



**BOARD MEETING  
OF  
FNQ Regional Organisation of Councils (FNQROC)  
No. 171<sup>st</sup>**

**Thursday 3 April 2025  
10.00am to 2.30pm**

**Cairns Regional Council  
Civic Reception Room 1**

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**Microsoft Teams meeting**

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# Agenda

## 1. WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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## 2. APOLOGIES

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## 3. PRESENTATIONS

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### 3.1 To be confirmed – Cairns Regional Council Briefing on Priority Development Area Advocacy

3.1.1 Cr Matthew Tickner, Cairns Regional Council to present.

(10m)

### 3.2 Discussion Proposed Bed Levy

3.2.1 Mark Olsen, Chief Executive Officer, TTNQ to present.

(25m)

### 3.3 Lucy Greene LGAQ, Lead Intergovernmental Relations (LGAQ)

3.3.1 LGAQ will provide an overview of LGAQs recent activities as per the Briefing Note circulated prior to meeting.

(10m)

## 4. CONFIRMATION OF PREVIOUS MINUTES

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### 4.1 Confirmation of Minutes of the 169th Far North Qld Regional Organisation of Councils (FNQROC) Board meeting held on 5 December 2024

Pages 001 to 014

#### **Recommendation:**

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

## 5. BUSINESS ARISING FROM PREVIOUS MEETING

### 5.1 Action items from 5 December 2024 FNQROC Board Meeting

Meeting	Action	Responsible person	Status
<b>3159c (Feb 2024)</b>	<b>Reseal Types</b> – 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 get better informed decisions when procuring.  (Item missed from previous agendas Mar – Oct 2024)	A Hancock / RRTG TC	In progress
<b>3191 (Aug 2024)</b>	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	In progress
<b>3209 (Oct 2024)</b>	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
<b>3216a (Dec 2024)</b>	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 – for discussion
<b>3216b (Dec 2024)</b>	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
<b>3220 (Dec 2024)</b>	FNQROC CEO to look further at investing FNQROC savings with QTC	Darlene Irvine, CEO	Waiting on financial policy to be reviewed for signatories.

Meeting	Action	Responsible person	Status
<b>3221a (Dec 2024)</b>	<p>FNQROC CEO to add in the Operational Guidelines:</p> <ul style="list-style-type: none"> <li>• Clarity regarding FNQROC Staff being employed by Cairns Regional Council</li> <li>• Advisory Committee establishment and role.</li> </ul>	Darlene Irvine, CEO	Completed in the draft – still to be reviewed by FNQROC Board.
<b>3221b (Dec 2024)</b>	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 – today's meeting
<b>3221c (Dec 2024)</b>	Member councils review the Operational Guidelines, Administrative Instruction and policies and send any recommended changes back to the CEO.	Member Councils	To be discussed at today's meeting
<b>3223a</b>	<p>Prior to the meeting with the Deputy Premier on Tuesday 10th December at 1.30pm, Darlene Irvine, CEO to:</p> <ol style="list-style-type: none"> <li>make the requested changes to the Regional Plan Expectation Document and distribute to the Board, and</li> </ol> <p>distribute speaking notes for the meeting with the Deputy Premier to the Board.</p>	Darlene Irvine, CEO	Completed
<b>3223b</b>	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
<b>3223d</b>	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	Alternative completed

## 6. BOARD REPORTS (WITH NOTICE)

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### 6.1 B112 Operation Plan and Budget 2025 -2026

Pages 015 to 021

#### **Recommendation:**

That the FNQROC Board adopts:

1. Operational Plan 2025 - 2026
2. FNQROC Operational Budget with:
  - a. Member Council contribution for the 2025/2026 financial year being:
    01. Cairns Regional Council - \$118,700
    02. Cassowary Coast Regional Council - \$87,321
    03. Cook Shire Council - \$52,025
    04. Croydon Shire Council - \$20,738
    05. Douglas Shire Council - \$63,319
    06. Etheridge Shire Council - \$21,376
    07. Hinchinbrook Shire Council - \$35,925
    08. Hope Vale Aboriginal Shire Council - \$21,796
    09. Mareeba Shire Council - \$78,543
    10. Tablelands Regional Council - \$83,523
    11. Wujal Wujal Aboriginal Shire Council - \$20,770
    12. Yarrabah Aboriginal Shire Council - \$24,056
  - b. Regional Road and Transport contribution remaining at 2.75% of Council funding received; and
  - c. Croydon Shire Council, Etheridge Shire Council, Hinchinbrook Shire Council, Hope Vale Aboriginal Shire Council, Wujal Wujal Aboriginal Shire Council and Yarrabah Aboriginal Shire Council contribute 20% of any direct savings realised through their involvement in regional procurement activities, and
  - d. Councils outside the FNQROC boundary contribute 30% of direct savings realised through their involvement in FNQROC procurement activities.

### 6.2 B113 Road Treatment Study

#### **Recommendation:**

That the FNQROC 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.

Pages 022 to 025

## 6.3 B114 Regional Waste Management Plan Implementation

### **Recommendation:**

That the FNQROC Board endorse the Technical Committees recommended 3-year implementation plan informed by the FNQROC Regional Waste Management Plan.

Pages 026 to 030

## 7. BOARD REPORTS (WITHOUT NOTICE)

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NIL

## 8. DISCUSSION TOPIC

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

*Darlene Irvine, Chief Executive Officer will provide an overview.*

Pages 031 to 032

## 9. FINANCIAL REPORTS

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### 9.1 Financial Report Year to date

9.1.1 Profit & Loss Statement 1 July 2024 – 20 March 2025

9.1.2 Balance Sheet as of 20 March 2025

Pages 033 to 037

### **Recommendation:**

That the FNQROC Board adopts the Profit and Loss and Balance Sheet reports for the period 1 July 2024 to 20 March 2025.

## 10. Information for the Board

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### 10.1 FNQ Regional Plan Update

10.1.1 CEO to provide a verbal update.

### Incoming / Outgoing Correspondence

10.1.2 Incoming

NIL

10.1.3 Outgoing

NIL

## 10.2 Information Reports

### 10.2.1 Meetings attended by FNQROC Chief Executive Officer

Pages 038 to 040

### 10.2.2 Minutes of FNQROC Advisory Committees: -

- FNQROC Animal Management Technical Committee meeting #19  
– 6 December 2024  
**Minutes** – *available on website*  
**Next Meeting** – 27 February 2025
- FNQROC Regional Roads and Transport Technical Committee meeting #137 – 22 January 2025  
**Minutes** – *available on website*  
**Next Meeting** – 20 February 2025
- FNQROC Climate Resilience Technical Committee meeting #7  
– 31 January 2025  
**Minutes** – *available on website*  
**Next Meeting** - 11 April 2025
- FNQROC Regional Waste Implementation Workshop  
– 12 February 2025  
**Minutes** – *NIL*
- FNQROC Regional Roads and Transport Technical Committee meeting #138 – 20 February 2025  
**Minutes** – *available on website*  
**Next Meeting** – 21 March 2025
- FNQROC Animal Management Technical Committee meeting #20  
– 27 February 2025  
**Minutes** – *available on website*  
**Next Meeting** – 17 April 2025
- FNQROC Natural Asset Advisory Committee meeting #61  
– 28 February 2025  
**Minutes** – *available on website*  
**Next Meeting** – 4 April 2025
- FNQROC Water Alliance meeting #41– 7 March 2025  
**Minutes** – *available on website*  
**Next Meeting** – 9 May 2025
- FNQROC Regional Roads and Transport Technical Committee meeting #139 – 21 March 2025  
**Minutes** – *available on website*  
**Next Meeting** – 23 May 2025

### 10.2.3 Minutes of Confidential Meetings

- FNQROC Regional Procurement Advisory Committee meeting #44 – 6 December 2024  
**Minutes** – *available upon request*  
**Next Meeting** – 21 March 2025
- FNQROC Regional Supply and Delivery of Liquid Aluminium Sulphate, Aluminium Chloral hydrate and Caustic Soda meeting #2 – 4 February 2025  
**Minutes** – cancelled, rescheduled for 5 March 2025
- FNQROC Sewer Relining Meeting #3 – 11 February 2025  
**Minutes** – *available upon request*  
**Next Meeting** – 27 March 2025
- FNQROC Bitumen Reseal and Line Marking meeting #4 – 12 February 2025  
**Minutes** – *available upon request*  
**New Meeting** – 26 March 2025
- FNQROC Regional Procurement Advisory Committee meeting #45 – 21 March 2024  
**Minutes** – *available upon request*  
**Next Meeting** – 4 June 2025
- FNQROC Sewer Relining Meeting #4 – 27 March 2025  
**Minutes** – *available upon request*  
**Next Meeting** – 7 May 2025
- FNQROC Bitumen Reseal and Line Marking meeting #5 – 26 March 2025  
**Minutes** – *available upon request*  
**New Meeting** – 8 May 2025

## 11. STRATEGIC VISION AND PRIORITIES WORKSHOP

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Facilitated by Anna Alexander and Ellis Neil – Elissna

**Workshop Purpose:** To collaboratively refine FNQROC's vision and strategic goals, ensuring alignment with regional priorities.

