



MINUTES
of the 121th Board Meeting of the
FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS

MONDAY 12 December 2016
Cairns Regional Council, Civic Reception Room, 119-145 Spence Street, Cairns

PRESENT:	Cr Bob Manning, Mayor	Cairns Regional Council
	Mr John Andrejic, CEO	Cairns Regional Council
	Cr John Kremastos, Mayor	Cassowary Coast Regional Council
	Mr James Gott	Cassowary Coast Regional Council
Deputy Chair	Cr Peter Scott	Cook Shire Council
	Mr Tim Cronin, CEO	Cook Shire Council
	Cr Trevor Pickering, Mayor	Croydon Shire Council
	Mr Bill Kerwin, Interim CEO	Croydon Shire Council
	Cr Julia Leu, Mayor	Douglas Shire Council
	Ms Linda Cardew, CEO	Douglas Shire Council
	Cr Warren Devlin, Mayor	Etheridge Shire Council
	Mr Michael Kitzelmann, CEO	Etheridge Shire Council
	Cr Mary Brown, Deputy Mayor	Hinchinbrook Shire Council
	Mr James Stewart, Executive Manager Engineering Services	Hinchinbrook Shire Council
	Mr Stephen Linnane	Hope Vale Aboriginal Shire Council
Chair	Cr Tom Gilmore, Mayor	Mareeba Shire Council
	Mr Peter Franks, CEO	Mareeba Shire Council
	Cr Joe Paronella, Mayor	Tablelands Regional Council
	Ms Hurriyet Babacan, CEO	Tablelands Regional Council
	Ms Darlene Irvine	FNQROC
	Ms Teresa Schmidt	FNQROC
	Mr Steven Cosatto	FNQROC
	Ms Amanda Hancock	FNQROC
	Mr Travis Sydes	FNQROC
OBSERVERS:	Mr Roland McMillan	LGAQ
	Cr Ben Heath	Cassowary Coast Regional Council
	Cr Glenn Raleigh	Cassowary Coast Regional Council
	Cr Jeff Baines	Cassowary Coast Regional Council
	Cr Rick Taylor	Cassowary Coast Regional Council
	Cr Wayne Kimberley	Cassowary Coast Regional Council
APOLOGIES:	Cr Greg McLean, Mayor	Hope Vale Aboriginal Shire Council
	Cr Ross James Andrews, Mayor	Yarrabah Aboriginal Shire Council
	Ms Janelle Menzies, CEO	Yarrabah Aboriginal Shire Council
	Ms Eileen Demaal-Hall	Wujal Wujal Aboriginal Shire Council
	Cr Desmond Tayley, Mayor	Wujal Wujal Aboriginal Shire Council
	Cr Mark Nolan	Cassowary Coast Regional Council

2270	CHAIR'S WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS
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The meeting commenced at 9.02 am. Cr John Kremastos, Mayor Cassowary Coast Regional Council welcomed everyone to the meeting and Cassowary Coast.

Cr Kremastos acknowledged the traditional owners, past and present, on whose land we met.

2271	APOLOGIES
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As noted above. Apologies from Mayor Vonda Malone, Torres Shire Council (Invited) who was unable to attend.

2272	9.08am - PRESENTATION BY MICHAEL GRAHAM, ROBERT COBON AND SALVO VITELLI, DEPARTMENT OF AGRICULTURE AND FISHERIES - BIOSECURITY ACT
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Cr Gilmore introduced Mr Graham, Mr Cobon and Mr Vitelli to the meeting.

Mr Graham, Mr Cobon and Mr Vitelli provided an update on the Biosecurity Act.

A copy of the powerpoint presentation will be distributed with the minutes.

Cr Manning left at 9.32 am

Cr Manning returned at 9.38 am

2273	9.46am - PRESENTATION BY JENNY MEAD, ACTING INFORMATION COMMISSIONER
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Cr Gilmore introduced Ms Mead to the meeting. Ms Mead provided an overview of the Office of the Information Commissioner, addressing issues affecting Local Governments and tools and resources available.

