

## Delegations Policy

The objective of this delegation policy is to achieve the best possible results for the City, Council and the community through the effective harnessing of the input of, and co-operation between, Council, the administration and the community.

Council therefore re-affirms its responsibility, in consultation with the community, for setting and owning:

- the vision for the City
- its strategic direction
- the policies necessary to pursue that vision and direction
- the funding for them.

Council also accepts its responsibility to be accountable to the community for the outcomes of its policies.

Council acknowledges the responsibility of the administration:

- to implement the vision, strategies, direction and policies determined by Council
- to provide to the Council all information relevant to issues affecting it
- to advise honestly, loyally and professionally upon those issues
- to provide effective administration and staffing for these purposes, within the framework of Council's budget
- to be accountable to Council for the outcome achieved.

The Council therefore adopts the following policies and processes in relation to the exercise of delegated authority:

### 1. Referral to Council

A delegate shall refer any proposal whether for a project or program, for work, for a contract, or for a planning decision, to Council or its appropriate Committee, without prior decision by the delegate wherever and whenever:

- the proposal raises an issue of significant public interest, concern or controversy, or is likely to do so
- the proposal raises an issue of policy or process not covered by existing policy or practice
- the proposal has given rise to substantial public objection or appears likely to do so
- the proposal is to approve a final concept plan for capital works construction projects with construction value of \$1 million or more that are new capital works projects in the public realm including inside publicly accessible civic buildings
- the delegate recommends approval of the proposal, but such approval would be, or could reasonably appear to be, inconsistent with a previous decision or decisions by or on behalf of the Council
- implementation of the proposal would require expenditure of Council funds, and such funds have not been specifically provided for in the budget
- the delegate is not satisfied that the proposal has been the subject of appropriate consultation with those likely to be interested in or affected by it

- the delegate is not satisfied that the proposal is one that is appropriate for the decision of the administration rather than the Council
- the delegate believes that it is more appropriate that the proposal or any issue arising in connection with it should be determined by the Council rather than the administration
- any Councillor has indicated a desire to call in the proposal for Council decision.

## **2. Limitation on Financial Delegations**

Where the approval of a proposal would involve the expenditure of Council funds for which provision has been made in Council's budget, the authority of the delegate is nevertheless limited to the following amounts:

|  |                |
|--|----------------|
| For the Chief Executive Officer                              | \$2 million    |
| For the Deputy Chief Executive Officer                       | \$1.75 million |
| For General Managers (or equivalent) in charge of a division | \$1 million    |
| For Directors (or equivalent) in charge of a branch          | \$500,000      |

## **3. Difficult Issues**

Whenever a major issue arises or any difficulty repeatedly arises in relation to the exercise of delegated authority, that issue or difficulty shall be referred to the appropriate Council Committee for consideration.

## **4. Compliance with Policy**

When exercising delegated authority the delegate shall use his or her best judgement to ensure compliance with each and all of the requirements of this resolution.

## **5. Emergency and/or Extraordinary Circumstances**

As identified from time to time by resolution of Council, compliance with sections 1, 3 and 4 of this policy will be suspended where emergency and/or extraordinary circumstances arise (such as a state emergency being declared). Section 2 will continue to apply for General Managers and Directors however, the expenditure limit for the Chief Executive Officer (for which provision has been made in Council's budget) will be for an unlimited amount.

Where notice of such a proposed resolution has been given but quorum is unable to be achieved to consider the proposal, then suspension will be by agreement of both the Lord Mayor and Chief Executive Officer, with such an agreement required to be notified to all councillors and published on the corporate website forthwith.

All decisions that would normally have been dealt with by Council or special committee in open session, but which are made under delegation due to an emergency and/or extraordinary circumstances under this section, will be published on the corporate website as soon as practicable.

## **6. Policy Review**

All instruments of delegation shall be reviewed in the light of this policy and shall be further reviewed in the light of experience within one year after the election of each Council.

[Note: Appropriate consultation means consultation in accordance with Council's Consultation Framework.]

## 7. Version Control and Change History

| <b>Version Number</b> | <b>Approval Date</b> | <b>Approved by</b> | <b>Amendment</b>  |
|-----------------------|----------------------|--------------------|---|
| 1                     | 28 February 2017     | Council resolution | No amendments. Adopted in form presented to Council.  |
| 2                     | 30 October 2019      | Council resolution | Organisational realignment effective 11 November 2019.  |
| 3                     | 17 March 2020        | Council resolution | Amended delegation policies to respond to emergencies and/or extraordinary circumstances.                 |
| 4                     | 30 June 2020         | Council resolution | Added requirement for automatic referral of approval of final concepts plans (see 1. Referral to Council) |
| 5                     | 29 June 2021         | Council resolution | Added financial delegation to Deputy CEO of \$1.75m.  |