

KURANDA COMMUNITY PRECINCT ADVISORY COMMITTEE

Meeting - Friday, 8 March 2019

Minutes

Chair: John Baskerville

Attendees: Arch McArthur, Councillor Angela Toppin, Councillor Nipper Brown

Minutes: Amy Phillips (MSC)

Apologies: Mandy Dewey, John Robinson, Peter Franks (MSC), Maggie Herbohn (Ongoing).

Meeting opened at 4:00pm.

1. **Welcome and apologies**
2. **Review of agenda**
3. **Declarations of conflict of interest**
4. **Previous Minutes and business arising**

Minutes - 8 February 2019 reviewed.

Action	Responsible	Status
Carried forward - pending further updates, the new WFD provider will be engaged to determine if the implementation of the plan is an activity of interest.	All	In progress

Moved: John Baskerville **Seconded:** Councillor Brown

5. **Funding Strategies**

Incorporation of 'Friends of the Kuranda Community Precinct'

The Office of Fair Trading provides detailed information regarding the incorporation of an association, and a snapshot of this information is below.

Legislation	Incorporated Associations must comply with: <ul style="list-style-type: none">▪ Associations Incorporation Act 1981; and▪ Associations Incorporation Regulation 1999.
Pre-requisites	<ul style="list-style-type: none">▪ Association must have 7 members to be eligible for incorporation.▪ Must be a not-for-profit association.
Requirements	<ul style="list-style-type: none">▪ The Association must pass a resolution at a meeting by a three-quarters majority of members who are present and entitled to vote.▪ A Management Committee must be elected, usually consisting of a president, treasurer and another person (who may be a secretary).▪ Application is lodged through the Office of Fair Trading.
Application	Approximately 3 - 4 weeks for the application to be assessed; cost approx. \$160.

Association Rules An Incorporated Association may choose to adopt the Model Rules provided by the OFT or their own rules.

- An Association is a legally separate entity with the same powers as an individual.

Member Liability

- An Incorporated Association and its members are legally separate.
- Under normal circumstances, it provides protection to the management committee from personal liability for the actions of the incorporated association, provided those actions are carried out in good faith and with due diligence.

Meeting Frequency

- Association is required to meet at least once per year (AGM)
- Management Committee must meet at least once every 4 months.

Quorum

- The incorporated body specifies the number of committee members required to constitute a quorum.
- Under the Model Rules, more than half the total committee members comprise a quorum for a committee meeting.

Financial Requirements

An Incorporated Association may be classed as a Level 1, 2 or 3 depending on its assets and revenue. Each level has different financial reporting requirements.

- Potential alignment with Council policies and procedures - potential to use these as a basis for the procedures of the association.
- Rules to state that the incorporated association is only permitted to apply for funds / expend money on projects which are endorsed by the KCP Advisory Committee.

Action	Responsible
Confirm number of members required to start an association.	Amy Phillips
Determine if there are any implications if a Councillor is a member of the executive committee.	Amy Phillips

MSC Grants Support

- Council's Senior Engagement Officer (SEO) met with John Baskerville and Amy Phillips to discuss potential funding opportunities.
- Community engagement conducted by this Committee is a major benefit to applying for funding.
- SEO provided two documents - *KCP Grants Advice* and *Template - Project Proposal*. Copies provided to attendees.

Action	Responsible
Review <i>KCP Grants Advice</i> and <i>Template - Project Proposal</i>	All

6. Other business

- Meeting frequency - Advisory Committee meetings are required once per annum. Frequency to reduce and be determined based on need / matters arising.
- Upcoming business - the term of the current Committee finishes in June 2019. A recruitment process will commence in April / May.

Action	Responsible
Confirm date of next meeting.	John Baskerville
Consider whether members will reapply for a position on the Advisory Committee.	All
Carried forward - pending further updates, the new WFD provider will be engaged to determine if the implementation of the plan is an activity of interest.	In progress

7. **Next meeting:** *to be confirmed - either Friday, 12 April or Friday, 10 May 2019.*

8. **Meeting closed:** 4:35pm