**Objectives:**

- Refine Strategic Vision: Facilitate a collaborative process to review and enhance FNQROC's vision statement to reflect current and future priorities.
- Strengthen Strategic Goals: Work together to identify gaps, challenges, and opportunities within the existing strategic goals and propose updates or new focus areas.
- Foster Collaboration: Encourage open dialogue, sharing of insights, and alignment among FNQROC's member councils to build a strong foundation for the region's collective success.

<b>Agenda Item</b>	<b>Details</b>	<b>Time</b>
<b>1. Introduction and overview</b>	<ul style="list-style-type: none"> <li>Welcome and introductions.</li> <li>Overview of the workshop goals and desired outcomes.</li> <li>Overview of survey outcomes – what we heard.</li> </ul>	5 mins
<b>2. Workshopping Strategic Goals (Part 1)</b>	Breakout session (3 in person groups/online group) focusing on Strategic Priorities to identify gaps, challenges, and opportunities. <ul style="list-style-type: none"> <li>Develop Resilient Transport Infrastructure and Connectivity</li> <li>Water Security</li> <li>Energy</li> </ul>	40 mins
<b>3. Group Feedback and Consolidation</b>	<ul style="list-style-type: none"> <li>Groups present key insights (7 mins per group)</li> </ul>	20 mins
<b>4. Break</b>	Short break	15 mins
<b>5. Workshopping Strategic Goals (Part 2)</b>	Breakout session (3 in person groups/online group) focusing on Strategic Priorities to identify gaps, challenges, and opportunities. <ul style="list-style-type: none"> <li>Respect and Manage our Natural Assets</li> <li>Provide Equitable Communication Network</li> <li>Develop Equitable Social Infrastructure</li> </ul>	40 mins
<b>6. Group Feedback and Consolidation</b>	<ul style="list-style-type: none"> <li>Groups present key insights (7 mins per group)</li> </ul>	20 mins
<b>7. Vision Refinement Activity</b>	Breakout session (3 in person groups/online group) focusing on Vision and Mission. <ul style="list-style-type: none"> <li>Small Group Review: Groups refine and enhance the drafts.</li> <li>Groups present back.</li> </ul>	20 mins
<b>8. Group Feedback and Consolidation</b>	<ul style="list-style-type: none"> <li>Groups present key insights (5 mins per group)</li> </ul>	20 mins
<b>9. Wrap-Up / next steps</b>	<ul style="list-style-type: none"> <li>Summarise updated vision and refined goals.</li> <li>Outline key next steps, including roles, timelines, and responsibilities.</li> </ul>	5 mins

## 12. MEETING CLOSE AND NEXT MEETING

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### 12.1 Next Meeting

**Date & Time** Thursday 5 June 2025  
**Venue** Mareeba Shire Council (hosting)

# Minutes of the 169<sup>th</sup> FNQROC Board Meeting

<b>Meeting No</b>	169
<b>Meeting Name</b>	FNQROC Ordinary Board Meeting
<b>Date</b>	5 December 2024
<b>Time</b>	10.53am – 1.30pm
<b>Venue</b>	Cairns Regional Council

## REPRESENTATIVES

### CHAIR

Cr Angela Toppin, Mayor	Mareeba Shire Council
Cr Barry Hughes, Mayor	Etheridge Shire Council
Cr Rod Marti, Mayor	Tablelands Regional Council
Cr Trevor Pickering, 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
Cr Mary Brown, Deputy Mayor	Hinchinbrook Shire Council (online)

### 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 Mark Watt, CEO	Etheridge Shire Council
Mr Peter Franks, CEO	Mareeba Shire Council
Mr Richard Wright, CEO	Yarrabah Aboriginal Shire Council

## OBSERVERS

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Cr Johnathan Evans, Deputy Mayor	Croydon Shire Council
Cr Marilyn Morris, Deputy Mayor	Cook Shire Council
Mr Rudi Pretzler	Lead – Circular Economy and Energy Policy, LGAQ
Mr Jeremy Neal	LNP Presentative for Leichardt
Mr Trent Twomey	LNP with Jeremy Neal

## FNQROC STAFF

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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

## 3212 WELCOME & ACKNOWLEDGEMENT

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The meeting commenced at 10:53am

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 CEOs, Scott Osmon and Mark Watt from Douglas and Etheridge respectively.

Mayor Toppin also congratulated Travis Sydes and all those involved in the development of the TNQ Regional Mountain Bike Strategy which recently won the 2024 Outdoors Queensland Government Achievement Award.

## 3213 APOLOGIES

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Cr Amy Eden, Mayor	Cairns Regional Council
Cr Alister Gibson, Mayor	Wujal Wujal Aboriginal Shire Council
Ken Gouldthorp, CEO	Cairns Regional Council
Kiley Hanslow, CEO	Wujal Wujal Aboriginal Shire Council
Brian Joiner, CEO	Cook Shire Council
Mary-Anne Uren, CEO	Hinchinbrook Shire Council
Maria Anselmo	FNQROC Regional Climate Resilience Coordinator
Cr Daryl Sexton, Mayor	Yarrabah Aboriginal Shire Council

Cr Bruce Gibson, Mayor	Hope Vale Aboriginal Shire Council
Ms Hilary Jackson, A/CEO	Tablelands Regional Council
Mr Lawrence Booth, CEO	Hope Vale Aboriginal Shire Council

## 3214 BOARD PRESENTATIONS

### 1. Discussion with Federal LNP Representative

Jeremy Neal, LNP representative for Leichardt and Trent Twomey.

The representatives took questions from the Board.

#### ACTIONS:

Nil

### 2. Presentation from Rudi Pretzler LGAQ

Rudi provided an overview of LGAQ recent activities.

Rudi took comments from the Board.

#### ACTIONS:

Nil

## 3215 CONFIRMATION OF MINUTES

**MOVED:** Cr Barry Hughes

**SECONDED:** Cr Rod Marti

*That the Minutes of Meeting No.168th held on 3 October 2024 be confirmed and adopted*

**CARRIED**

## 3216 BUSINESS ARISING FROM PREVIOUS MINUTES

### Action items from 3 October 2024 FNQROC Ordinary Board Meeting

Meeting	Action	Responsible person	Status
3159c (Feb 2024)	<p><b>Reseal Types</b> – 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 get better informed decisions when procuring.</p> <p><b>(Item missed from previous agendas Mar – Oct 2024)</b></p>	A Hancock / RRTG TC	In progress

Meeting	Action	Responsible person	Status
<b>3180 (June 2024)</b>	Request Councils to identify a member to represent their respective Council on the FNQROC Regional Waste Management Advisory Committee.	All Individual Councils	Transferred to new action 3216a.
<p>Members of the FNQROC Board questioned the reasoning for another Advisory Committee and what was the point of the committee if everything had to go through the FNQROC Board anyway.</p> <p>Summary of discussion points made:</p> <p>a. Questioning the need for a separate committee</p> <ul style="list-style-type: none"> <li>Do we need another level between the board and the technical committee?</li> <li>Is this going to be wasting FNQROC and elected member time? Can't this be done through the FNQROC Board similar to other technical committees?</li> <li>ToR reads very similar to the one for the Technical Committee</li> </ul> <p>b. In support of a separate committee</p> <ul style="list-style-type: none"> <li>Waste Management is a very complex issue. It needs more dedicated time to it than can be provided in the Ordinary Board meeting.</li> <li>Given the potential costs/change in process to councils, it is important we have social license to progress initiatives and representatives help inform the technical committee of what would be palatable or not.</li> <li>There may be councillors with a dedicated interest in this portfolio who would like to contribute.</li> <li>Is a requirement of the funding grant (but we can get around this)</li> </ul> <p>RESOLVED:</p> <p>That:</p> <p>a. 1 hour Waste Management Plan Advisory Committee meeting will convene (on a trial basis) at the conclusion of the FNQROC Board meeting if there is an agenda need to pull the committee together, and</p> <p>b. The CEO put together a document on how this will work.</p> <p><b>ACTIONS:</b></p> <p>3216a: 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.</p>			
<b>3191 (Aug 2024)</b>	That FNQROC writes to the DTMR seeking the release of the Palmerston Highway Upgrade Strategy.	Darlene Irvine, CEO further follow up with Minister Mickelberg	In progress
<b>3201a (Oct 2024)</b>	Stantec to send a hardcopy of Water Capability Plan to each Council. E-copies and Hardcopies have been sent	Stantec	Complete

