POLICY NUMBER: NDIS FIN 19

INTENT

To ensure that Real Living Options Association Inc. has a delegation mechanism in place to ensure the Service is managed efficiently.

DEFINITION

Delegation *is the act of entrusting duties or powers to another person.*

POLICY STATEMENT

- Real Living Options Association Inc. believes that by having a delegation mechanism in place the Service will meet its legal and financial obligations.
- Real Living Options Association Inc. will use delegations to ensure the smooth running of the Service.

PROCEDURES

- The Management Committee is responsible for the approval for all financial delegations.
- All delegations must be recorded in the Delegations Register.
- The Delegations Register must be updated each time an authority is delegated.
- All delegated financial transactions must be ratified at the next meeting after the transaction has occurred.

DELEGATIONS

Management Committee

- Set all financial delegated limits.

General Manager

- Ensure all delegations are recorded in the Delegations Register.

RELATED DOCUMENTATION

Delegations Register.

REFERENCES

National Disability Insurance Scheme Act 2013.
NDIS Practice Standards and Quality Indicators.

AMENDMENTS/REVIEWS

Amended 13/09/2012.
Amended 05/11/2015.
Amended 30/04/2020.
Amended 07/09/2023.
Amended 14/05/2026.