

Org1.3 Delegations of Authority

Purpose

1. By documenting organisational authority, SAVVY is ensuring that all staff and members of the board and management committee know what decisions they can make and where they must seek approval for actions they wish to take.
2. This is designed to safeguard the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.
3. The Organisational Governance policy also reflects the accountability of key roles within the SAVVY organisation.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. National Disability Insurance Scheme Act 2013

Key Responsible Executive

Chief Executive Officer

For More Support

Chief Executive Officer

Policy Statement

1. SAVVY is committed to responsible and accountable decision making. Specifically, SAVVY will regularly review its risk plan to determine if the delegated authorities below are sufficient to mitigate against identified risks, while allowing for operational effectiveness.

Procedures

1. The SAVVY board/management committee is responsible for and will approve;
 - a. Monitoring the performance and activities of SAVVY against the strategic plan, this includes approval of the strategic plan.
 - b. Overall accountability for decisions about planning, resources, strategic direction, goals and activities of SAVVY. In particular, this includes;
 - i. Approving the annual budget
 - ii. Approving all budgeted spend over \$50,000
 - iii. Approving all unbudgeted expenses over \$10,000
 - iv. Approving all changes to the Organisational structure, including additional headcount, changes in reporting lines and substantial changes to job roles
 - v. Approving all new service offerings, in respect to risk and financial sustainability of service offering.
 - c. Overseeing risk management and approving any decisions which materially affect SAVVY's risk profile.
 - d. Recruiting, overseeing and supporting the Chief Executive Officer to manage the organisation.
 - e. Ensuring the sustainability of the organisation by monitoring its financial viability and finances.
 - f. Decisions about whether or not to take disciplinary action against a member of the Board or Management Team.
 - g. Reporting to stakeholders
 - h. Ensuring the organisation operates within the law.

2. The CEO is responsible for and will approve
 - a. Monitoring the performance and activities of SAVVY against the strategic plan, this includes approval of the strategic plan.
 - b. Responsibility for recommendations and decisions about planning, resources, strategic direction, goals and activities of SAVVY. In particular, this includes;
 - i. Developing the annual budget for approval
 - ii. Developing a business case and seeking approval for all budgeted spend over \$50,000
 - iii. Developing a business case and seeking approval for all unbudgeted expenses over \$10,000
 - iv. Approving all budgeted expenses under \$50,000
 - v. Approving all unbudgeted expenses under \$10,000
 - vi. Developing and submitting for approval all major changes to the Organisational structure, including additional headcount, changes in reporting lines and substantial changes to job roles
 - vii. Approving all minor changes to the organisation structure, such as flexible work arrangements and minor changes to job roles.
 - viii. Developing business cases for and submitting for approval all new service offerings, in respect to risk and financial sustainability of service offering.
 - ix. Responsible for the annual employee performance review and development planning process, in addition to implementing any remuneration changes and development opportunities in line with the annual budget.
 - x. Managing the organisation's expenditure in line with the annual budget, including reviewing and presenting financial reports to the board and external auditors.
 - c. Oversight and support of SAVVY's Feedback, Incident Reporting and Hazard / Risk reporting process, which are carried out by the Service Manager.
 - d. Recruiting, overseeing and supporting the Executive Team and key organisational roles within the organisation.
 - e. Effective onboarding of all new non-participant facing employees.
 - f. Accountable for the effective screening of potential SAVVY employees.

- g. Decisions about whether or not to take disciplinary action against a member of SAVVY Team.
 - h. Accountable for SAVVY's adherence to the NDIS Commission Practice Standards and Code of Conduct.
 - i. Employee communications
 - j. Ensuring the organisation operates within the law.
 - k. The CEO will take on the responsibilities of the Service Manager in the Service Managers absence.
3. The Director, participant Services is responsible for and will approve
- a. The initiation of new service offerings based on participant demand and strategic priorities, with particular focus on how these meet participant directed needs, operational procedures and risk assessments, working in collaboration with the CEO.
 - b. Responsible for ensuring participant facing roles have the appropriate level of supervision and guidance.
 - c. Responsible for SAVVY's adherence to the NDIS Commission Practice Standards and Code of Conduct.
 - d. Effective onboarding of all new participant-facing employees.
 - e. Management of SAVVY 's Feedback, Incident Reporting and Hazard / Risk reporting process, in particular, the Service Manager is Accountable for submitting all NDIS Commission Reportable Incidents within the timeframe and fulfilling NDIS follow up requirements.
 - f. First contact for employees in an emergency or when dealing with a reportable incident.
 - g. The Service Manager shall act in the role of CEO in the CEO's absence, under the direction of the Board.
4. Staff can access information about delegations when needed by speaking with their supervisor or by accessing relevant Policies and procedures.

References to other SAVVY policies and external sources

- 1. Nil

Summary of attachments

- 1. Nil

Version Control

- 1. 1 April 2023 - New Policy Creation