

Climate Resilience Technical Committee

Meeting Minutes

Meeting No.	13
Meeting Name	Climate Resilience Technical Committee (CRTC)
Date	Friday 31 st July 2026
Time	10:30 am – 2:00 pm
Venue	Spence Committee Room, Cairns Regional Council, 119-145 Spence Street, Cairns
Meeting Contacts	Maria Anselmo: 0491 960 940 maria.anselmo@fnqroc.qld.gov.au

1. Opening and Welcome

Timing guide: 3–5 minutes | Target finish: 10:35 am

Climate Resilience Technical Committee acknowledges the traditional owners of the lands from which we are gathering and the lands we have crossed to be here today. We pay our respects to Elders past, present, and emerging.

Name	Organisation	Attendance
Bronwyn Opie	Cairns and Far North Environmental Centre	Present
Councillor Jeff Baines	Cassowary Coast Regional Council	Present
Damon Sydes	Cassowary Coast Regional Council	Present
Dr Lucinda (Indi) Dunn	Gulf Savannah NRM	Apology
Ellen Webber	Wet Tropics Management Authority	Present
Jacqui Diggins	Terrain Natural Resource Management	Apology
	Local Government Authority Queensland	
Keely MacMillan	Mareeba Regional Council	Apology
Leonard Vogel	Douglas Shire Council	
Maria Helena Anselmo	FNQROC	Present
Melissa Mitchell	Douglas Shire Council	Present
Dan Holtan	Cairns Regional Council	Present
Tudor Tanase	Tablelands Regional Council	Apology
Zoe Williams	Gulf Savannah NRM	Present

2. Presentations and Guests Speakers

Timing guide: 23–27 minutes, including 15-minute guest presentation | Target finish: 11:02 am

2.1 The Heat-Health Impact Monitoring, Action and Communications for Queensland Research Project

Presented by Mehak Oberai, Senior Research Assistant and Project Co-ordinator.

Presenting Local Council Survey and requesting feedback from Local Council members.

Please find attached the research information sheet and survey link attached - [\(HHIMACQ\) Local Government Areas \(LGAs\) heat action survey](#) for circulation within your team.

When you are doing the survey, it will be great to get feedback from you and your team on:

- a. Time it took
- b. Anything that needs to change or seems coercive
- c. Clarity on different sections
- d. Flow of survey
- e. Any other things that need to change

Keen to hear from you about this by the end of next week.

3. Minutes and Actions

Timing guide: 5–8 minutes | Target finish: 11:10 am

3.1 Previous Meeting Minutes

- Confirmed

3.2 Actions from Previous Minutes

MINUTE NUMBER	ACTION	RESPONSIBLE PERSON(S)	STATUS
5.9	Develop CRTC Report Card: (i) Council Members update the template with relevant data (ii) draft design of the report card for approval (iii) final report card developed (iv) Investigate options for a reporting dashboard.	FNQROC, CRTC Members	Ongoing
9.5	Project delivery - Community Emissions Reduction Media Kit a) Circulate the toolkit to council members for review and finalisation. b) Arrange meetings with council communications teams/officers to introduce the toolkit and schedule publication.	FNQROC	Paused
10.1	Investigate options for setting up revolving or constrained funds where revenue earned and savings from renewable energy projects finance future climate resilient projects. a) Set up a meeting with the Q CRC Expert Panel to formulate the question.	FNQROC, CRTC Council members	Completed
10.2	Present Emergency Response Planning for protecting Natural Assets – Regional and Local Lens. Terrain NRM and FNQROC.	FNQROC & Terrain NRM	In Progress

4. Governance and Administration

Timing guide: 8–12 minutes | Target finish: 11:22 am

Terms of Reference is up for renewal, purposing that the TOR is set from 1 November 2026 to 1 November 2029 in alignment with the RDRP funding program – changes from previous versions:

SCOPE

Focusing on climate mitigation, transition, and adaptation, the Climate Resilience Technical Committee (CRTC) will:

- Operate under the [FNQROC Operational Guidelines](#)
- Deliver Rivers to Reef Climate Action Plan 2021-2026:
 - Develop the second FNQROC Climate Resilience Action Plan 2026-2031
- Deliver FNQROC Emission Reduction Action Plan
- Oversee the delivery of the Regional Drought Resilience Plan:
 - Round One Implementation (November 2025 – November 2026)
 - Round Two Implementation (July 2026 to June 2029)
- Contribute to the implementation of Round Two Regional Drought Resilience Plan activities where the Climate Resilience Technical Committee are project leads.
- Participate in the Heat Health Monitoring Action and Communications research project led by Griffith University:
 - Distribute relevant information within Council member organisation and provide relevant information when required.
- Collaborate and share resources to implement mutually beneficial climate mitigation, transition, and adaptation projects.
- Instigate and/or participate in research on climate-related opportunities, risks, and impacts in the region.
- Grow the region's profile for climate initiatives and represent member interests to relevant stakeholders.
- Raise climate issues through the FNQROC board for further action.
- Develop action plans that are local government-focused, flexible, and fit for purpose.
- **Seek funding opportunities to deliver climate resilient actions in the region.**

Just a reminder that -

Advisory membership is available to all organisations outside of the FNQROC member Council and contributes to the CRTC through collaboration and sharing of learnings and advice that assist the CRTC members to achieve goals as outlined in the Scope.

- The Cairns and Far North Environment Centre (CAFNEC)
- Gulf Savannah Natural Resource Management (Gulf Savannah NRM)
- Local Government Association of Queensland (LGAQ)
- Terrain Natural Resource Management (Terrain NRM)
- Wet Tropics Management Authority (WTMA)

RESPONSIBILITIES OF REPRESENTATIVES

To ensure the benefits are received by all, members of the Committee are encouraged to nominate an appropriately authorised representative to:

- Participate in meetings either face to face, via phone or video conferencing;
- Provide or advise agenda items for meetings;
- Complete tasks and actions identified within any minutes; and
- Be the point of contact for their council, organisation, or department and
- Disseminate information within their networks as required.

Proposal: CRTC Council members endorse the Terms of Reference.

Do I have an objections?

Terms of Reference endorsed.

5. Project Updates

Timing guide: 20–30 minutes | Target finish: 11:52 am

5.1 Regional Drought Resilience Plan Scheme

5.1.1 Round One Update

- Project 1 - Regional Water Leak Detection (Gulf Hinterland & Wet Tropics)
 - RDRP Leak Detection works commenced in Mareeba Shire Council with 80 leaks detected. Tablelands are next.
 - Total cost was under budget, Water Leak detect sub-committee put forward request for project variation, currently in the process of approval with DPI.

Mareeba Shire: Installing Water Valves

Hinchinbrook: Installing communication network for Smart Water Meters

Cassowary Coast: Piloting Water Flow Meters

- Project 2 - Business and Community Project
 - Engagement with key stakeholder across the Gulf Region on gaps in current drought and climate resilience initiatives underway with representatives from various agricultural organisations.
 - Drought Resilience Implementation Officer attended five workshops.
 - Gap analysis survey currently out with 15 participants to date.

5.1.2 Round Two Update

- Twelve priority projects endorsed by FNQROC are supported by the Department of Primary Industries.
- These projects can move onto the application process for Round Two funding.
- Project leaders have the application form and been notified via email.
- Only applications that are submitted by COB on Monday 24th August 2026 will be eligible for funding.
- Completed application forms must be submitted to Maria.Anselmo@fnqroc.qld.gov.au.

On behalf of the CRTC, I am preparing four project plans for Round Two funding:

1. Heat and Smoke Safe Spaces: Council & Regional Partners
2. FNQHeat2050 – Heat and Humidity Resilience Strategy: a regional strategy focused on vulnerable cohorts and open to sectors beyond local government.
3. Local Government Climate Risk Assessment: a first-pass assessment starting with Douglas Shire Council, with options for other councils to participate through training, workshops and a regional workshop. This work will help inform the next Climate Resilience Action Plan.
4. Gulf Savannah Small-Scale Water Capture and Storage: review Croydon’s completed project as a case study and identify potential locations for feasibility studies to support future grant-funded implementation.

Key date: applications close COB Monday 24 August 2026.

What I need from CRTC today:

1. Identify which councils and regional partners want to be involved in each project.
2. **Confirm whether the CRTC supports these projects progressing. I can either circulate the project plans by email for endorsement 1 week before due date, or schedule an online meeting on Friday 21st August to present and discuss them before approval.**

5.1.3 Governance Proposal

Open Endorsement Proposal document

5.2 The Heat Health Impact Monitoring Action and Communication Project – (HI-MAC)

Action: Council members to complete the Local Council Survey and oversee their organisation complete to the best of their ability.

