



## District Council of Loxton Waikerie

### Record of Policy Delegations

#### Instruments

- Absence of the Chief Executive Officer Policy (internal)
- Bad Debt Policy (internal)
- Code of Practice - Access to Council and Committee Meetings and Documents ( internal )
- Community Development and Support Grants Policy (internal)
- Community Engagement Policy (internal)
- Community Support - Use of Council Plant, Equipment and/or Materials by Community Groups Policy (internal)
- Complaints Policy (internal)
- Credit Card Policy (internal)
- Engagement of Recruitment and Selection Agencies Policy (internal)
- Financial Hardship Policy (internal)
- Internal Review of Council Decisions Policy and Procedure (internal)
- Leave Entitlements Policy (internal)
- Light Vehicle Crossover Policy (internal)
- Loxton Retirement Village Refurbishment Policy
- Media Policy (internal)
- Rate Capping Rebate Policy (internal)
- Rate Rebate Policy (internal)
- Water Management Policy (internal)



## District Council of Loxton Waikerie

### Record of Policy Delegations

#### Absence of the Chief Executive Officer Policy

#	Item Delegated	Conditions and Limitations	Delegate
182048	Council authorises the Mayor to grant approval for the Chief Executive Officer's requests for annual leave.		Mayor

#### Bad Debt Policy

#	Item Delegated	Conditions and Limitations	Delegate
60004	Debts which are unlikely to be recovered will be written off in accordance with Council approved delegations.  The power to write off debts as per the Bad Debt Policy is delegated to the Chief Executive Officer.	The Chief Executive Officer is delegated authority to write off debts as per the Bad Debt Policy to a limit of up to \$1000.00 per property/ debt.	Chief Executive Officer

#### Code of Practice - Access to Council and Committee Meetings and Documents

#	Item Delegated	Conditions and Limitations	Delegate
59927	Conduct of the annual review of confidentiality orders		Chief Executive Officer



## District Council of Loxton Waikerie

### Record of Policy Delegations

<b>Community Development and Support Grants Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
59929	Determination of grant applications in accordance with the policy and guidelines adopted by Council		Director Corporate and Community Services
59931	Delegation to grant approval		Chief Executive Officer, Director Infrastructure Services
59932	<p>Any decision to suspend action on a complaint to be made by the Chief Executive Officer or his/ her delegate and communicated in writing to the complainant.</p> <p>Council and the Chief Executive Officer are the only representatives authorised to offer financial compensation and may consult with the Local Government Mutual Liability Scheme before taking any such action.</p> <p>The Chief Executive Officer or his/her delegate may seek alternative dispute resolution methods where it is deemed appropriate and the complainant is amenable to that process.</p>		Chief Executive Officer
59933	Chief Executive Officer and his/ her delegate can approve special occasions where Council employees may partake in the consumption of alcohol for entertainment purposes.		Chief Executive Officer
59934	Delegated authority to approve the appointment of a recruitment and selection agency in accordance with the Engagement of Recruitment and Selection Agencies Policy.		Chief Executive Officer



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### Record of Policy Delegations

<b>Community Development and Support Grants Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
59935	Discretionary powers delegated in order to manage unforeseen and/ or exceptional circumstances.		Chief Executive Officer
59936	Council and the Chief Executive Officer only are authorised to offer financial compensation and this will only occur after consultation with the Local Government Association Mutual Liability Scheme.		Chief Executive Officer
59937	Authorisation to approve crossovers in accordance with Council specifications and determination of the type and method of construction as per the Light Vehicle Crossover Policy.		Director Infrastructure Services
59938	A person's name and/or address may be suppressed from the Council Assessment Record and Voters Roll where the Chief Executive Officer is satisfied that the inclusion would risk the personal safety of that person, a members of the person's family, or any other person.		Chief Executive Officer
59930	Delegated authority to develop procedures to implement the Community Development and Support Grants Policy		Chief Executive Officer



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### Record of Policy Delegations

<b>Community Engagement Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
182050	The Chief Executive Officer has been delegated authority by Council for the following:  responsibility for implementation of the policy, establishing consultation levels, reporting the outcome of any consultation, reviewing the value of the policy and determining elements within the process where Council has delegated authority.		Chief Executive Officer

