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] |