



**CITY OF
PARRAMATTA**

ADMINISTRATIVE DELEGATIONS MANUAL

Administrative Delegations

July 2023

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INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER

On Tuesday, 11 April 2023, the City of Parramatta Council ("Council") resolved that Council revoke from 23 April 2023, all previous delegations granted to the Acting Chief Executive Officer, Bryan Hynes.

Pursuant to section 377 of the Local Government Act 1993, Council delegates to Gail Connolly from 24 April 2023, the functions of the Chief Executive Officer ("CEO") to exercise Council's powers, functions, duties and authorities contained in legislation and the functions as specified in:

1. the Local Government Act 1993, the Local Government (General) Regulation 2021 and any other relevant or related subordinate legislation; and
2. any other legislation, regulations or other subordinate legislation under which Council has powers, authorities, duties or functions.

The delegations are subject to the following:

1. any limitations or restraints under the provisions of the Local Government Act 1993 and any other legislation, regulations or other subordinate legislation relevant to this delegation;
2. any direction, limitations or restraints under any resolution made by Council relating to the exercise of any delegated power, function, duty or authority;
3. the CEO must exercise the delegated powers, functions, duties and authorities in accordance with and subject to:
 - i. the provisions of the Local Government Act 1993 the Local Government (General) Regulation 2021 and any other relevant or related subordinate legislation; and
 - ii. all and every policy adopted by resolution of the Council and current at the time of the exercise of the delegated powers, functions, duties and authorities.

The delegation permits the CEO to accept tenders to a maximum value of \$500,000 (incl GST) per tender. This is reflected by delegation code 4.2.3 in the Administrative Delegations Manual.

The delegation permit the following road and traffic functions:

- Line-marking (lane lines, separation lines, edge lines, barrier lines, etc);
- Parking restrictions (excluding preferential and residential parking schemes);
- Advisory sign posting; Works zones;
- Taxi zones / bus zones (subject to consultation with relevant associations and bodies and Transport for NSW);
- Angled and disabled parking;
- Light traffic thoroughfares;
- Regulatory signs (other than turn restrictions and one-way restrictions);

- Marked foot crossings and children crossings (other than raised crossings or where road narrowing is involved);
- Temporary road closures / on-the-spot road closures for annual events (as per RMS requirements and subject to Police approval).

This delegation is reflected by delegation code 3.10.1 in the Administrative Delegations Manual.

This also permits the functions and powers of Transport for NSW (TfNSW) under section 115(2) of the Roads Act 1993 delegated temporarily to 30 June 2026 (unless revoked earlier) to regulate traffic on a public road for purposes other than those set out in section 115(3), being the following types of pedestrian works:

- Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes)
- Continuous footpaths
- Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings
- Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points
- Pedestrian crossings
- Pedestrian refuges
- No Stopping controls at intersections
- Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes)
- Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes)
- Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts.

Click [here](#) for detailed information.

This delegation is reflected by delegation code 3.11.1 in the Administrative Delegations Manual.

INSTRUMENT OF SUB-DELEGATION FROM THE CHIEF EXECUTIVE OFFICER (Administrative Delegations)

I, Gail Connolly, being the Chief Executive Officer ("CEO") of the City of Parramatta Council ("Council"):

1. Revoke all previous delegations of administrative functions to the employees of Council occupying the roles set out in Table 1 of this Administrative Delegations Manual.
2. Pursuant to section 378 of the LG Act sub-delegate to the roles outlined in Table 1 to exercise and / or perform on behalf of Council the functions identified in Table 2, Table 3 and Table 4.
3. All sub-delegations and authorities are subject to, and must be exercised in accordance with:
 - a. the financial limits inclusive of GST as set out in the tables;
 - b. any conditions or limitations set out in the tables; and
 - c. any resolution, policy or budget adopted from time to time by the Council.
4. If a legislative delegation is also required, then the employee must also have the relevant legislative delegation (as detailed in the Legislative Delegations Manual) and exercise that delegation subject to and in accordance with the limits and conditions in the tables in this Instrument.
5. These sub-delegations and authorities are effective from the date of the signature of the CEO of Council and remain in force until amended or revoked by the CEO.
6. In this sub-delegation:
 - a. "Council" means City of Parramatta Council;
 - b. "Functions" means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance of Council;
 - c. "Legislation" means legislation enacted by the parliament of New South Wales and the parliament of the Commonwealth of Australia, including an Act, regulation made under an Act, by-law, rule or ordinance;
 - d. "LG Act" means the Local Government Act 1993 as amended;
 - e. "Role" means the roles as outlined in the tables attached and each person employed by Council in that role from time to time.



