



AGENDA
FNQROC Annual General Meeting No. 24

MONDAY 8 AUGUST 2016 AT 8.45AM
Cook Shire Council, Events Centre - 3 May Street, Cooktown

- 1 Chair's opening remarks
- 2 Apologies
- 3 Confirmation of Minutes
 - Annual General Meeting No. 23 held on 10 August 2015 Pages 1 to 3
- 4 Treasurers Report
 - Profit & Loss for 2015/16 Financial Year Pages 4 to 6
 - Balance Sheet for 2015/2016 Financial Year Page 7
- 5 Election of Chair
- 6 Election of Deputy Chair
- 7 Appointment of Secretariat and Treasurer
- 8 Appointment of Auditor
- 9 Payment of Honorarium to Chair
- 10 B65 FNQROC Charter review Pages 8 - 17
- 11 Conclusion



MINUTES

of the Twenty-third Annual General Meeting of the
FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS
held on **MONDAY 10 AUGUST 2015 at 9.30am**
at Port Douglas Community Hall, Mowbray Street, Port Douglas (Douglas Shire)

- | | | |
|--------------------|---|---|
| ATTENDANCE: | Cr Bill Shannon, Mayor
Mr Terry Brennan, CEO
Cr Rosa Lee Long, Mayor
Mr Matt Hyde, Acting CEO
Cr Terry James, Deputy Mayor
Mr Peter Tabulo, CEO
Cr Julia Leu, Mayor
Ms Linda Cardew, CEO
Mr Tom Gilmore, Mayor
Mr Peter Franks, CEO
Cr Peter Scott, Mayor
Mr Tim Cronin, CEO
Cr Trevor Pickering, Mayor
Ms Joanne Jacobson, CEO
Cr Clifford Harrigan, Mayor
Mr Alan Neilan, CEO
Ms Janelle Menzies, CEO
Cr Pat Lynch, Deputy Mayor
Mr James Stewart, Executive
Manager Engineering Services
Ms Darlene Irvine
Mrs Amanda Hancock
Mr Steven Cosatto
Mrs Sandra McCormack
Mr Travis Sydes | Cassowary Coast Regional Council
Cassowary Coast Regional Council
Tablelands Regional Council
Tablelands Regional Council
Cairns Regional Council
Cairns Regional Council
Douglas Shire Council
Douglas Shire Council
Mareeba Shire Council
Mareeba Shire Council
Cook Shire Council
Cook Shire Council
Croydon Shire Council
Croydon Shire Council
Wujal Wujal Aboriginal Shire Council
Wujal Wujal Aboriginal Shire Council
Yarrabah Aboriginal Shire Council
Hinchinbrook Shire Council
Hinchinbrook Shire Council

FNQROC
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FNQROC |
| OBSERVERS: | Mr Graham O’Byrne, General
Manager Water & Waste
Cr Abigail Noli, Deputy Mayor | Cairns Regional Council

Douglas Shire Council |
| APOLOGIES: | Cr Errol Neal, Mayor
Cr Bob Manning, Mayor
Mr Ian Church, CEO | Yarrabah Aboriginal Shire Council
Cairns Regional Council
Tablelands Regional Council |

942	CHAIR’S OPENING REMARKS
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Chair, Cr Bill Shannon, welcomed everyone to the meeting, which started at 9.30am, and thanked Douglas Shire Council for hosting the meeting. Cr Shannon acknowledged the traditional owners, past and present, the Kuku Yalanji, on whose land we met.

Cr Shannon gave an overview of FNQROC activities over the past 12 months.

943	APOLOGIES
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Apologies as noted above.

944	CONFIRMATION OF MINUTES
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MOVED: Cr Julia Leu
SECONDED: Cr Rosa Lee Long

“That the minutes of the Twenty-second Annual General Meeting held on 11 August 2014 be confirmed.”

CARRIED

945	FNQROC ANNUAL REPORT 2014-2015
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To be prepared and presented to the next FNQROC Board meeting with audited statements.

