

<b>The Junction Clubhouse Cairns Ltd (The Junction)</b>		
<b>Policy: Organisational authority</b>		
Policy number: JQS.P1.6		Date adopted: 22/08/2018
Authorised by: The Board		
Date last reviewed:  22/10/2020	Reviewed by:  The Quality Review Panel	Date of next review:  22/10/2022

Refer to Section 6 below for information on the process for policy review.

<b>Related Documents:</b>	
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>	<ul style="list-style-type: none"> <li>• Financial management &amp; delegations’ policy</li> <li>• Human Resource Management policies</li> </ul>
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• Human Services Quality Standards</li> <li>• NDIS Practice Standards</li> </ul>
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Human Rights Act 2019 (QLD)</li> </ul>

## 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.

## 2. Scope

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

## 3. Policy statement: Our commitment

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 16 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 approve all Government Funding contracts and the appointment & salary conditions of the Director of The Junction
- The Director is authorised to manage the human resource requirements of The Junction
- The Director is authorised to manage the operational requirements of The Junction
- The Director will 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)
- Employees may be delegated a 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 or nominated delegate.

## 4.3 Reviewing and adjusting delegations

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

## 5. Review processes

Policy review frequency: Two yearly	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	