A copy of information sheets provided at the meeting will be distributed with the minutes.

Bill Kerwin left at 10.01 am

2274	10.01am - PRESENTATION BY STUART MCDONALD AND CARL BRUNNER, TELSTRA
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Cr Gilmore introduced Mr MacDonald and Mr Brunner to the meeting. Mr MacDonald and Mr Brunner provided an overview of the Telstra Digital Inclusion initiatives and partnership opportunities with Local Government.

A copy of the powerpoint will be distributed with the minutes.

Bill Kerwin returned at 10.07 am

2275	10.26am - PRESENTATION BY BRENDAN MOON AND JIMMY SCOTT, QUEENSLAND RECONSTRUCTION AUTHORITY
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Michael Kitzelmann left at 10.26 am

Cr Gilmore introduced Mr Moon and Mr Scott to the meeting. Mr Moon and Mr Scott provided an overview of the role of QRA, NDRRA and assistance to Local Governments.

Michael Kitzelmann returned at 10.50 am

Cr Scott advised that Cook Shire Council was just about to undertake an impact study through Cummings Economics and that perhaps it might be beneficial to be undertaken at a regional level. He advised that he would forward details.

ACTION: Cr Scott to forward details regarding the impact study to be undertaken by Cummings Economics.

Key message to Local Governments is:

- Road data mapped spatially,
- GPS photos,
- use of photos to record assets pre-disaster condition,
- use of maintenance records and
- asset registers.

A copy of the powerpoint will be distributed with the minutes.

2276	CONFIRMATION OF MINUTES
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MOVED: Cr Kremastos
SECOND: Cr Pickering

“That the minutes of the 120th FNQROC Board Meeting held on 10 October 2016, be confirmed.”

CARRIED

BUSINESS ARISING OUT OF MINUTES

2277	MINUTE 2248, 2212, 2185, 2160 & 2130 - CR JAYO TO ADVISE IF SUPPORT IS REQUIRED FROM FNQROC WITH REGARD TO DTMR REALLOCATION OF FUNDING FOR GAIRLOCK WASHAWAY AND INSTALLATION AND MAINTENANCE OF TOURISM DIRECTIONAL SIGNAGE
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Ms Irvine advised that funding for this has been transferred to the Ingham bypass. Focus is now on the bypass and access to Ingham from the South and possible flooding issues as a result of the bypass. Detailed designs are yet to be seen.

No further action required.

2278	MINUTE 2252 - FNQROC WILL START TO DEVELOP A SPREAD SHEET OF DATA SOURCES AND WILL PLACE IT ON THE FNQROC WEBSITE – THIS SPREADSHEET WILL CONTINUALLY BE UPDATED.
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Ms Irvine advised that information on data sources will be updated on the restricted access Economic Development portal on the FNQROC website. Regional reporting options through Economy id are being investigated and will be presented to the Board at a future meeting.

DRAFT

2279	MINUTE 2257 - MR KITZELMANN TO FORWARD A COPY OF THE CORRESPONDENCE TO FNQROC WHEN RECEIVED FROM THE FEDERAL GOVERNMENT ON THE REQUIREMENT FOR UHF REPEATER STATIONS TO BE DELINKED.
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Mr Kitzelmann advised that following further discussions with the Federal Government the requirement to delink UHF repeater stations is no longer required.

ACTION: Mr Kitzelmann to forward a copy of the correspondence regarding the opportunity to re-link UHF repeater stations to FNQROC.

John Andrejic left at 10.59 am

2280	MINUTE 2258 - AMEND THE AGM MINUTES TO SHOW "THAT A PAYMENT OF \$6,000 BE MADE TO THE CHAIR, CR TOM GILMORE FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017.
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Complete.

