

Tiwi Islands Regional Council

Delegations Manual



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1. Purpose of this Document

Tiwi Islands Regional Council (TIRC) is committed to service delivery within the organisation within a formalised delegation of authority framework.

This document 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.

2. Protocols

The following protocols govern the use of delegated authority. It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

- Any exercise of delegated authority is subject to compliance with
 - a) any relevant provisions of the Local Government Act and Regulations
 - b) any other legislative requirements
 - c) any applicable Council policy, or
 - d) the relevant provisions of any Council By-law.
- Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
- Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
- Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at any time.
- Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances, and some decisions that 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.
- At all times, officers exercising delegated authority are required to act reasonably.
- The use of the Common Seal must be recorded in a Common Seal Register, which must record the authorising Council resolution and the date of affixing.

3. Instruments of Delegation

- a. Council to CEO
- b. Financial Delegations
- c. Operational Delegations
- d. Contract and Legal Delegations
- e. Public Relations Delegations

The Chief Executive Officer may sub-delegate powers in writing in accordance with section 40(5) of the Local Government Act 2019.

4. Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to “Act Up” into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position e.g. During periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained.
- The delegations are hierarchical in the sense that a delegate’s formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. With the exception of any delegations made by Council.
- In exercising delegations' staff are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures code of conduct.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person. Where a position is vacant, delegations default to the Chief Executive Officer unless formally acting arrangements are in place
- Outsourced positions do not have delegation rights within the organisation.
- A delegate will not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.

This document records delegations made by Council resolution pursuant to section 40 of the Local Government Act 2019.

5. Acronyms

Full Title	Abbreviated Title
Tiwi Islands Regional Council	TIRC
Mayor	M
Chief Executive Officer	CEO
Deputy Chief Executive Officer	DCEO
Chief Financial Officer	CFO
Manager - Community Engagement	MCE
Manager - Operations Bathurst Island	MOBI
Manager - Operations Melville Island	MOMI
Manager - Projects and Contracts	MPC
Manager - People and Wellbeing	MPW
Manager - Housing and Assets (Infrastructure)	MHA

6. Delegation Council to CEO and Staff

To provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, Tiwi Island Regional Council resolved to establish the following delegations to the Chief Executive Officer pursuant to Section 40 and 183 of the Local Government Act.:

Selection	Item Delegated	Limitations
40	Council approves that pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer all of its powers and functions under the Local Government Act and any other Acts under which Council has powers, duties, authorities and functions including the appointment of Authorised Persons.	with the exception of the following; I. Those matters referred to in Section 40(3) of the Local Government Act unless otherwise specified as per provisions in Sections 40(4) to 40(7). II. Sections 33 to 36 regarding the adoption of the Regional Plan including the Annual Budget. III. Section 38(2) use of Common Seal requires decision of Council IV. Section 54 appointment to fill casual vacancy on Council. V. Sections 76 to 77 establishment of Local Authorities. VI. Section 82 establishment of Council Committees. VII. Section 103 calling meetings for electors. VIII. Where Council has adopted a Council Policy, Delegations are limited as set out in the Policy.
32	Council approves that pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under By-Laws.	
112	Authorised persons Council approves that pursuant to Section 183 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under: • The Local Government Act; • Northern Territory Traffic Act and associated regulations; and • Northern Territory Control of Roads Act.	

7 & 8. Delegation for Governance & Finance

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCS	MOBI	MOMI
Governance	Regional Plan	Approve the organisational Regional Plan	√								
Finance	Budget	Approve Draft Budget to be forwarded to Council		√							
Finance	Budget	Approve Budget	√								
Finance	Budget	Authority to override all delegations & make expenditure decisions to ensure approved budgets can be achieved		√							
Finance	Budget	Authority to recommend to Council unbudgeted expenditure		√							
Finance	Budget	Authority to approve unbudgeted expenditure and reallocation	√								
Finance	Budget	Authorise variations to the annual operational and capital budgets	√								
Finance	Operational Expenditure	Approve operational expenditure for services under direct control, within approved service budget and /or funding agreement & subject to any restrictions outlined in this document.	> 250K	250K	100K	10K	10K	10K	10K	10K	10K
Finance	Operational Expenditure	Approve Direct Report or relevant teams staff reimbursement of expenditure on behalf of Council	> 250K	250K	√						
Finance	Operational Expenditure	Approve In kind support for external organisations (this includes, venue hire, vehicles, materials etc.)	√	√							
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	√	√	√						
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised	√	√	√						
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not included in approved capital budget	√								
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (<i>Subject to compliance with section 182 including valuation and public notice requirements.</i>)	√								
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/ Asset Control	Approval of development of new buildings	√								

7 & 8. Delegation for Governance & Finance (cont.)