7 July 2023

Chief Executive Officer, City of Parramatta Council

Date: 7 July 2023
Review Date: January 2024

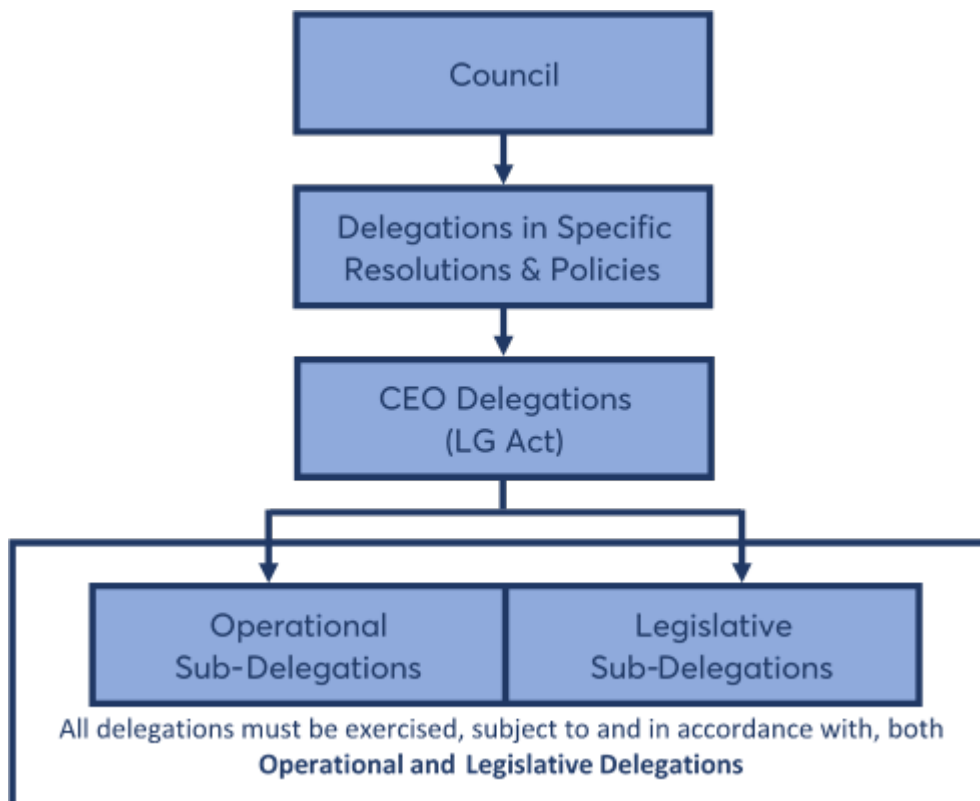
1. General Instructions

This document details all administrative delegations that can be undertaken by Council employees.

It covers human resources, administrative and financial delegations for Council. It does not cover delegations arising from legislation or third party delegations given to Council by another agency.

If a legislative delegation is also required, then the employee must also have the relevant legislative delegation (as detailed in the Legislative Delegations Manual) and exercise that delegation subject to and in accordance with the limits and conditions in the tables in this Instrument.

Delegations are hierarchical, as follows:



All delegations must be undertaken pursuant to assigned financial limits within adopted budgets and in accordance with Council's policies, procedures and guidelines. Delegates who exceed the scope of their delegations may have their delegations withdrawn by the CEO without notice, in addition to any other disciplinary action.

The delegations may be varied or withdrawn at any time.

All delegations must be exercised, where appropriate, in accordance with the relevant legislation, the Council’s Code of Conduct and other adopted Council policies, procedures and instructions.

