

FNQROC Annual General Meeting

Meeting Details

Meeting No	30
Meeting Name	FNQROC Annual General Meeting
Date	6 October 2022
Time	9.30am to 10.00am
Venue	Cobbold Gorge Conference Room, Forsyth - Etheridge Shire Council

Agenda

1. MEETING OPENING & CHAIR'S WELCOME

2. APOLOGIES

A list of apologies will be tabled at the meeting.

3. CONFIRMATION OF MINUTES

3.1 AGM Meeting No.29 Held 7 October 2021
Pages 1 - 4

4. FNQROC ANNUAL REPORT

4.1 FNQROC Annual Report 2021/22
Circulated separately

5. FNQROC AUDITED FINANCIALS

5.1 Adoption of Audited Financial Statement and report
Pages 5-18

6. ELECTION OF CHAIR

7. ELECTION OF DEPUTY CHAIR

8. APPOINTMENT OF SECRETARIAT AND TREASURER

9. APPOINTMENT OF AUDITOR

10. PAYMENT OF HONORARIUM TO CHAIR

11. CALL FOR GENERAL BUSINESS

12. MEETING CLOSE



MINUTES OF THE 29TH ANNUAL GENERAL MEETING

Thursday 7 October 2021
Barlow Park, Cairns

REPRESENTATIVES

CHAIR

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
Cr Michael Kerr, Mayor	Douglas Shire Council
Cr Barry Hughes, Mayor	Etheridge Shire Council
Cr Ramon Jayo, Mayor	Hinchinbrook Shire Council
Cr Mary Brown, Deputy Mayor	Hinchinbrook Shire Council
Cr Jason Woibo, Mayor	Hope Vale Aboriginal Shire Council
Cr Angela Toppin, Mayor	Mareeba Shire Council
Cr Rod Marti, Mayor	Tablelands Regional Council
Cr Bradley Creek, Mayor	Wujal Wujal Aboriginal Shire Council
Cr Ross Andrews, Mayor	Yarrabah Aboriginal Shire Council

DEPUTY CHAIR

OBSERVERS

Cr Wayne Bing Chew, Deputy Mayor	Croydon Shire Council
Cr Mary Brown, Councillor	Hinchinbrook Shire Council

CEOS

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/CEO	Douglas Shire Council
Mr Ken Timms, CEO	Etheridge Shire Council
Mr Mark Kelleher, CEO	Hope Vale Aboriginal Shire Council
Gary Rinehart, CEO	Tablelands Regional Council
Stephen Wilton, CEO	Wujal Wujal Aboriginal Shire Council
Leon Yeatman, CEO	Yarrabah Aboriginal Shire Council

FNQROC STAFF

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

APOLOGIES

Mr Kevin Tytherleigh, CEO	Hinchinbrook Shire Council
Peter Franks, CEO	Mareeba Shire Council

1007 CHAIR'S OPENING REMARKS

The Chair opened the meeting at 10.35am and thanked everyone for attending. The Chair welcomed acting Douglas Shire Council, CEO Juanita Warner and new Cassowary Coast Shire Council CEO, Andrew Graffen.

1008 CONFIRMATION OF MINUTES

MOVED: Cr Trevor Pickering

SECOND: Cr Peter Scott

"That the minutes of the 28th Annual General Meeting held on 12th October 2020 be confirmed."

CARRIED

1009 FNQROC ANNUAL REPORT

The Chair thanked the Mayors and their staff for the work they have undertaken over the year.

The Executive Officer gave a brief overview of the contents and thanked council staff for their contribution, noting we would not be successful without them.

MOVED: Cr Peter Scott

SECOND: Cr Ross Andrews

"That the FNQROC Annual Report 2020-21 be adopted as tabled".

CARRIED

1010 FNQROC AUDITED FINANCIALS & REPORT

MOVED: Cr Michael Kerr

SECOND: Cr Barry Hughes

"That the Audited Financials and Report for the period 1 July 2020 to 30 June 2021 be adopted."

CARRIED

1011 ELECTION OF CHAIR

D Irvine declared all positions vacant and called for nominations for the position of Chair.

Cr Michael Kerr, Mayor – Douglas Shire Council

Nominated by: Cr Angela Toppin

Second: Cr Mark Nolan

Cr Kerr accepted the nomination for Chair.

