

Chief Executive Officer Delegation Policy

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Policy Type

Chief Executive Officer Delegation Policy (CEODP)

Overview

Under the Activ Board Charter the Board has delegated the responsibility for management to the Chief Executive Officer (CEO) for achieving the organisation's Purpose and Strategic Objectives.

This policy has been developed to clarify the extent of the CEO's authority and provide a broad summary of the circumstances and activities allowed to be undertaken by the CEO subject to those powers reserved by the Board.

Policy

In exercising his/her delegated authority, the CEO must ensure Activ's practices, activities, organisational circumstances and decisions are ethical, lawful, prudent and consistent with sound risk management principles, internal policies and values. The CEO shall ensure compliance with disability service standards and funding agreement requirements.

The Delegation Policy is to be interpreted by the CEO within the authority levels allowed. Accordingly, in reasonably exercising his/her delegated authority, the CEO to the extent that is practicable must:

1. Ensure that clients, families and carers are at the centre of planning and decision making in relation to service development and delivery. Therefore;
 - a. Clients, families and carers will have reasonable opportunity to participate in policy formulation and review, service provision and decision-making;
 - b. Policies and processes will facilitate and encourage communication and feedback between Activ and clients, families and carers; and
 - c. Processes will exist to make Activ's Board aware of the views and concerns of clients, families and carers.
2. Ensure that clients, family members and carers are safe, treated in a respectful manner, not neglected, and not subjected to discrimination. Therefore;
 - a. It will be clearly stated what clients, family members and carers can reasonably expect from Activ's services;
 - b. Conditions and procedures will be safe and client privacy, dignity and confidentiality maintained;
 - c. Activ's service development and delivery will be informed by professional standards and industry best practice;

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- d. Activ will comply with all duty of care, anti-discrimination and privacy legislation and records management standards; and
 - e. Activ will comply with Federal and State Disability Service Standards.
3. Ensure Activ's programs and services are fully funded and meet Board and community standards. Therefore;
 - a. Appropriate policies, procedures and practices for the operation of Activ's programs and services will be established; and
 - b. A fees and levies policy for each of Activ's programs and services will be established and published.
4. Ensure the identification, protection and utility of Activ's assets in the delivery of sustainable performance. Therefore;
 - a. Activ's assets will be protected, adequately maintained and not placed at unnecessary risk or liability;
 - b. Financial decisions, contracts and transactions and fundraising activities will support and facilitate Activ's strategic objectives and key operational priorities;
 - c. Activ's achievement of sustainable organisational performance will be monitored;
 - d. Financial reporting to the Board will be contemporary and continuous;
 - e. Appropriate annual planning and budgeting policies and processes will be in place; and
 - f. Appropriate delegation, reserves and investment policies and processes will be in place.
5. Ensure that for succession in an emergency there are at least two senior staff members capable of acting as CEO while the Board seeks to appoint a replacement.
6. Monitor organisational culture, ensure safe workplaces, sound remuneration practices, compliance with employment and workplace legislation, sound work practices, appropriate codes of conduct and professional behaviour by all staff and volunteers.
7. Ensure the Board remains informed about all matters essential to the meeting of its legal duties, moral obligations and the carrying out of its responsibilities. Therefore;

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- a. Financial and non-financial reporting will be contemporary and continuous; and
 - b. The Board will be informed as to matters or issues considered contentious by the sector or the wider community.
8. Manage Activ's risk culture and ensure appropriate risk management frameworks, internal controls, crisis management and business continuity plans are developed, implemented and monitored. Therefore;
- a. The risk culture within Activ will be managed;
 - b. Best-practice, systematic and proactive risk management framework and internal controls will be developed, implemented and monitored;
 - c. Risk will be central to Activ's strategic and business planning;
 - d. Risk management will be embedded in Activ's strategic, operational and line functions and processes;
 - e. Risk reporting to the Board will be contemporary and continuous; and
 - f. Crisis management and business continuity plans will be developed and implemented.
9. Protect, preserve and enhance Activ's reputation, public image and credibility. Therefore;
- a. All community or public affairs activity or advocacy will be consistent with Activ's Purpose, Values and Strategic Objectives; and
 - b. Policy determinations made by the Board from time to time will be abided by and publicly represented.

Related Policies and Documents

Activ Board Charter (AQuA 2022)

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