Tables 2, 3 and 4 comprise the delegations to Council employees assigned to roles within the following six (6) categories:

Table 1:

1	CEO
2	Executive Directors / Directors
3	Group Managers
4	Managers
5	Team Leaders / Coordinators / Supervisors
Y	Personnel as Delegated

There are four key principles to be followed by employees when considering their delegations:



2. Table 2 – Human Resources Delegations

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
2.1	Senior Staff (Other than CEO) Roles and Employment <i>*Pursuant to Section 332 of the Local Government Act 1993</i>						
2.1.1	Approve the creation, evaluation and variation of senior staff roles						Yes
2.1.2	Approve recruitment (internal and external) for senior staff roles						Yes
2.1.3	Approve appointment to senior staff roles						Yes
2.1.4	Approve temporary assignment of a senior staff employee to a different role or a non-senior staff employee to a senior staff role						Yes
2.1.5	Appoint non-senior staff employee to senior staff role (for an assignment of less than 3 months) <i>*Higher duties</i>						Yes
2.1.6	Approve, defer and review salary increments for senior staff employees						Yes
2.1.7	Terminate senior staff employment						Yes
2.1.8	Approve engagement of agency for recruitment of senior staff roles						Yes
2.2	Non-Senior Staff Permanent Roles and Employment						
2.2.1	Approve the creation of non-senior staff roles					Yes (if within total directorate staffing budget)	Yes
2.2.2	Approve the re-evaluation / re-grading and variation of non-senior staff roles					Yes	Yes
2.2.3	Approve recruitment (internal and external) for non-senior staff roles				Yes	Yes	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
2.2.4	Approve appointment to non-senior staff role				Yes	Yes	Yes
2.2.5	Approve appointment of a non-senior staff employee to a different role (temporary or subsequent assignment greater than six months but less than 12 months) <i>Limitation applies on Group Manager, the position immediately below be appointed only after agreement by the Executive Director</i>				Yes	Yes	Yes
2.2.6	Approve appointment of a non-senior staff employee to a different role (a temporary assignment of less than six months)				Yes	Yes	Yes
2.2.7	Authority to approve higher grade allowance, for a period of up to 6 months				Yes	Yes	Yes
2.2.8	Approve, defer and review salary increments for non-senior staff employees within annual performance appraisal cycle					Yes	Yes
2.2.9	Approve, defer and review off-cycle salary increments for non-senior staff employees						Yes
2.2.10	Authority to approve any off award allowance, including market premium, retention, etc, for non-senior staff employees					People, Culture & Workplace Only	Yes
2.2.11	Approve engagement of agency for recruitment of non-senior staff roles					People, Culture & Workplace Only	Yes
2.2.12	Approve / decline application for secondary employment					Yes	Yes

2.3 Non-Senior Staff Casual / Temporary Hire Arrangements (<i>ie, direct hire, labour hire (Commensura)</i>)							
2.3.1	Approve temporary assignment for up to twelve months for non-senior staff employees				Yes	Yes	Yes
2.3.2	Approve extension of temporary or term employment where the temporary or term employment does not exceed 12 months in accordance with the Local Government (State) Award 2020				Yes	Yes	Yes
2.3.3	Approve ongoing employment of 12+ month for a secondment in accordance with the Local Government (State) Award 2020					Yes	Yes
2.3.4	Approve the creation of non-senior staff roles					Yes (within total staffing budget)	Yes
2.3.5	Approve the re-evaluation / re-grading and variation of non-senior staff roles					Yes	Yes
2.4 Contingent Labour and Independent Contractors (<i>ie, direct hire specialist contractors with ABN</i>)							
2.4.1	Approve engagement or extension of contingent labour or independent contractors to fill assignments to senior staff roles (excluding CEO) for an agreed period in consultation with Council						Yes
2.4.2	Approve engagement of contingent labour or independent contractors to fill assignments to non-senior staff roles for an agreed period					Yes	Yes
2.4.3	Approve extension of contingent labour or independent contractors to fill assignments to non-senior staff roles for an agreed period where the assignment does not exceed 12 months in accordance with the Local Government (State) Award 2020				Yes	Yes	Yes
2.4.4	Approve engagement, extension or termination of contingent labour or independent contractors for non-established roles for an agreed period					People, Culture & Workplace Only	Yes