Meeting	Action	Responsible person	Status
<b>3201b (Oct 2024)</b>	FNQROC to send a softcopy of Water Capability Plan to each Council	Darlene Irvine, CEO	Completed
<b>3201c (Oct 2024)</b>	Council members to review Water Capability Plan for adoption at next meeting	All Individual Councils	Completed
<b>3201d (Oct 2024)</b>	Provide all Councils with a softcopy of the QTC presentation with minutes.	FNQROC	Completed
<b>3208a (Oct 2024)</b>	Advise Advance Cairns of the FNQROC Board decision regarding a joint delegation to Federal Parliament.	Darlene Irvine, CEO	Completed
<b>3208b (Oct 2024)</b>	CEO to review the items being advocated by Advance Cairns and advise the relative Council representative.	Darlene Irvine, CEO	Completed
<b>3209 (Oct 2024)</b>	CEO to email Indigenous Councils seeking nominations for the Steering Committee.	Darlene Irvine, CEO	Mr Richard Wright to follow up with Yarrabah Mayor

#### **ACTIONS:**

*3216b: FNQROC to send congratulatory letter to Cr Baines and Cr Murgha for being elected Chair and Deputy Chair of the Reef Guardian Councils.*

### **3217 BOARD REPORTS WITH NOTICE**

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**Nil**

### **3218 BOARD REPORTS WITHOUT NOTICE**

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**Nil**

**MOVED:** Cr Lisa Scomazzon

**SECONDED:** Cr Rod Marti

*That the Board:*

*Adopts the FNQROC Water Capability Plan and that the Water Technical Committee identify the next actions going forward.*

**CARRIED**

## 3220 FINANCIAL REPORTS

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### **B107 – Financial Reports Year to Date**

Profit & Loss Statement 1 July – 25 November 2024

Balance Sheet as of 25 November 2024

**MOVED:** Cr Barry Hughes

**SECONDED:** Cr Rod Marti

*That the Board:*

- 1. Adopts the Profit and Loss Statement for the period 1 July – 25 November 2024.*
- 2. Adopts the Balance Sheet as at 25 November 2024.*

**CARRIED**

### **Audited Financial Statements 2023/2024**

**MOVED:** Cr Lisa Scomazzon

**SECONDED:** Cr Trevor Pickering

*That the Board:*

*Adopts the 2023/24 audited financial statements and notes the management letter from Jessups.*

**CARRIED**

### **ACTION:**

*3220: Darlene Irvine CEO to look further at investing FNQROC savings with QTC.*

## 3221 OPERATIONAL REVIEW OF THE FNQROC CHARTER, OPERATIONAL GUIDELINES, ADMINISTRATIVE INSTRUCTION AND POLICIES

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Documents for Board review and adoption.

Members discussed the Charter, Operational Guidelines, Administrative Instruction and policies.

### **RESOLVED:**

That:

- a. half a day will be dedicated to:
  - i. Developing our Strategic Vision and direction and then
  - ii. Reviewing the Charter, Operational Guidelines, Administrative Instructions and policies.

To assist in this process the following actions are required:

### **ACTIONS:**

*3221a FNQROC CEO to add in the Operational Guidelines:*

- a. *Clarity regarding FNQROC Staff being employed by Cairns Regional Council*
- b. *Advisory Committee establishment and role.*

*3221b 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.*

*3221c Member councils review the Operational Guidelines, Administrative Instruction and policies and send any recommended changes back to the CEO.*

## 3222 LGAQ POLICY EXECUTIVE DISCUSSION

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### **Policy Executive Discussion**

Cr Angela Toppin, Chair and Division 10 representative provided an update.

### 3223 A FNQROC Meeting dates and locations

#### RESOLVED

It was resolved that FNQROC would meet on the following dates and locations:

Date	Venue
6th February 2025	Cairns Regional Council
3rd April 2025	Cairns Regional Council
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

#### Discussion Topic No. 31 - Regional Plan Expectations and FNQROC Regional Plans

**MOVED:** Cr Teresa Millwood

**SECONDED:** Cr Rod Marti

*That the Board:*

*Endorses the FNQ Regional expectations (with amendments requested during the meeting) originally endorsed August 2022.*

**CARRIED**

#### ACTIONS:

3223a *Prior to the meeting with the Deputy Premier on Tuesday 10<sup>th</sup> 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*
- b. *distribute speaking notes for the meeting with the Deputy Premier to the Board.*

3223b Discussion Topic No. 32 - TNQ Economic Development Strategy and RDA Proposed new MOU

**ACTIONS:**

*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.*

3223c State Delegation 2025. Parliament Sitting 11th to 13th March 2025

**ACTIONS:**

*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.*

3223d CQUniversity – co-sign letter of support for Cairns CBD Campus Project.

**RESOLVED:**

*That FNQROC agrees to co-signing a letter of support for the Cairns CBD Campus Project.*

## **3224 INFORMATION FOR THE BOARD**

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### **Incoming / Outgoing Correspondence**

#### **Incoming**

**Letter from the honourable David Crisafulli MP, Premier and Minister for Veterans.**

**ACTION:**

Nil

## Outgoing

### ACTION:

Nil

## Meetings Attended by FNQROC Executive Officer

### ACTION:

Nil

## Minutes of Advisory committees

### FNQROC Regional Waste Management Plan Technical Committee meeting #4 – 4 October 2024

Noted

### FNQROC Climate Resilience Technical Committee meeting #6 – 18 October 2024

Noted

Points for noting:

At the 6th Climate Resilience Technical Committee meeting on Friday 18 October 2024 the members wanted it to be brought to the FNQROC Boards attention their appreciation for the Boards ongoing support and the FNQROC team for facilitating the CRTC, as it offers space to problem solving on matters relating to climate change.

### FNQROC Water Alliance meeting #78 – 8 November 2024

Noted

FNQROC Natural Asset Management Technical Committee (NAMAC) meeting #60 – 19 November 2024

Noted

Points for noting (Information only):

A recent ruling by DESI on Cairns Regional Council disposal of carcasses of feral pigs, roadkill, and other animals has found that council is in breach of waste regulation when using the established disposal process. As a result, council is now incurring significant costs to store, then transport, animal carcasses to Springmount WMF.

Cairns Regional Council is the subject of the DESI finding, but it also impacts Douglas Shires feral pig management program (as well as other private and public programs across the region).

A solution is being sought while the current options are considered or actioned.

- Maintain a watching brief on the situation in Cairns Regional Council - (ongoing).
- Raise with the FNQROC Waste Management Technical Committee - (underway).
- Provide update to LGAQ and National Feral Pig Coordinator - (complete).

- Raise issue with the Departments prior to raising to relevant Minister/s requesting DESI develop a suitable solution with QDAF. (Underway via LGAQ).

NAMAC has prepared an issues paper: Feral pig (and other carcass) disposal issues paper, FNQROC NAMAC – October 2024

#### **FNQROC RRTG Technical Committee meeting #136 29 November 2024**

**Noted**

#### **Confidential Minutes**

#### **FNQROC Sewer Relining 2024/25 contract pre-start meeting #1 – 27 September 2024**

**Noted**

#### **FNQROC Regional Collection & Disposal of Ferrous Metal, Non-Ferrous Metal & ULABs - Contract Meeting #4 –9 October 2024**

**Noted**

#### **FNQROC Supply and Delivery of Sodium Hypochlorite - Contract Meeting #3 – 24 October 2024**

**Noted**

#### **FNQROC Bitumen Reseals 2024/25 contract meeting #2 – 31 October 2024**

### **3225 NEXT MEETING**

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The next meeting will be held on Thursday 6 February 2025 @ 10.30am to 2pm at Cairns Regional Council, Civic Reception Room.

There being no further business the Chair declared the meeting closed at 1:10pm.