<b>Community Support - Use of Council Plant, Equipment and/ or Materials by Community Groups</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60013	Approval to be granted by the Chief Executive Officer or the Director Infrastructure.		Chief Executive Officer, Director Infrastructure Services



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### Record of Policy Delegations

<b>Complaints Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60014	<p>Any decision to suspend action on a complaint will be made by the Chief Executive Officer or his/ her delegate and communicated in writing to the complainant.</p> <p>Council and the Chief Executive Officer are the only representatives authorised to offer financial compensation and may consult with the Local Government Association Mutual Liability Scheme before taking such action.</p> <p>The Chief Executive Officer or his/ her delegate may seek alternative dispute resolution methods where it is deemed appropriate and the complainant is amenable to that process.</p>		Chief Executive Officer

<b>Credit Card Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60015	<p>Delegated authority to issue a card to an authorised officer according to the Credit Card Policy and to determine the maximum limit available to the card holder up to the designated limit as determined in the policy.</p>		Chief Executive Officer



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### Record of Policy Delegations

<b>Engagement of Recruitment and Selection Agencies</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60017	Delegated authority to approve the appointment of a recruitment and selection agency in accordance with the Engagement of Recruitment and Selection Agencies Policy.		Chief Executive Officer

<b>Financial Hardship Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60008	<p>The Chief Executive Officer, in conjunction with the Director Corporate and Community Services and the Rates Administrator, is authorised to approve the postponement of rates as a result of proven hardship.</p> <p>The Chief Executive Officer, in conjunction with the Director Corporate and Community Services and the Rates Administrator, is authorised to approve the remission of rates as a result of proven hardship.</p>		Chief Executive Officer



## District Council of Loxton Waikerie

### Record of Policy Delegations

#### Internal Review of Council Decisions Policy and Procedure

#	Item Delegated	Conditions and Limitations	Delegate
60018	Council and the Chief Executive Officer only are authorised to offer financial compensation and this will only occur after consultation with the Local Government Association Mutual Liability Scheme.		Chief Executive Officer

#### Leave Entitlements Policy

#	Item Delegated	Conditions and Limitations	Delegate
60006	The Chief Executive Officer delegates the operation of this policy to the Directors.		Director Corporate and Community Services, Director Infrastructure Services

#### Light Vehicle Crossover Policy

#	Item Delegated	Conditions and Limitations	Delegate
60019	Authorisation to approve crossovers in accordance with Council specifications and to determine the type and method of construction as per the Light Vehicle Crossover Policy.		Director Infrastructure Services





## District Council of Loxton Waikerie

### Record of Policy Delegations

<b>Loxton Retirement Village Refurbishment Policy (Internal)</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
182018	Consideration and approval of requests from residents for modification to units within the Loxton Retirement Village	<p>The Administration Officer is able to approve a request aligned with Council policy and supported by an occupational therapist or other professional recommendation and where the request relates to a mobility issue.</p> <p>The Administration Officer is able to approve requests to install solar panels providing the request complies with the Loxton Retirement Village Solar PV Panel Guidelines in all regards. Signed acceptance of the conditions noted within the Guidelines must be provided prior to any approval being granted.</p>	Chief Executive Officer, Administration Officer - Loxton Retirement Village

<b>Media Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60020	Delegated authority to action policy to the degrees noted within the policy.		Chief Executive Officer, Director Corporate and Community Services, Director Infrastructure Services



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### Record of Policy Delegations

<b>Rate Capping Rebate Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60009	Council has delegated power to determine applications and to grant a discretionary rate cap rebate to the Chief Executive Officer.		Chief Executive Officer

<b>Rate Rebate Policy</b>			
<b>#</b>	<b>Item Delegated</b>	<b>Conditions and Limitations</b>	<b>Delegate</b>
60010	Council has delegated its power to grant applications for mandatory rebates which meet the requirements of the Local Government Act 1999 to the Chief Executive Officer or their delegate.		Chief Executive Officer
60011	Council has delegated its power to grant applications and to grant discretionary rebates of rates to the Chief Executive Officer.		Chief Executive Officer



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### Record of Policy Delegations

Water Management Policy			
#	Item Delegated	Conditions and Limitations	Delegate
182051	Management of this policy, including that of negotiation and finalising any contract or lease arrangements, determination of lease fees and matters subject to the outcome not varying materially from this policy and any financial processes involved with the transfer of donated water.		Chief Executive Officer

Date	Council/ Chief Executive Officer	Comment
19 January 2018	Chief Executive Officer issued sub delegation to the Administration Officer – Loxton Retirement Village to consider and grant requests for modifications to units at the Village within the conditions and limitations specified within the policy.	



