



**BOARD MEETING
OF
FNQ Regional Organisation of Councils (FNQROC)
No. 151**

**10.30 am – 1.00 pm
Thursday 2 DECEMBER 2021**

**Barlow Park
Cnr Scott and Severin Street
Parramatta Park**

1. WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

2. APOLOGIES

A list of apologies will be tabled at the meeting.

3. TEAMS MEETING

3.1 Senator Susan McDonald – Senator for Queensland (Mayoral Delegation)

Timing: 10.30 am – 11.00 am

FNQROC Chair to provide Senator with an overview of the Federal Priorities, followed by updates from Mayors.

30 minutes

Microsoft Teams meeting

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4. PRESENTATIONS

4.1 Ingrid Fomiatti Minnesma, A/g Executive Director, Water, Northern Region Department of Regional Development, Manufacturing and Water (DRDMW)

Timing: 11.00 am - 11:20 am

DRDMW will provide an update on Tablelands Regional Water Assessment.

20 minutes

4.2 Michelle O'Loughlin, Climate Resilient Alliance Coordinator, FNQROC

Timing: 11.20 am – 11.40 am

Rivers to Reef Climate Resilient Alliance: project briefing

20 minutes

4.3 Robert Ferguson, LGAQ

Timing: 11.40 am – 11.50 am

Overview of LGAQ recent activities per the briefing note circulated prior to meeting. (Appendix 1)

10 minutes

5. CONFIRMATION OF PREVIOUS MINUTES

- 5.1** The Draft Minutes of the 150th FNQ Regional Organisation of Councils (FNQROC) Board meeting of 7 October 2021 was circulated on 17 October 2021.

Recommendation: That the FNQROC Board

- 1. Move** that the minutes of the 150th FNQROC Board meeting held on 7 October 2021 be confirmed and adopted.

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Action items from 7 October 2021 FNQROC Board Meeting.

<i>Minute Number</i>	<i>Action</i>	<i>Responsible Person(s)</i>	<i>Status</i>
2908	D Irvine to work with the Planners group to identify where the current regional plan is inhibiting councils	D Irvine	Ongoing
2924a	Letter to be sent to Minister for Housing and Communities, the Hon Leanne Enoch to extend an invitation to join the next FNQROC meeting in Cairns on 2 December 2021.	D Irvine	Letter sent 22/10/21
2924b	Contact Greg Hoffman (Executive Officer, North West ROC) to get a copy of their scope for their housing solutions study.	D Irvine	Completed
2924c	D Irvine to draft a housing study scope for the next FNQROC Board meeting in December.	D Irvine	Drafted to be discussed
2936	Cr Hughes to provide relevant Councils with an overview of the opportunities around a renewed Western Council meeting. The outcome to come to the next FNQROC meeting for further discussion.	Cr Hughes	Complete for discussion

7. ADVOCACY

7.1.1 Update on November delegation and Advocacy papers for discussion.

Provided separately

7.1.2 Advocacy update from FNQROC Council members.

Verbal

7.1.3 FNQROC Regional Procurement

- Amanda Hancock, FNQROC Regional Procurement Coordinator delivered a 45-minute presentation at the Local Government Finance Professionals Conference which took place in Cairns from 24 to 26 November.

Amanda presented an overview of the role of the FNQROC Board, the current Strategic Priorities and Federal advocacy priorities together with the role of the FNQROC Coordinators and the various Advisory Committees.

She provided details of the collective procurement projects delivered to date and the various benefits realised by councils and then provided a brief overview of the work that FNQROC Procurement will be focused on in the coming months with the development of a Regional Procurement Strategy and the opportunities that will arise as a result.

For Noting

8. STRATEGIC OPERATIONAL PLAN

8.1 FNQROC Regional Strategic Waste Framework Advisory Group – Update.

Verbal

9. DISCUSSION TOPICS

- 9.1** Housing Scope
Verbal or Tabled

10. INCOMING / OUTGOING CORRESPONDENCE

- 10.1** Incoming
- **Senator Jonno Dunian**, Queensland Senator
 - **Hon Trevor Evans**, MP, Assistant Minister for Waste Reduction and Environmental Management.
- Pages 10 - 11**
- 10.2** Outgoing
- Nil
- For Noting**

11. FNQROC POLICY REVIEW

- 11.1** Policy Review
- Policy # 2 – Use of Credit Cards
 - Policy # 9 – Issuing of letters of support
 - Policy # 12 – Financial Support for External Parties
- Pages 12 – 14**