2.5		Leave					
2.5.1	Approve employee time sheets and the taking of leave within entitlements		Yes	Yes	Yes	Yes	Yes
2.5.2	Approve applications for special leave in accordance with the Local Government (State) Award 2020					Yes	Yes
2.5.3	Approve conservation of leave balances beyond policy					Yes	Yes
2.6		Employees Attendance and Working Hours					
2.6.1	Approve variation in working hours			Yes	Yes	Yes	Yes
2.6.2	Approve working from home on a regular or ad-hoc basis		Team Leader Infrastructure Design & Team Leader Infrastructure Planning Only	Yes	Yes	Yes	Yes
2.6.3	Approve working from home under special circumstances					People, Culture & Workplace Only	Yes
2.6.4	Approve the working of overtime at prescribed rates, accrual of flex time and accrual of time in lieu				Yes	Yes	Yes
2.7		Fitness to Continue or Resume Employment					
2.7.1	Approve compulsory medical examination to determine fitness to continue employment in the service <i>in consultation with People & Culture</i>				Yes	Yes	Yes
2.7.2	Based on medical advice, direct an employee to resume duties or continue absence <i>in consultation with People & Culture</i>				Yes	Yes	Yes

2.8 Managing Grievances, Misconduct, Unsatisfactory Performance and Suspension <i>Note - All formal matters associated with dealing with misconduct must be first raised with People, Culture & Workplace</i>							
2.8.1	Undertake initial assessment of a complaint regarding a staff member and take action based on initial findings		Yes	Yes	Yes	Yes	Yes
2.8.2	Manage grievance, misconduct matters and unsatisfactory performance to begin a formal investigation and make decisions and implement recommendations based on findings from that investigation				Yes	Yes	Yes
2.8.3	Engage external investigator on grievance and misconduct matters					People, Culture & Workplace Only	Yes
2.8.4	Manage a formal appeal of the outcome of a formal investigation and act as the final arbiter on any outcomes					People, Culture & Workplace Only	Yes
2.8.5	Approve demotion of employee as form of disciplinary action					Yes	Yes
2.8.6	Approve all matters associated with suspension of an employee (with pay)					Yes	Yes
2.8.7	Approve all matters associated with suspension of an employee (without pay)						Yes
2.9 Termination, Retirement and Voluntary Redundancy							
2.9.1	Terminate temporary, term contract or casual non-senior staff employment at any time in writing (<i>in consultation with People & Culture</i>)			Yes	Yes	Yes	Yes
2.9.2	Terminate contingent labour or independent contractors at any time in writing (<i>in consultation with People & Culture</i>)			Yes	Yes	Yes	Yes
2.9.3	Authorize the dismissal / termination of employment of ongoing non-senior staff employees						Yes

2.9.3A	Recommend the termination of ongoing non-senior staff employees in writing				GM City Strategy Only	Yes	Yes
2.9.3B	Sign letter to document decision regarding the termination of ongoing non-senior staff employees				GM City Strategy Only	Yes	Yes
Yes	Approve retirement of incapable non-senior staff employees due to unfitness or incapacity						Yes
2.9.5	Approve all matters associated with declaring non-senior staff roles surplus to organisational needs, including Redundancy						Yes
2.9.6	Approve ex-gratia payments relating to termination of non-senior staff pursuant to the Local Government (State) Award 2020						Yes
2.9.7	Approve settlement amounts relating to litigated matters					Yes	Yes
2.10	Payment of Leave (etc.)						
2.10.1	Approve payment of accumulated leave, extended leave and RDOs on termination		Team Leader Infrastructure Design & Team Leader Infrastructure Planning Only	Yes	Yes	Yes	Yes
2.11	Payment of Allowances						
2.11.1	Approve allowances including: meals, fares, accommodation and compensation for the use of a uniform or specialised clothing in connection with employment		Team Leader Infrastructure Design & Team Leader Infrastructure Planning Only	Yes	Yes	Yes	Yes
2.11.2	Approve introduction / delegation of leaseback vehicle to a position					Yes	Yes