2281	MINUTE 2269 - FNQROC FACILITATE AN INITIAL MEETING OF LOCAL GOVERNMENT OFFICERS TO INVESTIGATE WHETHER A REGIONAL APPROACH COULD IMPROVE THE PROFILE OF MEMBER COUNCILS AS RESPONSIBLE ANIMAL MANAGEMENT BODIES, AND IMPROVE ANIMAL MANAGEMENT OUTCOMES ACROSS THE REGION WITH THE GROUP REPORTING BACK TO FNQROC ON THE VIABILITY OF OR OPPORTUNITIES THAT EXIST FOR DEVELOPING A MORE UNITED STRATEGIC APPROACH TO ANIMAL MANAGEMENT ACROSS THE REGION
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Mr Sydes provided an updated and advised that the topic was discussed at the November NAMAC and it is quite a big piece of work which takes in a number of Acts, regulations, council planners, local law officers and others. Workshop anticipated around March next year. Mr Sydes will keep the board updated on progression.

ACTION: Mr Sydes to update the Board on the progression of minute no. 2269, strategic approach to animal management across the region.

2282	DISCUSSION TOPIC – LGAQ SUBMISSION REGARDING EXPLORING THE MODEL OF USING ROC'S TO REPLACE RDA'S
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General discussion on the support of RDA in this region and it was concerning that it was reported in an LGAQ update that a submission had been made exploring the model of using ROC's to replace RDA's. FNQROC had not been consulted and a copy of the submission could not be found to ascertain the context of this LGAQ update..

Roland McMillan, LGAQ confirmed that a submission has been made which will be formally considered by the LGAQ Policy Executive on Friday 16 December. The lack of communication between LGAQ and Councils/ROCs on the submission was noted.

John Andrejic returned at 11.13 am.

2283	DISCUSSION TOPIC – NORTHERN QUEENSLAND PRIMARY HEALTH NETWORK – HEALTH ACTION AGENDA, LOCAL GOVERNMENT AREAS DISCUSSION PAPER
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General discussion held.

RESOLVED:

“The proposal is not supported by FNQROC as it is not considered within the role of Local Government.”

ACTION: FNQROC to respond to the Northern Queensland Primary Health Network advising that the proposal outlined in the Health Action Agenda, Local Government Areas Discussion Paper is not supported by FNQROC as it is not considered within the role of Local Government.

2284	DISCUSSION TOPIC No. 18 – PRESENTATIONS TO FNQROC BOARD
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RESOLVED:

“That the discussion paper recommendation is used as a guide and a decision on presenters will be determined by the FNQROC Executive Officer in consultation with the Chair and Deputy Chair.”

ACTION: Ms Irvine to amend the FNQROC Operational Guidelines to reflect the resolution.

2285	FNQROC POLICY REVIEW – FNQROC POLICY NO. 4 – COMMUNICATION STRATEGY
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MOVED: Cr Kremastos
SECOND: Cr Paronella

“That FNQROC adopt the FNQROC Policy No. 4 – Communication Strategy”.

CARRIED

2286	INWARD AND OUTWARD CORRESPONDENCE
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Discussion was raised regarding the need to list all inward and outward correspondence as technically this should also include email communication and putting together a report covering all of this is a significant administrative task.

Inward and Outward correspondence was noted.

MOVED: Cr Pickering
SECOND: Cr Manning

“That:

- a. the inward and outward correspondence be received;*
- b. There is no need to include a list of incoming and outgoing communication at each meeting, and*
- c. Only Board significant communication is included in the agenda for noting and or action.”*

CARRIED

2287	FINANCIAL AUDIT MANAGEMENT REPORT 2015/2016
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Noted with the audited financials adopted at meeting 120, 10 October 2016.

Cr Manning asked what we were going to do with the \$1mil in reserves.

Cr Gilmore advised that this was up to member councils, we are working through our strategic priorities and councils have a discussion paper for operational priorities. It is our intent to focus these funds on supporting projects to drive our strategic priorities and we need councils advice when they respond to the discussion paper (4 February 2017).

