

POST-ELECTION MEETING**16 APRIL 2020****3****COUNCIL STANDING COMMITTEE STRUCTURE**

A Agius | 65/4/1-03 | #6345080

RECOMMENDATION:

That Council dissolves all Standing Committees and rescinds the Terms of Reference of those Committees.

EXECUTIVE SUMMARY:

Section 264 of the *Local Government Regulation 2012* enables Council to establish Standing Committees and Special Committees and delegate authority to those Committees to deal with a particular area of Council's jurisdiction or activities on an ongoing basis. These Committees may or may not have decision-making capabilities depending on the delegated operational powers under Section 257 of the *Local Government Act 2009*.

Council has five Standing Committees with full decision making capability which were constituted previously. These are:

- Standing Committee A
- Standing Committee B
- Standing Committee C
- Standing Committee D
- Cairns Shipping Development Project Committee

Terms of Reference for each of these Standing Committees are included as Attachments 1 – 5.

It is proposed that Council dissolve these Standing Committees as they are no longer required and rescind their Terms of Reference as required.

Any future committee structure could be considered at later date.

OPTIONS:

1. That Council dissolves all Standing Committees and rescinds the Terms of Reference of those Committees; or
2. Council retains its existing Standing Committee structure.

ATTACHMENTS:

1. Cairns Regional Council Standing Committee 'A' – Terms of Reference
2. Cairns Regional Council Standing Committee 'B' – Terms of Reference
3. Cairns Regional Council Standing Committee 'C' – Terms of Reference
4. Cairns Regional Council Standing Committee 'D' – Terms of Reference
5. Cairns Shipping Development Project Committee – Terms of Reference



Christine Posgate
General Manager Human Resources & Organisational Change

CAIRNS REGIONAL COUNCIL STANDING COMMITTEE 'A' - 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 A (the Committee)

Purpose, Responsibilities and Powers of the Committee

The Committee has been established as a separate committee to focus on all matters delegated to it 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 Linda Cooper (Deputy Chair), Cr Brett Moller, Cr Cathy Zeiger, 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 three (3) 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.

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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: 23/10/2019
CURRENT ADOPTION: 23/10/2019
DUE FOR REVISION: 30/6/2020
REVOKED/SUPERSEDED:**



**John Andrejic
Chief Executive Officer**

CAIRNS REGIONAL COUNCIL STANDING COMMITTEE 'B' - 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 B (the Committee)

Purpose, Responsibilities and Powers of the Committee

The Committee has been established as a separate committee to focus on all matters delegated to it 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 Linda Cooper (Deputy Chair), Cr Cathy Zeiger and Cr Terry James.

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.

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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: 23/10/2019
CURRENT ADOPTION: 23/10/2019
DUE FOR REVISION: 30/6/2020
REVOKED/SUPERSEDED:**



**John Andrejic
Chief Executive Officer**



CAIRNS REGIONAL COUNCIL STANDING COMMITTEE 'C' - 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 C (the Committee)

Purpose, Responsibilities and Powers of the Committee

The Committee has been established as a separate committee to focus on all matters delegated to it 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 Council, the Committee members are: Mayor Bob Manning (Chair), Cr Linda Cooper (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.

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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: 23/10/2019
CURRENT ADOPTION: 23/10/2019
DUE FOR REVISION: 30/6/2020
REVOKED/SUPERSEDED:**



**John Andrejic
Chief Executive Officer**

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.

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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: 23/10/2019
CURRENT ADOPTION: 23/10/2019
DUE FOR REVISION: 30/6/2020
REVOKED/SUPERSEDED:



John Andrejic
Chief Executive Officer



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 (#777237). 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:
DUE FOR REVISION: 12/12/2022
REVOKED/SUPERSEDED:



John Andrejic
Chief Executive Officer