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# North West Queensland Regional Organisation of Councils

(NWQROC)

## CHARTER

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***NWQROC is a voluntary regional organisation of  
Councils for North West Queensland***

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**1. NAME**

The name of the Organisation shall be the ***North West Queensland Regional Organisation of Councils*** ("NWQROC").

**2. MISSION STATEMENT**

NWQROC's mission is to foster cooperation and promote resource sharing among member councils to effectively develop and promote regional priorities, including through developing future visions and strategies to advocate to other levels of government.

**3. VISION**

Regional prosperity through interactive and collaborative planning and advocacy.

**4. CORE VALUES**

- a. Autonomy to act within the constraints of our systems of Government;
- b. Integrity in the performance of our functions;
- c. Responsiveness to the needs of the local community;
- d. Accountability to stakeholders - voters, ratepayers, other levels of government;
- e. Equity; and
- f. Respect the rights of individual Councils to have their own opinions.

**5. OBJECTIVES**

- a. To support and advance the local interest of its members and their constituencies in a regional context.
- b. To formulate policies and strategies from which all member Councils may act collaboratively in determining complementary plans for the co-ordination of regional development and management of change.
- c. To act as an advocate to the Local Government Association of Queensland (LGAQ), State and Commonwealth governments or public bodies on issues of relevance to members.
- d. Address cross boundary issues.
- e. Communication and information sharing.
- f. Facilitate regional economic development and co-operation of mutual benefit to member councils, communities and businesses.
- g. Build effective partnerships with LGAQ, State and Federal agencies which make decisions that affect our region.

- h. Facilitate co-operation with community, business and academic organisations for the benefit of the region.
- i. Member Councils to work together to proactively promote sustainable growth so as to retain the region's natural assets and the cultural diversity of its people.

## 6. PRINCIPLES

In the pursuit of these objectives the members of NWQROC will observe the following principles:

- a. Liaison - establish and maintain close liaison with LGAQ and other Local Government networks to ensure as far as possible the pursuit of common objectives and strengthening of Local Government representation.
- b. Decisions - positions adopted and decisions taken shall acknowledge minority or dissenting viewpoints at a member's request. Resolution of regional matters shall promote the collective interest of the members in association without adversely affecting the interest of any member Council.
- c. Operations: -
  - Facilitating the sharing of resources and information between the Councils to achieve economies of scale and to improve the region.
  - Identifying, planning, prioritising, lobbying for and investing in regionally significant infrastructure and projects.
  - Providing a forum for the Councils to meet regularly in an atmosphere of goodwill and trust.
  - Developing effective networks and alliances with the key stakeholders.
  - Dealing with other issues of significance as determined from time to time by the participating Councils.
- d. Regional Coordination and Co-operation in relation to but not limited to:
  - Statutory Regional Planning
  - Roads
  - Planning and Development
  - Transport and Communications
  - Water Supply
  - Waste Water Treatment
  - Solid and Liquid Waste Management and Disposal
  - Extractive & Resources Industry
  - Environmental Issues and Management
  - Economic Development
  - Social Justice and Equity
  - Management of Data
  - Development of Strategies for Sustainable Agriculture / Rural Industries
  - Electricity Supply and Distribution
  - Health Services

and any other issue of a regional nature that an absolute majority of members may wish to include.

## **7. MEMBERSHIP**

- a. Membership of NWQROC shall be open to the following Councils:
  - Burke
  - Carpentaria
  - Cloncurry
  - Croydon
  - Doomadgee
  - Etheridge
  - Flinders
  - McKinlay
  - Mornington
  - Mount Isa
  - Richmond
- b. Additional Councils may be admitted as members by majority vote of the existing members.
- c. A member may resign at any time by notice in writing.
- d. Members may agree by majority vote for other neighbouring Councils to be granted observer status on the NWQROC.

## **8. ELECTION OF THE CHAIRPERSON OF NWQROC**

The Chairperson and Deputy Chairperson of NWQROC will be elected upon the creation of NWQROC and thereafter within three months of the quadrennial Local Government elections.

The Chairperson shall preside at all meetings of the NWQROC. In the absence of the Chairperson, the Deputy Chairperson shall preside, and in the absence the Deputy Chairperson a person shall be elected to act as the Chairperson at the meeting.

## **9. POWERS**

NWQROC shall have the power to:

- a. Make and levy an annual subscription for membership in such amount or amounts as may be determined at an Annual General Meeting (AGM) or at any other meeting on a notice of motion given at least fourteen (14) days prior to the other meeting.
- b. Expect members to financially commit to the subscription fee unless written resignation is received prior to the AGM or any other meeting on a notice of motion given at least fourteen (14) days prior to that other meeting.
- c. Make and levy a special levy for any or all of its objects in such amount as may be determined at an AGM or at any other meeting on a notice of motion given at least fourteen (14) days prior to an AGM or any other meeting but in any case any such resolution shall have no force or effect unless the vote is unanimous.

- d. Each member Council will contribute equally to the operation of NWQROC, subject to unanimous decisions on differential contributions as may be agreed by NWQROC.
- e. Any additional requests for funds for projects and / or matters not included in the annual budget, but are considered to be of an urgent and important regional nature, shall be referred to the member Councils for approval.
- f. All member Councils must approve the request for additional funds before the project is undertaken.
- g. Determine and make payments from its funds for any or all of the purposes of its objectives.
- h. Take any gift or property whether or not subject to any special trust for any or all of the objects of the organisation, provided that the organisation shall deal only in such manner as provided in any trust.
- i. Receive any grant or subsidy and apply monies for the purposes of such grant or subsidy.

