Provisional CCC Management Committee Charter
Version 3 – October 2024

COMPLIANCE ANALYSIS REPORT CCC Committee Charter 21/10/2024

Required Review Date: 23/04/2025

1. Introduction

The CCC Committee Charter incorporates all necessary compliance measures and recommendations to ensure alignment with the relevant governing bodies and legislative requirements. By explicitly addressing Workplace Health and Safety, taxation obligations, data privacy, and local government compliance, the charter provides a robust framework for the effective governance of CCC. **Additionally, the enhanced support framework for the Coordinator ensures a respectful and collaborative working environment, safeguarding the Coordinator's ability to perform their role effectively, while linking the role directly to the Coordinator's Manual to ensure mutual understanding and clarity.**

2. Purpose

The purpose of this Committee Charter is to define the roles, responsibilities, and functions of the Management Committee of the Capricorn Conservation Council (CCC). This charter ensures that the committee operates effectively, complies with Queensland legislation, and supports CCC in achieving its mission and objectives.

3. Role of the Management Committee

The Management Committee is the governing body of CCC responsible for overseeing the organisation's operations, ensuring legal compliance, and guiding CCC towards fulfilling its objectives as outlined in its Constitution. The Committee ensures that the organisation is operational on all levels, including administratively and financially, and that it has the means to

continue being operational into the future. This includes meeting compliance obligations, abiding by relevant regulations, effectively managing finances, and overseeing senior staff performance.

The President and Management Committee will actively collaborate with and show respect for the guidance of the Coordinator on strategic matters and day-to-day operations to foster a healthy working relationship. **Please refer to the Coordinator's Manual which outlines the Coordinator's role and responsibilities: CCC Coordinator Manual Version 3.docx.**

4. Responsibilities of the Management Committee

The Management Committee is responsible for:

- **Governance and Compliance:** Ensuring CCC operates in accordance with all relevant laws, regulations, and reporting requirements, including its Constitution, the Associations Incorporation Act 1981 (Qld), ACNC standards, the Privacy Act 1988 (Cth), Workplace Health and Safety Queensland (WHSQ) regulations, and best practice standards for not-for-profit organisations.
- **Strategic Planning:** Setting the strategic direction, approving the strategic plan, and monitoring its implementation in collaboration with the Coordinator.
- **Financial Oversight:**
    - **Budgeting and Financial Management:** Approving the annual budget, monitoring financial performance, ensuring financial sustainability, and overseeing the preparation and audit of financial statements.
    - **Taxation Compliance:** Ensuring adherence to Australian Taxation Office (ATO) obligations, including Goods and Services Tax (GST), income tax, and Fringe Benefits Tax (FBT).
    - **Reporting:** The Coordinator may assist with budgeting and reporting.
- **Risk Management:** Identifying, assessing, and mitigating risks that could impact CCC's ability to achieve its objectives.

- **Policy Development:** Establishing and regularly reviewing organisational policies, including governance, operational, ethical, and Workplace Health and Safety (WHS) policies.
- **Stakeholder Engagement:** The Coordinator is the public-facing spokesperson of the Organisation. The President may also act as a Spokesperson, when required, in the event of high-level strategic communication, if there is a potential conflict of interest, politically sensitive communications and/or when the Coordinator is unavailable.
- Committee members may assist in maintaining relationships with members, donors, government bodies, and the community.
- **Human Resources and Performance Management:** Appointing, assisting, and managing the Coordinator, and ensuring the Constitution and Strategic Plan are followed.
- **Support Framework for the Coordinator:** Providing necessary support to the Coordinator by respecting, listening to, and collaborating with them. Decision-making should be conducted in consultation and collaboration with the Coordinator, recognising their managerial responsibility and autonomy in operating the organisation.
- **Compliance with Local Government Requirements:** Ensuring compliance with local council regulations, zoning laws, and obtaining necessary permits for CCC's on-ground activities and events.
- **Succession Planning:** Planning for the recruitment and development of committee members and key staff to ensure leadership continuity.

5. Roles and Responsibilities of Committee Members

- **President/Chairperson**
    - **Leadership:** Leads the committee and ensures the committee fulfills its responsibilities for the governance and success of CCC.
    - **Strategic Oversight:** Works with the Coordinator to ensure the organisation's strategy aligns with its mission.

- **Meeting Facilitation:** Chairs committee meetings, sets agendas in consultation with the Secretary, and ensures discussions stay on track.
- **Public Representation:** May act as the spokesperson for CCC, though the Coordinator typically assumes this role.
- **Compliance Oversight:** Ensures CCC's compliance with legal and governance obligations, including those outlined in the Constitution.
- **Coordinator Support:** Actively supports the Coordinator in their role, ensuring their input is respected and considered in decision-making processes. The Chair/ President is also the direct reporting line for the coordinator.

- **Vice President/Chairperson**
  - **Support to the President:** Assists the President in their duties and fills in when the President is unavailable.
  - **Leadership Development:** May take on responsibilities to prepare for a future role as President as part of succession planning.
- **Secretary**
  - **Meeting Preparation:** Organises meetings, prepares and circulates agendas, and takes minutes during committee meetings.
  - **Correspondence Management:** Oversees incoming and outgoing correspondence and maintains accurate records.
  - **Document Management:** Maintains a register of members and ensures the safekeeping of official documentation.
  - **Compliance with Constitution:** Ensures that the committee collectively adheres to the Constitution in its operations, including quorums and decision-making procedures, with the Secretary facilitating this process by maintaining accurate records.
- **Treasurer**
  - **Financial Management:** Oversees the financial affairs of CCC, ensuring accurate financial records are maintained.
  - **Budgeting:** Works with the Coordinator to prepare annual budgets and monitor financial performance.