946	TREASURER’S REPORT
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MOVED: Cr Peter Scott
SECONDED: Cr Pat Lynch

“That the Profit and Loss Statement and Balance Sheet for the period 1 July 2014 to 30 June 2015 as circulated be adopted (with an audit to be completed).”

CARRIED

947	ELECTION OF CHAIR
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The Board positions were declared open.

Ms Darlene Irvine called for nominations for the position of Chair

Cr Bill Shannon

NOMINATED by Cr Julia Leu
SECONDED by Cr Rosa Lee Long

Cr Bill Shannon accepted the nomination for Chair.

There being no further nominations Cr Bill Shannon was declared elected as Chair of FNQROC.

948	ELECTION OF DEPUTY CHAIR
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The Chair called for nominations for the position of Deputy Chair.

Cr Peter Scott

NOMINATED by Cr Pat Lynch
SECONDED by Cr Trevor Pickering

Cr Peter Scott accepted the nomination for Deputy Chair.

There being no further nominations Cr Peter Scott was declared elected as Deputy Chair of FNQROC.

949	APPOINTMENT OF SECRETARY AND TREASURER
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The Chair called for nominations for the position of Secretary and Treasurer.

Ms Darlene Irvine, FNQROC Executive Officer

NOMINATED by Cr Bill Shannon
SECONDED by Cr Peter Scott

There being no further nominations, the FNQROC Executive Officer was declared Secretary and Treasurer.

950	APPOINTMENT OF AUDITOR
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MOVED: Cr Rosa Lee Long
SECONDED: Cr Terry James

“That Mr Shaun Donaldson of Halpin Partners Accountants be appointed auditor for the financial year ending 30 June 2015.”

CARRIED

951	PAYMENT OF HONORARIUM TO CHAIRMAN
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MOVED: Cr Terry James
SECONDED: Cr Peter Scott

“That a payment of \$6,000 be made to the Chair for the period 1 July 2015 to 30 June 2016.”

CARRIED

952	CONCLUSION
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There being no further business the meeting was declared closed at 9.50am.

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Cr Bill Shannon
Chair

Profit and Loss

Far North Queensland Regional Organisation of Councils 30241 For the year ended 30 June 2016

2016

Trading Income

FNQROC	73
FNQROC:Annual Contribution	447,893
FNQROC:Miscellaneous	450
FNQROC:Miscellaneous:Furniture sales - 2nd hand	602
FNQROC:Miscellaneous:Staff Christmas Party	355
FNQROC:Regional Procurement Group:Regional Bitumen Reseal Project:Bitumen Reseal Tender package	400
FNQROC:Regional Procurement Group:Regional Purchasing Contributio:Annual Procurement Contribution	150,000
FNQROC:Regional Procurement Group:Regional Scrap Metal Project	2,029
FNQROC:Regional Waste Management Group:EHP/Waste Option Investigations	10,000
FNQROC:Reimbursement travel expenses	416
FNQROC:Short Term Projects:QWrap Project	37,500
FNQROC:Training	18,290
Natural Asset Management	3,287
Natural Asset Management:Gamba Grass Project	2,305
Regional Infrastructure Project:Annual 3% contribution	984
Regional Infrastructure Project:Annual 4% contribution	221,888
Regional Infrastructure Project:Funding/Subsidies	142,867
Regional Infrastructure Project:Reimbursement of expenses	737
Total Trading Income	1,040,075