Recommendation: That the FNQROC Board adopts amended policies:

- **2 Use of Credit Cards**
- **9 Issuing of letters of support, and**
- **12 Financial Support for External Parties.**

12. FNQROC REPORTS AND MOU'S

Nil

13. FINANCIAL STATEMENT

- 13.1** Profit & Loss Statement: Current FY to 25 November 2021
- 13.2** Balance Sheet: Current FY to 25 November 2021
- Pages 15 - 18**

Recommendation: That the FNQROC Board adopts the Profit and Loss and balance Sheet Reports for the period 1 July 2020 to 25 November 2021

14. MEETINGS ATTENDED BY FNQROC EXECUTIVE OFFICER

For Noting

Page 19

15. LGAQ POLICY EXECUTIVE DISCUSSION – CR PETER SCOTT

15.1 Cr Peter Scott to provide an update.

Verbal

16. MINUTES OF FNQROC ADVISORY COMMITTEES

16.1 FNQROC Regional Water Alliance Group – 19 November 2021

Summary

- The regional Water Alliance action plan for 2022 has been set and will focus primarily on delivering a long-term regional workforce plan. The aim is to better understand the operational workforce, identify any gaps, and then work towards developing a plan that will meet future workforce needs and build regional redundancy.
- To support the development of the workforce plan, in partnership with qldwater the Alliance prepared a submission to Jobs Queensland to secure their expertise to support FNQROC in developing the workforce plan. The submission was lodged on Thursday 18 November.
- **Minutes on FNQROC website** – [link](#)
- **Next Meeting – Friday 18 February 2022**

16.2 NAMAC #48 – 18 November 2021

Summary

- Pesticide update and Q & A– Curiosity baits for feral cats and 1080 fruit-based bait permit requirements (Permit 89377) - Biosecurity Queensland Invasive Plant and Animal Research.
- Alignment of QPWS Pest Management Framework to the Biosecurity Act 2014 (Qld) – Report discussion - Leasia Felderhof, Firescape Science
- Cook Shire and Cape York NRM gamba grass taskforce proposal 2022 - Cape York NRM and Cook Shire (proposal supported)
- Gamba grass – roadside management guidelines – draft for consultation – FNQROC
- Amazon frogbit – update on biosecurity response plan – FNQROC
- Disaster management- natural assets code of practice – draft for consultation – FNQROC
- **Next Meeting** – to be advised
- **Minutes on FNQROC website** – *(will be made available once finalised)*

17. CONFIDENTIAL MEETING MINUTES

17.1 FNQROC Sewer Relining Meeting 2021/2022 # 2 – 15 October 2021

Summary

- Meeting to discuss ongoing administration of the Sewer Relining contract.
- **Minutes** - *available upon request (not on website)*
- **Next Meeting** – 30 November 2021

17.2 FNQROC Regional Bitumen Reseal – Contract Meeting # 2 – 14 October 2021

Summary

- Meeting to discuss ongoing administration of the Regional Bitumen Reseal contract.
- **Minutes** - *available upon request (not on website)*
- **Next Meeting** – Wednesday 1 December 2021

18. FNQROC WESTERN COUNCIL MEETING MINUTES & RESOLUTION

- 18.1 Cr Barry Hughes to provide an update.

Verbal

19. GENERAL BUSINESS

- 19.1 Any further business.

20. NEXT MEETING

Date & Time **Thursday, 3 February 2022, 10.00am – 1.00pm**

Venue Civic Reception Room, Cairns Regional Council

21. APPENDICES

Appendix 1 – LGAQ Executive Summary *(to be provided prior to meeting)*



MINUTES OF THE 150TH BOARD MEETING

**Thursday 7 October 2021
Barlow Park, Cairns**

REPRESENTATIVES

	Cr Bob Manning, Mayor	Cairns Regional Council
	Cr Mark Nolan, Mayor	Cassowary Coast Regional Council
	Cr Peter Scott, Mayor	Cook Shire Council
	Cr Trevor Pickering, Mayor	Croydon Shire Council
CHAIR	Cr Michael Kerr, Mayor	Douglas Shire Council
	Cr Barry Hughes, Mayor	Etheridge Shire Council
	Cr Ramon Jayo, Mayor	Hinchinbrook Shire Council
	Cr Jason Woibo, Mayor	Hope Vale Aboriginal Shire Council
DEPUTY CHAIR	Cr Angela Toppin, Mayor	Mareeba Shire Council
	Cr Rod Marti, Mayor	Tablelands Regional Council
	Cr Bradley Creek, Mayor	Wujal Wujal Aboriginal Shire Council