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

CARRIED

1012 ELECTION OF DEPUTY CHAIR

Cr Kerr called for nominations for the position of Deputy Chair.

Cr Angela Toppin, Mayor – Mareeba Shire Council

Nominated by: Cr Michael Kerr

Second: Cr Barry Hughes

Cr Toppin accepted the nomination for Deputy Chair.

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

1013 APPOINTMENT OF SECRETARIAT AND TREASURER

MOVED: Cr Ramon Jayo

SECOND: Cr Rod Marti

"That the Executive Officer be appointed as the Secretariat and Treasurer"

CARRIED

1014 ELECTION OF AUDITOR

MOVED: Cr Peter Scott

SECOND: Cr Rod Marti

Conflict – Mayor Bob Manning declared a conflict of interest and did NOT vote.

"It was recommended that subject to QAO approval to appoint our own auditor and appropriate costs; Halpin Partners Accountants be appointed auditor for the 2021/22 financial year."

CARRIED

1015 PAYMENT OF HONORARIUM TO CHAIR

MOVED: Cr Peter Scott


SECOND: Cr Rod Marti

"That a payment of \$6,000 be made to the Chair for the period 1 July 2021 to 30 June 2022 (2021/22 Budget)."

CARRIED

1016 CONCLUSION

There being no further business, the meeting was declared closed at 10.50am.



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Cr Michael Kerr, FNQROC Chair

FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS
ABN 52 034 736 962

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2022

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**STATEMENT OF PROFIT AND LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2022**

	2022 \$	2021 \$
CONTINUING OPERATIONS		
REVENUE		
Annual administration contributions	472,743	495,867
Projects - Regional infrastructure projects	322,124	288,376
Regional procurement group	186,235	153,769
Short term projects	327,342	197,788
Miscellaneous revenue	4,000	63,440
Interest income	584	1,364
TOTAL REVENUE	1,313,028	1,200,604
EXPENSES		
Annual administration expenses	407,533	333,202
Projects - Regional natural assets management	130,309	136,986
Regional infrastructure projects	75,393	121,540
Regional planning/economic development	86,330	62,178
Regional procurement group	262,175	258,655
Regional asset group	1,505	3,073
Minor projects	213,357	219,180
TOTAL EXPENSES	1,176,602	1,134,814
OPERATING PROFIT	136,426	65,790
Profit before tax from continuing operations	136,426	65,790
Profit for the year from continuing operations	136,426	65,790
PROFIT FOR THE YEAR	136,426	65,790
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	136,426	65,790

The accompanying notes form part of this financial statement.

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022**

	Notes	2022 \$	2021 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	1,514,130	1,503,920
Trade and other receivables	5	151,775	103,330
TOTAL CURRENT ASSETS		<u>1,665,905</u>	<u>1,607,250</u>
TOTAL ASSETS		<u>1,665,905</u>	<u>1,607,250</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	6	110,618	204,235
Provision for long service leave		15,690	16,133
TOTAL CURRENT LIABILITIES		<u>126,308</u>	<u>220,368</u>
NON-CURRENT LIABILITIES			
Trade and other payables	6	0	0
Provision for long service leave		116,723	100,434
TOTAL NON-CURRENT LIABILITIES		<u>116,723</u>	<u>100,434</u>
TOTAL LIABILITIES		<u>243,031</u>	<u>320,802</u>
NET ASSETS		<u>1,422,874</u>	<u>1,286,448</u>
EQUITY			
Retained surplus		1,422,874	1,286,448
TOTAL EQUITY		<u>1,422,874</u>	<u>1,286,448</u>

The accompanying notes form part of this financial statement.

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022**

	Notes	2022 \$	2021 \$
Balance as at 1 July		1,286,448	1,220,658
Profit for the year		136,426	65,790
BALANCE AS AT 30 JUNE		<u>1,422,874</u>	<u>1,286,448</u>

The accompanying notes form part of this financial statement.

**STATEMENT OF CASH FLOWS
AS AT 30 JUNE 2022**

	Notes	2022 \$	2021 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		1,403,167	1,222,981
Payments to suppliers and employees		(1,393,541)	(1,182,021)
Interest received		584	1,364
NET CASH PROVIDED BY OPERATING ACTIVITIES	7	10,210	42,324
NET INCREASE/(DECREASE) IN CASH HELD		10,210	42,324
Cash and cash equivalents at the beginning of the financial year		1,503,920	1,461,596
CASH AND CASH EQUIVALENTS AT THE END OF THE FINANCIAL YEAR	4	1,514,130	1,503,920

The accompanying notes form part of this financial statement.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

1. REPORTING ENTITY CONCEPT

Far North Queensland Regional Organisation of Councils (the Association) is an unincorporated body domiciled in Australia. The Association is primarily involved in facilitating and co-ordinating member council's development for the benefit of Far North Queensland communities and businesses.