- **Taxation Compliance:** Ensures adherence to ATO obligations, including GST, income tax, and FBT.
- **Reporting:** Ensures monthly financial reports are produced and presented at committee meetings, addressing any financial concerns.
- **Auditing:** Oversees the preparation of an annual audit and presents financial statements at the AGM.
- **Risk Management:** Manages financial risks, including insolvency risks, ensuring that CCC is not trading insolvent.

- **Ordinary Committee Members**
  - **Participation:** Actively participate in committee meetings and decision-making processes.
  - **Support Executive Roles:** Assist and support the President, Secretary, and Treasurer in their duties.
  - **Sub-Committees:** Participate in or chair sub-committees or working groups focused on specific tasks such as finance, risk management, or policy development.
  - **Engagement with Stakeholders:** Help build and maintain relationships with CCC members, donors, and stakeholders.

6. Support Framework for the Coordinator

The Management Committee is committed to providing a supportive and respectful environment for the Coordinator to effectively manage CCC's operations. This includes:

- **Collaboration and Consultation:** Decision-making processes will involve consultation and collaboration with the Coordinator to ensure alignment with CCC's strategic objectives.
- **Autonomy and Respect:** Recognising the Coordinator's autonomy in managing day-to-day operations and making decisions related to environmental advocacy and organisational management. The Coordinator has authority over the day to day operations. The committee's oversight focuses on outcomes rather than intervening in operational

activities. The committee's involvement in human resources involves performance reviews, compensation decisions, and long-term role development.

- **Resource Provision:** Ensuring the Coordinator has access to necessary resources, training, and support to fulfil their role effectively.
- **Protected Role:** Safeguarding the Coordinator from undue interference, ensuring they can perform their duties without disrespect, blocking, or hampering efforts.
- **Feedback and Communication:** Facilitating prompt and timely feedback and communication through email and committee meetings, conducted in a supportive and agreeable manner.
- **Reference to Coordinator's Manual:** Performance metrics and expectations for the Coordinator are detailed in the Coordinator's Manual, which is referenced within this charter.

7. Meetings

- **Frequency:** The Management Committee will meet at least every two months.
- **Quorum:** A quorum is more than half of the committee members.
- **Decision-Making:** Decisions are made by a majority vote.

8. Sub-Committees

The Management Committee may establish sub-committees or working groups to focus on specific areas, such as finance, risk management, or strategic planning.

9. Performance Evaluation

- **Committee Evaluation:** The performance of the Management Committee shall be evaluated annually.[include link to evaluation framework by 01/05/2025]
- **Individual Evaluation:** Each committee member will undergo an annual performance review, focusing on their contributions.[include link to evaluation framework by 01/05/2025]

- **Coordinator Performance:** The Coordinator's performance will be evaluated annually.[include link to evaluation framework by 01/05/2025]

10. Public Liability Insurance

The Management Committee will assess CCC's public liability insurance needs annually to ensure adequate coverage.

11. Compliance with Legal Obligations

- **Workplace Health and Safety (WHS):** Ensuring WHS policies are established, implemented, and reviewed to maintain a safe working environment.
- **Privacy and Data Protection:** CCC will comply with the Privacy Act 1988 (Cth) to ensure personal information is handled and protected.
- **Local Government Compliance:** Ensuring compliance with local council regulations, zoning laws, and obtaining necessary permits for CCC's on-ground activities and events.
- **Taxation Obligations:** Ensuring adherence to ATO requirements, including GST, income tax, and FBT.

12. Review of Charter

This (provisional) Committee Charter shall be reviewed in 6 (six) calendar months (23/04/2025) by the Management Committee to ensure its continued relevance and compliance with legislative and regulatory requirements; and then annually, thereafter, by the Management Committee to ensure its continued relevance and compliance with legislative and regulatory requirements.

13. Relational Linking Governance Documents

Documents:

1. **CCC Constitution**

2. **Coordinator Manual**
3. **Committee Charter**
4. **Delegations Register**
5. **Code of Conduct**
6. **Risk Management Policy**
7. **Financial Management Policy**
8. **Privacy Policy**
9. **Strategic Plan 2024/2025**
10. **Workplace Health and Safety (WHS) Policy**
11. **Funding and Donor Management Policy**

14. Approval and Adoption

This Committee Charter was approved by the Management Committee on 22/10/2024, via a flying (email) agenda and motion: https://docs.google.com/document/d/1IOpmDk0fRwEzPauGUmd0_y5KfHGTAPOYj-ODe3jH-rE/edit?tab=t.0

	AUTHORISATION:	
	This version was approved on:	22/10/2024
	This version takes effect on:	22/10/2024
	Authorised by:	CCC Management Committee
	Chair:	Angie Fraser-Parle
	Chair signature:	

Points for Review 23/04/2025

EMAIL Points for Discussion at Next Review 23/04/2025.docx

Feedback by: Jen Acklin (21/10/2024)

1. *Role clarification between the Management Committee and Coordinator.*
2. *Clarity on decision-making authority and operational autonomy.*
3. *Implementation of a delegations register for clearer authority delineation.*
4. *Governance oversight versus operational involvement of the Committee.*
5. *Ensuring the Coordinator's performance reviews, compensation, and role development are well-defined.*
6. *Clearer framework for strategic planning and Committee's responsibility.*
7. *Ambiguity in dual spokesperson role (Chair and Coordinator).*
8. *Human Resources management within the Coordinator's role and the Committee's oversight.*

Capricorn Conservation Council acknowledge and respect the Traditional Owners and Elders of the land and waters we conserve and protect.