CEO'S

Ms Mica Martin, CEO	Cairns Regional Council
Mr Andrew Graffen, CEO	Cassowary Coast Regional Council
Ms Linda Cardew, CEO	Cook Shire Council
Mr Bill Kerwin, CEO	Croydon Shire Council
Ms Juanita Warner, A/g CEO	Douglas Shire Council
Mr Ken Timms, CEO	Etheridge Shire Council
Mr Mark Kelleher, CEO	Hope Vale Aboriginal Shire Council
Mr Gary Rinehart, CEO	Tablelands Regional Council
Mr Stephen Wilton, CEO	Wujal Wujal Aboriginal Shire Council
Mr Leon Yeatman, CEO	Yarrabah Aboriginal Shire Council

OBSERVERS

Cr Wayne Bing Chew, Deputy Mayor	Croydon Shire Council
Cr Mary Brown, Deputy Mayor	Hinchinbrook Shire Council
Mr Robert Ferguson	LGAQ
Mr Anthony Ottaway	QTC

INVITED GUESTS

Mr Brenda Moon	QRA
Mr Jason Flemly	QRA
Ms Nikki Boyd, Assistant Minister	Local Government
Ms Natalie Wilde, DDG	DSDILGP
Mr Darryl Jones, A/g Regional Manager	DSDILGP

FNQROC STAFF

Ms Darlene Irvine	Executive Officer
Mr Travis Sydes	Natural Asset Management & Sustainability
Ms Michelle O'Loughlin	Climate Resilient Alliance Coordinator
Ms Wendy Hughes	Regional Strategic Infrastructure Coordinator
Ms Amanda Hancock	Procurement Coordinator
Ms Paula Power	Executive Support Officer

APOLOGIES

Mr Kevin Tytherleigh, CEO	Hinchinbrook Shire Council
Mr Peter Franks, CEO	Mareeba Shire Council
Ms Jo Stephenson	DSDILGP

2920 WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The meeting commenced at 11.04am.

The Chair opened the meeting and acknowledged the Traditional Owners of the land on which we met today, paying respects to Elders past, present and emerging.

The Chair welcomed Brendan Moon and Assistant Minister Nikki Boyd who will be arriving later in the meeting.

2921 BOARD PRESENTATIONS

3.1 Mr Brendan Moon, Queensland Reconstruction Authority (QRA)

Mr Moon discussed the turnaround timeline to approve submissions and what strategies can be put in place to commence restoration works, (particularly in isolated communities) which minimises the impact on council's cash flows (rural/remote councils).

Overview

- Natural disasters in the Far North – 36 events, \$1.22B in reconstruction Naas.
- Infrastructure grant programs – 2020/21 DRFA 87 Projects \$225M – (33 days)
- National Flood Mitigation Infrastructure Program – 22 Projects \$50M (88 days)
- Works for Queensland – 333 projects - \$200M (55 days)
- 2020/21 Queensland Resilience and Risk Reduction Fund – 82 Projects \$19.1M (108 days)
- Grant advances 30% of approved submissions upfront. Can draw down on those funds. Will pay against invoices and general ledger, as long as there is evidence.
- DDMG exercise planned for October 2021 - how Councils' can work together during natural disasters.

The Chair asked for feedback/comments from the floor:

- Cr Scott - What is needed to speed up the process to get information and acquittals through? In-field assessment model works. Tried digital environment but doesn't work very well. Coordinating timing. Position resources when submissions ready to be assessed.
- Cr Andrews – Evidence of sink holes, don't have demonstrated evidence, need support. Seek advice from Dean Patchet, Regional Liaison Officer. If existed pre-disaster may be able to look at other funding streams.

3.2 Assistant Minister, Local Government, Nikki Boyd

The Assistant Minister arrived later in the meeting at 12 noon.

3.3 Robert Ferguson, LGAQ

Mr Robert Ferguson provided an overview of LGAQ recent activities from the Executive Summary previously circulated.

Key areas:

- Financial Sustainability for Local Government – issues paper 13 August.
- Concerns around state housing and the need for a Local Government Action Plan. Challenge for many councils – affordability, shortages, population growth.
- Parliamentary inquiry into housing affordability and supply in Australia.
- Building our Regions \$70M Water funding criteria – Round 6. Opportunity to provide feedback.

