

Minutes of the 171st FNQROC Board Meeting

Meeting No	171
Meeting Name	FNQROC Ordinary Board Meeting
Date	3 April 2025
Time	10.00am – 2.05pm
Venue	Cairns Regional Council

REPRESENTATIVES

CHAIR

Cr Angela Toppin, Mayor	Mareeba Shire Council
Cr Bruce Gibson, Mayor	Hope Vale Aboriginal Shire Council
Cr Alister Gibson, Mayor	Wujal Wujal Aboriginal Shire Council
Cr Rod Marti, Mayor	Tablelands Regional Council
Cr Jonathan Evans, Deputy Mayor	Croydon Shire Council
Cr Lisa Scomazzon, Mayor	Douglas Shire Council
Cr Teresa Millwood, Mayor	Cassowary Coast Regional Council
Cr Matthew Tickner	Cairns Regional Council
Cr Robyn Holmes, Mayor	Cook Shire Council

CEO'S

Mr Andrew Graffen, CEO	Cassowary Coast Regional Council
Ms Jacqui Cresswell, CEO	Croydon Shire Council
Mr Scott Osman, CEO	Douglas Shire Council
Mr Brian Joiner, CEO	Cook Shire Council
Mr Peter Franks, CEO	Mareeba Shire Council
Dr Nikola Stepanov, CEO	Tablelands Regional Council
Ms Kiley Hanslow, CEO	Wujal Wujal Aboriginal Shire Council

OBSERVERS

Lucy Greene	Manager, Intergovernmental Relations LGAQ
Benton Wecker	Lead Intergovernmental Relations LGAQ
Mark Olsen	CEO, TTNQ
Anna Alexander	Managing Director, Elissna
Ellis Neil	Managing Director, Elissna
Julie Strachan	Executive Support Assistant, Elissna

FNQROC STAFF

Ms Darlene Irvine	Chief Executive Officer
Mr Travis Sydes	Natural Asset Management & Sustainability Coordinator
Ms Amanda Hancock	Regional Strategic Infrastructure Coordinator
Ms Kelly Dean	Executive Support Officer
Ms Ieva Pradal	Regional Procurement Coordinator
Ms Bhakti Devi	Regional Waste Management Plan Coordinator

The meeting commenced at 10:00am

The Chair welcomed everyone to the meeting and acknowledged the Traditional Owners of the land on which we met and paid respects to Elders past, present and emerging.

Mayor Toppin also welcomed new CEO, Nikola Stepanov, Mayor Bruce Gibson, Mayor Alister Gibson and acknowledged the return of Travis Sydes Regional Natural Asset Management and Sustainability Coordinator from long service leave.

APOLOGIES

Cr Barry Hughes, Mayor	Etheridge Shire Council
Cr Amy Eden, Mayor	Cairns Regional Council
Cr Trevor Pickering, Mayor	Croydon Shire Council
Cr Daryl Sexton, Mayor	Yarrabah Aboriginal Shire Council
Cr Ramon Jayo, Mayor	Hinchinbrook Shire Council
Ken Gouldthorp, CEO	Cairns Regional Council
Mark Watt, CEO	Etheridge Shire Council
Mary Ann Uren, CEO	Hinchinbrook Shire Council
Richard Wright, CEO	Yarrabah Aboriginal Shire Council
Maria Anselmo	Regional Climate Resilience Coordinator

1. Presentation from Cr Mathew Tickner, Cairns Regional Council

Cr Tickner provided a briefing on Cairns Regional Councils priority development area advocacy and request for FNQROC support.

Cr Ticker took questions from the Board.

- Some members were concerned about the impact on Mulgrave Mills viability and were seeking further clarification to alleviate these concerns before they could support the advocacy request.

MOVED: Cr Matthew Tickner

SECONDED:

That the Board:

Supports Cairns Regional Councils advocacy for a Priority Development Area and funding request for one third State and one third Federal Government support.

Motion Failed

ACTIONS:

3225a: Cairns Regional Council to provide all member councils with a copy of the Cairns Regional Councils PDA presentation for further consideration and discussion with their respective Councils.

