### Delegations Policy and Procedures

**Policy**

XXX has a system in place to delegate responsibility and authority to another suitable person in the absence of a usual position holder in the event of planned or unexpected leave.

**Outcomes**

Key outcomes sought are:

* Governance and operational delegation are in accordance with legislation
* XXX will continue to operate smoothly and according to policies and processes in the event of the absence of a usual position holder
* The person delegated to the role will feel supported and able to fulfil the required duties
* There will be no unnecessary interruption of services to XXX’s NDIS participants or other service users.

**Procedure**

Planned Leave

* Appropriate induction and training of the role and responsibilities to be covered will be undertaken prior to leave period
* The Job Description of the personnel going on leave will be used to guide the delegation of roles and responsibilities
* In the event delegated duties includes direct client services all consents will be obtained from participants in advance
* The delegation of roles and responsibilities and the period of time of the delegation will be recorded via written communication (e.g. minute notes or emails) and a record kept in the delegated person’s Human Resource file.

Unexpected Leave

* Management Decisions / Actions
	+ Decisions / actions that can be delegated according to the line of delegation outlined in the organisation chart i.e. by the next most senior person include:
		- Chairing of meetings
		- Approval of staff work hours and annual leave
		- Staff recruitment within existing staffing levels
		- Routine expenditure
		- ??.
	+ In the absence of the Director/s, decisions / actions that are delegated to another person including a member of the governing body or manager include: Consider what your organisation would be comfortable with and insert below
	+ In the absence of the Director/s, decisions and actions that **are not** able to be delegated i.e. require full governing body approval, include:

You might consider these things but need to also consider statement below in case of prolonged, planned or unplanned absence

* + - Capital expenditure
		- Signing of major contract contracts
		- Staff recruitment outside existing staffing levels
		- Expansion or cessation of services
		- ??.

Sole Traders / small organisations will need to consider what the needs will be, what actions will need to be taken and who will be the nominated trusted person/s (e.g. Governing Body or spouse) to carry out these actions in the event of unexpected leave. They will need to be able to make informed decisions and manage matters relating to operational management and clinical issues. This includes immediate business needs and client communications as well as implementation of anyplanned arrangements you may have with preferred network / alternate providers for transfer of participant services. The nominated person therefore needs to have access to information required and appropriate training and direction (also considering privacy & confidentiality issues). This should be communicated to the trusted person via a formal letter and copies kept with appropriate authorities e.g. Solicitor. Once you have made this decision it must be discussed and approved by the Governing Body and a statement added to this policy.

* Participant Related Decisions / Actions
	+ Supervisors / managers will delegate the roles and responsibilities of the absent worker taking into account the caseload and ability of the other workers at the time
	+ All consents will be obtained from participants by the supervisor / manager prior to the reallocation of any direct participant services.

Larger organisations to consider a Delegation of Authority Schedule which would be discussed and approved by the Governing Body and a statement added to this policy. You might consider these issues:

* legal obligations
* financial
* contractual/partnerships
* assets
* human resources
* consultants
* media
* WHS
* risk
* other