

Organisational Authority Policy

1. PURPOSE

The purpose of this policy is to ensure that employees, volunteers, and members of The Junction know what decisions they can make and where they must seek approval for actions they wish to take. This safeguards the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.

Related documents	
Related policies and procedures, how-to task lists, forms, registers, or other organisational documents of The Junction	<ul style="list-style-type: none"> • Financial Management & Delegations' Policy • Human Resource Management Policies • Director Schedule of Delegations Policy
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • The International Standards for Clubhouse Programs • NDIS Practice Standards • Human Services Quality Standards
Legislation or other requirements	<ul style="list-style-type: none"> • Human Rights Act 2019 (Qld)

2. Scope

This policy applies to all employees, members, contractors, volunteers, and visitors involved in the operations of The Junction.

3. Policy Statement

The Junction is committed to ensuring that organisational authority is carefully used to give the power and right of appropriate persons to use and allocate our resources efficiently, to take decisions and to give direction to achieve our aims. All people who have the authority should know what the scope of their authority is, and they are not to misuse it. Authority is the right to give commands, orders and get the things done.

The Junction's organisational chart also provides a graphical representation of the line and employee roles and to whom they report.

4. Procedures

4.1 Establishing and documenting delegations of authority

The delegations of authority for The Junction were approved by the Board of Directors on 16th May 2018.

They Are documented in the **Financial and Human Resources Delegations Guidelines**.

In broad terms, the following delegations of authority apply:

- The Board will delegate to the Director of Operations from time to time
- The Board will approve all government funding contracts and the appointment and salary conditions of the Director of Operations of The Junction
- The Director of Operations is authorised to manage the human resource requirements of The Junction

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- The Director of Operations is authorised to manage the operational requirements of The Junction
- The Director of Operations may approve all items within their financial delegation level and delegation authority other than those items approved by the Board (per the Financial Management and Delegation Policy-Section 4.2)
- The Director will delegate financial, operational, or human resource delegation from time to time.

4.2 Ensuring compliance with delegations of authority

Delegations of authority and financial levels will be available in the ***Financial Management and Delegations Policy***.

Compliance with the delegation guidelines will be monitored by the Director of Operations or nominated delegate.

4.3 Reviewing and adjusting delegations

Delegations will be reviewed by the Board of Directors at the Strategic Planning review.

The Junction Clubhouse Cairns Ltd (The Junction) – Organisational Authority		
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