COMPLIANCE ANALYSIS REPORT CCC Delegations Register 02/12/2024

Updated CCC Delegations Register (Operations) Date: 2 May, 2025
Version: 2
Review Date: 1 May, 2026

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1. Purpose

This 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. This version incorporates alignment with the 2025 Coordinator (Executive Officer) Contract and Manual.

The Capricorn Conservation Council (CCC) recognises that a strong, skilled, and experienced Committee is essential for effective governance, strategic direction, and the organisation's success.

In line with best practice for environmental not-for-profits:

- All CCC Committee Members are expected to hold relevant **skills, qualifications, or governance experience** that align with the responsibilities of their elected roles.
- It is expected that all Committee Members have been **active financial members of CCC for a minimum of 12 months** prior to nomination.
- Each member should be capable of taking responsibility for the **tasks and decisions outlined below**, acting ethically, lawfully, and with integrity in all CCC matters.

Committee Members are entrusted with legal, financial, and strategic responsibilities. These roles must be approached with commitment, accountability, and a shared vision for environmental justice and community-led conservation.

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2. Key Roles and Responsibilities

Delegations are assigned to the following positions:

- Chair
- Treasurer
- Secretary
- Coordinator (Executive Officer)
- Management Committee

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3. Financial Delegations

Coordinator (Executive Officer):

- 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.
- Expenses over this amount must be approved by the Management Committee.
- 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.

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4. Operational Decision-Making

Coordinator (Executive Officer):

- Manages day-to-day operations, including volunteer management, staff scheduling, campaign execution, and delivery of events and advocacy.
- Must consult the Chair and Management Committee for any operational decisions involving significant shifts.
- May make decisions independently when actions fall within the approved Strategic Plan and budget.

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.

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5. Human Resources Delegations

Coordinator (Executive Officer):

- Handles day-to-day operations related to staff and volunteers, such as task assignments, scheduling, work plan development, and general oversight.
- Responsible for onboarding and supporting staff to deliver their reports and performance outcomes.
- Strategic HR decisions such as 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.

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6. Legal and Compliance Delegations

Coordinator (Executive Officer):

- Ensures day-to-day compliance with WHS, ACNC, ATO obligations, Fair Work legislation, Privacy Act 1988, and other regulatory requirements.
- Maintains accurate employment records, supports fair working conditions, and ensures policy compliance.
- 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.

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7. Strategic Decision-Making and Public Representation

Coordinator (Executive Officer):

- 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.
- Acts as CCC's authorised spokesperson, engages in government and community forums (e.g., MERT, QCC), and maintains CCC's public image.

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.

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8. Systems, Facilities, and Risk Management

Coordinator (Executive Officer):

- Manages CCC facilities (e.g., The Hut), internal systems (IT, communication, administration), and protects data security.
- Oversees incident reporting, WHS compliance, risk register updates, and strategic risk mitigation.
- Maintains asset registers and operational documentation.

Management Committee:

- Reviews and approves risk management strategies annually.

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9. 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.

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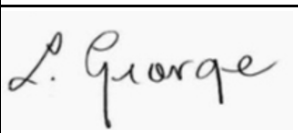
10. Relational Governance Documents Links

- 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

Disclosure: This Delegations Register was updated in April 2025 to reflect major employment and structural changes, including the ratification of the 2025 Coordinator (Executive Officer) Contract and revised operational scope as outlined in the corresponding Coordinator Manual.

	AUTHORISATION:	
	This version was approved on:	2/05/2025
	This version takes effect on:	2/05/2025
	Authorised by:	CCC Management Committee
	Chair:	Loretta George
	Chair signature:	

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