2.11.3	Approve the assignment / deletion of an operational vehicle to a position					Yes	Yes
2.12	Miscellaneous						
2.12.1	Approve the release of a workplace reform for consultation with employees and unions					Yes	Yes
2.13	Training / Conferences						
2.13.1	Authority to approve attendance at training and conferences			Yes	Yes	Yes	Yes

3. Table 3 – Administrative Delegations

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
3.1	Execution of Documents						
3.1.1	Sign documents on behalf of the Council <i>Including, but not limited to maintenance and servicing agreements, leases and hire agreements, grant applications (subject to budget), licences/deeds, performance agreements, procurement related contracts and activities, capital and operational works contracts, construction, maintenance and material contracts, professional and consultancy contracts</i>	Yes	Yes	Yes	Yes	Yes	Yes
3.1.2	Authority to apply and sign applications under the Child (Education and Care Services) National Law			Children's Services Only	GM, Social and Comm Services Only	Comm Services Only	Yes
3.1.3	Authority to sign property related documents including property licences and hire agreements related to Council owned and managed properties			Rec Facilities & Programs and Comm Hub Venue Mgr Only	GM Property, Assets, Services & Securities, GM, Social and Comm Services and GM Legal Services Only	Comm Services and Property & Place Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
3.1.3A	Approval to grant easements on Council owned and managed land and authority to sign documents related to the granting of such easements				GM Property, Assets, Services & Securities and GM Legal Services Only	Property & Place Only	Yes
3.1.4	Authority to sign property related documents including property licences and hire agreements related to non Council owned or managed properties				Yes	Yes	Yes
3.2	Correspondence						
3.2.1	Sign correspondence to Ombudsman, Office of Local Government, ICAC, and any other Heads of Government Departments or Agencies <i>May sign correspondence to Members of Parliament pursuant to Council resolution</i>	IOSS Only (including Internal Ombudsman, Assistant Internal Ombudsman and, Complaints Assessment and Administrative Officer)			Group Manager Legal Services Only	Yes	Yes
3.2.2	Sign correspondence of a non-routine nature, being correspondence that falls outside the normal course of business, or outside Council's policies and procedures due to its complex, controversial, political or unusual nature				Group Manager Legal Services Only	Yes	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
3.2.3	Sign correspondence of a routine nature, being correspondence that can be resolved by following normal procedure adopted by Council (including phone calls and emails), but does not include matters that are complicated, unusual in nature, controversial or political	Yes	Yes	Yes	Yes	Yes	Yes
3.2.4	Authority to make submissions on behalf of Council of a non-policy nature				Yes	Yes	Yes
3.3	Planning Documents						
3.3.1	Authority to make minor amendments to planning strategies and documents pursuant to Council's resolution <i>Note: A minor amendment is considered non-policy and administrative in nature</i>			Corporate Strategy Manager, Land Use Planning Manager	City Strategy, Strategic Land Use Planning	Planning & Design Only	Yes
3.4	Property/ Accommodation						
3.4.1	To make and accept offers for the acquisition, disposal or other property related commercial negotiations				GM Property, Assets, Services & Securities, and GM Property Development Only	Property & Place Only	Yes
3.4.2	Authority to make tenancy decisions for Council owned and managed properties (excluding affordable housing), including but not limited to approving a preferred tenant(s), rental pricing, contract variations and termination				GM Property, Assets, Services & Securities, and GM Property Development	Property & Place Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
					t Only		
3.4.3	Authority to make tenancy decisions for Council owned and managed properties for the purposes of affordable housing, including but not limited to approving a preferred tenant(s), rental pricing, contract variations and terminations				GM City Strategy & GM Property, Assets, Services & Securities Only	Planning & Design and Property & Place Only	Yes
3.4.4	Approve the fitout and changes to layout of accommodation or property				GM Property, Assets, Services & Securities Only	Property & Place Only	Yes
3.5	Travel/ Accommodation						
3.5.1	Approve intrastate travel and accommodation			Yes	Yes	Yes	Yes
3.5.2	Approve interstate and international travel and accommodation					Yes	Yes
3.6	Legal/ Investigations/ Insurance						
3.6.1	Appoint an investigations officer to conduct internal investigations					People, Culture & Workplace Only	Yes
3.6.2	Engage and instruct external lawyers, barristers and experts in relation to legal matters	Legal Services only			Legal Services Only	Finance & Information, Property & Place and City Planning & Design Only	Yes
3.6.3	Position holder is appointed as "Complaints Coordinator" under the Code of Conduct and carries out all duties under the Code of Conduct and Procedures for the Administration of the Code of Conduct	IOSS Only (including Internal Ombudsman, Assistant Internal Ombudsman)					Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
