Capricorn Conservation Council (CCC) Governance Documentation Map

Approved 06/10/2024 - VERSION 1

Governance Documents

These documents form the backbone of CCC's governance and will ensure compliance with Queensland law, QWALC, and QCC guidelines.

1. **Constitution**
   - **Existing Document**
   - **Action**: Review and ensure compliance with **Associations Incorporation Act 1981 (QLD)**, **QWALC**, and **QCC**.
   - **Notes**: Verify that the document reflects the latest rules on governance, membership, and reporting obligations.
2. **Conflict of Interest Declaration**
   - **Existing Document (Requires Modification)**
   - **Action**: Update to include all legislative references from the **Associations Incorporation Act**, **ACNC Governance Standard 5**, and CCC-specific governance.
   - **Notes**: Ensure regular reviews of declared conflicts and a register for documentation.
3. **Committee Roles and Responsibilities**
   - **New Document**
   - **Action**: Create a document outlining the roles of the Chairperson, Treasurer, Secretary, and other committee members, ensuring alignment with Queensland law and QWALC guidelines.
   - **Notes**: Include responsibilities for financial oversight and meeting obligations.
4. **Meeting Procedures and Voting Protocols**
   - **Existing Document (Requires Modification)**
   - **Action**: Ensure procedures are updated in accordance with the **Model Rules for Queensland incorporated associations**.
   - **Notes**: Ensure processes for motions, votes, and recusal in conflict-of-interest situations are clearly documented.
5. **Grievance Policy**
   - **Existing Document (Requires Modification)**
   - **Action**: Review and update to ensure compliance with Queensland's grievance management rules and QWALC standards.

- **Notes**: Ensure the policy covers both employees and volunteers.

6. **Risk Management Policy**
   - **New Document**
   - **Action**: Develop a policy that includes identification, assessment, and mitigation of risks in CCC's operations.
   - **Notes**: Align with **Queensland Work Health and Safety Act** and incorporate ACNC governance principles.

Financial Management Documents

7. **Budgeting and Financial Reporting**
   - **New Document**
   - **Action**: Create a budget and financial reporting procedure in compliance with **ACNC** and **ATO** requirements.
   - **Notes**: Ensure reporting is aligned with the CCC's level under the **Associations Incorporation Act (Level 1, 2, or 3)**.
8. **Grant Management and Acquittals**
   - **New Document**
   - **Action**: Develop a grant management procedure to track and report on the use of grant funds in line with **QWALC** and **QCC** grant requirements.
   - **Notes**: Ensure all grant-specific reporting is documented for accountability.
9. **GST Compliance and BAS Reporting**
   - **New Document**
   - **Action**: Create a clear process for lodging the Business Activity Statement (BAS) and managing GST for CCC.
   - **Notes**: Ensure alignment with ATO requirements for GST-registered organisations.
10. **Payroll, PAYG, and Superannuation Compliance**
    - **Existing Document (Requires Modification)**
    - **Action**: Update payroll processes to ensure correct PAYG withholding and superannuation contributions.
    - **Notes**: Align with ATO standards for not-for-profits.

Operational Documents

11. **Volunteer Management Policy**
    - **New Document**

- **Action**: Develop a policy that outlines recruitment, training, and supervision of volunteers.
- **Notes**: Ensure compliance with **Queensland's Work Health and Safety Act** and QWALC guidelines.

12. **Employment Agreement Templates**
    - **Existing Document (Requires Modification)**
    - **Action**: Review the **Coordinator and Admin Employment Agreements** to ensure they comply with the **Fair Work Act**, **Queensland's Work Health and Safety Act**, and QWALC guidelines.
    - **Notes**: Ensure leave entitlements, notice periods, and duties are clearly outlined.
13. **Social Media and Communications Policy**
    - **Existing Document (Requires Modification)**
    - **Action**: Ensure this policy aligns with **privacy laws**, **ACNC communications standards**, and QWALC.
    - **Notes**: Include clauses for acceptable use and conflict-of-interest considerations.
14. **Code of Conduct**
    - **Existing Document (Requires Modification)**
    - **Action**: Update the Code of Conduct to reflect compliance with the **Associations Incorporation Act 1981**, **QWALC**, and **QCC** guidelines.
    - **Notes**: Include guidance for ethical behavior and conflict resolution for staff and volunteers.

Legal Agreements

15. **Memoranda of Understanding (MOUs)**
    - **Existing Document (Requires Modification)**
    - **Action**: Review and align MOUs with current legislation and ensure they include clauses on governance, conflict of interest, and compliance with CCC's mission.
    - **Notes**: Ensure regular reviews of MOUs to maintain relevance.
16. **Service Contracts and Subcontractor Agreements**
    - **New Document**
    - **Action**: Create a standard contract template for service providers and subcontractors to ensure compliance with Queensland law, QWALC guidelines, and the ATO.
    - **Notes**: Ensure terms for services, payment, and confidentiality are clearly defined.

Reporting and Compliance Deadlines

- **Queensland Incorporated Associations Reporting**:
  - **Annual Return**: Due to the Office of Fair Trading based on CCC's revenue level (Level 1, 2, or 3).
  - **Committee Changes**: Any changes to the management committee must be reported within 1 month.
- **ACNC Reporting**:
  - **Annual Information Statement**: Simplified for small charities (revenue <$250,000).
  - **Annual Financial Report**: Required if CCC exceeds the revenue threshold for small charities.
- **QWALC and QCC Grant Reporting**:
  - Specific deadlines for grant-related reports.
- **ATO Compliance**:
  - **GST**: Quarterly BAS reporting.
  - **PAYG and Superannuation**: Monthly or quarterly reporting.

Next Steps:

1. **Confirm Priorities**: If any documents need to be prioritised, let me know.
2. **Begin Creation/Modification**: We can now start revising and creating these documents based on this document map.

	AUTHORISATION:	
	This version was approved on:	06/10/2024
	This version takes effect on:	06/10/2024
	Authorised by:	CCC Management Committee
	Chair:	Angie-Fraser Parle
	Chair signature:	

We respectfully acknowledge the Traditional Owners and Elders of the land and waters we conserve and protect. We pay respect to the Elders- past and present and their continued connection to Country.