



## 2.6 Delegations Policy

<b>Council Resolution:</b>	<b>2024/11/19/011</b>
<b>Date to take effect:</b>	19/11/2024
<b>Policy Custodian:</b>	Chief Executive Officer
<b>Review Date:</b>	November 2027
<b>Version (Revision Number)</b>	1.2

### Purpose

1. Council is committed to service delivery across the organisation within the parameters of a formal delegations framework. This policy is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation. This document operates as delegated authority from the Council to the Chief Executive Officer and all other employees.

### Scope

2. This policy is applicable to all employees of the Coomalie Community Government Council.

### Definitions and Acronyms

For the purposes of this policy the following acronyms and definitions apply:

Term	Definition
Council	Refers to Coomalie Community Government Council
CEO	Chief Executive Officer
CSM	Corporate Services Manager
CCSM	Council and Community Services Manager
ESC	Executive Services Coordinator
CSC	Community Services Coordinator
PCC	People and Culture Coordinator
RLMC	Ranger and Land Management Coordinator
Financial Delegations	All expenditure thresholds referred to are GST exclusive



## Policy Statement

### 1. Delegations

The *Local Government Act 2019* (the Act) allows Council to delegate certain powers and functions to the CEO. The CEO is able to delegate (or sub-delegate) to a person or a committee a power or function, including those delegated to the CEO by Council. These powers cannot, however, be further sub-delegated by that person or committee.

Delegations can be made to a person by reference to the office, position or designation held by a person. Where a delegation is made to an office or the person for the time being holding, acting in or performing the duties of that office, a person holding, acting in or performing those duties may exercise the powers delegated to that office or position.

Delegated Authority should not be exercised where a conflict of interest exists or where it may be perceived to exist. A delegation by either the Council or the CEO does not prevent the Council or the CEO (as the case may be) from either exercising the power or function or revoking or varying the delegation at any time.

Council must review any delegations of its functions and powers within six months after a general election.

Council can only delegate the powers and functions under the Act that are able to be delegated.

### 2. Purpose of delegating authority

Delegations are a key component to assist in the effective governance and administration of Council's affairs and provide formal authority to key officers and employees to perform their roles and functions.

The Council's delegations seek to ensure:

- (a) That Council's responsibilities are fulfilled in a timely, open, efficient, effective and accountable manner;
- (b) That Council's officers and employees are provided with the level of authority necessary to discharge their responsibilities;
- (c) That delegated authority is exercised by the most appropriate and best-informed individuals within the Council; and
- (d) That Council's internal controls are effective.

### 3. Exercise of Delegated Authority

Exercise of delegated authority is subject to compliance with:

- (a) Any relevant provisions of the Act and Regulations;
- (b) Any other legislative requirements;
- (c) Any applicable Council Policy; and
- (d) The relevant provisions of any Council By-Law.




It is the responsibility of the officer or employee exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with those restrictions. Delegation requires judgment. It may not be appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.

It is the expectation of the Council that the CEO and other employees will use the delegated authority conferred on them in a manner that aligns with Council's Code of Conduct for Staff and CEO, and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.




#### 4. Delegations by Activity and Authority Level


Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Complaints	Management	Authority to ensure appropriate & timely resolution of a complaint		✓	✓	✓				
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓						
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises over 3 years	✓							
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises up to 3 years		✓						
Contracts	Leases	Approve renewal of existing leases within budget		✓	✓					
Contracts	Leases	Cancel existing lease		✓						
Contracts	Professional Services	Authorise appointment of external professional advice &/or services within budget		✓	✓	✓				
Contracts	Insurance	Approve appointment of insurers, details of contract & payment of premiums		✓	✓					
Contracts	Commercial	Approve commercial agreements for the staff & services of Council within budget		✓	✓	✓				
Contracts	Suppliers	Approve contracts with suppliers of goods and services for area of responsibility and organisation (non-legal)		✓	✓	✓				




Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Contracts	Tenders/ Quotations	Authority to invite tenders and quotations for the supply of goods or services for area of responsibility		✓						
Contracts	Tenders/ Quotations	Authority to approve formal tenders and quotations for supply of goods and services	✓	✓						
Contracts	Grants/ Tenders	Authority to approve grant funding or tender submissions		✓	✓					
Contracts	Grants	Authority to submit performance reports to grant funding departments/ organisations		✓	✓	✓				
Contracts	Agreements	Authority to negotiate agreements (other than suppliers) and contracts		✓	✓	✓				
Contracts	Agreements	Authority to sign agreements (other than suppliers within financial delegation), MOUs, contracts or tenders obtained		✓	✓	✓				
Contracts	Seal	Authority to use Common Seal	✓							
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓	✓	✓	✓	✓	✓	✓
Contracts	Contract Management	Authority to approve total variations to contracts during the progress of works to a limit of 5% of the total contract sum in aggregate		✓	✓	✓				



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Governance	Shire Plan	Authority to approve the organisational Shire Plan	✓							
Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓	✓					
Governance	Records Disposal	Authority to approve the transfer of ownership of records including to NT Archives		✓						
Governance	Records Disposal	Authority to approve the destruction of records under the Local Government Sector Disposal Schedule		✓						
Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓	✓					
Governance	Legal	Authority to purchase legal advice and/or expertise		✓	✓					
Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓	✓						
Governance	Policy	Authority to approve Council Policy for Council Governance	✓							
Governance	Policy	Authority to approve Council Policy for Organisation	✓							
Governance	Policy	Authority to approve Service Area Policy for area of responsibility, in consultation with CEO		✓	✓	✓				
Governance	Procedures	Authority to approve Council Procedures for organisation		✓	✓	✓				




Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Budgets	Authority to approve Draft Budget to be forwarded to Council		✓						
Finance	Budgets	Authority to approve Budget	✓							
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓							
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓							
Finance	Budgets	Authority to override all non-Council delegations & make expenditure decisions to ensure approved budgets can be achieved		✓						
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓						
Finance	Operational Expenditure	Authority to approve operational expenditure for services under direct control, within approved service budget &/ or funding agreement & subject to any restrictions in this document	\$150k+	\$150k	\$10k	\$50k	\$3k	\$2k	\$2k	\$2k
Finance	Operational Expenditure	Authority to approve direct report staff or relevant team staff reimbursement of expenditure on behalf of Council	✓	✓	✓	✓				
Finance	Operational Expenditure	Authority to approve in-kind support for external organisations not already covered in Policy (this includes venue hire, vehicles and materials)	✓	✓						




Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised	\$250k+	\$250k	\$10k	\$10k	\$3k	\$2k	\$2k	\$2k
Finance	Capital Expenditure	Authorised to acquire or replace items of equipment not included in approved capital budget	✓							
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act 2019)	✓							
Finance	Capital Expenditure	Authorised to sell, trade-in or dispose of assets on Financial Asset Register (all equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade-in)	✓	✓						
Finance	Capital Expenditure	Approval of development of new buildings	✓							
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓							
Finance	Asset Management	Approve the transfer of any assets from Council	✓							
Finance	Salaries	Approval for payment of all payroll related transactions (for staff positions comprising salaries, PAYG tax, payroll tax, superannuation, employee payroll deductions and payment of GST and PAYG tax)		✓	✓		✓		✓	







Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Invoicing	Authority to approve and finalise invoice for organisation		✓	✓		✓			
Finance	Journals	Authority to approve & post journals created		✓	✓					
Finance	Customers/ Suppliers	Authority to approve addition, deletion or amend Customer or Supplier accounts		✓	✓					
Finance	Investment	Authority to approve investment of funds in term deposits	✓	✓						
Finance	Investment	Authority to approve investment of funds in other than term deposits	✓	✓						
Finance	Investment	Authority to approve draw down of investment funds for deposit into operational accounts		✓						
Finance	Petty Cash	Authority to set up & reimburse petty cash floats (limit up to \$500)		✓	✓					
Finance	Banking	Authority to alter, open or close bank accounts		✓	✓					
Finance	Banking	Authority to approve payments & sign cheques		✓	✓		✓			
Finance	Banking	Authority to approve to change or add cheque signatories		✓						
Finance	Credit Cards	Authority to approve the issuing & revocation of Credit Cards for the CEO	✓							




Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Bad Debts	Authority to approve debt recovery payment terms & approve commencement of recovery action to collection agent		✓	✓					
Finance	Bad Debts	Authority to approve write-offs of bad debts	✓							
Finance	Other Losses	Authority to approve write-offs of cash losses, theft or shortages, furniture, plant & equipment, thefts or destruction	\$20k+	\$20k						
People and Culture	Staffing	Authority to approve Organisational Chart (CEO to notify the Council)		✓						
People and Culture	Recruitment	Authority to advertise & appoint staff		✓						
People and Culture	Recruitment	Authority to appoint temporary staff/ labour hire for positions not included in Organisational Chart		✓						
People and Culture	Recruitment	Authority to approve backfilling of leave and higher duties		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary, package & contract for CEO	✓							
People and Culture	Conditions of Employment	Authority to set and approve salary & package for all staff within budget.		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary increments & any higher duties payments for all staff within budget		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Conditions of Employment	Authority to approve staff letters of offer & contracts		✓						
People and Culture	Conditions of Employment	Authority to approve a staff member accepting outside employment or consultancies, additional to & separate from their Council duties		✓						
People and Culture	Timesheets	Authority to approve staff time sheets for direct reports or area of responsibility		✓	✓	✓	✓	✓	✓	✓
People and Culture	Probation	Authority to confirm successful completion of new staff probationary periods	CEO	✓						
People and Culture	Position Descriptions	Authority to approve new or existing Position Descriptions and subsequent changes	CEO	✓						
People and Culture	Position Descriptions	Authority to approve changes to existing position titles		✓						
People and Culture	Redundancy	Authority to decide to make a staff position redundant & the offer & acceptance of a redundancy package		✓						
People and Culture	Redundancy	Authority to recommend a redundancy of position or dismissal of a staff member		✓	✓	✓			✓	
People and Culture	Dismissal	Authority to make a decision to dismiss a staff member		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Overtime	Authority to approve staff Overtime within budget		✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual, Personal/ Carers, Leave Without Pay, Compassionate, and Jury Service Leave (10 days or less) for direct reports or area of responsibility	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual Leave in advance or in excess of entitlements & cashing out leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Long Service Leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Leave Without Pay including for study purposes and unpaid Parental Leave in consultation with CEO	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve Discretionary Leave including Compassionate Leave	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve paid & unpaid Study agreement including leave and fee assistance	CEO	✓						
People and Culture	Training & Development	Authority to approve training & development plans for staff	CEO	✓	✓	✓	✓	✓	✓	✓



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Travel	Authority to approve Interstate or International travel	CEO	✓						
People and Culture	Performance Management	Authority to approve performance reviews outcomes	CEO	✓						
People and Culture	Performance Management	Authority to manage unsatisfactory staff performance	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Performance Management	Authority to purchase & consult with external advisors on industrial matters		✓	✓	✓			✓	
Public Relations	Branding	Approve the use of Councils name or logo by external parties	✓	✓						
Public Relations	Media	Authorised to release written & verbal public or media statements	✓	✓						
Public Relations	Media	Approve response to contentious or negative media enquiries	✓	✓						
Public Relations	Media	Approve media activity	✓	✓						
Public Relations	Communications	Approve a communication strategy for a project		✓						
Public Relations	Communications	Approve public relations activities, signage & corporate style guide		✓						
Public Relations	Communications	Approve social media posts on official platforms		✓	✓	✓				
Public Relations	Communications	Approve changes to website		✓	✓	✓				



## Associated Documents

- 1.02 CEO Code of Conduct & Complaints
- 3.04 Employee Code of Conduct Policy
- 2.9 Procurement Policy
- 2.4 Coomalie Community Grants Policy

## References and Related Legislation

- Local Government Act 2019*
- Local Government (General) Regulations 2021

DOCUMENT HISTORY 2.6 Delegations Policy	
Date Adopted:	19 <sup>th</sup> November 2024
Amended:	27 <sup>th</sup> November 2025 <b>RESOLUTION 2025/11/27/012</b>
Amended:	