- Crime and Corruption Committee – Public hearing 17 August 2021.
- Finance ratios – prepare formal submission encouraging councils' input.
- Works for Queensland campaign to restore funding to \$100m per annum
- Guidelines for Employers on Employee Vaccinations.
- Regional Telecommunications review
- National Indigenous Australians Agency
- Queensland Climate Action Plan 2030
- Industrial Act Review
- Annual LGAQ Conference will be held in Mackay 25-27 October 2021

The Chair asked for feedback/comments from the floor:

- Enquiries around role of local councils mandating vaccines for employees. Only mandated when the Chief Health Officer has given a directive. Discrepancy in data between Commonwealth and State, there needs to be a single source of data.
- Councils raised concerns regarding housing availability; social and professional housing supply. Challenges different, but an issue in all regions.

2922 CONFIRMATION OF MINUTES

4.1 Minutes of Meeting Held Thursday 5 August 2021

MOVED: Cr Michael Kerr

SECOND: Cr Rod Marti

That the minutes of the 149th FNQROC Board Meeting held 5 August 2021 be confirmed and adopted.

CARRIED

2923 BUSINESS ARISING OUT OF MINUTES

2902 FNQROC to Invite Mark Olsen, TTNQ to the FNQROC Regional Economic Development Meeting on 10 August 2021 to provide the same presentation 'Update and data on the Influx of Caravans and RV Campers to the Region'.

Complete.

2902 G.Stafford, LGAQ to seek clarification on changes to Procurement in Local Government regulations and send information through to the Executive Officer.

Ongoing.

2905 FNQROC to send letter to Federal Ministers and Shadow Ministers advising of rescheduled date of the FNQROC Mayoral Delegation.

Complete.

2907 D. Irvine to explore option to change the font of the existing logo and revisit at next meeting in October 2021.

Agenda Item 8.1. Approved.

2908 FNQROC to push harder to get a commitment and timeframe to review the FNQ Regional Plan.

D Irvine advised that local state members have been written to with no response to date. Next step is to contact Cairns Post and provide FNQROC case studies on why there is a need for a review of the FNQ Regional Plan and how it is inhibiting the growth of communities.

ACTION: D Irvine to work with the Planners group to identify where the current regional plan is inhibiting councils

2919 W Hughes to liaise with TransLink on the potential opportunity for Etheridge and Croydon Shire Councils to partner with Genex Power on joint air services arrangements during construction of the Kidston Pumped Hydro project.

Complete.

2920 M. Martin, CEO, CRC will coordinate with Council CEO's to have a CEO meeting prior or post future FNQROC Board meetings.

Complete. Ongoing.

2924 ADVOCACY

6.1.1 Update on November delegation and Advocacy papers for discussion.

D Irvine provided an overview of the Advocacy papers. The FNQROC Board agreed that the papers were a correct representation of the issues to be presented.

The Advocacy papers outline the main points:

- **Road Investment**
 - Kuranda Range Road
 - First and last mile (heavy vehicle productivity routes)
 - Roads of Strategic Importance (ROSI)
- **Water**
 - National Water Initiative – Pricing Policy
 - Cairns Water Security – Stage 1 Project
- **Housing**
 - Development of a National housing strategy
- **Digital Connectivity**
 - Mobile Blackspot Audit and federal strategic priority plan

Should the Mayoral Delegation to Canberra not go ahead, meeting rooms have been booked in Cairns on 21 and 22 November to potentially host meetings with Federal Ministers, Shadow Ministers and Senators virtually.

ACTION a: D Irvine to write to Minister for Housing and Communities the Hon Leanne Enoch extending an invitation to join the next FNQROC meeting on 2 December 2021.

ACTION b: D Irvine to speak with Greg Hoffman (Executive Officer, North West ROC) to get a copy of their scope for their housing solutions study.

ACTION c: D Irvine to draft a housing study scope for the next FNQROC Board meeting in December.

6.1.2 Advocacy update from FNQROC Council members.

The Chair asked for any Advocacy updates from Council members. Nil raised.

