DELEGATION OF AUTHORITY

POLICY NUMBER: NDIS GOV 11

INTENT

The purpose of this Policy is to outline how management authority will be delegated in order to allow for the continued decision-making processes including during management absences. This will include all aspects of the management, service delivery and financial accountability of Real Living Options Association Inc.

DEFINITION

Delegation of authority *is a process whereby authority is given to authorise person/s to undertake an activity on behalf of the Service.*

POLICY STATEMENTS

- Real Living Options Association Inc. will allow appropriate delegations to be handed to the relevant Staff to ensure the regular and orderly function of the Service.
- A Register of Delegations will be maintained.

PROCEDURES

- All delegations will be approved by the Management Committee at a Management Committee Meeting. Decisions taken between meetings will be ratified at the next meeting.
- Changes in requests for delegation are to be received in writing.
- Each delegation must be entered in the Delegations Register in the following way:
    - Date of Delegation.
    - Delegation made (authority to undertake an activity).
    - Person or position to whom the delegation is made.
    - Meeting reference when approval for delegation given.
- The Delegations Register will be regularly reviewed and updated.

Working at a Higher Level

<u>Position of the General Manager</u>

- The General Manager has responsibility for making day to day organisational decisions.
- In the extended absence of the General Manager, the Support Manager will be required to act in this role for the purpose of organisational decision making and will be remunerated at a higher level for taking on this additional responsibility.
- Any decisions of a financial nature over $1000.00 must have approval from two executive members of the Management Committee.
- Any operational decisions that must be made in the absence of the General Manager are the responsibility of the Support Manager. The Support Manager should seek assistance from the President or another Executive Member/s of the committee if they are unsure or not confident in making the decision independently.

Position of the Support Manager

- The Support Manager is responsible for overseeing all of the Support and Service Delivery for the Service.
- In the absence of the Support Manager, the delegated Support Facilitator is responsible for acting in the role of Support Manager. In the extended absence of the Support Manager the delegated Support Facilitator will act in this role and be remunerated at a higher level.

Other Positions

From time to time as delegated by the General Manager, other employees may be asked to take on higher duties and additional decision-making responsibilities. Staff will be remunerated at the appropriate level for the additional responsibility.

DELEGATIONS

Management Committee

Management Committee has responsibility to:

- Ensure that all delegations are approved by the Management Committee.
- Ensure as far as practicable that a Delegations Register is maintained.
- Develop, maintain and review all delegations for the Service.
- Ensure as far as practicable that a Delegations Register is available for all Staff through the General Manager.
- Disseminate to the General Manager in relation to changes to delegations.

- The Delegations of Authority Register will be maintained, and a copy will be made available to all staff

General Manager

The General Manager has responsibility to ensure as far as practicable:

- The Delegations Register is updated when a delegation is made.
- That all Staff who hold a delegation understand the powers and limitations of their delegations.
- That all Staff understand their responsibilities in relation to delegations.
- That Roles and Responsibilities reflect the delegation of authority.
- Any single purchase in excess of $5000.00 is approved by the Management Committee.

Support Manager

- Work in the role of General Manager as required and ensure as far as practicable they have a good understanding of the responsibilities of the role.
- Any single purchase in excess of $1,000.00 is approved by the Management Committee.

RELATED DOCUMENTATION

Position Descriptions of all staff.
Policy NDIS FIN 6 Purchases.
Policy NDIS FIN 19 Delegations Finance.

REFERENCES

Queensland Disability Services Act 2006.
Queensland Disability Regulation 1999.
NDIS Practice Standards and Quality Indicators.
National Disability Insurance Scheme Act 2013.
National Disability Insurance Scheme Rules .
NDIS Terms of Business for Registered Providers.

AMENDMENTS/REVIEWS

Amended 09/08/2012.

Amended 26/04/2018.

Amended 22/04/2021.

Amended 01/06/2023.

Amended 03/08/2023.

Amended 21/05/2026.