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DELEGATIONS OF AUTHORITY POLICY

Policy Statement

Documented organisational authority ensures that all staff and members of The Boards know what decisions they can make and where they must seek approval for actions they wish to take. This safeguards the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.

Unless otherwise specified in the delegations of authority, a decision to delegate authority may only be made by The Boards/Management Committee or where it is relating to operations the Chief Executive Officer can delegate.

Delegations represent the different acts of authority designated or assigned to different Boards/Management Committee, management or staff positions and roles.

There are three key types of delegation:

- **Activity delegations:** These give a person authority to take or approve actions, other expenditure of funds, on behalf of the organisation.
- **Financial delegations:** These give a person authority to approve expenditure up to a specified limit.
- **Clinical delegations:** These give a person authority to review and approve clinical components, on behalf of the organisation.

Unless otherwise specified in the delegations of authority, a decision to delegate authority may only be made by The Boards or Chief Executive Officer where it is related to operations.

This document complies with NDIS 2018, standard 2.1 Governance and Operational Management and ACIS 2013, section 2.1 Governance and Operational Management. This document is readily available to all customers and employees of Enhanced Lifestyles including The Boards.

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Policy context: This policy relates to	
Legislation or other requirements	Associations Incorporation Act 1985 Enhanced Lifestyles Constitution
Contractual obligations	Customer Service Agreement

Establishing delegations of authority

In broad terms the following delegations of authority apply:

- The Boards committee is responsible for the Governance of the organisation including approving items such as the strategic plan and budget, expenditure outside of the agreed budget, the appointment of the Chief Executive Officer, all contracts and agreements involving the organisation in legal obligations and the work plan (KPI's) of the Chief Executive Officer.
- Sub committees may be delegated by The Board specific decision making authority over work they are directing.
- The Chief Executive Officer is responsible for approving expenditure within budget, staff activity within the agreed strategic and operational plan, staff leave and other entitlements, staff work plans, customer service and operational decisions.
- Other staff may have specific delegated authority for expenditure as detailed in the delegation chart, approving customer intake, or other decisions relevant to their specific area of work. Staff may have other tasks appointed as delegated by The Chief Executive Officer.
- The Boards/Management will approve the following:
 - Strategic Plan
 - Annual budget
 - Opening or closing of bank accounts
 - Signatories to the accounts
 - Appointment of the Chief Executive Officer
- The Board will approve any expenditure above the delegation of the Chief Executive Officer outside of the budget
- The Chief Executive Officer will approve staff position descriptions and salary

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increases for all staff positions except the Chief Executive Officer where in this case The Boards would approve

- The Finance Subcommittee may approve the:
 - Finance report
 - Unplanned expenditure or budget overspends of up to \$20,000.
- The Chief Executive Officer will have a financial delegation within budget and will approve directly or by delegation all other items as per the delegation chart

Ensuring compliance with delegations of authority

The delegations of authority are documented in the attached Chart of Delegations.

The Boards Committee will monitor compliance with delegations through reports from the Chief Executive Officer. To support compliance, the information on delegated authority should be easy to access when needed and referenced as part of recording major decisions.

Reviewing and adjusting delegations

Delegations of authority will be reviewed and adjusted as the The Boards Committee decides in response to specific changes in external requirements, other organisational policies or the scope of services and activities.

Documentation

Documents related to this policy	
Related policies	Structure: Organisational Chart - Responsibilities and Accountabilities Role of Board Members Staff Structure
Forms, record keeping or other organisational documents	Chart or Schedule of Delegations