Capricorn Conservation Council

Annual Governance Reporting Calendar for CCC

Financial Year: 1st May- 31st March

Monthly Tasks

- **Board and Committee Meetings**: Conduct regular meetings to review key initiatives, approve new projects, and assess ongoing compliance tasks. Recommended frequency: monthly or bi-monthly based on CCC's needs.

- **Review and Filing of Financial Records**: Ensure all financial transactions, including invoices and payroll, are recorded and verified monthly.

Quarterly Tasks

- **Quarterly BAS (Business Activity Statement)**:
  - **Due Dates**: 28th July, 28th October, 28th January, 28th April.
  - **Compliance Requirement**: Lodgement of BAS, including GST and PAYG withholding.
- **Workplace Health and Safety (WHS) Check-ins**:
  - **Tasks**: Review and update the WHS plan for The Hut and remote workers. Conduct quarterly check-ins to ensure safety protocols are in place.
- **Grant Funding Milestone Reviews**:
  - **Tasks**: Identify and schedule quarterly reviews of ongoing grants, assessing milestones, funding conditions, and reports due.
- **Committee Performance and Goal Setting**:

- **Tasks**: Assess key committee initiatives and report progress against set goals.

Bi-Annual Tasks

- **Employee Performance Reviews**:
- **Frequency**: Bi-annual reviews for the part-time coordinator and key staff to assess performance and job satisfaction.
- **Local Council Compliance Review**:
- **Tasks**: Conduct periodic checks to ensure zoning or permits are updated as required for activities or events.

Annual Tasks

- **Financial and Taxation Reporting**:
- **Income Tax Returns**: Due by 30th October.
- **Fringe Benefits Tax (FBT) Return**: Due by 31st March.
- **Annual Financial Report to the ACNC**: Submit by 31st December (reporting period ends April).
- **Audit of Financial Accounts**: Conduct an external audit for presentation at the AGM.
- **Annual General Meeting (AGM)**:
- **Timing**: Schedule in May to align with financial year-end.
- **Tasks**: Present annual financial reports, performance reviews, approve key governance documents, and discuss strategic direction.
- **Governance and Risk Management Review**:
- **Timing**: May to June.

- **Tasks**: Annual review of the Committee Charter, risk management policies, succession planning documentation, and the delegations register.

- **Workplace Health and Safety (WHS) Annual Audit**:

- **Timing**: August.

- **Tasks**: Conduct a comprehensive WHS audit of The Hut and assess remote working arrangements.

- **Strategic Planning and Policy Review**:

- **Timing**: August to October.

- **Tasks**: Review and update governance documents, including the risk management plan, privacy policy, and environmental compliance policies. Align strategic goals with compliance needs.

- **Grant and Donor Reporting**:

- **Tasks**: Submit end-of-year reviews and impact reports to key donors like QCC. Include financial summaries and project outcomes.

- **Environmental Compliance Reporting**:

- **Tasks**: If relevant, update environmental agencies like DES or GBRMPA on conservation programs and initiatives (pending confirmation with the coordinator).

- **Board and Committee Member Training and Development**:

- **Timing**: Annually, ideally soon after the AGM.

- **Tasks**: Arrange training sessions for board and committee members on governance, compliance, risk management, and environmental issues.

- **Privacy and Data Security Audit**:

- **Timing**: Annually, preferably before the AGM.

- **Tasks**: Review compliance with the Privacy Act 1988 (Cth) and check that data security measures are in place for handling sensitive donor or member information.

- **Volunteer and Staff Induction Review**:

- **Timing**: Annually, or more frequently based on volunteer recruitment cycles.
- **Tasks**: Review the induction process and compliance training for new volunteers and staff, ensuring they are aware of their obligations and CCC's policies.

- **Stakeholder Engagement Plan Review**:
  - **Timing**: Annually.
  - **Tasks**: Review and update the stakeholder engagement strategy to ensure CCC maintains effective communication and relationships with key stakeholders, including local communities, donors, and environmental partners.

- **Conflict of Interest Declarations**:
  - **Timing**: Annually, at the start of the financial year, and updated as needed.
  - **Tasks**: Require committee members to declare conflicts of interest and update their declarations as part of CCC's commitment to transparent governance.

- **Conservation and Environmental Program Reviews**:
  - **Timing**: Annually, or as required by partnerships and programs.
  - **Tasks**: Evaluate the effectiveness of conservation programs and environmental initiatives to ensure alignment with CCC's mission and compliance with partner or regulatory requirements.

- **Communications and Media Strategy Review**:
  - **Timing**: Annually, after strategic planning.
  - **Tasks**: Assess and update CCC's media and communication strategy to align with evolving organisational goals and public relations needs.

- **Ethical Fundraising Review**:
  - **Timing**: Annually, or as needed with new funding strategies.
  - **Tasks**: Ensure all fundraising practices align with donor agreements, ethical standards, and legal obligations.

Ad-hoc Tasks

- **Event and Zoning Permit Applications**: Submit applications to local councils as needed for on-ground events.

- **Specific Reporting for New Grants**: Adhere to the specific reporting timelines provided in grant contracts.

- **Environmental Impact Reviews**: Conduct periodic reviews based on projects or partnerships involving Queensland DES or GBRMPA.

Documentation and Reporting Best Practices

- **Document Retention Policy**: Review the policy annually to ensure alignment with legal obligations for financial and governance documents.

- **Board Meeting Minutes**: Document and distribute meeting minutes within set timeframes to ensure transparency and accountability.

- **Governance Calendar Review**: At the end of each financial year (April), review the calendar to assess if all obligations were met and whether any improvements are needed.

	AUTHORISATION:	
	This version was approved on:	2/05/2025
	This version takes effect on:	02/05/2025
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Capricorn Conservation Council acknowledge and respect the Traditional Owners and Elders of the land and waters we conserve and protect.