2288	FINANCIAL STATEMENTS
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MOVED: Cr Manning
SECOND: Cr Scott

"That the Profit and Loss and Balance Sheet for the current financial year to date be accepted."

CARRIED

2289	MINUTES OF TECHNICAL COMMITTEE MEETINGS
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Noted.

2290	BOARD'S STRATEGIC DIRECTIONS
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FNQROC Strategic Economic Infrastructure Plan

Mr John Carr from Coach Central provided an update on the FNQROC Strategic Economic Infrastructure Plan.

Hurriyet Babacan left at 11.55 am

Peter Franks left at 11.56

Discussion Paper - FNQROC Strategic Operational Plan

Ms Irvine provided a summary of the Strategic Operational Plan and is seeking input from Councils on the strategic operational direction of FNQROC by 3 February 2016. A report will then be presented to FNQROC Board meeting 13 February for consideration.

2291	COUNCILS' REGIONAL STRATEGIC PRIORITIES
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Each Council provided a brief update.

Hurriyet Babacan returned at 12.11 pm

Peter Franks returned at 12.11 pm

2292	LGAQ POLICY EXECUTIVE REPORT
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Received and noted.

A copy of the LGAQ Policy Executive report to be distributed with the minutes.

GENERAL BUSINESS

2293	CO-CONTRIBUTION FOR MOBILE BLACKSPOT FUNDING
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Stuart MacDonald and Carl Brunner from Telstra returned to the meeting to address a specific question regarding requirement for co-contributions from Council under the mobile blackspot funding program.

They took the question on notice and will provide a response to FNQROC.

ACTION: Ms Irvine to follow up with Telstra the requirement for co-contributions from Councils under the mobile blackspot funding program.

2294	FAR NORTH QUEENSLAND REGIONAL TRANSPORT PLAN – WORKSHOP SUMMARY
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Ms Irvine advised that the information provided in the agenda is for information only following DTMR workshop with Council technical officers.

ACTION: Ms Irvine to follow up with the Department of Transport and Main Roads regarding a status of the document, opportunity for comment and timeframes for the delivery of the Far North Queensland Regional Transport Plan.

2295	PRE-BUDGET SUBMISSION TO STATE AND FEDERAL GOVERNMENT
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Cr Gilmore requested FNQROC to make a pre-budget submission to the State and Federal Government. Submissions close 19 January 2017.

FNQROC can support individual Council submissions.

ACTION: Councils to forward contributions to FNQROC to include in the pre-budget submission to the State and Federal Government asap, noting submission close date of 19 January 2017.

ACTION: FNQROC to prepare a pre-budget submission to the State and Federal Government.

2296	UNEMPLOYMENT INITIATIVE – PROJECTS OF LOCAL OR REGIONAL IMPORTANCE THAT MIGHT TRIGGER A POSITIVE RESPONSE FROM THE QUEENSLAND GOVERNMENT
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Cr Gilmore has arranged a meeting with the Hon Glenn Butcher, Assistant Minister for Local Government and Infrastructure on 14 December 2016 and he will report back after this meeting.

ACTION: Cr Gilmore to provide update on discussions with the Hon Glenn Butcher, Assistant Minister for Local Government and Infrastructure.

2297

SUPPORT FOR THE CONTINUATION OF NCCARF AND COASTADAPT

Cr Leu raised the issue of support for the continuation of NCCARF and CoastAdapt.

Ms Irvine advised that Mr Sydes had been contracted by NCCARF to test and promote CoastAdapt and that the tool is extremely useful for both coastal and inland councils. It also helped to support processes to apply for QCoast funding from LGAQ. FNQROC (Mr Sydes) and NCCARF have also been using the tool in a project for 3 of our indigenous member councils (Yarrabah, Wujal Wujal and Hope Vale) which is proving beneficial for these councils.

Mr Sydes advised that he has drafted a letter of support.