2925 ASSISTANT MINISTER, LOCAL GOVERNMENT, NIKKI BOYD

The Assistant Minister thanked the Board for today's invitation and provided a State Government update highlighting the following areas:

- Four-year \$52.2 billion capital program
- Building our Regions
- Resources Community Infrastructure Fund
- State Infrastructure Strategy
- Regional Infrastructure Plans
- Remote Area Boards
- Works for Queensland
- Indigenous Councils Critical Infrastructure Program
- The Sustainability Framework
- Training programs
- Cost Shifting
- Financial Assistance Grant
- Release of the Local Government Sustainability Framework today – 7 October 2021.
(link to [website](#))

The Chair asked for feedback/comments from the floor:

- 24 councils at risk of unsustainability – prior to completion of the budget. Looking at ways to assist councils to sustainability. Support from the Department can be provided to Councils – councils have put up their hand for examples, but this is yet to be provided.
- Extension of the grant funding timeframes and reporting milestones – willing to extend aspects under the act. Extensions case by case. - Delegation to approve/not approve sits with the DDG and none have been rejected to date.
- Councils voiced concerns around OIA. So many complaints proceed to investigations with little consequence. Councils have to budget to cover costs of investigations. DDG aware of feedback and are working with LGAQ to address concerns and ratios.
- Review of FNQ Regional Plan – urgently needs reviewing. Is currently the oldest in the state. There has been considerable growth and housing approvals since it was written 10 years ago. It is currently constraining growth and we would appreciate support in getting this in the next review.
- Cook has submitted paper on sustainability framework. Not just about ratios it is about several elements (cost shifting to councils) that contributes to being unsustainable.

2926 STRATEGIC OPERATIONAL PLAN

7.1 FNQROC Regional Strategic Waste Framework Advisory Group - Update.

Cr Angela Toppin provided an overview of the meeting held on Thursday 30 September 2021. A recommendation was approved to stand up a small sub-committee of technical officers to finalise the consultancy scope and go through the tender process when we have the funds. There are a number of 'hold points' for approval along the way.

D Irvine agreed to submit a report to the board to seek funding allocation from reserves of up to \$150,000 towards the development of an FNQROC Regional Waste Management Plan (B85).

D Irvine spoke to report B85 and the strategic fit for the use of our reserves.

Strategic Waste Management Plan Budget (B85)

MOVED: Cr Angela Toppin

SECOND: Cr Michael Kerr

'That the FNQROC Board endorses a funding allocation (from reserves) of up to \$150,000 towards the development of an FNQROC Regional Waste Management Plan subject to:

- a. Any funds allocated are matched by the State Government, and*
- b. Any additional funds required will be contributed by the relevant councils.'*

CARRIED

2927 DISCUSSION TOPICS

8.1 FNQROC Logo

MOVED: Cr Rod Marti

SECOND: Cr Michael Kerr

'That the FNQROC suite of logo's be adopted and accepted.'

CARRIED

2928 CORRESPONDENCE

9.1 Incoming

- As noted.

9.2 Outgoing

- As noted.

2929 POLICY REVIEW

10. Financial Delegations Policy

MOVED: Cr Ramon Jayo

SECOND: Cr Rod Marti

'That the amended Financial Delegations Policy be adopted and accepted.'

CARRIED

2930 FNQROC REPORTS & MOU'S

11. Nil

2931 FINANCIAL STATEMENTS

MOVED: Cr Trevor Pickering
SECOND: Cr Peter Scott

'That the Profit and Loss and Balance Sheet Reports for the period 1 July 2021 to 22 September 2021 be adopted and accepted.'

CARRIED

ATTENDANCE & MINUTES OF MEETINGS

2932 Meetings Attended by Executive Officer

As noted.

2933 LGAQ Policy Executive discussion

As noted.

2934 Minutes of FNQROC Advisory Committees (6 August to xxx)

As noted.

2935 Confidential Meeting Minutes

As noted.

2936 FNQROC Western Council Meeting Minutes & Presentations

With Carpentaria no longer in FNQROC, Cr Hughes discussed the opportunity to review the western councils meeting under FNQROC. He suggested that Croydon, Etheridge, Mareeba and Tablelands could participate given their similarities surrounding DDMG, Roads, Agricultural growth etc.

ACTION: Cr Hughes to provide relevant Councils with an overview of the opportunities around a renewed Western Council meeting. The outcome to come to the next FNQROC meeting for further discussion.

2937 GENERAL BUSINESS

No further business.

2938 NEXT MEETING

The Chair advised the next meeting is scheduled for Thursday 2 December 2021 at Barlow Park in Cairns.

Meeting closed at 2.20pm.

