

Delegation of Authority & Responsibilities

Policy Template

Purpose: To outline the framework for the delegation of decision-making authority and responsibilities within the organisation, ensuring accountability, transparency, and compliance with aged care governance requirements under the Aged Care Quality Standards.

Policy Statement

The organisation ensures that delegation of authority is clearly documented, appropriately assigned, and effectively exercised by individuals qualified and competent to do so. Delegations are designed to enable efficient operations while maintaining accountability and compliance with all relevant legislative, regulatory, and internal governance obligations.

Scope

This policy applies to all board members, executives, managers, employees, and contractors involved in decision-making or acting under delegated authority on behalf of the organisation.

Objectives

- Define clear lines of authority, accountability, and responsibility across all roles.
- Ensure that delegated authority reflects individuals' skills, position, and competence.
- Promote compliance with laws, regulations, organisational governance frameworks, and the Aged Care Quality Standards (particularly Standard 8 – Organisational Governance).
- Provide assurance to governing bodies that controls are in place for responsible and ethical decision-making.

Procedures

- Delegation Schedule:** The governing body approves a formal Delegation of Authority Register outlining all financial, operational, and administrative delegations.
- Review and Approval:** Delegations are reviewed annually or when structural, legislative, or procedural changes occur.
- Communication:** Delegation responsibilities and limitations are communicated to relevant staff in writing and included in position descriptions.
- Monitoring:** Managers must monitor delegated actions and report any breaches or misuse of authority promptly to senior management.
- Suspension of Delegation:** The governing body may suspend or revoke a delegation if misuse or non-compliance is identified.

Roles and Responsibilities

Role	Responsibility
Governing Body / Board	Approve and oversee the Delegation of Authority Register; ensure delegations align with governance and regulatory expectations.
Chief Executive Officer (CEO)	Implement the policy, maintain records of all delegations, and ensure clear communication of authorised responsibilities.
Managers / Supervisors	Exercise delegated authority responsibly, ensure compliance with applicable limits, and oversee subordinate staff delegations.

Employees / Contractors	Perform duties within their delegated authority and report any issues of uncertainty or potential conflict.
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Supporting Policies and Procedures

- Governance and Accountability Framework
- Risk Management Policy
- Financial Management Policy
- Code of Conduct and Ethical Decision-Making Policy
- Incident and Breach Reporting Procedure

Evidence of Compliance

Evidence Type	Examples
Documentation	Delegation of Authority Register, staff role descriptions, and signed acceptance of delegations.
Training Records	Completion of governance and accountability training modules by staff.
Audits and Reviews	Internal audits verifying adherence to delegation controls and reporting escalation pathways.

Status and Review

Item	Details

Disclaimer: This document is intended as a framework and guideline only. It does not constitute legal advice or a finished organizational policy. Your final policy should be customized to your specific needs and must undergo a formal review and approval process by your organization's leadership or legal department.

Status	Draft / Active (select as applicable)
Effective Date	[Insert Date]
Next Review Date	[Insert Date, typically 12 months from effective date]
Approved By	[Governing Body / Facility Manager]

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