



CCSA member template

Delegations Register

In this document the term “provider” means the owner of a service, such as the committee/board of an association, the board of a company or an individual owner of a business, as well as the approved provider of a service.

Use this template for:

- Recording delegations of powers and authority by the provider for the effective management of the service.

Instructions

This template is a guide only.

- The information contained in this template is general in nature. Please ensure the inclusions meet your organisation’s specific requirements. If you are unsure about how it applies to your situation, please call the CCSA member Infoline on 02 4782 1470
- Review this document annually or when change necessitates.
- Copy the template onto your letterhead.
- Replace the blue writing with what applies to your service and employee.
- Delete any information that does not apply to your service and situation.
- Add any information that may be relevant to your service and situation.

NOTE: The provider can delegate authority but not responsibility. The provider is ultimately responsible for all aspects of Management and Control of the service/business.

[Service Name]

Delegations Register

NATIONAL QUALITY STANDARDS

ELEMENT 7.1.3 ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES ARE CLEARLY DEFINED, AND UNDERSTOOD, AND SUPPORT EFFECTIVE DECISION MAKING AND OPERATION OF THE SERVICE

Key				
Pr= Provider– Committee/Board/Business/Owner	Dir = Director – Business Manager	Admin = Administrator – Clerk	Edu = Educators	Other – insert as needed

1. Governance							
Description of Provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Constitution circulation							
Constitution review							
Public representations							
Association disputes							
Orientation and induction of Committee/Board members							
Disclosure of Interests							
Lodgement of Department of Education required documents							
Review governance policies and practices							
Record keeping							

2. Policy							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
2a – Foundation Documents							
Philosophy							
Purpose/Vision							
Code of conduct							
2b – Service policies							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Prepare							
Endorse							
Review							

3. -Planning							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Strategic Plans							
Business/Operational Plans							
Report on business activity							

4. Communications							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
External complaints							
routine correspondence							
Non routine correspondence							
Ministers and Local Members							
Media enquiries							
Email Set standards							
Email Authority to send and receive							

5. Marketing							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Represent service							
Represent Association/Corporation/Business							
Promotional material Prepare							
Promotional material Publish							
Website							
Social media							

6. HR/IR							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Dispute resolution							
Staff Grievances							
Recruitment							
Employment agreements							
Leave Approvals							
Flexible working arrangements							
Performance Management							
Disciplinary Action							
Terminations							
Fair Work representations							
Employee references and endorsements							
Workers compensation claim authorisation							
Administration of Workers Compensation Claims							
Professional development							

7. Financial							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
7.1. Budget							
Prepare							
Endorse							
Monitor							

7.2. Payroll							
Process							
Authorise							
7.3. Funding and Grants							
Apply/lodge claims							
Endorse agreements							
Process payments							
7.4. Funds transfers							
Fees and charges							
Refunds for clients							
7.5. Petty cash							
Spending approval							
Balancing							
7.6. Audit							
Reports							
Assign an auditor							
7.7. Expenditure							
Recurring operational expenditure to \$[set amount]							
Nonrecurring expenditure \$[set amount]							
Non budget expenditure to \$[set amount]							
Credit card \$[set amount]							
Staff work related costs to \$[set amount]							
7.8. Other							
Capital works							
Investments							
Utilities							

8. Service providers							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Advertise							
Tenders							
Authorise payments							
Approve vendors and suppliers							

9. Work Health and Safety							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Effect risk assessment and management (record as necessary)							
Meet WHS responsibilities including record keeping & reporting							
Action Incident/injury reporting and investigation procedures							
First Aid compliance and resources							
Service maintenance							
Fire and electrical safety monitoring							
Emergency evacuation						Roles:	

10. Compliance and Legal							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Effect business due diligence risk assessment and management (record as necessary)							
Sign documents binding service							
Engage solicitors and other professional legal or financial services							
Sign lease agreements							
Child protection compliance and monitoring							
Breach notices							
Subpoenas and other court orders							

11. NQF							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Quality improvement process (including self-assessment) and plan							
Ensure compliance with the National Quality Standards							
Ensure compliance with ECEC regulatory responsibilities							
Service Approval							
Nominated Supervisor approval process							
Educational leader approval process							
Reporting and accountability requirements							
Assessment and ratings lead							
Report children's injuries as per requirements							
Respond to requests for information from regulatory authorities							

12. Enterprise Bargaining							
Description of provider power delegated	Role to whom the delegation is made					Conditions on the delegation	Review date
	Pr	Dir	Admin	Edu	Other		
Develop Industrial Agreement							
Approve Industrial Agreement							

AUTHORISED BY: _____ **ROLE:** _____ **ON BEHALF OF** _____

DATE: _____