
Advisory Committee Terms of Reference

Kuranda Infrastructure Advisory Committee

1. Intent

- 1.1. To advise Council on the implementation of funds from the Kuranda Infrastructure Levy in line with the agreement between Mareeba Shire Council and the State.

2. Scope

- 2.1. The terms of reference apply to the Councillors, Committee members and staff of the Mareeba Shire Council.

3. Purpose Responsibilities & Powers of the Committee

- 3.1. This committee is an advisory committee to Council under Section 265 of the Local Government Regulation 2012.

4. Functions of the Committee

- 4.1. The Kuranda infrastructure Advisory Committee is to have the following functions:
 - 4.1.1. Provide advice on planning and management issues pertaining to the Kuranda Infrastructure Agreement
 - 4.1.2. Review infrastructure needs and priorities from time to time to remain cognisant of changing needs and priorities
 - 4.1.3. Ensure adequate consideration of infrastructure, tourism and community issues arising from the expenditure of Kuranda Infrastructure Funds
 - 4.1.4. Provide expert commentary on the development and implementation of the Strategic Plan
 - 4.1.5. Provide advice on other matters as referred to it by the Mayor
 - 4.1.6. That the committee ensure that project recommendations are within the financial capacity of the fund.

5. Membership

- 5.1. The committee is a skills based committee and members must be committed to the sustainable development of infrastructure for tourists and the community in Kuranda.
- 5.2. Members are appointed by the Mareeba Shire Council.
- 5.3. Permanent Members:
 - 5.3.1. Chairperson – Mayor of Mareeba Shire Council
 - 5.3.2. Councillor as nominated by Council
 - 5.3.3. Council Staff Member as Secretary
 - 5.3.4. Nominee of the Minister for Local Government
 - 5.3.5. Nominee of Skyrail
 - 5.3.6. Nominee of Kuranda Rail
- 5.4. Appointed Community Skills Based Positions:
 - 5.4.1. The Mareeba Shire Council will (as far as reasonably practicable) give consideration to choosing persons so as to provide a broad range of skills across the following areas:
 - 2 members with Business and Professional skills
 - 2 members with Community skills

-
- 1 member with Tourism skills
 - 1 member with Traditional Owner skills
 - 1 member with Urban/Streetscape Design skills

6. Conditions of Membership

- 6.1. Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties, avoid conflict of interest and not make improper use of information
- 6.2. Members are to exercise common courtesy on all occasions
- 6.3. Members are to accept that others points of view may be different to their own
- 6.4. Members are to work collaboratively towards the purpose of the committee
- 6.5. Members are to acknowledge that disagreement in the committee is healthy so long as it is used to work towards a satisfactory outcome of the committee
- 6.6. The may remove an appointed member from office:
 - 6.6.1. For misconduct; or
 - 6.6.2. For failure or incapacity to carry out the duties of his or her office satisfactorily
- 6.7. The office of an appointed member becomes vacant if the member:
 - 6.7.1. Dies; or
 - 6.7.2. Resigns by written notice to the Committee; or
 - 6.7.3. Is removed by the above clause
- 6.8. Members may not nominate proxies or representatives to attend meetings in their absence
- 6.9. Members are to comply with the Mareeba Shire Council Handbook for Advisory Committees

7. Committee Term

- 7.1. The committee is appointed for the term of the agreement (31 December 2020).

8. Time, Place and Regularity of Meetings

- 8.1. Time: 2 PM
- 8.2. Place: To be Determined
- 8.3. Regularity: as programmed (aim to designate dates 3 months in advance)

9. Conduct of Meetings

- 9.1. Meetings will be conducted in accordance with the requirements of this policy document.
- 9.2. A quorum will be determined to be 50% of the members of which at least one must be a Mareeba Shire Council Councillor
- 9.3. Observers are allowed by approval of the Chair or Deputy Chair
- 9.4. An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the committee must disclose the nature of the interest to the committee. Such a disclosure must be recorded in the minutes of the Committee.

10. Allowances and expenses

- 10.1. Travel expenses greater than 10 kms to attend meetings will be paid in accordance with the rates prescribed by the Australian Taxation Office.

11. Recordkeeping

- 11.1. Minutes of the committee meeting will be of formal resolutions and may note discussion topics.
- 11.2. Resolutions – preferably by consensus, otherwise by majority with the Chair having the casting vote.
- 11.3. Voting procedure will be conducted in the manner of a Council meeting in accordance with Section 260 of the *Local Government Regulation 2012*.

12. Confidentiality

- 12.1. Minutes are to be open to the public (following 10 days comment from distribution)
- 12.2. Members should be aware that all written material associated with the Committee is subject to the Right to Information Act and may be made available to the public.

13. Media

- 13.1 That the Chair and Deputy Chair be the only members authorised to speak on behalf of the committee.

14. Secretarial/Executive Support

- 14.1. The Mareeba Shire Council will provide Secretarial and Executive Support for the operation of the Committee

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

Officer Responsible for Review – Director of Corporate and Community Services