

PLANNING AND ENVIRONMENT 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

Planning and Environment Committee (the Committee)

Purpose, Responsibilities and Powers of the Committee

The Planning and Environment Committee has been established as a separate committee to allow Councillors to focus on the delivery of programs across these areas.

The areas of Council's operations that would fall within the scope of this committee are as follows:

- Building, Engineering & Development Approvals;
- Sustainability & Strategic Land use Planning;
- Health and Local Laws Licencing & Approvals;
- Regulatory Matters;
- Parking operations and Animal Management;
- Property Services; and
- Emerging and urgent operational matters.

In addition to the above, the Committee will monitor the activities of the various advisory and special committees relating to the above matters.

Other matters that fall outside of the committee scope detailed above, that need urgent consideration may be tabled at this meeting. Approval to include matters outside of the scope of this committee will be at the sole discretion of the Chief Executive Officer.

Council has resolved that in accordance with the Local Government Act 2009, the Planning and Environment Committee has the delegated authority to 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.

All Councillors have been appointed as members of the Committee and one of these Councillors has been appointed as chairperson for the Committee by resolution of Council.

Should the chairperson not be present at a meeting, then the Mayor shall chair the meeting, in the absence of both, then the meeting shall elect a Chair.

Timing, place and regularity of meetings

The meetings of the Committee will usually be held on the 2nd Wednesday of each month but will be timed to allow a full cycle of all Standing and Ordinary meetings of Council to occur each month.

The meetings of the Committee will be held in the Council Chambers in Spence Street.

Conduct of meetings

Meetings will be conducted in accordance with the requirements established in the Council – Terms of Reference General Policy, Standing Orders for Council Meetings General Policy and Model Meeting Procedures. Councillors will adhere to the provisions of the Local Government Act 2009 in carrying out their duties and obligations and Council's Code of Conduct and General Policies. In accordance with Council's Media Policy, the Mayor is the spokesperson for Council unless delegated to the Chairperson of the Committee or otherwise.

A quorum will be the majority of the Councillors.

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

Meetings of this 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.

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.

Process for annually evaluating the performance of the committee

Each year, the Committee will undertake a formal assessment of performance against this Terms of Reference. The purpose of this evaluation will be to ascertain how effectively the Committee has met its legislative obligations and the behavioural obligations it has established.

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

General Manager Responsible for Review:

General Manager Planning & Environment

ORIGINALLY ADOPTED: 12/08/2020

CURRENT ADOPTION: 12/08/2020

DUE FOR REVISION: 12/06/2024

REVOKED/SUPERSEDED:



**John Andrejic
Chief Executive Officer**