3225b: Member councils to reach out to Cairns Regional Council for further information or discussion to enable them to make an informed decision at the next FNQROC Board meeting.

3225c: FNQROC CEO to include a motion in the June Board agenda for the Board to reconsider FNQROC endorsement of the Cairns Regional Council PDA.

2. Presentation from Mark Olsen, Chief Executive Officer, Tourism Tropical North Qld

Mark provided an overview of the proposed Bed Levy to be considered and adopted by individual member councils.

Mark advised he was happy to have conversations with councils and took questions and comments from the Board.

Members were advised that FNQROC already had a motion to support the Bed Levy but with new Mayors we wanted to revisit this to ensure this support remained.

RESOLVED:

That FNQROC does continue to support this initiative with the following additional points:

- a) Councils don't want to lose the option to opt in at a later date, and
- b) Councils want to maintain flexibility in the use of the Levy if they do opt in.

3. Presentation from Lucy Greene, Manager Intergovernmental Relations, LGAQ

Mayor Toppin provided a brief overview from the policy executive meeting and Lucy provided an overview of LGAQs recent activities and expanded on the Briefing Note circulated prior to the meeting.

3226 CONFIRMATION OF MINUTES

MOVED: Cr Rod Marti

SECONDED: Cr Lisa Scomazzon

That the Board:

Moves the minutes of the 169th FNQROC Board meeting held on Thursday 5 December 2024 to be confirmed and adopted.

CARRIED

3227 BUSINESS ARISING FROM PREVIOUS MINUTES

Action items from 5 December 2024 FNQROC Ordinary Board Meeting

Meeting	Action	Responsible person	Status
3159c (Feb 2024)	Reseal Types – FNQROC to investigate and seek pricing on a study to understand the whole of life cost pricing for different seal types across our region to better inform decisions when procuring. (Item missed from previous agendas Mar – Oct 2024)	A Hancock / RRTG TC	In progress – report B113 in today's agenda to award the consultancy
3191 (Aug 2024)	That FNQROC writes to the DTMR seeking the release of the Palmerston Highway Upgrade Strategy. Chair raised this matter with Minister Mickelberg MP who will look into the matter.	Darlene Irvine, CEO to request again after Caretaker	Strategy due for completion mid-year, comments provided on 1 page summary document sent for consultation.

Meeting	Action	Responsible person	Status
3209 (Oct 2024)	TTNQ Indigenous Tourism Committee - Richard Wright Yarrabah CEO will follow up with the Mayor of Yarrabah and advise	Richard Wright, CEO	Completed – Mayor Yarrabah will represent FNQROC
3216a (Dec 2024)	FNQROC CEO to put together a document on how a Waste Management plan Advisory Committee will work if it meets for one hour after the FNQROC Board meeting.	Darlene Irvine, CEO	Completed – Discussion paper for discussion at today's meeting
3216b (Dec 2024)	FNQROC to send congratulatory letter to Cr Baines and Cr Murgha for being elected Chair and Deputy Chair of the Reef Guardian Councils.	Darlene Irvine, CEO	Completed
3220 (Dec 2024)	FNQROC CEO to look further at investing FNQROC savings with QTC	Darlene Irvine, CEO	Waiting on financial policy to be reviewed for signatories.
3221a (Dec 2024)	FNQROC CEO to add in the Operational Guidelines: <ul style="list-style-type: none"> • Clarity regarding FNQROC Staff being employed by Cairns Regional Council • Advisory Committee establishment and role. 	Darlene Irvine, CEO	Completed in the draft – still to be reviewed by FNQROC Board.
3221b (Dec 2024)	FNQROC CEO to arrange a ½ day Strategic Planning workshop to set our Vision and goals. At the conclusion of this workshop the Charter will be updated.	Darlene Irvine, CEO	Completed with today's meeting
3221c (Dec 2024)	Member councils review the Operational Guidelines, Administrative Instruction and policies and send any recommended changes back to the CEO.	Member Councils	Ongoing, 3 policies per meeting will be reviewed.