Gross Profit 1,040,075

Other Income

Interest Income	3,242
Total Other Income	3,242

Operating Expenses

Bank Service Charges	616
FNQROC Expenses:Annual Subscriptions	52,306
FNQROC Expenses:External Meeting Expenses:Registration Fees Etc	3,008
FNQROC Expenses:External Meeting Expenses:Travel, Accom & Meals	5,327
FNQROC Expenses:Internal Meeting Expenses:Conference Call Meetings	640
FNQROC Expenses:Internal Meeting Expenses:Internal Meeting Miscellaneous	427
FNQROC Expenses:Internal Meeting Expenses:Meeting Refreshments/Catering	2,057
FNQROC Expenses:Miscellaneous	199
FNQROC Expenses:Miscellaneous:Staff Christmas Party	768
FNQROC Expenses:Mobile Phone Expenses	1,242
FNQROC Expenses:Payroll Expenses:On Costs - Annual Leave	23,163
FNQROC Expenses:Payroll Expenses:On Costs - Long Service Leave	721
FNQROC Expenses:Payroll Expenses:Salaries	172,687
FNQROC Expenses:Short Term Projects	89
FNQROC Expenses:Short Term Projects:Economic Development	166

	2016
FNQROC Expenses:Short Term Projects:NBN Project Expenses	186
FNQROC Expenses:Short Term Projects:Q-Wrap	288
FNQROC Expenses:Stationery & Office Expenses	5,183
FNQROC Expenses:Stationery & Office Expenses:Website	675
FNQROC Expenses:Training	7,458
FNQROC Expenses:Uniforms	602
FNQROC Expenses:Vehicle Expenses	16,155
Reg Infrastructure Projects:Annual Subscriptions	260
Reg Infrastructure Projects:Cross Reg Mountain Bike Project	16,318
Reg Infrastructure Projects:External Meetings:Registration Fees Etc	3,469
Reg Infrastructure Projects:External Meetings:Travel, Accom & Meals	5,038
Reg Infrastructure Projects:Internal Meeting Expenses:Internal Meeting Miscellaneous	8
Reg Infrastructure Projects:Internal Meeting Expenses:Meeting Refreshments/Catering	2,392
Reg Infrastructure Projects:Mobile Phone Expenses	1,164
Reg Infrastructure Projects:Regional Waste Management Group	893
Reg Infrastructure Projects:Regional Waste Management Group:EHP/Waste Option Investigations	9,825
Reg Infrastructure Projects:Salaries	103,489
Reg Infrastructure Projects:Stationery & Office Expenses	9
Reg Infrastructure Projects:Training	1,683
Reg Infrastructure Projects:Training:IPWEAQ practice Note 9	11,263
Reg Natural Asset Management:External Meetings:Registration Fees Etc	810
Reg Natural Asset Management:External Meetings:Travel, Accom & Meals	1,497
Reg Natural Asset Management:Gamba Grass Project:Gamba Grass project (mileage)	145
Reg Natural Asset Management:Healthy waterways project:Healthy waterways (mileage)	291
Reg Natural Asset Management:Internal Meeting Expenses:Internal Meeting Miscellaneous	387
Reg Natural Asset Management:Internal Meeting Expenses:Meeting Refreshments/Catering	651
Reg Natural Asset Management:Miscellaneous	1,500
Reg Natural Asset Management:Mobile Phone Expenses	1,256
Reg Natural Asset Management:NCCARF Project	1,462
Reg Natural Asset Management:NCCARF Project:NCCARF project (mileage)	145
Reg Natural Asset Management:Salaries	103,210
Reg Natural Asset Management:Subscription/membership fees	60
Reg Natural Asset Management:Vehicle mileage (staff)	6,698
Reg Natural Asset Management:Vehicle Share Expenses	3,064
Reg Natural Asset Management:Yellow Crazy Ants Taskforce:Yellow Crazy Ants (mileage)	582
Reg Planner/economic developmen:External Meetings:Regn Fees Etc	1,091
Reg Planner/economic developmen:Internal Meeting Expenses:Meeting Refreshments/Catering	519
Reg Planner/economic developmen:Mobile Phone Expenses	900
Reg Planner/economic developmen:Salaries	21,693
Regional Asset Management:Internal Meeting Expenses:Meeting Refreshments/Catering	489
Regional Procurement:Bitumen Reseal Project	1,072
Regional Procurement:Bitumen Reseal Project:Project Coordinator Fees	45,000
Regional Procurement:External Meeting Expenses:Regn fees etc	1,818
Regional Procurement:External Meeting Expenses:Travel, Accom & Meals	805
Regional Procurement:Internal Meeting Expenses:Meeting Refreshments/Catering	810
Regional Procurement:Mobile Phone Expenses	1,156
Regional Procurement:Salaries	91,592
Regional Procurement:Stationery & Office Expenses	14

