

	<b>DELEGATION OF AUTHORITY</b>	<b>Document No:</b>	HR-PRO-035
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		<b>Approved By:</b>	G. Mowbray
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## 1. Purpose

As a ministry of the Roman Catholic Church, the administration of the Australian Catholic Bishops Conference agencies occurs within both civil law and canon law jurisdictions. Accordingly, our governance processes must incorporate aspects of the Code of Canon Law. There are important concepts within Canon Law that underpin the delegated authority identified in this document.

The purpose of this procedure is to implement this philosophy by providing guidelines to make valid decisions in respect to both Civil and Canon Law.

## 2. Scope

This procedure applies to workers at all ACBC agencies.

## 3. Related Documents

ACBC Matrix of Delegations

## 4. Definitions

### Authority

In organisations, authority can be defined as the power and right of a person to use and allocate resources efficiently, to take decisions and to give directions so as to achieve the organizational objectives. Authority must be well-defined in that all workers who have authority should know the scope of their authority and must not misuse that authority.

### Responsibility

Responsibility is the duty of a worker to complete the tasks and activities assigned to them. A person who is given the responsibility should ensure that they accomplish the tasks and activities assigned to them. Responsibility should be matched with the appropriate level of authority as a mismatch between these leads to an inability to satisfactorily complete the tasks and activities allocated which can lead to frustration, discontent and dissatisfaction.

### Accountability

Accountability means being answerable for the end result. Accountability includes being able to give explanations for any variance in the actual performance from the expectations set. Accountability cannot be delegated.

### Delegation of Authority

Delegation of authority is a process by which the power and right to complete certain activities and make certain decisions is assigned to workers within the organization in order to achieve the objectives of the organization. Through delegation, authority flows from the top level of an organization through to all other positions in the organization's structure.

## 5. Responsibilities

### Functions reserved to the Bishops Commissions

The role of the Board of Directors, Management Committee or Council is **to govern**. This includes key matters such as:

- Provide leadership to the agencies
- Ensure good governance
- Determine the strategic direction and approve the Strategic Plan
- Ensure oversight of the Heads of Agencies and the progress to objectives
- Ensure financial viability, safeguarding of assets, monitoring financial budgets/reports
- Ensure compliance with all regulatory bodies and the laws of the land
- Review the performance of Agencies, Heads of Agencies and Councils

### Functions delegated to Agency Heads

The role of the Agency Head is **to manage**. This includes key matters such as:

- Support the Bishops Commission to fulfil its role
- Manage and make recommendations into the Strategic Planning process and plans
- Manage the Agency, personnel, offices, business operations, financial matters, administration polices and processes, and take ultimate responsibility for such matters
- Manage sector representation and advocacy matters
- Report to the Bishops Commission on operational progress to agreed budgets and business plans
- Develop and submit recommendations on sector and organisational policy
- Advise the Bishops Commission of any material matters impacting or potentially impacting on the agency's plans and operations
- Ensure the ethics and integrity of the agency are protected and promoted

### Workers

Workers are responsible for making sure that they act within their delegated authority.

## 6. Register of Delegations

An ACBC Register of Delegations will be generated by the Business Manager, General Secretariat

The Business Manager, General Secretariat, proposes the adoption of the Register of Delegations to the Bishops Commission for Administration and Information.

Matters not covered by the register are reserved for the ACBC in plenary sessions.

The ACBC Register of Delegations will be held issued and maintained by the Business Manager, General Secretariat.

The Register of Delegation will be reviewed annually to maintain currency and relevance to ACBC Agencies. The review will be conducted by the Business Manager.

## 7. Exercising Delegated Authority

1. Each person exercising a delegated authority must do so in good faith and for the purpose for which the authority was granted by the Australian Catholic Bishops Conference.
2. Whenever a delegated authority is exercised it must be taken to have been exercised on behalf of Australian Catholic Bishops Conference, the Board of Management or Council or the Agency Head.
3. Delegations can be exercised by a person more senior than the person specified in the Register of Delegations, where the more senior person has a line management role which includes responsibility for the person holding the delegation.

4. It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to “Act Up” into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
5. It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position e.g. During periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility of that position as prescribed by the Register of Delegations.
6. It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
7. Delegations are hierarchical in the sense that a delegate’s formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff.
8. In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements and ACBC approved policies, procedures and codes of conduct and to complete all required documents as described by procedure or as by common practice.
9. The delegations listed in the Register of Delegations should be understood in the context of the relevant position descriptions.
10. It is the responsibility of the person exercising the delegation to advise their supervisor of significant developments even if made within delegation and ensure appropriate records are kept.
11. The position has delegation not the person.
12. Outsourced positions do not have delegation rights within ACBC Agencies.
13. A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
14. Unless specifically delegated, it should be assumed that no delegation exists.
15. It is an expectation of ACBC Agencies that there will be open and regular communication and information flow between the various levels of delegation, and consultation where necessary with finance and employment relations staff.

## **8. Revoking Delegated Authority**

Delegations in the Matrix of Delegations can be revoked or amended by the Australian Catholic Bishops Conference.

## **9. Records**

Register of Delegations  
Financial records  
Employment records  
Minutes of meetings  
Other operational records