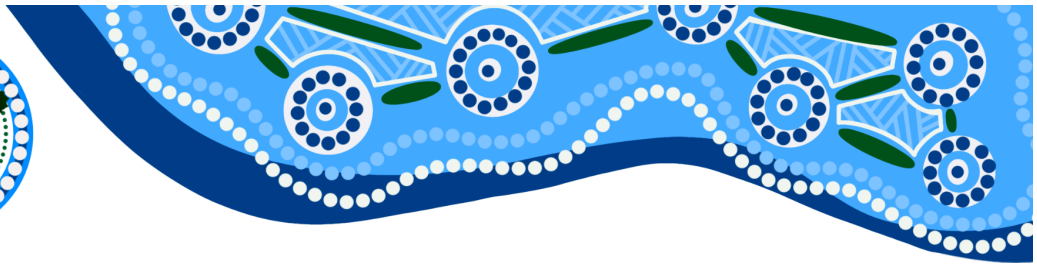

Capricorn Conservation Council (CCC) Delegations Register 12/02/2025

VERSION 1
REVIEW DATE: 12/02/2025
COMPLIANCE ANALYSIS REPORT CCC Delegations Register 02/12/2024

---

1. Purpose

The Delegations Register defines the decision-making authority within the Capricorn Conservation Council (CCC), ensuring that roles and responsibilities are clearly allocated across key organisational areas. It supports effective governance, operational efficiency, and compliance with Queensland legislation, ACNC standards, CCC's Constitution, and strategic goals.

---

2. Key Roles and Responsibilities

Delegations are assigned to the following positions:

- Chair
- Treasurer
- Secretary
- Coordinator
- Management Committee

---

3. Financial Delegations

Constitutional Reference: Rule 26(e) – Payments authorised by two members; Rule 26(f) – Delegated credit/debit card limits

Coordinator:

- Can approve operational expenses up to $250, provided these expenses are aligned with the approved budget.
- Payments must still be authorised by two signatories as required by the Constitution.
- All expenses must be reported to the Treasurer and Management Committee for oversight.

Treasurer:

- Has the authority to approve expenses up to $750, with the requirement that any expenses over this amount must be approved by the Management Committee.
- All payments must be authorised by two signatories.
- Prepares financial reports and collaborates with the Coordinator to create and monitor the budget.

Chair:

- Can approve strategic or urgent expenses up to $1,250. Payments must also be authorised by two signatories as outlined in the Constitution.
- Ensures the Committee is informed of significant financial decisions.

Management Committee:

- All expenses over $1,250 require Management Committee approval.
- Significant financial commitments must have full Committee approval, with documentation maintained by the Treasurer.

---

4. Operational Decision-Making

Constitutional Reference: Rule 13 – General control and management of operations by the Management Committee

Coordinator:

- Manages day-to-day operations, including volunteer management, campaign execution, and other routine tasks, within the approved budget and Strategic Plan.
- Must consult the Chair and Management Committee for any operational decisions involving significant shifts.

Chair:

- Oversees strategic alignment with CCC's mission and Strategic Plan.
- Collaborates with the Coordinator on high-level operational issues but defers significant decisions to the Management Committee.

Management Committee:

- Holds final authority over all significant operational changes, major partnerships, or long-term project commitments.

Note:
The Coordinator can make day-to-day decisions within the scope of their role,

provided they align with the Strategic Plan and do not exceed $250 in expenditure.

---

5. Human Resources Delegations

Constitutional Reference: Rule 3(f) – Appointment, removal, or suspension of employees by the Management Committee

Coordinator:

- Handles day-to-day operations related to staff and volunteers, such as task assignments, scheduling, and general oversight.
- Strategic HR decisions, which are recruitment, performance reviews, and terminations, must be brought to the Chair and Management Committee.

Chair:

- Convenes processes for strategic HR decisions, ensuring alignment with CCC's goals.
- These decisions are referred to the Management Committee or a subcommittee for final determination.

Management Committee:

- Retains oversight of all key staffing decisions, especially senior roles.
- Participates in succession planning and has final authority on significant HR matters.

---

6. Legal and Compliance Delegations

Constitutional Reference: Rule 13 – General control and management of compliance and legal matters by the Management Committee

Coordinator:

- Ensures day-to-day compliance with Workplace Health and Safety Queensland (WHSQ), ACNC, ATO obligations, and other regulatory requirements.
- Regularly reports to the Management Committee for oversight on compliance matters.

Chair:

- Monitors legal and compliance matters and reports to the Management Committee.
- Oversees contract signing and ensures compliance with government regulations.

Management Committee:

- Approves all significant legal matters, including contracts, construction projects, or high-risk compliance areas.

---

7. Strategic Decision-Making

Constitutional Reference: Rule 13(a) – General control and management by the Management Committee

Coordinator:

- Proposes strategic initiatives or environmental campaigns that align with the CCC's Strategic Plan and budget.
- These proposals must be reviewed by the Chair and Management Committee before implementation.

Chair:

- Refines and presents strategic proposals in collaboration with the Coordinator.
- Ensures initiatives align with CCC's long-term mission and goals, and refers them to the Management Committee for approval.

Management Committee:

- Holds final decision-making authority over strategic or long-term initiatives.
- Proposals impacting the budget or altering the CCC's long-term direction require full Committee approval.

Strategic Plan:

- The Management Committee approves the Strategic Plan, which serves as a guiding framework for the organisation.
- Any major updates to the Strategic Plan must be endorsed by members at a General Meeting.

---

8. Review and Updates

The Delegations Register shall be reviewed annually or as needed based on changes in the organisation's governance, strategic direction, or regulatory environment. Amendments must be approved by the Management Committee.

---

9. Relational Governance Documents Links

- Capricorn Conservation Council Constitution
- Strategic Plan
- Financial Policies and Procedures
- Governance Documentation Strategy
- Risk Management Framework
- Code of Conduct
- Conflict of Interest Policy
- Privacy Policy
- Fundraising and Sponsorship Guidelines
- Workplace Health and Safety (WHS) Policies
- Human Resources (HR) Manual
- Environmental Campaign Guidelines
- Legal and Compliance Register
- Sub-Committee Terms of Reference

List of Changes CCC Delegations Register Review Process 02/12/2024

	AUTHORISATION:	
	This version was approved on:	12/02/2025
	This version takes effect on:	12/02/2025
	Authorised by:	CCC Management Committee
	Chair:	Angie Fraser-Parle
	Chair signature:	

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