Regional Procurement:Tender Advertising Expenses	153
Regional Procurement:Training:Specifications Writing Workshop	5,000
Total Operating Expenses	743,642
Net Profit	299,674

Profit Associated to:-

1. \$178,414 due to TIDS increase (this has been modified for 2016/17)
 - $\$2,744,828 \times 4\% = \$109,793$
 - $\$2,744.828 \times 2.5\% = \$ 68,621$
 - **\$178,414**
2. \$2,029 - Procurement savings (revenue)
3. \$37, 500 - Unbudgeted funding
4. \$30,160 - Vacant positions (July 2016-Nov 2016 & Sept 2016 - Nov 2016)

Balance Sheet

Far North Queensland Regional Organisation of Councils 30241 As at 30 June 2016

30 Jun 2016

Assets

Bank	
Cheque Account	(3,483)
V2 Account	1,116,698
Total Bank	1,113,216
Current Assets	
Accounts Receivable New	32,607
Total Current Assets	32,607
Total Assets	1,145,823

Liabilities

Current Liabilities	
ANZ Credit Card - Darlene	(2,329)
ANZ Credit Card:FNQROC	7,726
GST	1,764
Payroll Liabilities:AL Payable Current	58,006
Payroll Liabilities:AL Payable Non Current	37,412
Payroll Liabilities:LSL Payable Current	68,051
Payroll Liabilities:LSL Payable Non-Current	9,621
Total Current Liabilities	180,251
Total Liabilities	180,251
Net Assets	965,571

Equity

Current Year Earnings	299,674
Opening Bal Equity	293,928
Retained Earnings	371,969
Total Equity	965,571



FNQROC CHARTER REVIEW

Darlene Irvine: 5167523

Recommendation:

That FNQROC adopt the proposed amended FNQROC Charter.

INTRODUCTION:

The FNQROC Charter commenced as a constitution and adopted 10 June 1992. Since this time it has been amended on a regular basis and has become a 'Charter'. The current Charter was last reviewed at FNQROC Ordinary Meeting No. 100, 15 April 2013.

The proposed amended Charter (attachment A) reflects current practice and complements the FNQROC Operational Guidelines adopted 20 June 2016.

OPTIONS:

1. Adopt amended FNQROC Charter
2. Amend proposed FNQROC Charter

Statutory:

Under the Local Government Act 2009 Council has jurisdiction to ensure good governance in its area.

Financial:

No changes to current arrangements

ATTACHMENTS

Appendix A – Amended FNQROC Charter (#1189437 v 11)

CONCLUSION:

This review is to ensure the FNQROC Charter remains current, transparent and regularly reviewed.

Darlene Irvine
FNQROC Executive Officer

CHARTER

FNQROC

**(Far North Queensland Regional
Organisation of Councils)**



Revised and adopted: [8 August 2016](#)

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FNQROC is a voluntary regional organisation of Councils for Far North Queensland. This charter is an update and supersedes the original constitution, which was adopted 10 June 1992.

The constitution has been updated due to time, membership changes and to ensure currency and consistency.

1. NAME

The name of the Organisation shall be the Far North Queensland Regional Organisation of Councils (FNQROC).

2. MISSION STATEMENT

Our Mission is to foster cooperation and resource sharing between councils and effectively advocate on agreed regional positions and priorities.

3. VISION

Regional prosperity through interactive and collaborative planning and advocacy.

