Capricorn Conservation Council

Approved Coordinator Manual with Compliance Enhancements

Version 20/11/2024

Document Review Due Date: 20/11/2025

Compliance Review Report for CCC Coordinator Manual 12/11/2024.docx

Introduction

The revised Coordinator Manual now incorporates comprehensive compliance measures aligned with the Queensland Government Departments and Agencies, as well as Australian Regulatory Bodies. By explicitly addressing Workplace Health and Safety, Australian Charities and Not-for-profits Commission (ACNC) compliance, Australian Taxation Office (ATO) obligations, Privacy and Data Protection, and Fair Work Ombudsman guidelines, the manual ensures that the Coordinator operates within legal and regulatory frameworks effectively.

1. About Capricorn Conservation Council

Capricorn Conservation Council is a voice for the environment—for this generation and the next—since 1973. We are guided by Traditional Owners and Elders and work hard to protect, conserve, and enhance biodiversity. CCC collaborates with Queensland Conservation Council, landcare groups, local councils, state and federal governments, schools, universities, local businesses, National Parks, and more. We are a non-partisan organisation respecting the community's political diversity. CCC advocates for the environment and environmental justice across Central Queensland.

CCC and the Coordinator aim to:

- Protect, conserve, and enhance biodiversity across Central Queensland.
- Be guided by Traditional Owners and Elders in environmental decision-making, seeking permission and guidance to Care for Country across CQ.

- Empower the next generation with science-based knowledge and a platform to advocate for the environment.
- Promote sustainable use of natural resources and support activities that reduce carbon emissions.
- Deliver science-based environmental messages and recommendations to decision-makers, including local councils and government bodies.
- Involve the community in environmental management and share our science-based knowledge.

Further information about CCC's history, policy, environmental campaigns, advocacy, stories, and activities are available on our website: www.cccqld.org.au

2. Roles and Responsibilities of the Coordinator

2.1 Management Responsibilities

- Qualifications and Expertise:
    - The Coordinator is a trained professional with management experience and tertiary qualifications in environmental science/ science.
- Autonomy and Collaboration:
    - Operates independently, , while consulting and collaborating with the CCC Chair and Committee.
    - Manages day-to-day operations, including overseeing activities, staff, and program delivery, with operational independence. The Coordinator collaborates with the Committee to ensure alignment with CCC's strategic objectives.
    - Holds managerial responsibility for the organisation, acting as both a manager and environmental advocacy specialist independently.
- Operational Excellence:
    - Establishes and maintains best practice operational procedures for CCC, ensuring continual improvement.
    - Undertakes activities and achieves outcomes independently, ensuring strategic compliance, and calling on the Chair and Committee for assistance or support as needed.
- Staff Management:
    - Trains, manages, and supports any additional staff employed at CCC.
    - Ensures staff have work plans, follow policies and procedures, and work in line with the CCC Constitution and Strategic Plan.
- Decision Making:
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- Exercises independent decision-making on operational matters, providing advice and offering guidance to the Chair and the Committee, ensuring all actions align closely with the Strategic Plan.
- Guides the establishment of future Strategic Plans in collaboration with the Chair and Committee.

2.2 Campaign and Advocacy

- Spokesperson Duties:
  - Acts as an authorised spokesperson for CCC, providing scientifically accurate and relevant information to the Committee, members, and the community.
- Campaign Coordination:
  - Coordinates submissions or campaigns for new or emerging environmental issues relevant to the Capricorn region, aligning with the CCC Strategic Plan and Constitution.
  - Identifies emerging environmental issues in collaboration with the community, CCC Members, and other environmental organisations.
- Government Engagement:
  - Organises and/or participates in meetings with local, state, and federal elected members and government agencies to discuss relevant environmental matters.
  - Collaborates with Queensland Conservation Council and attends Minister of the Environment Round Table (MERT) Meetings.

