

Mansfield Autism Statewide Services

Delegations Policy and Procedures

MG5	MASS Governance	Delegations Policy and Procedures
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What this policy aims to do	Provide clarity on who has the authority to make decisions and financial expenditures on behalf of MASS
Who this policy applies to	Board members, CEO and responsible managers
Who is responsible for carrying out this policy	Board members, employees and contractors of MASS
What words used in this policy mean	<p><i>'Authority'</i> is the power or right to make decisions, take action, resolve disputes and enforce agreements</p> <p><i>'Delegation'</i> is the assignment of responsibility or authority to another person (normally from a manager to a subordinate) to carry out specific activities or make decisions. The person who delegated the work remains accountable for the outcome of the delegated work</p>
Legislation this policy is based on	National Disability Service Standards
Other relevant policies	<p>MG1 Board Authority and Operations</p> <p>MG2 Board and CEO Relationship</p>

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	30/5/2018	D Stephenson	17/5/19 Board of Directors	Update format
1.2	29/2/2020	D Stephenson		Changed name from MBD to MG
1.3	20/5/2020	N Seymour	Board of Directors 2020	Updated Financial Delegations
1.4	6/10/2021	T de Vries	Board 27/01/22	Added Delegations Framework, changed Director to CEO
1.5	01/02/2023	T de Vries	Board June 2023	Annual review , no changes

DELEGATIONS POLICY

Responsibility for all decisions made on behalf of MASS rests with the Board.

The Board delegates to the CEO authority and responsibility for managing day to day operations in a manner consistent with organisation policies, strategic directions, contractual, legislative and statutory requirements, professional standards and approved budgets. The CEO in turn can delegate some authority and responsibility to other staff. All staff are accountable to their direct line manager, and ultimately to the CEO.

This policy articulates specific authority delegated to the CEO to run the organisation on a day to day basis. The policy also articulates specific financial delegations and authority to make human resource management decisions.

Delegations of authority

In the unexpected and prolonged absence of the CEO, authority will be delegated to the relevant Team Leader(s) for operational matters, and to the Chair of the Board for governance and strategic matters.

In the unexpected and prolonged absence of Team Leaders, authority will be delegated to relevant Coordinators, acting Team Leaders or the CEO as appropriate.

Delegation Framework

Note the MASS Delegation Framework at this link: [Delegations Framework](#)