4. CORE VALUES

- a) **Autonomy** to act within the constraints of our systems of Government,
- b) **Integrity** in the performance of their functions,
- c) **Responsiveness** to the needs of the local community,
- d) **Accountability to stakeholders** – electors, ratepayers, other spheres of Government,
- e) **Equity**; and
- f) **Respect** the individual rights of individual councils to have their own opinions.

5. OBJECTIVES

- a) To support and advance the local interest of its members and their constituencies in a regional context.
- b) To formulate policies and strategies from which all member Councils may act collaboratively in determining complementary plans for the co-ordination of regional growth and management of change.
- c) To foster co-operation amongst members on issues of mutual concern or to further joint interests.
- d) To act as an advocate to State and Commonwealth Governments or public bodies on issues of concern to members.
- e) Address cross boundary issues.
- f) Take forward the collective interest of Councils in the region and influence senior decision makers within government and agencies.
- g) Communication and information sharing.
- h) Facilitate regional economic development and co-operation of mutual benefit to member councils, communities and businesses.
- i) Strategies for doing more with less.
- j) Build effective partnerships with State and Federal agencies which make decisions that affect our region.

- k) Facilitate co-operation with community, business and academic organisations for the benefit of the region.
- l) Member Councils to work together to proactively promote sustainable growth so as to retain the region’s natural assets and the cultural diversity of its people.

6. PRINCIPLES

In the pursuit of these objectives the Far North Queensland Regional Organisation of Councils will observe the following principles:

a) **Liaison**

Establish and maintain close liaison with the Local Government Association of Queensland (Inc), other Local Government networks and peak regional organisations to ensure as far as possible the pursuit of common objectives and strengthening Local Government representation.

Comment [DI1]: Amended to reflect relationships with AC, RDA, TTNQ etc.

Deleted: and

b) Decisions

Positions adopted and decisions taken shall acknowledge minority or dissenting viewpoints at a member’s request.

Resolution of regional matters shall promote the collective interest of the members in association without adversely affecting the interest of any member Council.

c) Operations

- i. Facilitating the sharing of resources and information between the Councils to achieve economies of scale and to improve the region.
- ii. Identifying, planning, prioritising and lobbying for regionally significant assets.
- iii. Seeking to secure, through forward commitments, State and Commonwealth investment in major regional assets.
- iv. Thoroughly examining State and Commonwealth legislation and policy to ensure that the region will not be disadvantaged, and that maximum benefit is obtained.
- v. Providing a forum for the Councils to meet regularly in an atmosphere of goodwill and trust.
- vi. Developing effective networks and alliances with the key stakeholders.
- vii. Dealing with other issues of significance as determined from time to time by the participating Councils.
- viii. Ensuring that the Executive Officer effectively and efficiently manages the secretariat of FNQROC within the budget parameters and delegations agreed to.

d) **Regional Coordination** and Co-operation in relation to but not limited to:

- Statutory Planning
- Roads
- Development
- Transport and Communications
- Water Supply
- Waste Water Treatment
- Solid and Liquid Waste Management and Disposal
- Environmental Issues and Management
- Economic Development
- Social Justice and Equity
- Non-Urban Lands
- Management of Data
- Electricity Supply and Distribution

and any other issue of a regional nature that an absolute majority of members may wish to include.

Comment [D12]: Amended for consolidation purposes.

Deleted: <#>Extractive Industry¶

Deleted: <#>Urban Form, Urban Consolidation and New Urban Development¶

Deleted: <#>Development of Strategies for Sustainable Agriculture/Rural Industries¶

7. **MEMBERSHIP**

a) Membership of the Far North Queensland Regional Organisation of Councils shall be open to the following Local Government Councils:

- | | |
|--|-------------------------------------|
| ▪ Cairns Regional Council | ▪ Cassowary Coast Regional Council |
| ▪ Cook Shire Council | ▪ Croydon Shire Council |
| ▪ <u>Douglas Shire Council</u> | ▪ <u>Hinchinbrook Shire Council</u> |
| ▪ <u>Mareeba Shire Council</u> | ▪ Tablelands Regional Council |
| ▪ Wujal Wujal Aboriginal Shire Council | ▪ Yarrabah Aboriginal Shire Council |

b) Additional Local Government Councils may be admitted as members by majority vote of the members.

c) A member may resign at any time by notice in writing.