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### Record of Policy Delegations

POSITION DELEGATION	SECTION	ORDER LIMIT	BUDGET SECTION
Chief Executive Officer	All	As per adopted budget	All sections
Director Corporate & Community Services	Corporate & Community	Directors - as per adopted budget - CEO authorisation for outside of budget	Corporate & Community
Director Infrastructure Services	Infrastructure Service	Directors - as per adopted budget - CEO authorisation for outside of budget	Infrastructure Services
Library Manager – Loxton	Community Services –	\$2,000	Loxton Library
Manager Corporate Services	Finance	\$20,000	Corporate
Infrastructure Services Officer	Infrastructure Services	\$5,000	Infrastructure purposes only
Tourism Manager	Community Services	\$2,500	Loxton & Waikerie VIC/ The Village/ Loxton Riverfront Holiday Park
Works Manager – Loxton	Infrastructure Services	\$20,000	Loxton Infrastructure Services
Manager Infrastructure Services	Infrastructure Services	\$20,000	Infrastructure Services
Accounting Officer	Finance	\$1,000	
Administration Officer - Retirement Village	Community Services	\$2,000	Loxton Retirement Village
Clerical Officer – Development Control	Administration	\$1,000	Waikerie Office, Waikerie Cemetery Committee Fund, Waikerie Combined Sporting Facility Fund, Waikerie Historical Society Fund Waik Swim/Pool



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Community Development Officer	Community Services	\$2,000	Community Development, Waikerie Community Co-ord Committee
Asset Management Officer	Infrastructure Services	\$5000	Infrastructure
Procurement Officer		\$20,000.00	All sections – within approved budget
Senior Technical Officer	Infrastructure Services	\$5,000	Waikerie Infrastructure Services Buildings – repairs and maintenance
Storeman - Loxton	Infrastructure Services	\$5,000	Loxton Depot
Storeman – Waikerie	Infrastructure Services	\$5,000	Waikerie Depot
Manager Regulatory Services	Environmental Services	\$10,000	Regulation
Team Co-ord Town Maint	Infrastructure Services	\$10,000	Loxton Infrastructure Services
Team Co-ord Construction (1)	Infrastructure Services	\$1,000	Loxton Infrastructure Services
Team Co-ord Construction (2)	Infrastructure Services	\$10,000	Loxton Infrastructure Services
Team Co-ord Town Maint	Infrastructure Services	\$10,000	Waikerie Infrastructure Services
Works Administration Officer	Infrastructure Services	\$5000.00	buildings – repairs and maintenance
Director –CF & JM Grant Nominees Pty Ltd (whilst the company is contracted to provide management services to the Loxton Riverfront Caravan Park		\$500.00	Loxton Riverfront Holiday Park



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Human Resources Officer	Community Services	\$1000.00	Human resource management related and office expenses
Project Officer	Community Services	\$1000.00	Purchases relating to The Village ( Loxton Historical Village)
Co-ordinator Infrastructure Services – Loxton	Infrastructure Services	\$20,000.00	Loxton Infrastructure Services
Co-ordinator Infrastructure Services – Waikerie	Infrastructure Services	\$20,000.00	Loxton Infrastructure Services
Co-ordinator Road Construction and Capital Projects	Infrastructure Services	\$20,000.00	Loxton Infrastructure Services
Library Co- ordinator – Waikerie	Community Services	\$2000.00	Waikerie Library
Executive Assistant to Chief Executive Officer	Executive	\$2000.00	
Personal Assistant to Director Corporate and Community Services	Corporate and Community Services	\$2000.00	
Governance Officer	Administration	\$1000.00	Payment of excess for insurance claims only