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCS	MBIO	MMIO
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	√								
Finance	Salaries	Approval for payment of all payroll related transactions (For staff positions comprising salaries, PAYG tax remittal, payroll tax settlement, superannuation contribution payments, transfer of employee payroll deductions to authorised entities and payment of GST and PAYG payments)		√	√						
Finance	Investments	Approve investment of funds in term deposit		√	√						
Finance	Investments	Approve investment of funds in other than term deposits	√								
Finance	Banking	Authority to alter and or open or close bank accounts		√	√						
Finance	Banking	Approve EFT payments & sign cheques		√	√						
Finance	Banking	Approval to change and/or add cheque signatories		√	√						
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards (up to \$20,000 limit)		√							
Finance	Bad Debts	Approve write-offs of bad debts	√								

9. Delegation for People & Wellbeing

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCE	MOBI	MOMI
People & Wellbeing	Staff Budget	Approval of Staffing Budget	√								
People & Wellbeing	Time Sheets	Approval of Timesheets		√	√	√	√	√	√	√	√
People & Wellbeing	Organisational Chart	Approval of Organisation Chart		√							
People & Wellbeing	New Staff	Advertisement & appointment of staff in CEO approved Organizational Chart		√							
People & Wellbeing	New Staff	Appointment of Temporary Staff / Labour hire for the positions not included in Organizational Chart.		√							
People & Wellbeing	New Staff	Approve backfilling of leave & higher duties for direct reports	M for CEO	√							
People & Wellbeing	Conditions of Employment	Set & approve salary & package guidelines for all staff		√							
People & Wellbeing	Conditions of Employment	Set & approve annual salary increments & any higher duties payment for all organization		√							
People & Wellbeing	Conditions of Employment	Approve & sign letters of offers & contract		√							
People & Wellbeing	Conditions of Employment	Approve conditions of employment for all staff		√							
People & Wellbeing	Conditions of Employment	Approve staff member accepting secondary employment or consultancies, additional to separate and normal duties with council	M for CEO	√							
People & Wellbeing	Probation	Confirm successful completion of new staff probationary periods		√							
People & Wellbeing	Position Descriptions	Confirm successful completion of new or existing position description & Subsequent Changes	M for CEO	√							
People & Wellbeing	Position Descriptions	Approve changes to existing position titles		√							
People & Wellbeing	Redundancy	Decision to make staff position redundant & offer & acceptance of redundancy package		√							
People & Wellbeing	Redundancy	Decision to terminate an employee <i>Excludes termination of the Chief Executive Officer, which is a Council function under s165 of the Act.</i>		√							
People & Wellbeing	Overtime	Approve staff overtime		√							

9. Delegation for People & Wellbeing (cont.)

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCE	MOBI	MOMI
People & Wellbeing	Leave	Approve annual leave, leave without pay (2 days or less), personal, carer, compassionate leave, jury service (10 days or less) for direct reports or own division	M for CEO	√	√	√	√	√	√	√	√
People & Wellbeing	Leave	Approve annual leave in advance or in excess of entitlement and cashing out of leave		√							
People & Wellbeing	Leave	Approve leave without pay for more than 2 days		√							
People & Wellbeing	Leave	Approve staff Leave Without Pay (over 2 days) including		√							
People & Wellbeing	Leave	Approve long service leave (Subject to CEO Approval)	M for CEO	√							
People & Wellbeing	Leave	Approve staff Leave Without Pay (over 2 days) including LWOP for study purposes, unpaid Parental and Community Service Leave in consultation with CEO	M for CEO	√							
People & Wellbeing	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)		√							
People & Wellbeing	Leave	Approve domestic violence leave (subject to appropriate sign off - recommendation to the CEO)		√	√	√	√	√	√	√	√
People & Wellbeing	Leave	Approve paid study leave		√	√	√	√	√	√	√	√
People & Wellbeing	Training	Approve fee assistance for study leave		√							
People & Wellbeing	Training	Approve training & development plans for staff		√							
People & Wellbeing	Training	Approval of attendance at external training courses and conferences		√							
People & Wellbeing	Travel	Approve Interstate and/or international travel	M for CEO	√							
People & Wellbeing	Travel	Approval of staff travel		√	√	√	√	√	√	√	√
People & Wellbeing	Performance Management	Sign off on annual performance review for area of responsibility		√							
People & Wellbeing	Performance Management	Management of unsatisfactory staff performance in conjunction with People and Capability		√							
People & Wellbeing	Performance Management	Authority to purchase and consult with external advisors, on industrial matters (subject to CEO approval)		√							