Comment [D13]: Amended to reflect Douglas and Mareeba post de-amalgamations

8. SELECTION OF THE CHAIR OF FNQROC

The Chair and Deputy Chair of FNQROC will be elected on an annual basis at the Annual General Meeting.

9. POWERS

The Far North Queensland Regional Organisation of Councils shall have the power to:

- a) Make and levy an annual subscription for membership in such amount or amounts as may be determined at or around the March ordinary meeting.
- b) Members are financially committed to the subscription fee unless written resignation is received prior to the start of a financial year.
- c) Make and levy a special levy for any or all of its objects in such amount as may be determined at an Annual General Meeting or at any other meeting on a notice of motion given at least fourteen days prior to an Annual General Meeting or any other meeting but in any case, any such resolution shall have no force or effect unless the vote is unanimous.
- d) Any additional requests for funds for projects and/or matters not included in the annual budget, but are considered to be of an urgent and important regional nature, shall be referred to member Councils for approval.

All member Councils must approve the request for additional funds before the project is undertaken.

- e) Determine and make payments from its funds for any or all of the purposes of its objectives.
- f) Receive any grant or subsidy and apply monies for the purposes of such grant or subsidy

10. MEETINGS

Meetings of FNQROC will be held generally in accordance with the following guidelines:

- a) Meetings shall be held on at least seven days notice as follows:
 - as determined at a previous meeting(s)
 - called by the Chairperson
 - at the request of any three (3) members
- b) Minutes of the meetings shall be circulated within fourteen (14) days to representatives and confirmed at the following meeting.
- c) A quorum shall consist of six full member representatives.
- d) The Chair will preside at all meetings. In the absence of the Chair, the Deputy Chair will preside and in his/her absence a person elected at the meeting.

Comment [DI4]: Duplicated in 'Meetings'

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Deleted: Chairperson shall preside at all meetings of the Far North Queensland Regional Organisation of Councils. In the absence of the Chairperson the Deputy Chairperson shall preside and in his/her absence a person elected at the meeting.

Comment [DI5]: Amended to reflect current practice

Deleted: an Annual General Meeting or at any other meeting on a notice of motion given at least fourteen days prior to that other meeting.

Comment [DI6]: Amended to reflect current expectations

Deleted: Annual General Meeting or any other meeting on a notice of motion given at least fourteen days prior to that other meeting

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Comment [DI7]: Amended to reflect 50% + 1

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e) The Chair shall be responsible for the conduct of the meetings. Meetings will be run in a business-like manner following accepted guidelines for meeting procedure and protocols.

Deleted: and although informal, m

An Annual General Meeting (AGM) shall be held within four (4) months from the end of June:

Comment [DI8]: Amended to reflect the need for the meeting to be in October as we don't get audited statements completed by our August meeting.

- f) To elect a Chairperson, Deputy Chairperson
- g) To receive audited annual financial statements and reports.
- h) ↓
- i) To transact any other business.

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Comment [DI9]: Deleted as this process commences in March and is not part of the AGM process

Deleted: To

Deleted: establish and determine an annual budget and the amounts of annual subscriptions.

11. MEETINGS – APPOINTMENT OF REPRESENTATIVES

Each member Council shall appoint an elected representative for a term of not less than one year except as this might be varied by notice given by a member Council.

A proxy may attend meetings and will vote if the appointed representative has not given written instructions for voting direction.

12. ATTENDANCE

FNQROC meetings shall be attended by:

- a) A representative from each member Council.
- b) CEO's from each member Council
- c) FNQROC Executive Officer
- d) ↓

Comment [DI10]: Presenting staff won't attend the whole meeting.