Members of the Association for the 2022 financial year were as follows:

- Cairns Regional Council
- Cassowary Coast Regional Council
- Carpentaria Shire Council
- Cook Shire Council
- Croydon Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Hinchinbrook Shire Council
- Yarrabah Aboriginal Shire Council
- Etheridge Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Douglas Shire Council

Under the Association's charter, each member council shall nominate a representative to attend meetings of the Association. These representatives are referred to in this financial report as 'the Board'.

In the opinion of the Board, the Association is not a reporting entity. The financial statements of the Association have been drawn up as a special purpose financial report for distribution to the members, and for the purpose of fulfilling the requirements of the Queensland Audit Office and the Association's charter.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The Directors' have prepared the financial statements on the basis that the Company is a non-reporting entity because there are no users dependent on a general purpose financial report. The financial report is therefore a special purpose financial report that has been prepared in order to meet the requirements of members. These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

Basis of Preparation

The financial statements have been prepared on an accruals basis and are based on historical costs modified by the revaluation of selected non-current assets and financial instruments for which the fair value basis of accounting has been applied.

New and amended standards adopted by the Association

The Association has adopted all the amendments to Australian Accounting Standards issued by the Australian Accounting Standards Board, which are relevant to and effective for the Company's financial statements for the annual period beginning 1 July 2021. None of the amendments have had a significant impact on the Association.

Use of estimates and judgements

The preparation of financial statements in conformity with AASBs require management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected.

The Board is not aware of any critical judgements having been made in applying accounting policies that might have significant effect on the amounts recognised in the financial statements, nor of any assumptions and estimation uncertainties that might have significant risk of resulting in a material adjustment within the next financial year.

3. SIGNIFICANT ACCOUNTING POLICIES

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(1) Financial Instruments

Non-derivative financial instruments

Non-derivative financial instruments comprise trade and other receivables, cash and cash equivalents and trade and other payables.

Non-derivative financial instruments are recognised initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition non-derivate financial instruments are measure at amortised cost.

A financial instrument is recognised if the Association becomes a party to the contractual provisions of the instrument. Financial assets are derecognised if the Association's contractual rights to the cash flow from the financial assets expire or if the Association transfers the financial asset to another party without retaining control or substantially all risks and rewards of the asset. Regular way purchases and sales of financial assets are accounted for at trade date, i.e. the date that the Association commits itself to purchase or sell the asset.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

3. SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities are derecognised if the Association's obligations specified in the contract expire or are discharged or cancelled.

Cash and cash equivalents comprise cash balances and call deposits with a term of less than three months.

The Association holds no derivative financial instruments.

Compound financial instruments

The Association has not issued any compound financial instruments.

(2) Leased assets

Leases in terms of which the Association assumes substantially all the risk and rewards of ownership are classified as finance leases. Upon initial recognition the leased asset is measured at an amount equal to the lower of its fair value and the present value of the minimum lease payments. Subsequent to initial recognition, the asset is accounted for in accordance with the accounting policy applicable to that asset.

Other leases are operating leases and the leased assets are not recognised on the Association's Statement of Financial Position.

(3) Impairment

Financial assets

A financial asset is assessed at each reporting period date to determine whether there is any objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of the asset that can be estimated reliably.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognised in financial costs and reflected in an allowance account against receivables. Interest on the impaired asset continues to be recognised through the unwinding of the discount. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through income.

(4) Salaries and wages

The Association's employees are employed by the Cairns Regional Council, a member council. These services are on charged to the Association at cost. In addition, the Association makes allowance for any annual leave and long service leave accruing in respect of these officers. The Cairns Regional Council provides estimates of these liability amounts each month.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

3. SIGNIFICANT ACCOUNTING POLICIES

(5) Provisions

A provision is recognised if, as a result of a past event, the Association has a present legal or constructive obligation that can be estimated reliably and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The unwinding of the discount is recognised as a finance cost.

