

## 1. Heads of Power

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

## 2. Intent

This policy provides a framework for the internal administrative approvals process within Aurukun Shire Council (**Council**). It ensures that decisions are made appropriately, transparently, and in accordance with legislative and policy requirements.

Administrative approvals are distinct from delegations (which relate to legislative powers) and from authorisations (which are usually statutory appointments under Queensland legislation). Administrative approvals relate to the day-to-day decisions required to operate Council effectively — such as expenditure within budget, approval of staff leave, signing off on documents, and internal operational actions.

This policy supports clarity and accountability in how those decisions are made.

## 3. Scope

This policy applies to all Council officers and contractors involved in administrative approvals, including:

- Expenditure of approved budget allocations;
- Leave, travel, and training approvals;
- Project milestones and operational sign-offs;
- Signing internal correspondence, reports, or communications;
- Approving procurement within approved thresholds and budget.

The policy applies across all departments and operational areas of Council and supports — but does not override — legislative delegations or statutory authorisations.

## 4. Policy Statement

Council is committed to ensuring that internal approvals are made by the right people, at the right level, and in line with its policies and budget. The administrative approvals framework ensures clarity in operational responsibilities and supports auditability, transparency, and accountability. Administrative approvals must:

- Be exercised by persons with the appropriate authority — whether through delegation, formal assignment by the CEO, or internal procedure;
- Be consistent with the budget, operational plans, and Council policy;
- Be recorded in a manner that is auditable and traceable.

## 5. Registers and Documentation

Administrative approvals are often documented in business systems or internal forms. These may include:

- Council's financial management system (e.g., purchase order approvals);
- HR and payroll systems (e.g., leave approvals);
- Document control systems (e.g., reports or correspondence);

- Email or written sign-off, where a formal workflow is not in place.

Where relevant, operational areas may use schedules (e.g., Procurement Thresholds Schedule) or procedure-based approval pathways. These should be kept up to date and accessible.

Council does not maintain a central register of administrative approvals but requires each department to ensure appropriate documentation and recordkeeping.

## 6. Responsibilities

**Chief Executive Officer** – oversees the administrative approvals framework and assigns internal authorities.

**Managers and Supervisors** – ensure staff understand their approval responsibilities and operate within them.

**Officers with approval responsibilities** – must act within the scope of their assigned authority and ensure that decisions are documented appropriately.

## 7. Associated Documents

Delegations Policy  
Procurement Policy  
Financial Management Policy  
CEO Instructions and internal workflows  
Budget and Operational Plan  
Relevant internal procedures

## 8. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

## 9. Policy Owner

Legal and Governance Officer.