



FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS

Operational Guidelines

Adopted

20 June 2016 (amended 12 December 2016)

The Operational Guidelines govern the operational activities of FNQROC and technical committees under the auspice of FNQROC

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1. Executive Support

FNQROC will employ an Executive Officer on such terms and conditions agreed on by the member Councils and the Executive Officer.

1.1. The position objectives for the Executive Officer are to:

- Provide effective leadership and business direction within the FNQROC region to ensure the achievement of FNQROC's strategic directions.

1.2. The principal accountabilities of the position are to include but are not limited to:

- Representation and advocacy based on individual councils' adopted policy positions and FNQROC's adopted policy position.
- Provision of administrative and financial support for project teams including the ability to identify funding and resourcing needs.
- Control and report on FNQROC finances, ensuring the financial resources allocated to FNQROC are used in the most cost-effective manner within budget allocation.
- Undertake Strategic and Business planning.
- Prepare submissions and reports on a range of initiatives associated with FNQROC activities.
- Research into emerging issues of interest to FNQROC.
- Represent FNQROC as directed by the Board and project needs.
- Maintain a repository for FNQROC information including project files, financial details and research reports.
- Provision of advice on implications and possible course of action to FNQROC on existing and new initiatives or policy changes by State and Federal Governments.
- Management of the day-to-day operations of FNQROC, producing meeting agendas, minute preparation, liaison with councillors and staff of member councils, workshop preparation, staff and financial management.
- Liaison, negotiation and joint action with other Regional Organisation of Councils, State Government agencies, commonwealth agencies, the academic sector, the private sector and the community on a wide range of matters of interest to FNQROC.
- Broker partnerships with other levels of government and private sector.
- Establish and maintain contact network with key regional players.

2. Resources

- 2.1. At the March meeting each year, the Executive Officer will present a draft budget for the next financial year for consideration.
- 2.2. The adopted budget will be referred to the member Councils for inclusion in each of their budgets for the ensuing year.

3. Media Releases

- 3.1. Releases can be initiated by any member council or the Executive Officer.
- 3.2. Releases are to be prepared by the Executive Officer.
- 3.3. The Chair is the principal official spokesperson for FNQROC.
- 3.4. The Executive Officer can make media statements on any position that has been adopted or endorsed at previous meetings and non-policy organisational and administrative issues.
- 3.5. Draft releases are to be circulated to the Chair for approval and CEO's for information, prior to release, unless there is an urgent time-line. If this is the case, then the release is to be circulated as soon as possible. If the comment is verbal, then the Executive Officer will provide a synopsis to the FNQROC members as soon as possible.
- 3.6. Approved releases are to be circulated to the Mayors and CEO's for information.

4. Formal Correspondence

- 4.1. Formal communication from FNQROC is to be signed in accordance to the following:
 - The FNQROC Chair is to sign all formal correspondence to Ministers, and
 - The FNQROC Executive Officer is to sign all formal correspondence other than to Ministers

5. Technical Committees

5.1. Setting up a Technical Committee

Setting up a Technical Committee under FNQROC requires endorsement of the FNQROC Board. The decision to set up a technical committee depends on a number factors (but is not limited to):

- a. Does it fit within the FNQROC Strategic Direction?
- b. Is it required due to a rapid shift in government policy affecting the region?
and
- c. Do we have or can we get the resources needed?

The request to set up a technical committee can come from either:

- a. Discussion at the board level on an issue,
- b. Council/technical committee request or

- c. External party request

5.2. Technical Committee Operation

Technical Committees are required to:

1. Develop a terms of reference,
2. Provide an annual operational plan (considering the FNQROC Strategic Direction) for consideration in the annual budget and operational plan.
3. Tender minutes of meetings for review within the FNQROC Agenda.

5.3. Authority

The technical committee has no authority to commit member councils to a course of action unless approval has been obtained from the FNQROC Board. The term 'commit' could be interpreted broadly and if guidance is needed between Board meetings it should be sought through the Executive Officer.

5.4. Recommendations to the FNQROC Board

It is expected through regional collaborations that recommendations to the FNQROC Board will come from technical committees. These recommendations will vary in complexity and depth. To ensure technical committee recommendations are considered by the FNQROC Board and to make the process 'simple' there are a number of ways to highlight recommendations:

- a. For simple recommendations needing highlighting at the board (i.e. tick and flick) – this can be highlighted within the FNQROC Agenda under the relevant minutes for noting. Adoption of these 'simple' recommendations will be recorded in the FNQROC minutes.
- b. Report to the FNQROC board including the recommendation and justification. This report is signed off by the relevant Coordinator and the Executive Officer - not dissimilar to council reports. However, unlike in council, if the Executive Officer is not prepared to signoff the report and recommendation there is a third option to ensure Board consideration;
- c. Discussion paper. Discussion papers are used when:
 - i. the matter is relatively simple and a report is overkill
 - ii. The Executive Officer is providing follow up information to inform a decision held over from a previous meeting
 - iii. council wants to raise an issue,
 - iv. the Executive Officer is seeking the Boards guidance or
 - v. The Executive Officer doesn't agree with the recommendation from a technical committee. This will essentially be a report on the recommendation which includes commentary from the FNQROC Executive Officer.

6. FNQ Regional Road and Transport Group

Given the boundaries of FNQROC the Far North Queensland Regional Road and Transport Group (FNQRRTG) are almost identical it is of regional benefit to utilise the resources within FNQROC to manage FNQ RRTG.

Given funding is provided by the Department of Transport and Main Road (TMR) and it is a requirement for the District Director to be on the board this group operates under its own constitution and operational guidelines. The Constitution and operational guidelines are complimentary to FNQROC's Charter and Operational Guidelines.

7. Communication

The FNQROC Board has adopted a Communication Strategy which covers expectations of FNQROC Staff and technical committee representatives.

8. Presentations to FNQROC Board

Presentations to the FNQROC Board will generally be limited to the first hour of Board meetings and be a total of 20mins in length (generally).

The FNQROC Executive Officer in consultation with the Chair and Deputy Chair will determine presenters at the FNQROC Board meetings.

The Board priority order for presentations will generally be as follows:

- a. FNQROC Board invited presenters and Federal/State Members
- b. State/Federal Agency department heads (i.e. Director General, Deputy DG)
- c. Presentations directly related to FNQROC Strategic Plan
- d. State/Federal Agency presentations which will directly impact LG.
- e. Regional Organisations i.e. TTNQ, RDA, Advance Cairns
- f. State/Federal Agency presentations as a meet/greet/update
- g. All others

9. Policies

Policies will be developed and reviewed by the FNQROC Board as required to ensure effective leadership and delivery of strategic directions.