ACTION ITEMS: 7 OCTOBER 2021

Minute Number	Action	Responsible Person(s)	Status
2908	D Irvine to work with the Planners group to identify where the current regional plan is inhibiting councils	D Irvine	
2924a	Letter to be sent to Minister for Housing and Communities, the Hon Leanne Enoch to extend an invitation to join the next FNQROC meeting in Cairns on 2 December 2021.	D Irvine	
2924b	Contact Greg Hoffman (Executive Officer, North West ROC) to get a copy of their scope for their housing solutions study.	D Irvine	
2924c	D Irvine to draft a housing study scope for the next FNQROC Board meeting in December.	D Irvine	
2936	Cr Hughes to provide relevant Councils with an overview of the opportunities around a renewed Western Council meeting. The outcome to come to the next FNQROC meeting for further discussion.	Cr Hughes	

.....
Cr Michael Kerr, FNQROC Chair



SENATOR THE HON.
JONNO DUNIAM

SENATOR FOR **TASMANIA**

ASSISTANT MINISTER FOR FORESTRY AND FISHERIES | ASSISTANT MINISTER FOR INDUSTRY DEVELOPMENT



Paula Power
Executive Support Officer
Far North Queensland Regional Organisation of Councils

p.power@fnqroc.qld.gov.au

Dear Paula,

Following our meeting on Monday 22nd November, I am writing to thank the board of Far North Queensland Regional Organisation of Councils (FNQROC) for taking the time to meet with me and presenting the current focuses and priorities of Far North Queensland.

I have noted the priorities discussed, including road investment, water security and social housing and will ensure to keep an eye on this matter, should the Federal Government be required to assist further.

Again, thank you to the FNQROC board for taking the time to meet with me.

If I can be of further assistance in the future, or there are other matters the board wish to raise with me, please do not hesitate to contact me and I would be pleased to meet at any time.

Warm regards,

Senator Jonathon Duniam
Liberal Senator for Tasmania

24 November 2021



**THE HON TREVOR EVANS MP
ASSISTANT MINISTER FOR WASTE REDUCTION
AND ENVIRONMENTAL MANAGEMENT**

MB21-002434

Mrs Wendy Hughes
Far North Queensland Regional Organisation of Councils
w.hughes@fnqroc.qld.gov.au

Dear Mrs Hughes

I am writing to thank you for your participation in the electronics stewardship roundtable discussions, co-hosted by the Department of Agriculture, Water and the Environment, and state and territory governments.

In Australia, we have schemes to recycle our televisions, computers, printers, mobile phones and batteries. But we still send hundreds of thousands of tonnes of potential resources valued at \$680 million to landfill every year. Without action, electronic waste volumes are projected to increase over this decade.

We need to do more. The Australian Government's ambition is that every device with a plug or battery can be recovered and treated as a valuable resource.

By contributing to the discussions, you are contributing to the solutions. The discussions have been a valuable opportunity to hear from you and others across the supply chain and broader society and to progress Australia's transition to a more circular economy.

The department will publish a discussion paper later in the year. I look forward to your submission to the discussion paper and future engagement, as we take this once in a generation opportunity to take a holistic first principles approach to transform e-waste into e-resources.

Thank you again for contributing to better managing Australia's unrecovered resources.

Yours sincerely

A handwritten signature in blue ink that reads "Trevor" followed by a long diagonal stroke.

TREVOR EVANS

Policy No. 2 FNQROC Credit Cards

Intent

To clearly define the responsibilities of all employees involved in the use of FNQROC's Credit Cards.

Scope

FNQROC Credit Cards are available for use with the aim of improving the purchasing and payment processes for FNQROC in terms of cost, control, efficiency and effectiveness.

It is the intent of FNQROC to ensure it meets the *Local Government Act 2009* and associated regulations.

Usage

The credit card is to be used for purchasing goods and/or services for FNQROC business purposes only.

Limits

Purchases can be made using credit cards up to the transaction and monthly card limits, approved for the Cardholders position responsibilities and financial delegation.

Documentation

Tax receipts are required to support all transactions and are to be provided to FNQROC within two (2) working days.

Misuse Of Purchase Card

Misuse of the purchase card by the Cardholder will lead to withdrawal of the card, internal disciplinary action or criminal charges and/or reimbursement of costs by the Cardholder.

Misuse includes but is not limited to the following:

- Deliberate private use;
- Procurement of goods, services and materials that do not align with FNQROC operational requirements i.e. could tarnish the professional reputation of FNQROC or where it has been directed as not suitable or surplus to requirements by the Executive Officer.
- Purchases that generally do not comply with Cairns Regional Council Policy relating to procurement, travel, entertainment, hospitality and workplace health and safety. If there is doubt, seek clarity from the FNQROC Executive Officer.