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**Cr Angela Toppin**

**FNQROC Chair**

#### **Attachments:**

1. Agreed Action Items from Board Meeting on Thursday 5 December 2024
2. Board Meeting Dates for 2025

## ATTACHMENT 1

### Agreed Action Items from Board Meeting held on 5 December 2024

Meeting	Action	Responsible person
3159c (Feb 2024)	<p><b>Reseal Types</b> – 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 get information for decisions when procuring.</p> <p>(Item missed from previous agendas Mar – Oct 2024)</p>	A Hancock / RRTG TC
3191 (Aug 2024)	<p>That FNQROC writes to the DTMR seeking the release of the Palmerston Highway Upgrade Strategy.</p> <p><b>Chair raised this matter with Minister Mickelberg MP who will look into the matter.</b></p>	Darlene Irvine, CEO to follow up with Minister Mickelberg
3209 (Dec 2024)	Richard Wright Yarrabah CEO will follow up with the Mayor of Yarrabah and advise	Richard Wright, CEO
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
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
3220 (Dec 2024)	FNQROC CEO to look further at investing FNQROC savings with QTC	Darlene Irvine, CEO
3221a (Dec 2024)	<p>FNQROC CEO to add in the Operational Guidelines:</p> <ul style="list-style-type: none"> <li>• Clarity regarding FNQROC Staff being employed by Cairns Regional Council</li> <li>• Advisory Committee establishment and role.</li> </ul>	Darlene Irvine, CEO
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
3221c (Dec 2024)	Member councils review the Operational Guidelines, Administrative Instruction and policies and send any recommended changes back to the CEO.	Member Councils

3223a	<p>Prior to the meeting with the Deputy Premier on Tuesday 10th December at 1.30pm, Darlene Irvine, CEO to:</p> <ul style="list-style-type: none"> <li>a. make the requested changes to the Regional Plan Expectation Document and distribute to the Board, and</li> <li>a. distribute speaking notes for the meeting with the Deputy Premier to the Board.</li> </ul>	Darlene Irvine, CEO
3223b	<p>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.</p>	<p>Darlene Irvine, CEO and Economic Development Technical Committee</p>
3223d	<p>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.</p>	Darlene Irvine, CEO

## **ATTACHMENT 2**

### **FNQROC Board Meetings for 2025**

Date	Venue
6th February 2025	Cairns Regional Council
3rd April 2025	Cairns Regional Council
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



## FNQROC BOARD MEETING

3 APRIL 2025

**B112**

### FNQROC BUDGET FOR 2025 – 2026

Darlene Irvine: #7605038

#### Recommendation:

That the FNQROC Board adopts:

1. *Operational Plan 2025 - 2026*
2. *FNQROC Operational Budget with:*
  - a. *Member Council contribution for the 2025/2026 financial year being:*
    - a) *Cairns Regional Council - \$118,700*
    - b) *Cassowary Coast Regional Council - \$87,321*
    - c) *Cook Shire Council - \$52,025*
    - d) *Croydon Shire Council - \$20,738*
    - e) *Douglas Shire Council - \$63,319*
    - f) *Etheridge Shire Council - \$21,376*
    - g) *Hinchinbrook Shire Council - \$35,925*
    - h) *Hope Vale Aboriginal Shire Council - \$21,796*
    - i) *Mareeba Shire Council - \$78,543*
    - j) *Tablelands Regional Council - \$83,523*
    - k) *Wujal Wujal Aboriginal Shire Council - \$20,770*
    - l) *Yarrabah Aboriginal Shire Council - \$24,056*
  - b. *Regional Road and Transport contribution remaining at 2.75% of council funding received, and*
  - c. *Croydon Shire Council, Etheridge Shire Council, Hinchinbrook Shire Council, Hope Vale Aboriginal Shire Council, Wujal Wujal Aboriginal Shire Council and Yarrabah Aboriginal Shire Council contribute 20% of any direct savings realised through their involvement in regional procurement activities, and*
  - d. *Councils outside the FNQROC boundary contribute 30% of direct savings realised through their involvement in FNQROC procurement activities.*

## **INTRODUCTION:**

As per the FNQROC Operational Guidelines, a budget and operational plan needs to be presented to members for consideration by March of each year. With the February meeting being cancelled, the operational plan and budget is presented to our meeting 3<sup>rd</sup> April 2025.

### Operational Plan

The proposed Operational plan for 2025/26 is attached as Appendix A and reflects the Strategic Operational Plan adopted February 2023.

### 2025/26 Budget

There are a number of factors which need a recommendation from the Board to finalise the 2025-26 Budget. These factors need to be considered collectively and include:

1. Member Council base contribution for 2025-2026,
2. Local Roads of Regional Significance (LRRS) contribution, and
3. Procurement Contributions.

#### 1. Member council base contribution for 2025/26

While expenses have increased considerably, this has been offset by additional funding due to be received. As such, member council's base rate calculation is not proposed to change from 2020/21.

The 2020/21 methodology is:

- a) flat rate at \$20,360
- b) the population rate remains at \$1.40 per person
- c) cap at \$93,700

#### 2. LRRS contribution

It is recommended the Regional Road and Transport Group contribution to remain at 2.75% of funding received.

#### 3. Councils Procurement contributions

It is recommended that current contributions remain unchanged. The current contribution is \$25,000 for Cairns, Cassowary, Cook, Douglas, Mareeba and Tablelands Councils. The remaining member Councils to contribute 20% of direct savings with non-member Councils contributing 30% of savings.

## **OPTIONS:**

- a. Approve the recommendation
- b. Amend the recommendation
- c. Request a review of options presented within the report.

## **CONSIDERATIONS:**

### **Statutory:**

Under the *Local Government Act 2009* Council has jurisdiction to ensure good government in its area.

Under the FNQROC Operational Guidelines (Section 4 "Resources") it is required that a Budget be presented to the FNQROC Board by March for approval.

### **Financial:**

The budget for 2025 – 2026 is estimated as follows:

<b>Expenses</b>	<b>2025/26</b>
Salaries + on costs for 5FTE	\$940,000
Reseal Program Supervisor (RPEQ)	\$65,000
FNQROC Delegation expenses	\$60,000
FNQROC Emergent delegations	\$10,000
Vehicle leases and expenses	\$20,000
Stationery and office (including audit costs, Bank fees & Internet)	\$20,000
Mobile phones	\$5,520
Software Licences & Subscriptions (includes i.d)	\$34,000
Travel and accommodation	\$43,000
External meetings & Training	\$20,000
Board and Advisory Committee Meeting expenses	\$12,000
Chair Honorarium	\$10,000
Contingencies	\$11,657
<b>Total expenses</b>	<b>\$1,251,177</b>

### **Recommended Council contributions:**

<b>Council Contribution</b>	<b>2025/2026</b>	<b>Flat Procurement fee</b>	<b>Total Contribution (Excluding RRTG)</b>
<b>Cairns</b>	\$93,700	\$25,000	\$118,700
<b>Cassowary</b>	\$62,321	\$25,000	\$87,321
<b>Cook</b>	\$27,025	\$25,000	\$52,025
<b>Croydon</b>	\$20,738		\$20,738
<b>Douglas</b>	\$38,319	\$25,000	\$63,319
<b>Etheridge</b>	\$21,376		\$21,376
<b>Hinchinbrook</b>	\$35,925		\$35,925
<b>Hope Vale</b>	\$21,796		\$21,796
<b>Tablelands</b>	\$58,523	\$25,000	\$83,523
<b>Mareeba</b>	\$53,543	\$25,000	\$78,543
<b>Wujal Wujal</b>	\$20,770		\$20,770
<b>Yarrabah</b>	\$24,056		\$24,056
	<b>\$478,093</b>	<b>\$150,000</b>	<b>\$628,093</b>

Funding	2025/2026
Road Alliance Funding	\$152,064
RRTG contribution 2.75%	\$167,270
QCRC	\$50,000
CCRC (paid 24/25)	\$30,000
Waste Contract	188,750
<b>Total external Funding</b>	<b>\$623,084</b>
Plus, Council contribution	\$628,093
<b>TOTAL FNQROC Funding</b>	<b>\$1,251,177</b>

**CONCLUSION:**

Our intent is to:

- a) Remain a compact structure and organisation only delivering on Council priorities
- b) Remain agile to enable us to respond to those emerging issues which member Councils deem a priority
- c) Seek funding to mitigate the financial impost on member Councils

The proposed operational plan and budget reflects our intent.

**Darlene Irvine**  
CEO

## **Appendix A: FNQROC Operational Plan 2025/2026**

### **Animal Management Technical Committee**

- Facilitate regional cat management taskforce for collaboration on key actions.
- Implement Regional Animal Management Strategy.
- Assist in disaster management capacity development across Councils.
- Re-establish indicators and produce an annual report card.
- Conduct four Technical Committee meetings.