Meeting	Action	Responsible person	Status
3223a	Prior to the meeting with the Deputy Premier on Tuesday 10th December at 1.30pm, Darlene Irvine, CEO to: a. make the requested changes to the Regional Plan Expectation Document and distribute to the Board, and distribute speaking notes for the meeting with the Deputy Premier to the Board.	Darlene Irvine, CEO	Completed
3223b	To enable FNQROC endorsement of the TNQ Economic Development Strategy (TEDS), the CEO is to work with the Economic Development Technical Committee to review and provide recommended amendments to RDA TN. Once completed to the satisfaction of the Technical Committee the FNQROC Board will review and endorse.	Darlene Irvine, CEO and Economic Development Technical Committee	In Progress
3223d	Darlene Irvine, CEO to send out a date claimer to the Board and make the necessary arrangements for a FNQROC State Mayoral Delegation for 10 -13 March 2025.	Darlene Irvine, CEO	Completed

3228 BOARD REPORTS WITH NOTICE

B112 Operational Plan and Budget 2025 - 2026

Members questioned the reserves held by FNQROC:

- how much was appropriate
- what was it used for, and
- should or was there a policy to return excess reserves to councils similar to LGAQ?

The CEO advised that the reserves had built up over 20 years and was currently being used fund staff liabilities and emergent project work/studies supported by the Board. Given we are an agile organisation it is difficult to predict how much is or would be needed. The organisation had not considered returning excess reserves to member councils before.

ACTION:

3228: The Operational Plan and Budget 2025 – 2026 (Report B112) will be deferred until the June Board meeting. In the meantime, the FNQROC CEO will draft a Reserve Policy to be circulated to member councils for comment prior to the next FNQROC Board meeting, with the intention of adopting the policy at that meeting.

B113 Road Treatment Study

MOVED: Cr Rod Marti

SECONDED: Cr Jonathan Evans

That the Board:

- a) *Resolves to award Contract FNQ049 FNROC Regional Road Resurfacings Study to Road Engineering Services, up to a maximum of \$46,200, excluding GST (Offer 2 pricing) with funds to come from reserves, and*
- b) *FNQROC Seeks a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund.*

CARRIED

B114 Regional Waste Management Plan Implementation

MOVED: Cr Lisa Scomazzon

SECONDED: Cr Matthew Tickner

That the Board:

1. *Endorses the FNQ RWMP Technical Committees recommended 3-year implementation plan informed by the FNQROC Regional Waste Management Plan.*

CARRIED

3229 BOARD REPORTS WITHOUT NOTICE

Nil

3230 DISCUSSION TOPIC

1. Discussion Paper No. 33 – Establishment of Elected Member Advisory Committee

Darlene Irvine, Chief Executive Officer provided an overview.

RESOLVED:

That and Elected Member Advisory Committee, will convene only when:

- a. The FNQROC Board deems it necessary to seek strategic guidance on complex regional priorities; and
- b. In other instances, reporting will continue through the FNQROC Board as required.

3231 FINANCIAL REPORTS

Financial Reports Year to Date

Profit & Loss Statement 1 July – 20 March 2025

Balance Sheet as of 20 March 2025

MOVED: Cr Rod Marti

SECONDED: Cr Jonathan Evans

That the Board:

1. *Adopts the Profit and Loss Statement for the period 1 July – 20 March 2025, and*
2. *Adopts the Balance Sheet as at 20 March 2025.*

CARRIED

3232 INFORMATION FOR THE BOARD

Incoming / Outgoing Correspondence

Incoming

ACTION:

Nil

Outgoing

ACTION:

Nil

Meetings Attended by FNQROC Executive Officer

ACTION:

Nil

Minutes of Advisory Committees

FNQROC Animal Management Technical Committee meeting #19 – 6 December 2024

Noted

FNQROC Regional Roads and Transport Technical Committee meeting #137 – 22 January 2025

