

CULTURAL SERVICES COMMITTEE 18 JULY 2018	1
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ANNUAL ASSESSMENT REPORT 2017/2018 – CULTURAL SERVICES COMMITTEE

Linda Kirchner | 65/4/1 | #5724839

RECOMMENDATION:

It is recommended that Council notes the findings of the formal assessment of performance against the Terms of Reference for the Cultural Services Committee and resolves that the Committee has performed in accordance with its terms of reference.

EXECUTIVE SUMMARY:

This report details the outcomes of the formal assessment of performance against the terms of reference for the Cultural Services Committee as required by the General Policy – Cultural Services Committee – Terms of Reference.

A total of 21 reports were considered by the Committee.

This annual assessment finds that the Cultural Services Committee has performed in accordance with its terms of reference during the year ended 30 June 2018.

BACKGROUND:

The Terms of Reference establish the framework within which this committee operates with reference to obligations specified in the *Local Government Act 2009* and other guiding documents adopted by Council.

The Cairns Regional Council Cultural Services Committee has no delegated authority under the *Local Government Act 2009* and therefore all decisions made by the Committee must be referred to a full meeting of Council for consideration and ratification.

The last assessment was reported to Council in July 2017.

COMMENT:

PURPOSE AND PERFORMANCE:

The following table provides an overview of the reports tabled at the Cultural Services Committee meetings during the 2017/2018 financial year. These reports have been grouped into the following categories based on the Purpose, Responsibilities and Powers of the Committee as listed in the General Policy.

No.	Report Category	No of Open Session Reports	No of closed Session Reports
1	Facilities	3	1
2	Delivery of Cultural Services	3	-
3	Miscellaneous	4	10
	TOTAL	10	11

A miscellaneous category has been established for the reports that are general and cover more than one area or don't fall within the scope of the terms of reference.

As detailed in the table below, a total of 21 reports were tabled at the Cultural Services Committee meetings during the 12 month period, with ten reports being considered in open session. In accordance with Section 275 of the *Local Government Act 2012*, a further 11 reports were discussed in closed session but the recommendations were all considered in subsequent open session.

DATE OF MEETING	NO. OPEN REPORTS	CLOSED SESSION REPORTS					
		NO. OF CLOSED REPORTS	CONTRACTUAL	BUDGETARY	PREJUDICIAL	LEGAL	STAFF
19/07/2017	3	-	-	-	-	-	-
16/08/2017	1	1	-	-	1	-	-
11/10/2017	2	-	-	-	-	-	-
21/02/2018	3	1	-	-	1	-	-
21/03/2018	-	4	-	1	3	-	-
18/04/2018	1	1	-	-	1	-	-
16/05/2018	-	3	-	-	3	-	-
20/06/2018	-	1	1	-	-	-	-
TOTAL	10	11	1	1	9	-	-

In addition, during this period some Cairns Regional Council reports of a Cultural Services nature were sent to either the Ordinary Council Meeting or the Planning and Environment Committee Meeting. Whilst every attempt was made to ensure that all relevant reports were tabled at the Cultural Services Committee meetings, there were occasions when it was important that reports were not held over to the next Cultural Services Committee meeting to ensure that the specific matter was dealt with expeditiously.

TIMING, PLACE AND REGULARITY OF MEETINGS:

During the period no Cultural Services Committee meetings were held for the months of September 2017, November 2017, December 2017 and January 2018. All meetings were generally held on the third Wednesday of each month in the Committee Room, Spence Street, directly following the Sport and Community Services Committee meetings. The October 2017 committee meeting was held on the second Wednesday of the month due to Councillor attendance at the LGAQ Conference being held on 18 October 2017. As required, advertisements were placed in the Cairns Post advising meeting dates and any adjustments to the meeting dates or locations.

MEMBERSHIP OF THE COMMITTEE:

The Cultural Services Committee has no delegated authority and comprises of four committee members, with Councillor Cooper as Chairperson and the Mayor as Ex-officio.

There were nine meetings during the reporting period. Councillor attendance at these meetings is shown in the table below:

ATTENDANCE RECORD – CULTURAL SERVICES COMMITTEE MEETING	NUMBER OF MEETINGS ATTENDED
Mayor Bob Manning (Ex officio)	6
Cr Bates	7
Cr Cooper (Chairperson)	7
Cr Richardson	7
Cr Zeiger	7

COUNCILLOR ROLES:

Councillors have strict obligations under the *Local Government Act 2009* which require personal assessment of their position on agenda items to determine whether a perceived or real conflict of interest or a material personal interest exists. Details of conflicts of interest and material personal interests are contained in a register that is updated on Council's Website at the time of publishing the Minutes.

See

http://www.cairns.qld.gov.au/_data/assets/pdf_file/0020/20882/COI_register_90.pdf

RECORD KEEPING:

The meeting minutes for the Cultural Services Committee meetings were presented at the subsequent Ordinary Meeting for confirmation.

These minutes are available to the public within two working days. They are distributed via the internet and the Customer Services Centre within these timeframes.

OPTIONS:

1. It is recommended that Council note the findings of the formal assessment of performance against the Terms of Reference for the Cultural Services Committee and considers that the committee has performed in accordance with its terms of reference.

or

2. It is recommended that Council does not consider that the Cultural Services Committee has performed in accordance with its terms of reference.

CONSIDERATIONS:

Risk Management:

Council reports provide transparent reporting to the community on Council's governance and fiscal decisions.

Council Finance and the Local Economy:

There are no financial implications.

Corporate and Operational Plans:

This report demonstrates Council's commitment to the corporate Plan.

5.0 SERVING THE COMMUNITY – An efficient organisation providing best practices service delivery through leadership, effective management of people, assets and finances.

Reporting on the effectiveness of this Committee is seen as meeting these objectives.

Statutory:

The operation of this Committee is in accordance with the requirements of the *Local Government Act 2009*.

Policy:

The purpose of this report is to comply with the General Policy's requirement for annual evaluation of performance against the committee's adopted Terms of Reference. This evaluation demonstrates how effectively the committee has met its legislative and ethical obligations.



Linda Kirchner
General Manager – Community Sport and Cultural Services