



**DD's Compassionate
Support Pty Ltd.**

NDIS

Delegation of Authority Procedure

Policy area	Governance
Document type	Procedure
Applicable to	DD's Compassionate Support Pty Ltd
Version	05.001
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Approved by	Director
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Policy Sponsor	Director
Related policies	Governance Policy Risk Management Policy Emergency and Disaster Management Policy Conflict of Interest Policy Human Resource Management Policy Information Management Policy
Authority	NDIS Act 2013 NDIS Practice Standards and Quality Indicators NDIS Code of Conduct Aged Care Act 1997 Aged Care Quality and Safety Standards Aged Care Code of Conduct Privacy Act 1988

PURPOSE

The purpose of this procedure is to explain our organisation's delegation of authority process.

[It should be read in conjunction with the Governance Policy.](#)

SCOPE

This procedure applies to all our workers (employees, contractors and volunteers).

DEFINITIONS

Term	Definition
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Delegation of Authority	The internal mechanisms or processes in place which authorise specific workers to act on, or sign on behalf of the organisation.
Governance	The rules, relationships, systems and processes by which an organisation is directed, controlled and held accountable.
Key Personnel	Person or people responsible for the executive decisions of the organisation – in other words those who plan, direct and/or control the activities. For example, directors, board chair, CEO and other senior managers.

CONTEXT

Our organisation will implement and maintain a delegation of authority process which:

- enables decision-making in a clearly defined, consistent and transparent framework;
- supports business continuity by ensuring there is a suitable approved alternate decision-maker if the primary decision-maker is not available;
- manages actual, potential or alleged conflict of interest;
- ensures authority is exercised only within approved financial limitations;
- complies with legislation, regulations, standards, principles and organisational requirements;
- is communicated, accessible and understood across the organisation; and
- is monitored and reviewed to ensure compliance and suitability.

PROCEDURES

1. Delegations

- 1.1 Establish delegations that refer to the role/title/position, not to individuals.
- 1.2 Check the levels of authority are hierarchical through the appropriate lines of responsibilities.
- 1.3 Do not exercise a delegation of authority where the officer holding the delegation has an actual, potential or alleged conflict of interest. In this case, transfer the delegation to another appropriate role/position.
- 1.4 Request a permanent change to a delegation in writing and obtain approval from the board for this.
- 1.5 Use the Delegation of Responsibility and Authority Form to record delegations, detailing the activity, the role/title/position of the delegate and other relevant details (e.g. breakdown of delegation amounts).

SUPPORTING DOCUMENTS

Related procedures and forms include:

- Delegation of Responsibility and Authority Form
- Risk Management Plan Register
- Workforce Management Planning Tool
- Business Plan and Strategy Plan
- Conflict of Interest Register
- Risk Management Procedure
- Emergency and Disaster Management Procedure

RESPONSIBILITIES

The Director is responsible for:

- maintaining this procedure and associated documents;
- ensuring the procedure is effectively implemented across the service;
- monitoring workers compliance with the requirements of this procedure; and
- ensuring training and information is provided to workers to carry out this procedure.

All workers are responsible for complying with the requirements of this procedure.

COMPLIANCE

Deliberate breaches of this procedure will be dealt with under our misconduct provisions, as stated in the <Code of Conduct/Other document>.