Deleted: Staff of the member

Deleted: Councils for presentation of reports etc.

FNQROC meetings are open to Councillors of member Councils as observers.

13. OBLIGATIONS OF MEMBERS

The purpose of FNQROC is to facilitate regional cooperation. It is therefore expected that representatives will consider all issues from a regional perspective and decide the merits of an issue in the interests of the regional community.

14. VOTING

- a) Every question, matter or motion shall be decided by a majority of votes of the members represented at a meeting.
- b) Every full member shall be entitled one (1) vote.
- c) In the event of an equality of votes the Chair shall have a second or casting vote.
- d) A member may vote through its representative or authorise in writing, any other person to be its proxy in accordance with its directions.

- e) Any member may request the recording of and have recorded any dissent from or qualification of a majority decision.

15. MEETINGS - CONFIDENTIALITY

FNQROC meetings allow member council representatives to discuss items or issues in a frank and honest manner without fear or favour. As such, the meetings shall generally be closed to the public.

Meeting agendas and Minutes will form the public record.

16. PROCEEDINGS AT LAW

Upon a resolution of the organisation to institute proceedings at law, the Chairperson, Deputy Chairperson or other representative appointed for that purpose by resolution may undertake proceedings in his/her name as a representative of the organisation and shall have the right of indemnity, from organisation funds, against any claim arising from such representation or in respect of costs properly incurred or any award made against him/her as a representative of the Organisation.

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17. POLICIES

The Far North Queensland Regional Organisation of Councils may from time to time at any meeting make, amend or repeal policies consistent with its objectives and principles.

18. ALTERATION OF CHARTER

These rules may be rescinded, amended or added by resolution passed by a two-thirds majority of the membership at an Annual General Meeting or Special General Meeting called for that purpose.

A notice of motion to this effect shall be submitted to the Chairperson for distribution to members at least 14 days before the meeting at which the proposal shall be considered.

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19. FUNDS AND ACCOUNTS

Funds of the Far North Queensland Regional Organisation of Councils shall be deposited by the Organisation or any Trustee in the name of the Far North Queensland Regional Organisation of Councils in a Bank or Permanent Building Society.

Books and accounts shall be kept. The Executive Officer shall make all necessary arrangements for the keeping of books and accounts and for the preparation of financial statements and reports.

Such financial statements and reports shall be prepared for the Annual General Meeting and as such other intervals as determined at a meeting of the Organisation.

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The income and property of the Organisation shall be used and applied solely in promotion of its objects and in the exercise of its powers and other provisions of this Charter.

Cheques shall be signed by any two of the Chairperson, Deputy Chairperson or Executive Officer or any Trustee or any other person as may be authorised from time to time by resolution of a meeting.

Comment [DI11]: Amended to reflect current practice – else it will be two months before payments could be made

Deleted: Accounts

Deleted: for payment shall be presented to a meeting for approval, or payment may be authorised in advance of a meeting.¶

We the undersigned, agree to be bound by the Charter of the Far North Queensland Regional Organisation of Councils.

Signed for and behalf the member Councils, as resolved at [AGM Meeting No. 24](#), 8th day of [August 2016](#),

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.....
Cr Bob Manning
Mayor, Cairns Regional Council

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Cr John Kremastos
Mayor, Cassowary Coast Regional Council

.....
Cr Peter Scott
Cook Shire Council

.....
Cr Trevor Pickering
Mayor, Croydon Shire Council

.....
Cr Julia Leu
Mayor, Douglas Shire Council

.....
Cr Ramon Jayo
Mayor, Hinchinbrook Shire Council

.....
Cr Tom Gilmore
Mayor, Mareeba Shire Council

.....
Cr Joe Paronella
Mayor, Tablelands Regional Council

.....
Cr Ross James Andrews
Mayor, Yarrabah Aboriginal Shire Council

.....
Cr Desmond Tayley
Mayor, Wujal Wujal Aboriginal Shire Council