(6) Revenue

Services

Revenue from services rendered is recognised in income in proportion to the stage of completion of the transaction at the reporting date. The stage of completion is assessed by reference to surveys of work performed.

(7) Government grants

Grants received

Grants in respect of operating expenses (operating or revenue grants) are accounted for depending on whether they are reciprocal or non-reciprocal.

Non-reciprocal grants received

Grants where the Association receives assets or services, or has liabilities extinguished without directly giving approximate equal value in exchange to the other party are considered a non-reciprocal transfer. Non-reciprocal transfers are brought to account as revenue in the year in which they are received.

Reciprocal grants received

Grants where the Association receives assets or services, or has liabilities extinguished and gives approximately equal value in exchange to the other party are considered a reciprocal transfer. Reciprocal transfers are initially brought to account as revenue in the year in which they are received. The transfers are only recognised as revenue once the performance obligations relating to the funds have been transferred.

(8) Contributions

Contributions of assets, including the right to receive cash or other forms of assets without directly giving approximately equal value to the other party or parties to the transfer, are recognised as revenue at fair value when the Association obtains control of the contributions or the right to receive the contribution. It is probable that the economic benefits comprising the contribution will flow to the Association and the amount of the contribution can be measured reliably.

(9) Finance income

Interest income is recognised as it accrues, using the effective interest method.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

3. SIGNIFICANT ACCOUNTING POLICIES

(10) Income tax

The Association is a not-for-profit organisation and the Board is of the opinion that, under Division 50 of the Income Tax Assessment Act 1997, it is exempt from income tax.

(11) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the

Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or part of the expense. Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to the ATO is included as a current asset or current liability in the statement of financial position.

(12) New standards and interpretations not yet adopted

There are a number of standards, amendments to standards and interpretations are effective for annual periods beginning after 1 July 2021 that have not been applied in preparing these financial statements. None of these is expected to have a significant impact on the financial statements.

	2022	2021
	\$	\$
4. CASH AND CASH EQUIVALENTS AT THE END OF THE FINANCIAL YEAR		
Cash at bank	1,514,130	1,503,920
	1,514,130	1,503,920
5. TRADE AND OTHER RECEIVABLES		
Trade receivables	143,268	103,290
GST refunds	8,507	0
Accrued income	0	40
	151,775	103,330
6. TRADE AND OTHER PAYABLES		
Current		
Credit card liability	9,558	12,544
Trade creditors	48,757	118,378
GST payable	0	14,409
Accrued expenses	6,000	6,000
Payroll Liabilities	5,468	7,025
Annual leave payable	40,835	45,879
	110,618	204,235
Non-current		
Annual leave payable	0	0
	0	0

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

7. STATEMENT OF CASH FLOWS

**Reconciliation of profit before tax
to net cash flows from operating activities**

	2022	2021
	\$	\$
Profit / (Loss) before tax	136,426	65,790
Changes in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(39,938)	(94,819)
Increase/(decrease) in creditors and accrued expenses	(102,124)	67,071
Increase/(decrease) in provisions	15,846	4,282
NET CASH PROVIDED BY OPERATING ACTIVITIES	10,210	42,324

8. EMPLOYEE BENEFITS

The Association has no employees but it utilises the services of employees through the Cairns Regional Council, a member council. The Association reimburses Cairns Regional Council for all costs incurred for salary and wages expenses relating to these employees. Furthermore, the Association makes allowances for any annual leave and long service leave accruing in respect of these employees.

Included in Statement of Financial Position

Current

Annual leave payable	40,835	45,879
Provision for long service leave	15,690	16,133
	56,525	62,012

Non-current

Annual leave payable	0	0
Provision for long service leave	116,723	100,434
	116,723	100,434

Included in Statement of Comprehensive Income

Salaries and wages expenses	561,119	635,865
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BOARD CERTIFICATE OF FAR NORTH QUEENSLAND REGIONAL ORGANISATION OF COUNCILS

We, the Board, certify that in our opinion:

- (a) the Association is not a reporting entity;
- (b) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (c) the financial statements and notes, as set out on pages 3 to 12 present fairly the Association's financial position as at 30 June 2022 and its performance for the year ended on that date, in accordance with the basis of accounting described in Note 2 to the financial statements.

Councillor M Kerr (Chairperson)

D Irvine (Secretary and Executive Officer)

Dated :

INDEPEPENT AUDIT REPORT