ALLOCATION of roles and RESPONSIBILITIES

Note: Responsibilities are a guide only and can be added/deleted as applicable.

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| --- | --- | --- | --- | --- |
| **Responsibility Area by Role** | **Approved Provider/CoM** | **Administration Officer** **(If applicable)** | **Nominated Supervisor/****Director (if applicable)** | **Teaching Team** |
| Regulative/ Legislative Requirements |
| **Legislation: Obligations** * The National Quality Framework (NQF)
* The Education and Care Services National Law
* The Education and Care Services National Regulations
 | [name] | [name] | [name] | [name] |
| **NQAITS requirements*** Person with management or control (PMC)
* Nominated supervisor
* Serious incidents
* Closures
* Child safety incidents
* Waiver applications
* All other reports
 | [name] | [name] | [name] | [name] |
| **Funding*** Funding agreement
* Annual confirmation
* Updating Kindergarten Information System when required
* School Readiness Funding
* KIS applications
* 2nd year funding application
* School exemption application
* Teacher Supplement
* Early Start Kindergarten
 | [name] | [name] | [name] | [name] |
| **Incorporated Association*** Consumer Affairs
* Constitution obligations
* Monthly meetings
* AGM
* Financial audit/review
 | [name] | [name] | [name] | [name] |
| **Australian Charities and Not-for-profits Commission (ACNC)*** Updated CoM details
* Annual reporting including financials
* Constitution
 | [name] | [name] | [name] | [name] |
| **Commission for Children and Young People (CCYP)*** Registration of Head of organisation
 | [name] | [name] | [name] | [name] |
| **Quality Improvement Plan** | [name] | [name] | [name] | [name] |
| **Lease Agreement** | [name] | [name] | [name] | [name] |
| **General Governance*** Risk management
 | [name] | [name] | [name] | [name] |
| **Finance** * Budget development
* Purchasing decision/ spending policy
* Financial review
* Yearly audit or review
 | [name] | [name] | [name] | [name] |
| **Enrolments** | [name] | [name] | [name] | [name] |
| **Timetable**  | [name] | [name] | [name] | [name] |
| **Staffing*** Recruitment and onboarding
* Probation reviews
* Contracts, including variations
* Performance reviews
* Performance management
* Staff roster- including relief staff
* Leave requests
* PIDTDC or Nominated supervisor onsite
* Payroll
* Employment records
* WWCC/VIT
* Qualifications
* Personal details
* Superannuation/tax declaration.
 | [name] | [name] | [name] | [name] |
| **Families*** Managing parent enquiries, complaints, communications
* Surveys
 | [name] | [name] | [name] | [name] |
| **Maintenance*** Decision-making
* Working bees
 | [name] | [name] | [name] | [name] |
| **OHS*** Workspace safety/safety checks
 | [name] | [name] | [name] | [name] |
| **Policy*** Policies reviews
* Parent handbook
* Staff handbook
 | [name] | [name] | [name] | [name] |
| **Fundraising** | [name] | [name] | [name] | [name] |
| **Grants** | [name] | [name] | [name] | [name] |
| **Authorisation/Access** * Bank
* Kindergarten Information Management System (KIMs)
* ATO
* NQAITS
* EduPass
* My Agency
* IT
* Website
* Email accounts
* Filing systems (including staff files)
* Utility- account holders
* ACNC
* MyMav
 | [name] | [name] | [name] | [name] |
| **Curriculum Development** | [name] | [name] | [name] | [name] |