		and, Complaints Assessment and Administrative Officer)					
3.6.4	Position holder is appointed as "Disclosures Coordinator" under the Public Interest Disclosures Act 1994 and carries out all duties under that Act	IOSS Only (including Internal Ombudsman, Assistant Internal Ombudsman and, Complaints Assessment and Administrative Officer)					Yes
3.6.5	Position holder is appointed as "Disclosures Officer" under the Public Interest Disclosures Act 1994				Yes	Yes	Yes
3.6.6	Position holder is delegated authority to initiate, conduct and manage proceedings on behalf of Council in all jurisdictions including the Local Court, Land and Environment Court, District Court, Federal Court, Supreme Court, High Court, commissions and tribunals	Legal Services Unit Only			Legal Services Only	Finance & Information Only	Yes
3.6.7	Position holder is delegated authority to initiate, conduct and manage litigation (objections to penalty infringement notices) on behalf of Council in the Local Court	Legal Services Unit Only			Legal Services and GM, Reg Services Only	Finance & Information Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
3.6.8	Position holder is delegated authority to settle legal matters in which Council is a party.				Legal Services Only		Yes
3.6.9	Position holder is delegated authority to settle insurance claims against Council			Audit & Risk Only		People, Culture and Workplace Only	Yes
3.7	Media and Communications						
3.7.1	Authority to participate in interviews with the media on behalf of Council						Yes
3.7.2	Authority to issue media statements relating to Council's operations and business					Yes	Yes
3.7.3	Authority to liaise with the media regarding enquiries	Media Advisors Only	Media Team Leader Only	Corporate Affairs Manager Only	Chief of Staff Only	City Engagement & Experience Only	Yes
3.8	Design Competitions						
3.8.1	Authority to endorse and/or amend design competition briefs for Design Competitions as required under the Parramatta Local Environmental Plan 2011 clause 7.10 and in accordance with the Director General's Design Excellence Guidelines					Planning & Design Only	Yes
3.9	Council Seal						
3.9.1	Authority to undertake all functions associated with storing, keeping and applying the seal of Council						Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
3.10	Traffic and Transport Functions						
3.10.1	<p>To carry out the following road and traffic functions:</p> <ul style="list-style-type: none"> • Line-marking (lane lines, separation lines, edge lines, barrier lines, etc); • Parking restrictions (excluding preferential and residential parking schemes); • Advisory signposting; • Works zones; • Taxi zones / bus zones (subject to consultation with relevant associations and bodies and Transport for NSW); • Angled and disabled parking; • Light traffic thoroughfares; • Regulatory signs (other than turn restrictions and one-way restrictions); • Marked foot crossings and children crossings (other than raised crossings or where road narrowing is involved); • Temporary road closures / on-the-spot road closures for annual events (as per RMS requirements and subject to Police approval). 			Traffic and Transport Manager Only	GM Development and Traffic Services Only	ED City Planning and Design Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1	
3.11	Transport for NSW (TfNSW) - Temporary Delegation to 30 June 2026 (unless revoked earlier)							
3.11.1	<p>To carry out the following traffic management and pedestrian works under the Roads Act 1993 s.115(2):</p> <ul style="list-style-type: none"> • Works to enable alfresco dining on a road (where there is no change to the number of continuous travel lanes) • Continuous footpaths • Converting existing pedestrian (zebra) crossings to raised pedestrian ('wombat') crossings • Mid-block treatments to manage vehicle speed including road humps, road cushions, chicanes and slow points • Pedestrian crossings • Pedestrian refuges • No Stopping controls at intersections • Kerb buildouts to reduce intersection crossing distance or manage vehicle speed (where there is no change to the number of continuous travel lanes) • Kerb modifications for footpath improvements or tree planting (where there is no change to the number of continuous travel lanes) • Associated changes to kerbside parking necessary to implement the proposal and to offset any parking impacts. <p>Sub-delegates may only exercise the TfNSW functions above:</p> <p>a) On public roads within the local government area under the Local Government Act 1993 for which the delegate is the roads authority;</p>				Traffic & Transport Manager	Development & Traffic Services, Roads Asset Delivery, Roads Infrastructure	City Planning & Design, Assets & Operations	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
	b) On unclassified roads with a speed limit of 50km/h or less; c) Not on or within 50 metres of a directly adjacent road on which a regular light rail service operates; d) Not on a road or intersection, or within 10 metres of a road or intersection, on or through which a regular bus service operates; e) Not within 100 metres of traffic lights; and f) Not on a road to which a clearway applies Click here for detailed information						