## 10. MEETINGS

Meetings of NWQROC will be held generally in accordance with the following guidelines:

- a. Meetings shall be held with at least fourteen (14) days written notice as follows:
  - generally quarterly (face-to-face) and monthly (teleconference);
  - as determined at a previous meeting(s);
  - when called by the Chairperson; and
  - at the written request of any three (3) members.
- b. Meetings may be conducted by teleconference or individual members may participate in a meeting by teleconference.
- c. Minutes of the meetings shall be circulated within fourteen (14) days to representatives and confirmed at the following meeting.
- d. Resolutions may be made between meetings by way of flying minutes at the discretion of the Chairperson. Such resolutions may be signed in counterparts and delivered by post, in person, email or facsimile.
- e. A quorum shall consist of five representatives.
- f. The Chairperson will preside at all meetings. In the absence of the Chairperson, the Deputy Chairperson will preside and in his/her absence a person elected at the meeting.
- g. The Chairperson shall be responsible for the conduct of the meetings and although informal, meetings will be run in a business-like manner following accepted guidelines for meeting procedures and protocols.
- h. An AGM shall be held within three (3) months from the end of each financial year:
  - To receive audited annual financial statements and reports;
  - To establish and determine a forward annual budget and the amounts of annual subscriptions; and

- To transact any other business.

g. The quorum for an AGM shall be 75% of the member Councils.

## **11. APPOINTMENT AND REMOVAL OF REPRESENTATIVES**

Each member Council shall appoint an elected representative, being preferably the Mayor or Deputy Mayor, for the full term of the member Councils except as this might be varied by notice given by a member Council.

A proxy may attend meetings and will vote if the appointed representative has not given written instructions for voting direction.

Representatives and office holders may be removed from a position with the NWQROC by the vote of at least a 75% majority of the member Councils.

## **12. ATTENDANCE**

NWQROC meetings shall be attended by:

- a. A representative from each member Council;
- b. CEOs from each member Council;
- c. NWQROC Executive Officer; and
- d. Staff of the member Councils for presentation of reports etc.

NWQROC meetings are open to Councillors of the member Councils as observers and other persons on invitation.

## **13. OBLIGATIONS OF MEMBERS**

The purpose of NWQROC is to facilitate regional cooperation. It is therefore expected that representatives will consider all issues from a regional perspective and decide the merits of an issue in the interests of the regional community.

## **14. VOTING**

- a. Every question, matter or motion shall be decided by a majority of votes of the members represented at a meeting unless otherwise specified in this Charter.
- b. Every full member shall be entitled one (1) vote.
- c. In the event of an equality of votes the Chairperson shall have a second or casting vote.
- d. A member may vote through its representative or authorise, in writing, any other person to be its proxy in accordance with its directions.
- e. Any member may request the recording of and have recorded any dissent from or qualification of a majority decision.

## **15. CONFIDENTIALITY**

NWQROC meetings allow member council representatives to discuss items or issues in a frank and honest manner without fear or favour and attendance is subject to the provisions of Clause 12. As such meetings are closed to the public.

## **16. MEDIA RELATIONS**

The Chairperson of the NWQROC is the official spokesperson for the organisation, unless otherwise delegated to the Executive Officer or another person. All media inquiries are, in the first instance, to be directed to the Chairperson.

## **17. PROCEEDINGS AT LAW**

Upon a resolution of the NWQROC to initiate proceedings at law, the Chairperson, Deputy Chairperson, Executive Officer or other representative appointed for that purpose by resolution may undertake proceedings in his/her name as a representative of NWQROC and shall have the right of indemnity, from NWQROC funds, against any claim arising from such representation or in respect to costs properly incurred or any award made against him/her as a representative of the NWQROC.

## **18. POLICIES**

NWQROC may from time to time at any meeting make, amend or repeal policies consistent with its objectives and principles.

## **19. ALTERATION OF CHARTER**

These rules may be rescinded, amended or added by resolution passed by a 75% majority of the membership at an AGM or Special General Meeting called for that purpose.

A notice of motion to this effect shall be submitted to the Chairperson for distribution to members at least 30 days before the meeting at which the proposal shall be considered.

## **20. FUNDS AND ACCOUNTS**

Funds of NWQROC shall be deposited by the Organisation or any Trustee in the name of North West Queensland Regional Organisation of Councils in a Bank or Permanent Building Society.

Books and accounts shall be kept. The Executive Officer shall make all necessary arrangements for the keeping of books and accounts and for the preparation of financial statements and reports.

Such financial statements and reports shall be prepared for the AGM and at such other intervals as determined at a meeting of the NWQROC.

The income and property of the NWQROC shall be used and applied solely in promotion of

its objectives and in the exercise of its powers and other provisions of this Charter.

Cheques and other financial transfers shall be signed and authorised by any two of the Chairperson, Deputy Chairperson, Executive Officer or any Trustee or any other person as may be authorised from time to time by resolution of a meeting.

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Note: This Charter was originally adopted on 5 June 2013. It was amended at Special General Meetings on 13 February 2018 and 2 March 2018.