ORGANISATIONAL AUTHORITY POLICY

PURPOSE: WHY DO WE HAVE AN ORGANISATIONAL AUTHORITY POLICY?

Documented organisational authority ensures that all staff 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.

SCOPE

The purpose of the Organisational Authority Policy is to establish a framework for delegating authority within DATSS in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.
The policy applies to all Directors and the staff and volunteers of Dignity and Transition Support Services (DATSS) who have delegated authority to act and sign documents on behalf of DATSS.
Delegations of authority within DATSS are intended to achieve four objectives:
1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of DATSS and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

POLICY STATEMENT: OUR COMMITMENT

Dignity and Transition Support Services (DATSS) is committed to responsible and accountable decision making.
The directors of DATSS are responsible for the management of the organisation.
The Directors may not delegate their power:

- to adopt the organisation’s strategic plan; or
- to adopt the organisation’s business plan; or
- to adopt the organisation’s annual budget.

The Managing Director:

(a) is charged with the duty of promoting the interests and furthering the development of Dignity and Transition Support Services (DATSS) and
(b) is responsible for the administrative, financial, and other business of DATSS and
(c) exercises a general supervision over the staff and volunteers of DATSS.

DATSS is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its, managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements. There is no circumstance under which it is acceptable for DATSS or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing DATSS's business.

PROCEDURES

Processes

The overarching organizational authority policy applies to Dignity and Transition Support Services (DATSS) as a whole, and units within the organisation must align their delegation's policies with the central policy.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Directors shall approve.

Delegations to the Managing Director

Delegations to the Managing Director and through the MD to members of the staff DATSS shall be made by resolution of the Directors and recorded in the Delegation Schedules approved by the Directors.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position.

Delegations reflect DATSS's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the MD. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager.

A delegate who sub-delegates authority remains responsible and accountable for the decision or action.

The MD may at any time vary or terminate any delegation, subject to confirmation by the Directors at its next meeting.

A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the MD.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the MD. Any major variation to the standard delegations must be approved by the MD.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the

individual with the delegated power, or a person in a position to approve the delegated authority.
This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of DATSS are carried out in the normal business of the organisation without the requirement for a written authority.
Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the MD.
A financial delegation can be exercised only within the approved line item budget.
A staffing delegation cannot be exercised in regard to staff for which the delegate does not hold line management responsibility.
Separate Delegations Schedules shall be prepared for Financial Delegations and for Human Resources Delegations. The schedule will provide reports by function, by position profile and by administrative area.
Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.
The Director will, on advice from the MD, approve the Delegations Schedule on an annual basis.
The Delegations Schedule will be accessible to all staff.

OTHER RELATED POLICIES AND PROCEDURES

Documents related to this policy
Related policies
Mission, vision and values.
• performance monitoring and reporting policy
• financial delegations or financial management policy.
• relevant position descriptions
• delegations register (which details all decision areas and who has authority)