### **Natural Asset Management Advisory Committee**

- Implement individual Councils' natural assets strategy and strategic asset management plan.
- Facilitate regional cat management taskforce for biosecurity collaboration.
- Review and implement Council Biosecurity Plans.
- Implement and review the regional natural asset management strategy.
- Support local natural asset and biosecurity advisory committees and working groups.
- Assist in disaster management capacity development across Councils.
- Re-establish indicators and produce an annual report card.
- Contribute to the review of the Land Protection Fund methodology.
- Represent regional and local priorities on the State Oversight Group.
- Support Wet Tropics Healthy Waterways initiatives.
- Conduct four technical committee meetings.

### **Regional Mountain Bike Strategy Steering Committee**

- Investigate whole-of-life trail maintenance approach.
- Establish a regional adventure trail working group.
- Advocate for the rollout of the mountain bike infrastructure plan.
- Support partnerships between Councils, clubs, and state agencies to deliver strategy actions.
- Support GIS and on-ground rollout and communication of trail upgrades and features.
- Conduct four steering committee meetings.

### **Regional Roads and Transport**

- Conduct at least two RRTG meetings as per Roads Alliance Guidelines.
- Conduct at least four RRTG Technical Committee meetings.
- Develop and implement the FNQ RRTG Capability Agreement & Action Plan.
- Manage a four-year works program in the new PMT.

- Update the FNQ Regional Road Investment Strategy, including a review of the Heavy Vehicle Network and first/last-mile roads (excluding tourism roads) in collaboration with TMR.
- Organize the RRTG Technical Tour in September 2025 (Douglas Shire & Wujal Wujal).

### **Water Alliance**

- Conduct at least four Water Alliance meetings per year.
- Submit quarterly coordinator reports and an annual report to LGAQ.
- Commence implementation of the FNQ Regional Water Capability Plan in collaboration with QLD Water & Jobs Queensland.
- Develop an implementation plan and commence priority projects with available QLD Water funding (\$250K reserved).
- Conduct an EOI for biosolids centralized storage/dewatering, transport, and disposal options.
- Develop a regional Trade Waste Environmental Management Plan.

### **Development Manual Review**

- Conduct a full review of the Development Manual in late 2025.

### **Procurement**

- Work with the Regional Procurement Technical Committee to promote and progress joint purchase and resource sharing initiatives.
- Conduct a minimum of four Procurement Technical Committee meetings.
- Maintain regular communication with government agencies (e.g., Local Buy) and provide feedback.
- Review and update the FNQROC Procurement website and document suite.
- Facilitate identification and evaluation of new regional procurement opportunities.
- Undertake contract administration for existing regional contracts.
- Conduct contract reviews for expiring regional contracts:
  - Bitumen Reseal (30 June 2025)
  - Sewer Relining (30 June 2025)
  - Removal of Biosolids (30 September 2025)
  - Scrap Metal and ULABs (30 November 2025)
  - Sodium Hypochlorite (31 May 2026)
  - Liquid Alum (31 May 2026)
- Oversee procurement for FNQROC Regional Water Leak Detection Program.

## **Climate Resilience Technical Committee**

- Appoint a Regional Climate Resilience Coordinator.
- Prepare a Regional Greenhouse Gas Emissions Report.
- Conduct a Regional Climate Risk Assessment.
- Develop the FNQROC Climate Resilience Committee Action Plan (2026-203X).
- Regional Drought Resilience Plan (Wet Tropics & Gulf Hinterland)
  - Implement Regional Water Leak Detection & Implementation Plan.
- Conduct four Technical Committee meetings.

## **Regional Framework for Local Natural Environment Disaster Preparedness Plan**

- Pilot project with CCRC.

## **Rivers to Reef Climate Action Plan (2021-2026)**

- Implement and evaluate the plan.

## **Waste Management**

- Submit the RWMP Implementation Plan to DETSI as required.
- Apply for grant funding to appoint a Regional EBCI Coordinator (Contractor).
- Procure a contractor for Regional Waste Education & Marketing Plan development and delivery.
- Manage the delivery of the regional waste education and marketing plan.
- Conduct a needs assessment for enhancing data capability in FNQROC Councils.
- Procure regional servicing contracts for high-priority waste streams.
- Support Council applications for LGIS funding to incentivise home composting.
- Facilitating collaboration opportunities for enhancing kerbside commingled recycling within FNQROC member Councils
- Ongoing advocacy for:
  - More accessible and equitable distribution of product stewardship & take back schemes into FNQROC member Council's region
  - Increased resource recovery
  - State policies & programs that enable local government in transitioning to circular economy.



## **FNQROC BOARD MEETING**

**3 APRIL 2025**

**B113**

### **ROAD TREATMENT STUDY**

**Amanda Hancock #7616572**

#### **Recommendation:**

##### **It is recommended that:**

- a. FNQROC 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. Seeks a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund.

#### **EXECUTIVE SUMMARY:**

Following a request by the FNQROC Board at meeting number 164 on 1 February 2024, action item 3159c, FNQROC invited suitably qualified consultants to undertake a Regional Road Resurfacings Study. The intent of the study was the development of a guideline/checklist to enable councils to select the most appropriate road surfacing option(s), based on a multi-layered assessment process.

A Request for Quote was sent to four consulting firms but only one quote was received from Philip Hunt of Road Engineering Services.

Road Engineering Services are recommended for contract award as their consultant, Philip Hunt, has extensive experience in the road design and construction industry, more specifically in the concept, planning, design construction, maintenance, asset management and pavement research of roads and bridges. Mr Hunt was also strongly recommended by the Director of Infrastructure Services at Cassowary Coast Regional Council who recently engaged him to undertake an unsealed gravel specification review.

A funding application will also be made to Road and Transport Alliance Statewide Capability Development Fund (SCDF) for 50% of the cost of the study.

#### **BACKGROUND:**

The Request for Quote was sent to the following consultants on 3 February 2025:

- Philip Hunt, Road Engineering Services
- GBA Engineers
- Aro Industries
- David Atkinson Consulting

The close date for quotes to be provided was 28 February 2025.

The project was discussed with each firm individually. After consideration both GBS Engineers and David Atkinson declined to quote due to their own time constraints and despite suggesting a quote would be provided, Aro Industries did not submit a quote before the closing date.

The Scope of Services included in the Request for Quote included a desktop study of available reference documents for example the Austroads Guidelines for Pavement Surfacing together with the determination of specific information applicable to road surfacing projects within the FNQROC region such as typical service life, traffic volumes, road geometry, available materials, environmental conditions etc. This was to be followed by the development of a process/guidelines that councils can use to determine the applicable road surfacing options to determine 'best for project outcome' based on a range of factors including cost, including whole of life costings environmental benefits, social impact, and risk analysis.

The evaluation Criteria was as follows:

- Methodology and Program
- Relevant Experience
- Key Personnel
- Price

As only one quote was received it was not deemed necessary to undertake a panel quote evaluation. Road Engineering Service provided a comprehensive submission, demonstrating a good understanding of the objectives of the project and key deliverables.

**COMMENT:**

The quote provided includes two options, each with an estimate minimum and maximum number of hours to undertake the work with work conducted on an hourly basis. This enables FNQROC to choose a maximum price cap depending on the budget and reduces risk to all parties.

Offer 1 is \$14,600 min to \$26,600 max, excluding GST.

Offer 2 is \$28,000 min to \$46,200 max, excluding GST.

The main difference between Offer 1 and Offer 2 is as follows:

Offer 1 provided for a small amount of collation and reference work to provide process/guideline/checklist document based on existing industry information – between 15 and 25 hours allowed. The proposed elapsed duration for the overall program is 11 weeks.

Offer 2 provides for significant amount of work to provide bespoke process/guidelines/checklist solution, with additional parameter more specific to FNQROC. Further detailed information on Cost analysis – whole-of-life solutions, environmental benefits, social impact analysis and risk analysis between 60 and 90 hours allowed. The proposed elapsed duration for the overall program is 17 weeks.

Development of the scope of works was reviewed by the FNQ RRTG Technical Committee who supported the release of the Request for Quote. The recommendation options below are proposed by the FNQROC Regional Strategic Infrastructure Coordinator, having regard for the objectives of the study as described by Cassowary Coast Regional Council at the FNQROC Board meeting when the matter was raised.

## **RECOMMENDATION OPTIONS:**

### **Option 1:** (Recommended)

It is recommended that:

- a. FNQROC 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. Seeks a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund.

