

**CAIRNS SHIPPING DEVELOPMENT PROJECT COMMITTEE - TERMS OF REFERENCE**

**Intent** Establish the framework within which the above Standing Committee operates with reference to obligations specified in the *Local Government Act 2009*.

**Scope** Applies to Councillors and staff of Cairns Regional Council.

**PROVISIONS**

**Name of the Committee**

Cairns Shipping Development Project Committee (the Committee)

**Purpose, Responsibilities and Powers of the Committee**

The Committee has been established as a separate committee to focus on all matters associated with the Cairns Shipping Development Project.

Council has resolved that in accordance with the *Local Government Act 2009*, the Committee has the delegated authority to decide applications and resolve matters as if it were a full meeting of the Council.

**Membership**

The Committee, being a standing committee of Council has no external members.

The Councillors appointed to the Committee are Cr Cathy Zeiger (Chair), Cr Brett Olds and Mayor Bob Manning.

Should the chairperson not be present at a meeting, then the Mayor shall chair the meeting.

**Timing, place and regularity of meetings**

The meetings of the Committee will be scheduled as required at the Council Chambers in Spence Street.

**Conduct of meetings**

Meetings will be conducted in accordance with the requirements established in the General Policy Council – Terms of Reference.

A quorum will be determined to be two (2) of the members of the Committee.

In circumstances where the voting is equal, the Chair has a casting vote.

Meetings of the Committee will be open to the public unless the Committee is discussing one of the matters referred to in Section 275 of the *Local Government Regulation 2012* where it will resolve to go into closed session for discussion and debate of the matter. However, no vote shall be taken in closed session.

**Councillors' roles**

Councillors will act in accordance with Division 5A of the *Local Government Act 2009* and ensure there is no conflict, or perceived conflict, between the Councillor's private interest and the honest performance of the Councillor's role of serving the public interest.

**Recordkeeping**

As this Committee has delegated authority to resolve matters as if it is a full meeting of the Council, minutes of the meeting will be taken and presented to the next Ordinary meeting of Council for confirmation only.

The minutes of Committee meetings will be available online to the public generally within 2 working days of the meeting.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Chief Executive Officer

ORIGINALLY ADOPTED: 12/12/2018

CURRENT ADOPTION: 12/12/2018

DUE FOR REVISION: 12/12/2022

REVOKED/SUPERSEDED:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a few short, horizontal strokes.

**John Andrejic**  
Chief Executive Officer