4. Table 4 – Finance Delegations

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.1	Financial Limits						
4.1.1	Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget: This delegation is subject to the other finance delegations listed in this table, which relate to specific types of payments and other expenditure	\$5,000	\$10,000	\$50,000	\$100,000	\$500,000	Unlimited See also 4.2.3
4.1.1A	<i>Exceptions to 4.1.1: Fines</i> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for: Issuing of fines (pursuant to the Fines Act 1996)	Reg Services Rangers & Building & Health Compliance Officers \$10,000					Unlimited
4.1.1B	<i>Exceptions to 4.1.1: Investments</i> Transfer money into an investment as allowed by the Ministerial Order and Council's Investment Policy within the financial limits for counter party and credit exposure per transaction for Investment of Money (pursuant to section 625 of the LG Act)		Tax & Treasury Accountant \$1m	FM, Financial Accounting & Treasury \$3M		Finance & Information Only \$20M	Unlimited
4.1.1C	<i>Exceptions to 4.1.1: Capital Projects</i> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for expenditure relating to capital project			Manager Capital Projects \$100,000			

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.2	General procurement						
4.1.1D	<u>Exceptions to 4.1.1: Executive Team</u> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for Executive Team expenditure.						
4.1.1E	<u>Exceptions to 4.1.1: City Engagement and Experience</u> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for City Engagement and Experience expenditure.			Customer Service Centre Manager, Research & Engagement Manager, Events & Festivals Manager, Digital & Creative Manager, Marketing & Brand Manager, Corporate Affairs Manager \$100,000			
4.1.1F	<u>Exceptions to 4.1.1: City Planning and Design</u> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for City Planning and Design expenditure.		Team Leader Infrastructure Design \$50,000				

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.1.1G	<i>Exceptions to 4.1.1: Financial Controls</i> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for financial controls.			Financial Accounting and Treasury Manager & Financial Planning and Analysis Manager \$100,000			
4.1.1H	<i>Exceptions to 4.1.1: People, Culture and Workplace</i> Commit Council financially or incur expenditure up to the limits of assigned financial delegation and within available Council approved budget for People, Culture and Workplace expenditure.		Yes	P&C Advice and Services Manager, Organisational Capability Manager, WHS & Wellbeing Manager, P&C Manager, Workplace Relations & Strategy Manager, Risk & Audit Manager \$100,000	Yes	Yes	Yes
4.2.1	Authority to undertake procurement		Yes	Yes	Yes	Yes	Yes
4.2.2	To accept variations in procurement provided that the variation and original procurement is still within the limits of financial delegation		Yes	Yes	Yes	Yes	Yes
4.2.3	To accept tenders up to a maximum value per tender						\$500,000