### **Option 2:**

- a. FNQROC resolves to award Contract FNQ049 FNROC Regional Road Resurfacings Study to Road Engineering Services, up to a maximum of \$26,600, excluding GST (Offer 1 pricing), with funds to come from reserves, and
- b. Seeks a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund.

### **Option 3:**

FNQROC resolves to seek a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund and, subject to funding being granted, award Contract FNQ049 FNQROC Regional Road resurfacings Study to Engineering Services, up to a maximum of \$46,200, excluding GST (Offer 2 pricing) with the remaining funds to come from FNQROC reserves.

### **Option 4:**

FNQROC resolves to seek a 50% funding contribution from the Roads and Transport Alliance Statewide Capability Development Fund and, subject to funding being granted, award Contract FNQ049 FNQROC Regional Road RAESURFACINGS Study to Engineering Services, up to a maximum of \$26,600, excluding GST (Offer 1 pricing) with the remaining funds to come from FNQROC reserves.

### **Option 5:**

FNQROC resolves not to award Contract FNQ049 FNQROC Regional Road Resurfacings Study to Road Engineering Services.

## **CONSIDERATIONS:**

### **Risk Management:**

#### **Contractor**

Road Engineering Services are an established company with sound capability and proven work history.

#### **Stakeholders**

It is envisaged that the study will require consultation with the following key stakeholders:

- FNQROC
- Councils
- Material Suppliers
- Road Surfacing Contractors

Much of the project is dependent on the timely provision of information. FNQROC will assist the Contractor required.

**FNQROC**

The adherence by the Contractor to the overall delivery of the project will be overseen by FNQROC.

**Finance**

There are sufficient funds in FNQROC reserves to cover the full cost of the Contractor's fee, should the funding application be unsuccessful. If funding is received, 50% of the Contractor's fee will be required to come from FNQROC reserves.

**Statutory**

The Request for Quote has been conducted in accordance with the legislative requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

**ATTACHMENTS:**

Attachment 1 – Request for Quote


Attachment 2 – Road Engineering Services Submission

Amanda Hancock

**Regional Strategic Infrastructure Coordinator**

Darlene Irvine

**Chief Executive Officer**

	<p><b>FNQROC MEETING NOTE</b></p> <p><b>3 APRIL 2025</b></p>	<p><b>B114</b></p>
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## **REGIONAL WASTE MANAGEMENT PLAN IMPLEMENTATION**

**Bhakti Devi: 7616532**

### **Recommendation:**

That the FNQROC Board endorses the Technical Committees recommended 3-year implementation plan informed by the FNQROC Regional Waste Management Plan.

### **EXECUTIVE SUMMARY:**

Following a grant funding Agreement with the State Department of Environment, Tourism, Science, and Innovation (DETSI) for engagement of a Regional Waste Management Plan (RWMP) Coordinator, FNQROC is required to submit to DETSI, by 30<sup>th</sup> June 2025 an endorsed 3-year implementation plan.

An endorsed 3-year implementation plan also provides an opportunity to seek funding from DETSI for delivery of actions to reduce waste, increase resource recovery and landfill diversion.

### **BACKGROUND:**

FNQROC Board endorsed the Regional Waste Management Plan (RWMP) in 2023. The RWMP was developed to address the critical issues of waste management and resource recovery across its 11 participating council areas. This plan is a comprehensive framework designed to improve resource recovery, minimise waste generation, and create a circular economy that benefits the region environmentally, socially, and economically.

### **Key Objectives of the RWMP Plan:**

- The plan sets ambitious targets to significantly reduce the amount of waste sent to landfills by promoting recycling and reuse.
- Through a series of actions, the plan aims to optimise resource recovery facilities, enhance kerbside collection approaches, and develop alternatives to landfills for residual waste.
- The implementation of the plan is projected to bring economic development, create local jobs, and improve environmental outcomes by reducing carbon emissions and protecting natural resources such as the Great Barrier Reef and the Daintree Rainforest.

### **Eight Key Actions of the RWMP Plan:**

1. Step-change in Customer Engagement: Increase community awareness and participation in recycling and waste reduction.

2. Optimise Regional Servicing Arrangements: Improve waste collection and processing efficiencies across councils.
3. New Transfer Station Facilities and Closure of Facilities with Regulatory or Environmental Issues: Develop new transfer stations and close non-compliant ones to enhance resource recovery.
4. Enhance Kerbside Collection Approach: Expand kerbside recycling and organic waste collection services.
5. Maximise Diversion of Organic Waste from Landfill: Implement initiatives to collect and process organic waste separately.
6. Optimise Regional Network of Resource Recovery Facilities: Develop a network of facilities to improve local processing and reduce transportation costs.
7. Develop a Centralised Resource Recovery Precinct: Establish a hub for processing and re-using waste materials to support regional infrastructure.
8. Develop Alternatives to Landfill for Residual Waste: Explore and implement long-term solutions for residual waste management.

### **CONSULTATION**

To develop the RWMP implementation Plan, the RWMP Coordinator engaged with all eleven participating member Councils, initially through in-person visits followed by online meeting to familiarise herself with the challenges and constraints under which regional and remote councils are operating.

This was followed by a workshop with Councils (11th February) to collaboratively develop the 3-year implementation plan. This workshop was attended by:

- Steve Cosatto (Cairns Regional Council)
- Geoff Allnutt (Cassowary Coast Regional Council)
- Kirstina Davidson (Cook Shire Council)
- Abbey Hastie (Douglas Shire Council)
- Neil Beck (Douglas Shire Council)
- Tim O'Brien (Douglas Shire Council)
- Muhammad Iqbal (Etheridge Shire Council)
- Morris Hamill (Mareeba Shire Council)
- Liam Bradford (Mareeba Shire Council)
- Gary Wedel (Tablelands Regional Council)
- Charles Dyer (Tablelands Regional Council)

### **RECOMMENDATION**

The FNQROC Regional Waste Management Group has recommended the following actions for the 3-year implementation Plan:

Sr No	Action Objective	Action	Funding Available/To Be Requested?
1	Regional Waste Education & Community Engagement	<p>A. Procurement of Regional Waste Education &amp; Community Engagement I Coordinator for three years 2025-2028 to bring consistency of waste education and community engagement campaigns while helping with council-specific challenges in community engagement.</p> <p>B. Submit Grant funding application to DETSI for Regional Waste Education Coordinator</p>	Funding Available
2	Waste Data Collection & Management Capability Enhancement	<p>A. Need assessment survey &amp; interview of Councils by FNQROC to help design and deliver a Capacity Building program to enhance Council capability in collecting and managing their waste data to improve their business outcomes.</p> <p>B. Capacity Building program for addressing the council-specific needs identified from the need assessment.</p> <p>C. Councils to participate in the need assessment to be included as beneficiary in the grant funding request.</p>	Funding to be requested on the basis of need assessment
3	Regional Resource Recovery	<p>A. FNQROC to facilitate regional or sub-regional servicing contracts for priority &amp; problematic waste streams identified by Councils &amp; any need for associated infrastructure.</p> <p>B. Councils to contribute to preliminary investigations by FNQROC to be included as beneficiary in the grant funding request.</p> <p>C. FNQROC to advocate for re-instatement of transport subsidies until funding made available for Regional Servicing Contracts.</p>	Funding to be requested
4	Waste Infrastructure	<p>A. FNQROC to facilitate sharing of knowledge and resources between councils to help build their capacity for setting up and operating landfill sites and waste transfer facilities.</p> <p>B. Development of Guidelines &amp; Standard Operating Procedures for Manned &amp; Unmanned Waste Transfer Stations to bring consistency and efficiency in the operation of all waste transfer stations in the FNQROC region.</p>	Funding to be requested

Sr No	Action Objective	Action	Funding Available/To Be Requested?
5	Organic Waste Recovery	<p>A. FOGO bins roll out is put on hold by CRC, CCRC, DSC, MSC &amp; TSC, until there are clear directions on PFAS regulation.</p> <p>B. With Bedminster facility in Cairns Regional Council down, following the fire incident, FNQROC to acknowledge that the Landfill diversion for the region is expected to be adversely affected.</p> <p>C. FNQROC to ensure promoting uptake of home composting through Waste Education &amp; Community Engagement campaigns be included and emphasised in the Regional Waste Education &amp; Community Engagement scope of works.</p> <p>D. FNQROC to assist Councils in applying for future grant funding that enable Councils to offer incentives to residents for uptake of home composting.</p>	<p>Future funding may be available.</p> <p>Funding to be requested</p>

**CONSIDERATIONS:**

**Statutory**

Under the Local Government Act 2009, Council has jurisdiction to ensure good government in its area.

