



Terms of Reference

Delegated Decisions Committee

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Version	Council Adoption	Date	
V1	General Meeting (19/887) <i>Composition:</i> a) <i>Cr Allan Sutherland (Mayor)</i> b) <i>Cr Adam Hain</i> c) <i>Cr Koliانا Winchester</i> d) <i>Cr Mick Gillam</i> e) <i>Cr Matt Constance</i>	28 May 2019	A18395326
V2	General Meeting (19/1235) <i>Composition:</i> a) <i>Cr Allan Sutherland (Mayor) (Chairperson)</i> b) <i>Cr Mick Gillam</i> c) <i>Cr Adam Hain</i> d) <i>Cr Denise Sims</i> e) <i>Cr Brooke Savige</i>	25 June 2019	A18759728
V3	General Meeting (20/60) <i>Composition:</i> a) <i>Cr Mike Charlton (Acting Mayor)</i> b) <i>Cr Brooke Savige</i> c) <i>Cr Denise Sims</i> d) <i>Cr Matt Constance</i> e) <i>Cr Darren Grimwade</i>	21 January 2020	A19597365

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POST-ELECTION MEETING - 506
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V4	Post-election Meeting (20/613) <i>Composition:</i> a) <i>Cr Peter Flannery (Mayor)</i> b) <i>Cr Mark Booth</i> c) <i>Cr Adam Hain</i> d) <i>Cr Denise Sims (Deputy Mayor)</i> e) <i>Cr Tony Latter</i>	29 April 2020	A19946509
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DELEGATED DECISIONS COMMITTEE

TERMS OF REFERENCE

1. Establishment

The Delegated Decisions Committee (“the Committee”) is established as a Standing Committee in accordance with s.264 of the Local Government Regulation 2012 (“the Regulation”).

2. Purpose

The sole purpose of the Committee is to decide matters as may be delegated to it by Council under s.257 of the *Local Government Act 2009* (“the Act”), where that delegation arises as a consequence of s175E(6) of the Act.

“175E(6) If a majority of the councillors at a meeting of the local government inform the meeting about personal interests in the matter under subsection (2), the local government must delegate deciding the matter under section 257, unless deciding the matter cannot be delegated under that section.”

3. Duties and Responsibilities

The duties and responsibilities of the Committee are to act in a manner that is consistent with its purpose.

4. Composition & Chairperson

Pursuant to s.12(4)(g) of the Act, the Mayor is a member of each standing committee of the local government.

Determination of the Chairperson and Committee membership will be fixed and may be amended from time to time, by resolution of Council, based on the matter/s delegated to it to decide.

The Committee will consist of the Mayor and four Councillors.

The Chairperson will be the Mayor.

The Chairperson will have the casting vote.

5. Quorum

Pursuant to s.269 of the Regulation, the quorum for this Committee is a majority of the members - being 3.

6. Meetings

Meetings of the Committee will be held on an ‘as-needs’ basis.

The date and time of the Committee meetings will be fixed by resolution of Council.

Generally, Committee meetings are to be conducted on the same day/location as Council’s General meeting - commencing at the conclusion of the General Meeting on that day.

Meetings of the Committee will be advertised as required under s.277(1)(b) of the Regulation.

Committee meetings will be open to the public unless the Committee resolves that the meeting is to be closed under s.275 of the Regulation and will be conducted in a manner that is not inconsistent with Council’s adopted Meeting Procedures and Standing Orders Policy (2150-XXX).

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6. Meetings (cont'd)

Minutes of Committee meetings will be maintained in accordance with s.272 of the Regulation and will be provided for confirmation at the next meeting of the Committee.

7. Agenda Preparation

The Chief Executive Officer will be responsible for the preparation of the Committee meeting agenda.

8. Administrative Support

The Chief Executive Officer will provide administrative support to the Committee.

This support will include:

- 8.1 Preparation and distribution of the Notice of the meeting as well as the agenda, including supporting information, and other material to the Committee Members prior to the meeting, in accordance with s.258 of the Regulation.
- 8.2 Minutes of Committee meetings will be maintained for the Committee in accordance with s.272 of the Regulation and will be provided to the Council separately, for information and noting only.

9. Access by Committee

- 9.1 The Committee will be supplied with information it requires from any Council employee.
- 9.2 Requests for Council employees and independent experts to attend a Committee meeting to provide information will be approved by the Chief Executive Officer in consultation with the relevant Director.

10. Reporting Requirements

The Committee is a decision-making Committee, as delegated by Council and has no direct reporting requirements.

11. Legislation referenced in the Terms of Reference

Local Government Act 2009
Local Government Regulation 2012

Moreton Bay Regional Council - Meeting Procedures and Standing Orders Policy