Adopted by FNQROC: Meeting No.122 13 February 2017

Original Approval	13 February 2017
Amended Adoption	
Next Review	2025

Policy No. 9**FNQROC Letters of Support****Intent**

To clearly define the context in which a Letter of Support is provided by FNQROC without seeking support from individual member councils.

Scope

This policy will be implemented when Letters of Support are requested from FNQROC and after consideration by the Chair and/or Executive Officer are deemed to align with the regional priorities and/or direction of FNQROC.

It is agreed that when strategic alignment is met Letters of Support can be granted without seeking support from each member council.

Policy Principles

Context	Process
FNQROC Endorsed Strategies	Letter of Support Given
FNQ RRTG Priorities	Letter of Support Given
Regional Strategies/Priorities endorsed/supported by FNQROC	Letter of Support Given
Regional Strategies not presented for endorsement by FNQROC but developed by State/Federal agencies or Peak Regional Organisations (i.e. FNQ2031 or Regional Investment Strategy, etc)	Letter of Support Given unless the Board or councils in the area has expressed they do not support the Regional Strategy
Concepts/Projects presented to FNQROC and supported	Letter of Support Given
All Other	Seek approval from member councils via email giving three (3) working days to respond

Original Approval Date	08 February 2016
Current Adopted Date	08 February 2016
Next Revision Due Date	2021
Next Adopted Date	

FNQROC Policy No. 12**Financial Support for External Parties****Background:**

As a general rule, FNQROC is not nor does it want to be, a funding body. It is however recognised that FNQROC member Mayors may be involved in advocacy activities related to the FNQROC Strategic Goals and may seek some financial support. This policy is designed to put some parameters around consideration of such requests.

Scope:

This policy should be implemented should a member Council be seeking financial support from FNQROC for an external party. The Mayor is to submit a summary report to be tabled at the next FNQROC Board Meeting addressing each of the following considerations:

1. Background information including how the request aligns with the FNQROC Strategic Goals
2. What are the issue to be addressed?
3. Term of the support
4. Regional outcomes of support
5. Concerns around any support
6. Key Performance Indicators

A summary completion report addressing the key performance indicators is to be presented at the next available FNQROC Board meeting.

Original Approval Date	09 October 2017
Current Adopted Date	09 October 2017
Next Revision Due Date	2021
Next Adopted Date	

Profit and Loss

Far North Queensland Regional Organisation of Councils 30241 For the period 1 July 2021 to 25 November 2021

1 JUL-25 NOV 2021

Trading Income

FNQROC

FNQROC: Annual Contribution	472,743.00
Total FNQROC	472,743.00

Funding

Regional Procurement: Annual Procurement Contribution	150,000.00
Regional Procurement: Regional Scrap Metal Project 20% savings	19,997.29
Regional Procurement: Regional Bitumen Reseal Project	11,379.01
Water: Short Term Projects: QWrap Funding	0.01
QWRAP Short Term Project - Sewer Relining	93,382.50
RRTG: Annual 2.75% contribution	179,257.74
RRTG: Funding/Subsidies	142,866.00
Total Funding	596,882.55

Total Trading Income	1,069,625.55
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Gross Profit	1,069,625.55
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Other Income

Interest Income	343.74
Total Other Income	343.74

Operating Expenses

Bank Service Charges	313.00
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FNQROC

FNQROC: Subscription/membership	15,044.91
FNQROC: Mayoral delegations - accommodation, meals, travel expenses	8,876.97
FNQROC: External Meeting Expenses: Registration Fees	(1,620.73)
FNQROC: External Meeting Expenses: Travel, Accom & Meals	1,478.66
FNQROC: Internal Meeting Expenses: Miscellaneous	1,159.09
FNQROC: Internal Meeting Expenses: Catering	1,460.08
FNQROC: Mobile Phone Expenses	298.26
FNQROC: Salaries	58,067.14
FNQROC: Stationery & Office Expenses	3,409.50
FNQROC: Stationery & Office Expenses:Website	145.00
FNQROC: Vehicle Expenses	5,750.12
FNQROC: Miscellaneous expenses	6,000.00
Total FNQROC	100,069.00

Infrastructure

Infrastructure: Salaries	35,131.41
Infrastructure: Mobile Phone Expenses	186.35
Total Infrastructure	35,317.76

Regional Roads & Transport

RRTG: External Meetings: Travel, Accom & Meals	633.33
RRTG: Internal Meeting Expenses: Catering	303.64
Total Regional Roads & Transport	936.97