**Financial and Resourcing**

Unless directed otherwise, no additional funding will be required from FNQROC for the recommended 3-year implementation plan. The plan will be managed by the FNQROC Regional Waste Management Plan Coordinator funded by DETSI and actions which cannot be undertaken inhouse will be reliant on external funding for implementation.

**OPTIONS:**

- a. Approve the recommendation
- b. Amend the recommendation
- c. Request a review of 3-year Implementation plan recommended by the technical committee for endorsement

**ATTACHMENTS:**

Nil

Bhakti Devi

**FNQ Regional Waste Management Plan Coordinator**

Darlene Irvine

**FNQROC CEO**

## Discussion Topic No. 33 – Establishment of Elected Member Advisory Committee

### Background

- During the development of the FNQROC Regional Waste Management Plan, Elected Members participated in an Advisory Committee, which guided the Technical Committee and advised the FNQROC Board.
- As part of the deed of agreement for State funding, a requirement was established for an Elected Member Steering Committee to oversee the Technical Committee.
- The FNQROC Board discussed the purpose and relevance of creating an Elected Member Advisory Committee, ensuring it would not be established for the sake of having a committee.
- The FNQROC Board agreed that waste management is a complex issue the region must address requiring more time to discuss a strategic way forward than can be accommodated in a standard FNQROC Board meeting.

In December 2024, The Board resolved that:

- a. 1 hour waste management plan advisory committee meeting will convene (on a trial basis) at the conclusion of the FNQROC Board meeting, if there is an agenda need to pull the committee together, and
- b. The CEO put together a document on how this will work.

### What is the role of any Elected Member Advisory Committee?

The primary role of an Elected Member Advisory Committee is to leverage their specific knowledge to provide informed advice and guidance on regional **strategic direction**. The Committee's function is to offer valuable perspectives to both the FNQROC Board and the Technical Committee.

However, an Elected Member Advisory Committee should not have the authority to make binding decisions for FNQROC or its member councils.

### Observation

The establishment of the Elected Member Advisory Committee was identified as part of the Regional Waste Management Plan development. Given that Elected Members serve as strategic leaders rather than operational managers, it is understandable that they participated in shaping the Regional Waste Management Strategy. The strategy should have been approached from a strategic perspective, and it required input from elected members.

As the plan includes both operational and strategic actions, an Elected Member Advisory Committee may still be necessary. However, the recommended 3-year action plan from the Regional Waste Management Strategy mainly addresses operational issues. The plan does not include complex strategic challenges that would require ongoing input from an advisory committee.

**Proposal for discussion:**

It is recommended that an 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.

# Profit and Loss

## Far North Queensland Regional Organisation of Councils 30241 For the period 1 July 2024 to 20 March 2025

1 JULY 2024-20  
MAR 2025

### Trading Income

#### FNQROC

FNQROC: Annual Contribution	483,229.00
FNQROC: Short Term Projects	23,231.75
<b>Total FNQROC</b>	<b>506,460.75</b>

#### Waste and Resource Recovery

Regional Waste Management Plan Funding	200,000.00
<b>Total Waste and Resource Recovery</b>	<b>200,000.00</b>

#### Regional Roads & Transport

RRTG: Annual 2.75% contribution	156,459.71
RRTG: Funding/Subsidies	152,064.00
SCDF Project - Procurement and Contracts Training 2024	38,806.00
<b>Total Regional Roads &amp; Transport</b>	<b>347,329.71</b>

#### Regional Procurement Group

Regional Procurement: Annual Procurement Contribution	150,000.00
<b>Total Regional Procurement Group</b>	<b>150,000.00</b>

#### Regional Climate Resilience

Climate Resilience: Resilience Program	26,960.07
Climate Resilience: Corporate Greenhouse Gas Inventories	41,985.00
Short Term Project - LGAQ - The Climate Resilient Councils Program	50,000.00
<b>Total Regional Climate Resilience</b>	<b>118,945.07</b>

#### Natural Assets

Wet Tropics Bio Security Future	19,000.00
<b>Total Natural Assets</b>	<b>19,000.00</b>

#### Water

FNQ Water Capability Plan	50,000.00
Water: Short Term Projects: QWrap Funding	100,000.00
QWRAP Short Term Project - Sewer Relining	74,200.00
<b>Total Water</b>	<b>224,200.00</b>

**Total Trading Income** 1,565,935.53

### Other Income

Interest Income	10,191.56
<b>Total Other Income</b>	<b>10,191.56</b>

**Gross Profit** 1,576,127.09

### Operating Expenses

Bank Service Charges	234.09
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#### FNQROC

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FNQROC: Chairs Honorarium	10,000.00
FNQROC: Mayoral delegations	4,306.64
FNQROC: Mayoral delegations - accommodation, meals, travel expenses	14,931.41
FNQROC: External Meeting Expenses: Registration Fees	900.00
FNQROC: External Meeting Expenses: Travel, Accom & Meals	3,148.25
FNQROC: Internal Meeting Expenses: Miscellaneous	1,011.54
FNQROC: Internal Meeting Expenses: Western Councils Forum	2,799.89
FNQROC: Internal Meeting Expenses: Catering	2,151.74
FNQROC: Staff Christmas Party	1,055.72
FNQROC: Mobile Phone Expenses	1,619.48
FNQROC: Salaries	215,612.55
FNQROC: Stationery & Office Expenses	2,472.45
FNQROC: Stationery & Office Expenses:Website	697.09
FNQROC: Subscription/membership	17,203.29
FNQROC: Training	4,515.86
FNQROC: Vehicle Expenses	4,857.29
FNQROC: Miscellaneous expenses	273.11
FNQROC: Short Term Projects: Strategic Directions Workshop	4,900.00
Miscellaneous	6,278.17
<b>Total FNQROC</b>	<b>298,734.48</b>

**Infrastructure**

Infrastructure: Salaries	91,227.25
Infrastructure: Mobile Phone Expenses	596.60
Infrastructure: Stationery & Office Expenses	237.38
<b>Total Infrastructure</b>	<b>92,061.23</b>

**Regional Roads & Transport**

RRTG: Bridge Inspections	(967.50)
RRTG: External Meetings: Travel, Accom & Meals	2,404.85
RRTG: Internal Meeting Expenses: Catering	579.10
RRTG: Internal Meeting Expenses: Miscellaneous	130.91
RRTG: Training	16,177.50
<b>Total Regional Roads &amp; Transport</b>	<b>18,324.86</b>

**Regional Urban Water**

Water: Internal Meeting Expenses: Catering	283.64
Water: External Meeting Expenses: Registration Fees	534.68
Water: External Meeting Expenses: Travel, Accom & Meals	1,741.83
Water: FNQROC Regional Water Capability Plan	151,741.78
Water: Short Term Project: Biosolids Strategy	1,550.00
<b>Total Regional Urban Water</b>	<b>155,851.93</b>

**Regional Waste & Recycling**

Waste: Internal Meeting Expenses: Catering	326.52
Waste: External Meeting Expenses: Registration Fees	1,904.20
Waste: External Meeting Expenses: Travel, Accom & Meals	2,188.38

Waste: Internal Meeting Expenses: Miscellaneous	4.09
Water: Internal Meeting Expenses: Miscellaneous	4.09
Waste: Recruitment costs	1,290.24
Waste training, Subscriptions and Industry Events	384.02
Mobile Phone	342.72
Resource Recovery Salaries	49,649.78
<b>Total Regional Waste &amp; Recycling</b>	<b>56,094.04</b>

#### Regional Natural Asset Management

Nat Asset: Vehicle Expense	5,220.00
Nat Asset: External Meetings: Registration Fees	44.55
Nat Asset: Internal Meeting Expenses: Catering	554.28
Nat Asset: Mobile Phone Expenses	689.59
Nat Asset: Salaries	72,638.52
Nat Asset: Subscription/membership fees	1,096.70
Nat Asset: Stationery & Office Expenses	642.72
Nat Asset: Vehicle Share Expenses	198.76
WTBFP - Media and Collateral Development	24,000.00
WTBFP - Local roadshows First Nations engagement fees	1,454.55
WTBFP - Regional Forums First Nations engagement	363.64
WTBFP - Facilitation and contractor expenses	3,679.00
WTBFP - Regional Forums - general expenses	2,969.49
WTBFP - Local roadshows materials and consumables	3,454.54
WTBFP - Regional forums catering	1,664.18
<b>Total Regional Natural Asset Management</b>	<b>118,670.52</b>