5.3 Activating Cool Spaces Research Project

- In 2025, FNQROC were invited to participate in a heat resilience initiative by contributing in-kind support for the ‘Activating Cool Spaces Research project’ that will be submitted for the next round of DRF funding.
- This project aims to identify and evaluate potential ‘Cool Spaces’ within the functional area of various Queensland local government areas (LGAs), while also assessing the institutional changes needed across governance structures to support their uptake.
- Research team submitted Disaster Ready Fund application.
- Cairns Regional Council Disaster Management team are participating and are being notified via email.
- I will be reaching out to research managers to identify alignment with the Heat and Smoke Safe Spaces project.

5.4 Q CRC Expert Panel: Funding Mechanisms for Climate Initiatives

- Briefing paper received and reviewed by CRTC members.
- Alluvium agreed to run a webinar on Friday 7th August to explain the briefing document.
- This event is open to all council staff.
- Invitations have been emailed to CRTC Council Members

5.5 Regional GHG Emissions Reduction Action Plan

- The Regional GHG Emissions Reduction Action Plan has been updated. Key recent edits include Cairns Regional Council's EV pilot results and waste management actions, which are being reviewed through the Waste Management Committee.
- I met with consultants about landfill gas flaring and potential electricity generation.
 - The advice is that our waste volumes are not sufficient for waste-to-energy generation.
 - We now have a benchmark to identify which landfills may be suitable for flaring, and this will be worked through with the Waste Management Committee.
 - I have been invited to the next Waste Management Committee meeting 27th August. I will present our draft report and ask what additional waste actions could reduce emissions, and what barriers are limiting emissions reporting and action delivery.
- Darlene has reviewed the plan and supports progressing it to the FNQROC Board of Mayors.
 - Next step: prepare a briefing document and present the plan to councils for adoption. The plan is regionally framed, locally delivered.

Proposal to CRTC: The plan identifies our current position and the actions needed to reduce emissions. The next step is to identify what is preventing councils from reporting and reducing emissions, and what support is needed to overcome those barriers.

Proposed process:

- Send a short set of questions by email for councils to answer.
- Hold an online workshop to discuss common barriers, with relevant staff from other departments invited where useful.
- Run a focused workshop at the next CRTC meeting in October.

The results will be included in the Regional Emissions Reduction Action Plan before presenting to Board of Mayors.

5.6 Other Projects

6. Committee Updates and Discussions

Timing guide: 10–15 minutes | Target finish: 12:07 pm

6.1 Round Table Updates

Organisation	Current and upcoming project/s
Cairns Regional Council	•
Cassowary Coast Regional Council	•
Douglas Shire Council	•
Tablelands Regional Council	•
Mareeba Shire Council	•
Croydon Shire Council	•
Etheridge Shire Council	•
Yarrabah ASC	•
LGAQ	•
Cairns and Far North Environment Centre	•

Organisation	Current and upcoming project/s
Wet Tropics Management Authority	•
Terrain NRM	•
Gulf Savannah NRM	•

6.2 Business arising, including potential projects for the CRTC

- Annual CRTC Report Card: confirm whether members want to proceed with this project.
- Climate Risk Action Planning for Local Councils: the Australian Government Climate Risk and Policy team is developing guidance to help councils move from climate risk assessment to implementation. They are seeking input from councils and ROCs, including examples of how to fund implementation and secure support from elected members and executive leaders. Cassowary Coast has volunteered to be interviewed. If you have an hour available and would like to contribute, let me know and I will connect you with the team.
- Cairns Heat Roundtable: FNQROC invited to participate – great opportunity to see what everyone is doing outside of Local Government.

6.3 Emerging Opportunities (events, grants and programs)

- Australian Adaption Conference Newcastle Oct
- Q CRC Funded till October 2026
- Climate Resilient Infrastructure Online Course – Asset Management delivered through Institute of Public Works Engineering Australasia.

6.4 Discussion Topics including emerging issues

- Climate Compensation Fund

7. Recommendations and Close

Timing guide: 3–5 minutes | Target finish: 12:12 pm

7.1 Recommendations to the board

7.2 Next meetings

- Friday 30th October in Cairns

7.3 Meeting close

Following dates for CRTC meetings:

- ~~Friday 30th January in Cairns~~
- ~~Friday 27th March in Cairns~~

- ~~Friday 29th July in Cairns~~
- Friday 30th October in Cairns

8. Meeting Closed

The meeting closed at 4pm.

Minutes prepared by FNQOC Regional Climate Resilience Coordinator – Maria Helena Anselmo.