10. Delegation for Contracts

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCE	MOBI	MOMI
Contracts	Leases	Approve lease of new premises or sublease of existing premises	√								
Contracts	Leases	Approve & Renewal of existing lease		√	√	√	√	√	√	√	√
Contracts	Leases	Cancel existing lease		√							
Contracts	Professional Services	Authorise appointment of external professional advice / consultant		√							
Contracts	Insurance	Approve appointment of insurers, details & contract & payment of insurance payments		√							
Contracts	Insurance	Approve commercial agreement for staff & contract service of council		√							
Contracts	Commercial	Approve contracts with suppliers of goods		√							
Contracts	Tenders	Authority to invite formal tenders for supply of goods & services		√							
Contracts	Tenders	Authority to choose formal tenders for supply of goods & services		√							
Contracts	Tenders/Grants	Approve funding submission or tender submission		√							
Contracts	Grants	Authority to submit performance reporting of grants		√	√		√		√		
Contracts	All	Authority to negotiate the agreements & contracts		√							
Contracts	Signature	Authority to sign agreement , MOU , Contracts & Tenders		√							
Contracts	Seal	Authority to affix the Common Seal is subject to prior Council resolution in accordance with section 38(2) of the Local Government Act 2019. The Chief Executive Officer may affix the Seal only where authorised by Council resolution. <i>A Common Seal Register must be maintained recording the authorising Council resolution and date of affixing.</i>	√								
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery		√	√	√	√	√	√	√	√
Contracts	Serious Incidents	Reporting serious incidents		√	√	√	√	√	√	√	√

11, 12 & 13. Delegation for Corporate Governance, Public Relations & Complaints

Area	Function	Activity	Council	CEO	CFO	MPW	MPC	MHA	MCE	MOBI	MOMI
Corporate Governance	Freedom of information	Authority to sign Freedom of information notice or decision		√							
Corporate Governance	Disposal of records	Authority to approve transfer of ownership of goods including NT Archives		√							
Corporate Governance	Disposal of records	Authority to approve destruction of records under approved disposal schedule		√							
Corporate Governance	Legal	Authority to consult with councils external legal advisors on legal matters		√							
Corporate Governance	Legal	Authority to purchase legal advise or expertise	√	√							
Corporate Governance	Legal	Authority to settle a court case , legal or any other formal proceedings	√								
Corporate Governance	Policy	Approval of council policy or governance	√								
Corporate Governance	Policy	Approval of council policy or procedure for organization		√							
Corporate Governance	Software Purchase	Approval to purchase a software		√							
Public Relations	Media	Approve the use of council name and logo by parties to external council		√							
Public Relations	Public Statements	Authorise to release written and verbal public media statements		√							
Public Relations	Public Statements	Approve response to media enquiries		√							
Public Relations	Operational	Authority to respond to operational letters		√							
Public Relations	Media / PR	Approve communication strategy for a project	M	√							
Public Relations	Media / PR	Approve media activity		√							
Public Relations	Media / PR	Approve public relations activities, signage, corporate style guidelines		√							
Public Relations	Media / PR	Approval of changes to website		√							
Public Relations	Media / PR	Approval of social media posts		√							
Complaints	Management	Authority to ensure appropriate and timely resolution of the matter		√	√	√	√	√	√	√	√
Complaints	Mediation	Authority to purchase mediation advice or expertise		√		√					

14. Review and Version Control

This Delegations Manual will be reviewed annually, or earlier if required due to legislative amendment, organisational restructure, or Council resolution.

Version	Date Adopted	Council Resolution	Summary of Amendments
V1	31/07/2024	OCM/27	Formally adopted Delegations Manual
V2	11/12/2024	OCM/57	Amendments made to pages 7 and 8
V3	04/06/2025	SCM/13	Delegation authority for coordinators added
V4	18/02/2026	OCM/258	Delegation authority for coordinators removed



End of document.