



## TERMS OF REFERENCE

### Furneaux Shipping Special Committee of the Flinders Council

#### 1. INTRODUCTION

The Furneaux Group Shipping Special Committee is established as a Special Committee under Section 24 of the *Local Government Act 1993*. This Terms of Reference, approved by Council on the 20<sup>th</sup> October 2016 supersedes all previous versions.

#### 2. PURPOSE

The Furneaux Group Shipping Special Committee is to provide recommendations to Flinders Council on shipping matters, including port and associated infrastructure where it relates to shipping.

#### 3. MEMBERSHIP

Membership of the Furneaux Group Shipping Special Committee shall be:

- The Mayor as Chairperson (non-voting)
- Councillors (2) (excluding the Chairperson)
- General Manager Flinders Council (non-voting)
- Agriculture/Livestock Sector (1)
- Cape Barren Island (1)
- Commerce/Business Sector (1)
- Department of State Growth (DoSG) (1) (non-voting)
- Shipping Company(s) (1 each)
- Farming Sector (1)
- Flinders Island Tourism and Business Incorporated (1)
- TasPorts (1)
- Transport Sector (road on Flinders Island) (1)
- Community Representative (1)

Members representing the various sectors shall be appointed by Flinders Council from nominations received. Nominees with experience in the sector they wish to represent shall be preferred. Flinders Council may select a representative of any other sector who it determines may make a contribution to the Furneaux Group Shipping Special Committee.

**Those members representing non-council entities shall be selected by the entity they represent** (Cape Barren Island, TasPorts, Department of State Growth, Flinders Island Tourism and Business Incorporated).

#### 4. ATTENDANCE AT MEETINGS

Attendance at meetings shall not be compulsory. However, Flinders Council may regard continued absences from meetings as an indication that an individual is unable to continue with membership and remove the individual from the Furneaux Group Shipping Special

Committee. There shall be no appeal against removal. Council has the right to replace the removed individual with another representative of the same sector.

## **5. REPORTING**

The chairperson shall provide unconfirmed minutes and if necessary a report to Flinders Council for review at the first Ordinary Meeting of Council following a meeting of the Furneaux Group Shipping Special Committee, provided such meeting of the Furneaux Group Shipping Special Committee is held at least 3 days before the closure date for agenda for Flinders Council.

## **6. RULES**

- 6.1. The special committee meetings shall be held every 4 months. Meeting dates are to be set by the chairperson and there shall be no minimum period following the immediate preceding meeting before a meeting may be called.
- 6.2. If the chairperson is unavailable, the chairperson may appoint the Deputy Mayor as chairperson (non-voting).
- 6.3. Alternate members may be substituted with approval of the chairperson.
- 6.4. A quorum shall be 5 (five). If a quorum is not present within 15 minutes of the meeting start time, the meeting shall be postponed to a suitable date.
- 6.5. The chairperson shall ensure minutes are kept for all meetings and shall provide a copy to all members and the Flinders Council.
- 6.6. The minutes are to be confirmed at the next committee meeting following that to which the minutes relate.
- 6.7. Submissions from the public shall be sought before each meeting by an advertisement placed in Island News no more than six weeks and no less than 2 weeks prior to a meeting. All submissions shall be considered by the meeting.
- 6.8. Members shall be advised of meeting time and date at least 5 days prior to meeting, except in unusual circumstances.
- 6.9. Voting shall not be compulsory.
- 6.10. A vote is passed by an ordinary majority vote in the affirmative.
- 6.11. These Meeting Rules shall be reviewed each two years by Flinders Council and can only be amended by ordinary resolution of Flinders Council.