

# Who is the head of an entity?

Under the *Child Safe Organisations Act 2024* (the Act), the head of an entity is the person who leads the organisation and has the highest authority over how services are delivered. This role holds specific responsibilities under the Act in relation to the Reportable Conduct Scheme.

In simple terms, the head of an entity is the organisation's main decision-maker. This is generally the Chief Executive Officer (CEO), but they may be known by another term.

## Identifying the head of an entity

The Act defines the head of an entity as:

- for public sector organisations, the CEO
- for Queensland police, the Commissioner
- for religious groups or places of worship, the principal leader
- where a regulation specifies the head of the organisation, the person or position named in that regulation
- for all other organisations, either:
  - the CEO (or equivalent position), or
  - the principal officer.

If none of these roles exist, organisations must nominate a suitable head of entity when lodging the initial report.

## What if it is not clear who the head of entity is?

For organisations with boards, volunteer-led structures, or complex governance arrangements, it may not be immediately clear who the head of the entity is. When determining who should fulfil this role, organisations should:

- review their governance and leadership structure
- identify the person with the highest decision-making authority
- seek governance or legal advice if required
- be able to explain why the nominated person is appropriate.

## What are their responsibilities?

The head of a reporting entity is the person who is responsible for the organisation's compliance with the Reportable Conduct Scheme. The head of the entity can delegate functions to an appropriately qualified person, but they maintain overall responsibility for the organisation's compliance with the Scheme.

The head of the entity is required to have systems in place to:

- prevent reportable conduct, through enacting the Child Safe Standards
- enable workers and others to report concerns about reportable conduct
- investigate reportable allegations and convictions
- notify the Queensland Family and Child Commission within the required legislated timeframes.

## Learn more

For detailed guidance, information and practical resources, visit:



 [qfcc.qld.gov.au](https://qfcc.qld.gov.au)

 07 3900 6000

This fact sheet is intended as general guidance only and does not constitute legal advice.

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