CAIRNS REGIONAL COUNCIL STANDING COMMITTEE ‘D’ - 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
Standing Committee D (the Committee)

Purpose, Responsibilities and Powers of the Committee
The Committee has been established as a separate committee to focus on all matters when under Section 175E(6) of the *Local Government Act 2009* the majority of Councillors are declaring an interest in accordance with 175D.

Council has resolved that in accordance with the *Local Government Act 2009*, the Committee has the delegated authority to consider, assess, and decide any matters relating to Cairns Regional Council which may be delegated by Council to the Committee from time to time.

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

Until determined otherwise by resolution of Council, the Committee members are: Mayor Bob Manning (Chair), Cr Cathy Zeiger (Deputy Chair), Cr Terry James and Cr Brett Olds.

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. If the Chair is not present at the meeting, the Deputy 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 may 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 Chapter 6, Part 2, 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 delegated to it by 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.
This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: 

Chief Executive Officer

ORIGINALLY ADOPTED: 28/10/2019
CURRENT ADOPTION: 28/10/2019
DUE FOR REVISION: 30/6/2020
REVOKED/SUPERSEDED:

John Andrejic
Chief Executive Officer