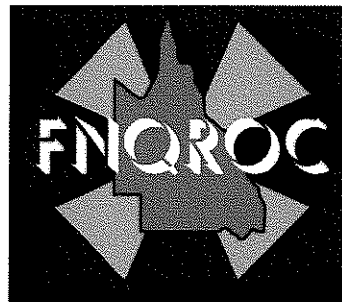


CHARTER

FNQROC

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



Revised: SEPTEMBER 2008

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) and other Local Government networks to ensure as far as possible the pursuit of common objectives and strengthening Local Government representation.

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
 - Extractive Industry
 - Environmental Issues and Management
 - Economic Development
 - Urban Form, Urban Consolidation and New Urban Development
 - Social Justice and Equity
 - Non-Urban Lands
 - Management of Data
 - Development of Strategies for Sustainable Agriculture/Rural Industries
 - Electricity Supply and Distribution

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

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
 - Tablelands Regional Council
 - Hinchinbrook Shire Council
 - Yarrabah Aboriginal 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.

8. SELECTION OF THE CHAIR OF FNQROC

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

The 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.

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 an Annual General Meeting or at any other meeting on a notice of motion given at least fourteen days prior to that other meeting.
- b) Members are financially committed to the subscription fee unless written resignation is received prior to the Annual General Meeting or any other meeting on a notice of motion given at least fourteen days prior to that other meeting
- 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) Each member Council will contribute equally to the operation of FNQROC with the exception of Hinchinbrook and Yarrabah that have an affiliate status.

- e) 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 the member Councils for approval.

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

- f) Determine and make payments from its funds for any or all of the purposes of its objectives.
- g) Take any gift or property whether or not subject to any special trust for any or all of the objects of the organisation, provided that the organisation shall deal only in such manner as provided in any trust.
- h) 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 three 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.
- e) The Chair shall be responsible for the conduct of the meetings and although informal, meetings will be run in a business-like manner following accepted guidelines for meeting procedure and protocols.

An Annual General Meeting (AGM) shall be held within three (3) months from the end of June:

- f) To elect a Chairperson, Deputy Chairperson
- g) To receive audited annual financial statements and reports.
- h) To establish and determine an annual budget and the amounts of annual subscriptions.
- i) To transact any other business.

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) Staff of the member Councils for presentation of reports etc.

FNQROC meetings are open to the public and Councillors of the member Councils may attend 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 shall generally be open to the public. However, meetings may be closed to consider issues that fall within the guidelines included in the Local Government Act for which Councils may exclude the public.

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.

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 objects 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 30 days before the meeting at which the proposal shall be considered.

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 at such other intervals as determined at a meeting of the Organisation.

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.

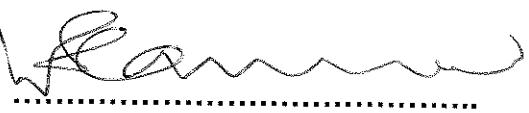
Accounts for payment shall be presented to a meeting for approval, or payment may be authorised in advance of a meeting.

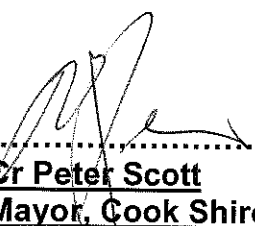
Cheques shall be signed by any two of the Chairperson, Deputy Chairperson or Executive Officer or any Trustee or any other person as may be authorised from time to time by resolution of a meeting.

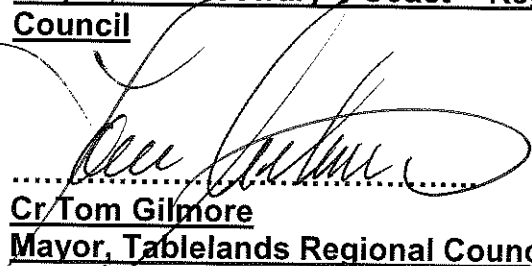
We the undersigned, agree to be bound by the Charter of the Far North Queensland Regional Organisation of Councils.

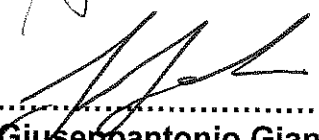
Signed for and behalf the member Councils, as resolved at Meeting No. 75, 5th day of September 2008.



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Cr Valerie Schier
Mayor, Cairns Regional Council


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Cr Bill Shannon
Mayor, Cassowary Coast Regional Council


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Cr Peter Scott
Mayor, Cook Shire Council


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Cr Tom Gilmore
Mayor, Tablelands Regional Council


.....
Cr Giuseppantonio Giandomenico
Mayor, Hinchinbrook Shire Council


.....
Cr Percy Neal
Mayor, Yarrabah Aboriginal Shire Council