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.3	Issue of Purchase Cards						
4.3.1	Authority to issue Corporate Credit Cards or store cards					Finance & Information Only	Yes
4.4	Bank account administration						
4.4.1	Authority to create bank accounts for Council					Finance & Information Only	Yes
4.4.2	Authority to administer bank accounts for Council	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes
4.5	Grants, Sponsorships and Donations						
4.5.1	Authority to apply for grant funding		Team Leader Infrastructure Design	Yes	Yes	Yes	Yes
4.5.2	Authority to approve sponsorships, in accordance with Council resolution			Events & Festivals Manager, Marketing & Branding Manager, Research & Engagement Manager Only	GM, Social & Community Services, and GM, City Strategy Only	Yes	Yes
4.5.3	Authority to approve grants subject to Council resolution					Yes	Yes
4.5.4	Authority to sign funding agreements, expend and acquit grants and approve variations, where the grant has been approved		Team Leader Infrastructure Design	Yes	Yes	Yes	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.5.5	Authority to approve donations subject to Council resolution			Events & Festivals Manager, Marketing & Branding Manager, Research & Engagement Manager Only	GM, Social & Community Services and, GM, City Strategy and Chief of Staff Only	Yes	Yes
4.5.6	Authority to approve, expend and acquit applications for grant funding from other agencies or organisations for the benefit of Council				Yes	Yes	Yes
4.5.7	Authority to receive sponsorships subject to Council resolution				Yes	Yes	Yes
4.5.8	Authority to receive community donations subject to Council resolution			Social and Comm Services Only	Yes	Yes	Yes
4.6	Fleet Plant						
4.6.1	Approve the purchase, management, repair or modification of fleet plant		Fleet Services Only		GM City Ops Only	City Assets & Operations Only	Yes
4.6.2	Approve the sale or disposal of fleet plant		Fleet Services Only		GM City Ops Only	City Assets & Operations Only	Yes
4.7	Petty Cash						
4.7.1	Authority to approve reimbursement of petty cash claims		Yes	Yes	Yes	Yes	Yes
4.8	ICT (Information Technology and Communications Technology)						
4.8.1	Authority to purchase new software or hardware to be used within Council's network			ICT Only	Head of ICT Only	Finance & Information Only	Yes
4.8.2	Authority to approve ongoing expenditure within approved ICT programs of work or projects			ICT Only	Head of ICT Only	Finance & Information Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.8.3	Authority to approve contract renewals or licence expansion purchases for existing platforms				Head of ICT Only	Finance & Information Only	Yes
4.9	Payment, reimbursement and transfer of funds						
4.9.1	Authority to transfer funds in compliance with legislation and budget between bank accounts, cash at call, excluding investments	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes
4.9.2	Authority to approve refunds of revenue				Yes	Yes	Yes
4.9.3	Authority to approve the refund of overpaid debtors account					Finance & Information Only	Yes
4.9.4	Authority to approve or deny an arrangement with a debtor to reduce the balance of their account					Finance & Information Only	Yes
4.9.5	Authority to invest and redeem cash at call funds required to meet operating expenditure	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes
4.9.6	Authorise the transfer of funds	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes
4.9.7	Authorise the redemption of Council investments to meet Council payment obligations (eg Payroll and Vendor payments)	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes
4.9.8	Authority to sign and countersign cheques drawn on Council's bank accounts and other financial documents including electronic funds transfer (EFT) pursuant the arrangements with the banking institution	Accountant in charge of Treasury functions Only		Direct reports as authorised by ED – F & I Only		Finance & Information Only	Yes

	Description of delegation/function	Personnel as Delegated	5	4	3	2	1
4.10	Loan borrowing						
4.10.1	Authority to commence loan borrowing provisions in compliance with legislative controls and requirements for borrowing						Yes
4.11	Payroll approval and variation						
4.11.1	Authority to approve payroll payments (including weekly, fortnightly and ad hoc salary payments)			Payroll Only		People, Culture & Workplace Only	Yes
4.11.2	Authority to approve payroll variations affecting employees, including deducting from any money due to the employee or temporary employee any sums considered necessary to enable court judgement and garnishee orders to be satisfied			Payroll Only		People Culture & Workplace Only	Yes
4.12	Assets						
4.12.1	Authority to transfer, dispose of or write off assets					Yes	Yes
4.12.2	Authority to write off single irrecoverable debt					Finance & Information Only	Yes
4.13	Rates						
4.13.1	Authority to determine the aggregation of values of certain parcels of land subject to rates containing base amounts pursuant to S548A of the LG Act and Part 2 of the Valuation of Land Act and resolution of Council					Finance & Information Only	Yes
4.13.2	Authority to adjust rates and charges as a consequence of amended values issued on supplementary lists provided by the Valuer General pursuant to the Valuation of Land Act					Finance & Information Only	Yes