Noted

FNQROC Climate Resilience Technical Committee meeting #7 – 31 January 2025

Noted

FNQROC Regional Waste Implementation Workshop – 12 February 2025

Noted

FNQROC Animal Management Technical Committee meeting #20 – 27 February 2025

Noted

FNQROC Natural Asset Advisory Committee meeting #61

Noted

FNQROC Water Alliance meeting #41– 7 March 2025

Noted

FNQROC Regional Roads and Transport Technical Committee meeting #139 – 21 March 2025

Noted

Confidential Minutes

FNQROC Regional Procurement Advisory Committee meeting #44 – 6 December 2024

Noted

FNQROC Regional Supply and Delivery of Liquid Aluminium Sulphate, Aluminium Chloral hydrate and Caustic Soda meeting #2 – 4 February 2025

Noted

FNQROC Sewer Relining Meeting #3 – 11 February 2025

Noted

FNQROC Bitumen Reseal and Line Marking meeting #4 – 12 February 2025

Noted

FNQROC Regional Procurement Advisory Committee meeting #45 – 21 March 2024

Noted

FNQROC Sewer Relining Meeting #4 – 27 March 2025

Noted

FNQROC Bitumen Reseal and Line Marking meeting #5 – 26 March 2025

Noted

3233 STRATEGIC VISION AND PRIORITIES WORKSHOP

Mr Andrew Graffen arrived 11:18am

Facilitated by Anna Alexander and Ellis Neil from Elissna

ACTIONS:

3233a: Elissna to provide Darlene Irvine, Chief Executive Officer with a report compiled from the findings from the Board workshop.

3233b: Darlene Irvine, Chief Executive Officer to table the report at the June meeting for consideration of the Board.

3234 NEXT MEETING

The next meeting will be held on Thursday 5 June 2025, 11am to 2pm, at Mareeba Shire Council.

There being no further business the Chair declared the meeting closed at 2.05pm.

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Cr Angela Toppin

FNQROC Chair

Attachments:

1. Agreed Action Items from Board Meeting on Thursday 3 April 2025
2. Board Meeting Dates for 2025

ATTACHMENT 1

Agreed Action Items from Board Meeting held on 3 April 2025

Meeting	Action	Responsible person
3220 (Dec 2024)	FNQROC CEO to look further at investing FNQROC savings with QTC	Darlene Irvine, CEO On hold until financial delegation reviewed.
3223b	To enable FNQROC endorsement of the TNQ Economic Development Strategy (TEDS), the CEO is to work with the Economic Development Technical Committee to review and provide recommended amendments to RDA TN. Once completed to the satisfaction of the Technical Committee the FNQROC Board will review and endorse.	Darlene Irvine, CEO and Economic Development Technical Committee
3225a	Cairns Regional Council to provide all member councils with a copy of the Cairns Regional Councils PDA presentation for further consideration and discussion with their respective Councils.	Cr Matthew Ticker / Darlene Irvine, CEO
3225b	Member councils to reach out to Cairns Regional Council for further information or discussion to enable them to make an informed decision at the next FNQROC Board meeting.	Member councils
3225c	FNQROC CEO to include a motion in the June Board agenda for the Board to reconsider FNQROC endorsement of the Cairns Regional Council PDA.	Darlene Irvine, CEO
3228	The Operational Plan and Budget 2025 – 2026 (Report B112) will be deferred until the June Board meeting. In the meantime, the FNQROC CEO will draft a Reserve Policy to be circulated to member councils for comment prior to the next FNQROC Board meeting, with the intention of adopting the policy at that meeting.	Darlene Irvine, CEO and member councils
3233a	Elissna to provide Darlene Irvine, Chief Executive Officer with a report compiled from the findings from the Board workshop.	Elissna / Darlene Irvine, CEO
3233b	Darlene Irvine, Chief Executive Officer to table the report at the June meeting for consideration of the Board.	Darlene Irvine, CEO

ATTACHMENT 2

FNQROC Board Meetings for 2025

Date	Venue
5th June 2025	Mareeba Shire Council (Day only)
7th August 2025	Cairns Regional Council
2nd October 2025	Tablelands Regional Council (Day only)
4th December 2025	Cairns Regional Council