2.3 Community and Public Relations

- Non-Partisan Approach:
  - Maintains a respectful, non-partisan approach in dealing with environmental matters across the community.
- Communication Management:
  - Maintains communication with members and supporters through regular activity on CCC's social media and email updates.
  - Collects and responds to incoming mail, emails, and phone messages within a reasonable timeframe.
- Issue Resolution:
  - Appropriately addresses environmental issues raised by community members.
  - Refers non-significant environmental matters to relevant organisations, local councils, or MPs as appropriate.
- Networking and Collaboration:

    - Creates and maintains networks with other conservation organisations for mutual support in campaigns and advocacy actions.
    - Represents CCC at relevant groups, committees, and panels as necessary.
- Event Coordination:
    - Coordinates at least two events for members and potential members each year, featuring guest speakers or activities to attract attendance.
- Volunteer Engagement:
    - Embraces volunteers, utilizing their skills to progress conservation work aligned with CCC's work plan.
    - Ensures volunteers are CCC Members for insurance purposes and are appropriately inducted and managed.
- Media Engagement:
    - Actively engages media for public education and promotion of CCC's work, adhering to the Social Media Policy.
- Facility Management:
    - Maintains the HUT for use by the Coordinator, Committee, CCC Members, and the wider community.

2.4 Workplace Health and Safety (WHS)

- WHS Compliance:
    - Ensures all CCC activities comply with Workplace Health and Safety Queensland (WHSQ) regulations.
- Training and Induction:
    - Provides WHS training and induction for all staff and volunteers.
- Incident Reporting:
    - Implements a clear procedure for reporting and managing workplace incidents.
- Safety Audits:
    - Conducts regular safety audits to identify and mitigate potential hazards.

2.5 Queensland Building and Construction Commission (QBCC) Compliance (If Applicable)

- Construction Projects:
    - Ensures all construction-related activities comply with QBCC regulations.
- Permits and Licenses:
    - Obtains necessary permits and licenses for construction projects.
- Contractor Management:
    - Engages licensed contractors and ensures adherence to QBCC standards.

2.6 Australian Charities and Not-for-profits Commission (ACNC) Compliance

- Annual Reporting:
  - Ensures timely submission of annual reports and financial statements to the ACNC.
- Governance Standards:
  - Adheres to ACNC governance standards, including board diversity and accountability.
- Compliance Monitoring:
  - Regularly reviews and updates practices to maintain ACNC compliance.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.7 Australian Taxation Office (ATO) Compliance

- Goods and Services Tax (GST):
  - Ensures all applicable transactions are correctly taxed and reported.
- Income Tax:
  - Maintains accurate records of income and ensures timely payment of any applicable taxes.
- Fringe Benefits Tax (FBT):
  - Complies with FBT obligations for any benefits provided to staff or volunteers.
- Tax Reporting:
  - Coordinates with the Treasurer to ensure all tax-related reporting is accurate and submitted on time.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.8 Australian Securities and Investments Commission (ASIC) Compliance (If Applicable)

- Corporate Governance:
  - Ensures that all corporate governance practices comply with ASIC regulations.
- Financial Services:
  - If CCC engages in financial services, adheres to ASIC guidelines and licensing requirements.
- Reporting Requirements:
  - Maintains accurate records and submits necessary reports to ASIC as required.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.9 Privacy and Data Protection

- Personal Information Handling:
  - Ensures all personal information is collected, stored, and used in accordance with the Privacy Act 1988 (Cth).
- Data Security:
  - Implements robust data security measures to protect personal and sensitive information.
- Privacy Training:
  - Provides regular training to staff and volunteers on privacy policies and data protection.
- Access and Correction:
  - Facilitates access to personal information for individuals and allows corrections as required by law.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.10 Fair Work Ombudsman Compliance

- Employment Standards:
  - Ensures all employment practices comply with the Fair Work Act 2009 and related regulations.
- Fair Work Practices:
  - Implements fair work practices, including appropriate remuneration, working hours, and conditions.
- Employee Rights:
  - Upholds the rights of employees and volunteers, providing clear policies on workplace behavior and dispute resolution.
- Record Keeping:
  - Maintains accurate employment records in accordance with Fair Work guidelines.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.11 Support Framework for the Coordinator

- Collaboration and Consultation:

    - Involves the Coordinator in decision-making processes related to operational and strategic alignment, except in cases where a conflict of interest may arise.
- Autonomy and Respect:
    - Recognises the Coordinator's autonomy in managing day-to-day operations and environmental advocacy.
- Resource Provision:
    - Provides necessary resources, training, and support to enable the Coordinator to fulfill their role effectively.
- Protected Role:
    - Safeguards the Coordinator from undue interference, ensuring they can perform their duties without disrespect or obstruction.
- Feedback and Communication:
    - Establishes prompt and timely communication channels, including regular updates via email and during committee meetings, conducted in a supportive and respectful manner.
- Reference to Coordinator's Manual:
    - Performance metrics and expectations for the Coordinator are detailed in this manual, providing comprehensive guidelines for their role and responsibilities.

2.12 Documentation and Record-Keeping

- Record Maintenance:
    - Maintains accurate and up-to-date records of all CCC activities, meetings, and decisions.
- Document Security:
    - Ensures all sensitive documents are securely stored and accessible only to authorized personnel.
- Data Retention:
    - Implements a data retention policy that outlines how long different types of records are kept and the process for their disposal.
- Access Control:
    - Restricts access to confidential information to protect the privacy and security of members and stakeholders.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

2.13 Risk Management

- Risk Identification:

- Regularly identifies potential risks that could impact CCC's operations and objectives.
- Risk Assessment:
  - Evaluates the likelihood and impact of identified risks.
- Mitigation Strategies:
  - Develops and implements strategies to mitigate identified risks.
- Monitoring and Review:
  - Continuously monitors risks and reviews the effectiveness of mitigation measures.

2.14 Australian Charities and Not-for-profits Commission (ACNC) Compliance

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- Compliance Monitoring:
  - Regularly reviews and updates practices to maintain ACNC compliance.

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- Fringe Benefits Tax (FBT):
  - Complies with FBT obligations for any benefits provided to staff or volunteers.
- Tax Reporting:
  - Coordinates with the Treasurer to ensure all tax-related reporting is accurate and submitted on time.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

3. Administration

- Internal Systems and Processes:

    - Develops and maintains effective internal systems and processes, including IT, project management, administration, and communications to uphold CCC's professional image.
- Funding Opportunities:
    - Seeks out funding opportunities to enhance CCC's work, assisting with funding applications and acquittals as needed.
- Policy Development:
    - Guides and assists the Committee in developing policies and procedures, ensuring consistency, professionalism, and compliance with external funding requirements.
    - Collaborates with QWALC and QCC for templates, training, and assistance in policy development.
- Membership Management:
    - Maintains the membership database, coordinates membership renewals, and contributes to growing membership numbers.
    - Encourages community and environmental advocacy groups to become members.
    - Manages membership renewals through the website, facilitating direct transfers into the bank account and following the Membership Process.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

4. General Information

4.1 Passwords

- Password Management:
    - Maintains a protected Password document containing all necessary passwords for CCC operations.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

4.2 Finance Matters

- Budget Design and Approval:
    - Consults with the Treasurer, Chair, and Committee to design an annual budget, presenting it for approval by March/April each year.
- Grant and Funding Reporting:
    - Assists with the reporting of grants and funding as required by the Treasurer and Committee.

- Credit Card Management:
    - Manages a CCC credit card for day-to-day purposes, coordinating with the Treasurer to establish and follow the process.

The Coordinator may call upon the Chair, Administration Assistant and Management Committee to assist with these tasks.

Next Review:

1. Implement Recommended Sections:
    - Incorporate the suggested sections and enhancements into the Coordinator Manual to ensure full compliance.
2. Legal Review:
    - Conduct a thorough legal review of the revised Coordinator Manual to verify compliance with all relevant laws and regulations.
3. Training and Communication:
    - Provide training to the Coordinator and relevant staff on the updated manual to ensure understanding and adherence to compliance measures.
4. Regular Updates:
    - Schedule periodic reviews of the Coordinator Manual to maintain ongoing compliance with any changes in legislation or regulations.

	AUTHORISATION:	
	This version was approved on:	20/11/2024
	This version takes effect on:	20/11/2024
	Authorised by:	CCC Management Committee
	Chair:	Angie Fraser-Parle
	Chair's signature:	

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