RESOLVED:

“That a letter of support from FNQROC be provided for the continuation of NCCARF and CoastAdapt”

ACTION: FNQROC provide a letter of support for the continuation of NCCARF and Coastadapt.

2298

IMPACT OF AIRBNB ON EXISTING BED AND BREAKFAST ESTABLISHMENTS

General discussion on Airbnbs, position of LGAQ and approaches Councils are taking.

ACTION - FNQROC to provide a discussion paper at the next FNQROC Board meeting on planning and regulatory issues for Airbnbs.

2299

REIQ, LETTER OF SUPPORT TO BROADEN FIRST HOME BUYERS GRANT

Cr Paronella requested FNQROC letter for support in response to REIQ petition to the State Government to broaden the first home buyers grant to include established homes throughout regional Queensland.

RESOLVED:

“That FNQROC write a letter of support to REIQ by 13 December advising our support for their submission to broaden the first home buyer grant to include established homes throughout regional Queensland.”

ACTION: FNQROC to write to REIQ by the due date of 13 December advising our support for their submission to broaden the first home buy grant to include established homes throughout regional Queensland.

2300

STEVE COSATTO RESIGNATION FROM FNQROC

Mr Cosatto thanked the Board and Ms Irvine for the support and opportunities over the past 6 years.

Cr Gilmore wished him good luck in his new position at Cairns Regional Council.

2301	NEXT MEETING
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The next Board meeting will be held at Cairns Regional Council on Monday 13 February 2017.

Board dates for 2017

- Monday 13 February 2017 (Cairns)
- Monday 10 April 2017 (Cairns)
- Monday 12 June 2017 (Cairns)
- Monday 7 August 2017 (Ingham)
- Monday 9 October 2017 (Cairns)
- Monday 11 December 2017 (Cairns)

2303	CONCLUSION
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There being no further business the Chair, Cr Gilmore declared the meeting closed at 12.47 pm.

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Cr Tom Gilmore
Chair

DRAFT

ACTION ITEMS

Minute Number	Action	Responsible Person(s)
2275	Cr Scott to forward details regarding the impact study to be undertaken by Cummings Economics.	Cr Scott
2257 & 2279	Mr Kitzelmann to forward a copy of the correspondence regarding the opportunity to re-link UHF repeater stations to FNQROC.	Mr Kitzelmann
2269 & 2281	Mr Sydes to update the Board on the progression of minute no. 2269, strategic approach to animal management across the region	Mr Sydes
2283	FNQROC to respond to the Northern Queensland Primary Health Network advising that the proposal outlined in the Health Action Agenda, Local Government Areas Discussion Paper is not supported by FNQROC as it is not considered within the role of Local Government.	Ms Irvine
2284	Ms Irvine to amend the FNQROC Operational Guidelines to reflect the resolution.	Ms Irvine
2293	Ms Irvine to follow up with Telstra the requirement for co-contributions from Councils under the mobile blackspot funding program.	Ms Irvine
2294	Ms Irvine to follow up with the Department of Transport and Main Roads regarding a status of the document, opportunity for comment and timeframes for the delivery of the Far North Queensland Regional Transport Plan.	Ms Irvine
2295a	Councils to forward contributions to FNQROC to include in the pre-budget submission to the State and Federal Government asap, noting submission close date of 19 January 2017.	Ms Irvine
2295b	FNQROC to prepare a pre-budget submission to the State and Federal Government.	Ms Irvine
2296	Cr Gilmore to provide update on discussions with the Hon Glenn Butcher, Assistant Minister for Local Government and Infrastructure.	Cr Gilmore
2297	FNQROC provide a letter of support for the continuation of NCCARF and Coastadapt.	Ms Irvine
2298	FNQROC to provide a discussion paper at the next FNQROC Board meeting on planning and regulatory issues for Airbnbs.	Ms Irvine
2299	FNQROC to write to REIQ by the due date of 13 December advising our support for their submission to broaden the first home buy grant to include established homes throughout regional Queensland.	Ms Irvine