#### Regional Climate Resilience

Climate Resilience: Climate Resilient Councils Program	79,949.55
Climate Resilience: Corporate GHG Inventory	34,563.65
<b>Total Regional Climate Resilience</b>	<b>114,513.20</b>

#### Regional Planning & Economic Development

Reg Planner/economic development: consultancy	22,069.18
Reg Planner/economic development: External Meetings Expenses: Registration	59.09
Reg Planner/economic development: Internal Meeting Expenses: Catering	262.63
Reg Planner/economic development: Mobile Phone Expenses	56.36
Reg Planner/economic development: Salaries	30,000.00
<b>Total Regional Planning &amp; Economic Development</b>	<b>52,447.26</b>

#### Regional Procurement

Regional Procurement: Bitumen Reseal Project:Project Coordinator Fees	45,520.00
Regional Procurement: Sewer Relining - Consultant Fees	65,260.00
Regional Procurement: External Meeting Expenses: Travel, Accom & Meals	1,067.95
Regional Procurement: External Meetings Expenses: Registration Fees	16.59
Regional Procurement:Internal Meeting Expenses: Catering	336.27
Regional Procurement: Internal Meeting Expenses: Miscellaneous	11.54
Regional Procurement: Mobile Phone Expenses	596.60

1 JULY 2024-20  
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Regional Procurement: Salaries	82,381.14
Regional Procurement: Stationery & Office Expenses	41.59
Preparation of procurement and construction documents	2,349.79
<b>Total Regional Procurement</b>	<b>197,581.47</b>
<b>Regional Development Manual</b>	
Regional Development Manual: External Meetings: Travel, Accom & Meals	124.60
<b>Total Regional Development Manual</b>	<b>124.60</b>
<b>Regional Mountain Bike Strategy</b>	
Regional MTB Strategy	4,581.79
<b>Total Regional Mountain Bike Strategy</b>	<b>4,581.79</b>
Payroll Expenses: On Costs - Annual Leave	15,012.84
Payroll Expenses: On Costs - Long Service Leave	2,878.99
<b>Total Operating Expenses</b>	<b>1,127,111.30</b>
<b>Net Profit</b>	<b>459,207.35</b>

# Balance Sheet

Far North Queensland Regional Organisation of Councils 30241  
As at 20 March 2025

20 MAR 2025

## Assets

### Bank

Cheque Account	619,093.41
FNQROC Savings	1,264,799.38
<b>Total Bank</b>	<b>1,883,892.79</b>

### Current Assets

Accounts Receivable	16,731.00
Accounts Receivable Original	(28.00)
<b>Total Current Assets</b>	<b>16,703.00</b>

**Total Assets** 1,900,595.79

## Liabilities

### Current Liabilities

Accounts Payable	1,444.15
ANZ Credit Card:FNQROC	4,498.14
GST	(22,383.12)
Payroll Liabilities:AL Payable Current	83,684.91
Payroll Liabilities:LSL Payable Current	11,701.00
Payroll Liabilities:LSL Payable Non-Current	94,268.56
Rounding	(0.20)
<b>Total Current Liabilities</b>	<b>173,213.44</b>

**Total Liabilities** 173,213.44

**Net Assets** 1,727,382.35

## Equity

Current Year Earnings	449,015.79
Opening Bal Equity	293,928.07
Retained Earnings	984,438.49
<b>Total Equity</b>	<b>1,727,382.35</b>

**Meetings attended by: Darlene Irvine, FNQROC Executive Office**

**Period: 21 November 2024 to 19 March 2025**

DATE	MEETING DETAILS	WHO
25 November 2024	Meeting with Douglas Shire Council	Cr Lisa Scomazzon, Mayor and Scott Osman CEO
26 November 2024	Meeting with Labor Candidate for Leichardt	Matt Smith
27 November 2024	Meeting with Wujal Wujal Aboriginal Shire Council	Cr Alister Gibson, Mayor, and Kiley Hanslow CEO
29 November 2024	FNQ CEO Forum	RDATN, Advance Cairns, TCICA, Cairns Regional Council, Gulf Savannah, Cairns Chamber of Commerce
4 December 2024	FNQROC Board Christmas Event	Board member, FNQROC Team members
5 December 2024	FNQROC Regional Roads & Transport Group	Board member, FNQROC Team members
5 December 2024	FNQROC 169 <sup>th</sup> Board meeting	Board member, FNQROC Team members
10 December 2024	FNQROC Regional Plan	The Hon. Jarrod Bleijie MP, Deputy Premier,
10 December 2024	Cairns Water Security Stage 1 Advocacy Update	Cairns Regional Council
11 December 2024	TEDS Oversight Committee	RDATN
12 December 2024	LGAQ Roads and Transport Advisory Group Meeting 1	LGAQ advisory committee
16 December 2024	Qld Water meeting	David Wiskar, Qld Water and Amanda Hancock FNQROC
17 December 2024	FNQ Regional Plan	Kelly Reaston Up North Group
6 January 2025	FNQ Regional Plan	Ryan Longland DSDILGP, Brett Nancarrow DSDILGP, Tony Croke DSDILGP
14 January 2025	FNQ Regional Plan Review - Planners	RP – Planners Committee

<b>DATE</b>	<b>MEETING DETAILS</b>	<b>WHO</b>
14 January 2025	FNQ Regional Plan Review – Economic Development Officers	RP – Economic Committee
21 January 2025	Destination 2045 Regional Consultation Workshop - Cairns	Tourism Qld
22 January 2025	FNQROC Regional Roads and Transport Group Technical Committee	RRTG Technical Committee
23 January 2025	FNQROC Pre-Planning Workshop for Strategic Planning with Board	Anna Alexander, Elissna
24 January 2025	Regional Plan Weekly Workshop	RP – Planners Committee
28 January 2025	Economic – FNQ Regional Plan and TEDS	ED Technical Committee
30 January 2025	Regional Plan review meeting	DSDIPIR representatives
31 January 2025	FNQ Regional Plan Weekly Workshop	DSDIPIR and Planning Technical Committee
4 February 2025	Economic – FNQ Regional Plan and TEDS	ED Technical Committee
6 February 2025	FNQ Regional Plan update and discussion	Board Members
6 February 2025	FNQROC Policies Review	Board Members
7 February 2025	FNQ Regional Plan Weekly Workshop	DSDIPIR and Planning Technical Committee
12 February 2025	PIA: Planning with Country – Allies Community of Practice	By invitation
14 February 2025	FNQ Regional Plan Weekly Workshop	DSDIPIR and Planning Technical Committee
18 February 2025	Economic – FNQ Regional Plan and TEDS	ED Technical Committee
19 February 2025	ABC Radio Interview on Supply Chain	ABC Radio Far North Host
21 February 2025	FNQ Regional Plan Weekly Workshop	DSDIPIR and Planning Technical Committee
25 February 2025	Economic – FNQ Regional Plan and TEDS	ED Technical Committee
26 February 2025	Securing Cairns Housing Foundations presentation	Nick Masasso, CRC
27 February 2025	WWASC re FNQ Regional Plan and State meetings	Kiley Hanslow, Wujal Wujal Aboriginal Shire Council

DATE	MEETING DETAILS	WHO
28 February 2025	FNQ Regional Plan response review meeting	Nikki Huddy Planz Town Planning Kelly Reaston Up North Group
28 February 2025	Meeting with Terry James MP, Member for Mulgrave	Cr Angela Toppin, Chair Terry James MP Ross Contarino Advisor
3 - 5 March 2025	Company Director refresher course	Registered event
11 March 2025	Meeting with the Hon Brent Mickelberg MP, Minister for Transport and Main Roads	FNQROC Delegation Minister Mickelberg
11 March 2025	Meeting with the Hon Jarrod Bleijie MP, Deputy Premier, Minister for State Development, Infrastructure and Planning	FNQROC Delegation Deputy Premier
11 March 2025	Meeting with the Hon Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery, and Volunteers	FNQROC Delegation Minister Leahy
11 March 2025	LGAQ Mayoral Networking event	Elected Members Ministers
12-13 March 2025	LGAQ Civic Leaders Summit	Registered event
14 March 2025	FNQ CEO Forum	Jacinta Reddan, Advance Cairns Mark Olsen, TTNQ Patricia Neil, Chamber of Commerce
17 March 2025	Advance Cairns CEO update	Jacinta Reddan, Advance Cairns
19 March 2025	Meeting with General Manager NBN	Christopher Cusack and Nic Carroll, NBN
19 March 2025	Advance Cairns – Deputy Prime Minister – The Strategic Importance of the North	Registered event