Regional Urban Water

Water: Internal Meeting Expenses: Catering	126.32
Total Regional Urban Water	126.32

Regional Waste & Recycling

Waste: Internal Meeting Expenses: Catering	690.90
Total Regional Waste & Recycling	690.90

Regional Natural Asset Management

Nat Asset: Vehicle Expense	3,496.32
Nat Asset: External Meetings: Registration Fees	127.27
Nat Asset: External Meetings: Travel, Accom & Meals	212.73
Nat Asset: Internal Meeting Expenses: Catering	321.21
Nat Asset: Mobile Phone Expenses	186.35
Nat Asset: Salaries	38,166.15
Total Regional Natural Asset Management	42,510.03

Regional Planning & Economic Development

Reg Planner/economic development: Mobile Phone Expenses	186.35
Reg Planner/economic development: Salaries	29,099.77
Total Regional Planning & Economic Development	29,286.12

Regional Procurement

Regional Procurement: Bitumen Reseal Project: Project Coordinator Fees	14,400.00
Regional Procurement: External Meeting Expenses: Travel, Accom & Meals	6.28
Regional Procurement: Internal Meeting Expenses: Catering	81.82
Regional Procurement: Mobile Phone Expenses	186.35
Regional Procurement: Salaries	37,744.85
Total Regional Procurement	52,419.30

Asset Management: External Meetings Expenses: Registration	1,500.00
Asset: External Meetings: Travel, Accom & Meals	4.91
Interest Expense: Finance Charge	143.78
Nat Asset: Environmental Report & Maps	272.73
Nat Asset: Subscription/membership fees	1,500.00
Regional Procurement: Training	4,018.56
Regional Procurement: Bitumen Reseal Project	4,800.00
Waste: Internal Meeting Expenses: Miscellaneous	47.70
Water: Short Term Project: DWQMP Audit	94,420.00
Regional Road Investment Strategy	49,820.85
FNQROC Local Planning Tools	19,000.00
Climate Resilient Councils Program	27,089.99
Regional Flood Warning Infrastructure: Program Coordinator	20,400.00

1 JUL-25 NOV 2021	
Regional Procurement: Sewer Relining - Consultant Fees	31,760.00
Total Operating Expenses	516,447.92
Net Profit	553,521.37

Balance Sheet

Far North Queensland Regional Organisation of Councils 30241

As at 25 November 2021

25 NOV 2021

Assets

Bank

Cheque Account	1,695,307.29
Total Bank	1,695,307.29

Current Assets

Accounts Receivable New	320,623.85
Accrued Interest Receivable	39.35
High Biomass Project	(4,000.00)
Total Current Assets	316,663.20

Total Assets	2,011,970.49
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Liabilities

Current Liabilities

Accounts Payable	31.90
Accrued Expenses	6,000.00
ANZ Credit Card:FNQROC	5,232.29
GST	(1,875.44)
Payroll Liabilities:AL Payable Current	45,879.02
Payroll Liabilities:LSL Payable Current	16,133.00
Payroll Liabilities:LSL Payable Non-Current	100,434.00
Reconciliation account	165.72
Rounding	(0.05)
Total Current Liabilities	172,000.44

Total Liabilities	172,000.44
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Net Assets	1,839,970.05
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Equity

Current Year Earnings	553,521.37
Opening Bal Equity	293,928.07
Retained Earnings	992,520.61
Total Equity	1,839,970.05

**MEETINGS ATTENDED BY: DARLENE IRVINE, FNQROC EXECUTIVE OFFICER
FOR THE PERIOD 8 October 2021 to 26 November 2021**

2021	MEETING DETAILS
11 October 2021	Meeting with Mark Piorkowski, AFPA
12 October 2021	FNQ RRTG TC Meeting
20 October 2021	TCICA Melinda Eades and LGAQ ROCs Teleconference
27 October 2021	FNQROC Climate Alliance TOR
3 November 2021	FNQROC/RDA
5 November 2021	RDA Tropical North – Identifying Opportunities for Hydrogen in FNQ
10 November 2021	Meeting with Patricia Hancock, Senator Pauline Hanson's Adviser to discuss the Dam Study
12 November 2021	Network Governance Workshop Cairns
16 November 2021	TNQ Drought Hub – Network Partners co-design/co production day planning
17 November 2021	North Queensland Regional Freight Plan Project
19 November 2021	FNQ CEO Forum - RDA
26 November 2021	Northern Australia roundtable