annual budgets where overall position varies from original budget	Advertising requirement	Council

# Register of Delegations

## Council Policy

### Financial: Purchase Orders and Expenditure

No.	Function	Condition, if applicable	Delegated Authority
7.8	Approve purchase orders requisition/invoices for payment	< \$10,000 within approved budget and under direct control	Responsible Officers
		< or equal to \$250,000 within approved budget and under direct control	Directors
		< 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
7.9	Approve Travel Requisition forms		CEO
7.10	Approve Travel Requisition forms for the CEO		Mayor
7.11	Authorise travel itineraries after approval		CEO
7.12	Authorise expenditure against NIL budgets in anticipation of Council approval		CEO
7.13	Authorise exemption from quotation requirement		CEO
7.14	Authorise exception from tender requirement		CEO

### Financial: Salaries and Deductions

No.	Function	Condition, if applicable	Delegated Authority
7.15	Approve staff reimbursement for expenditure on behalf of Council	For all staff	CEO
7.16	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

# Register of Delegations

## Council Policy

### Financial: Investment

No.	Function	Condition, if applicable	Delegated Authority
7.17	Approve investment of funds (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance
7.18	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance
7.19	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance

### Financial: Petty Cash

No.	Function	Condition, if applicable	Delegated Authority
7.20	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
7.21	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	For Council	Any two of the following: <ul style="list-style-type: none"> <li>• Mayor</li> <li>• CEO</li> <li>• Director Community Development</li> <li>• Director Corporate Services</li> <li>• Director Technical Services</li> <li>• Manager Finance</li> </ul>
7.22	Approval to stop payment on cheques	For Council	CEO
7.23	Approval to change and/or add cheque signatories	For all signatories	Council



# Register of Delegations

## Council Policy

No.	Function	Condition, if applicable	Delegated Authority
7.24	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	For Council	<p>Any two of the following; however, if a Group B position authorises payment a Group A authorise is also required.</p> <p>Group A:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• CEO</li> <li>• Director Technical Services</li> <li>• Director Corporate Services</li> <li>• Director Community Development</li> <li>• Manager Finance</li> </ul> <p>Group B:</p> <ul style="list-style-type: none"> <li>• Senior Finance Officer</li> <li>• Payroll Officer</li> <li>• Finance Officer</li> <li>• Accounts Officer</li> <li>• Assets Officer</li> </ul> <p>In the case of Group B officer preparing an EFT file for payment, they may not sign off to authorise the payment.</p>

# Register of Delegations

## Council Policy

### Financial: Debt Recovery/Bad Debts

No.	Function	Condition, if applicable	Delegated Authority
7.25	Authority to initiate debt collection via Council's Debt Collector		CEO
7.26	Authority to enter in payment arrangements with debtors		CEO
7.27	Approve write-offs bad debts		Council
7.28	Approve the write off of interest and penalties for rates debtors and general debtors		CEO
7.29	Authority to allow deferment of rates or offers of a rates concession		CEO
7.30	Approve the cancellation or withdrawal of an infringement notice		CEO
7.31	Authority to recover infringement debt		CEO
7.32	Approve write-offs of cash losses, thefts, shortages, furniture, plant or equipment losses, or destruction		CEO

### Financial: Disposal of Property

No.	Function	Condition, if applicable	Delegated Authority
7.33	Approve of disposal of plant and equipment	All except land assets	CEO
		Estimated disposal value of up to \$250,000 Note: assets purchased with grant funds may only be disposed of according to the terms of the grant agreement.	Directors
		Land assets	Council
7.34	Approve to waive the disposal process outlined in Asset Disposal policy		CEO

### Financial: Insurance

No.	Function	Condition, if applicable	Delegated Authority
7.35	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

# Register of Delegations

## Council Policy

### 8 Elections

No.	Function	Condition, if applicable	Delegated Authority
8.1	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:**

\_\_\_\_\_  
Joe McCabe  
Chief Executive Officer

Date: \_\_\_\_\_