

PLANNING AND ENVIRONMENT COMMITTEE	2
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12 JULY 2023	2
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ANNUAL ASSESSMENT REPORT 2021/2022 – PLANNING AND ENVIRONMENT COMMITTEE

65/4/1 | #7216986

RECOMMENDATION:

That Council notes the findings of the formal assessment of performance against the Terms of Reference for the Planning and Environment Committee, and that these findings indicate that the Committee has performed in accordance with the Terms of Reference.

INTERESTED PARTIES:

Nil

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

EXECUTIVE SUMMARY:

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

There were eight meetings held during the year ended 30 June 2023 with a total of 40 reports considered by the Committee, of which 40 were in open session and four (4) were in closed session.

This annual assessment finds that the Planning and Environment Committee has performed in accordance with its terms of reference during the year ended 30 June 2022.

BACKGROUND:

At the Ordinary Meeting of Council held on the 12 August 2020, Council established the Planning and Environment Committee.

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 Committee membership comprises the full Council and has full delegated authority.

COMMENT:**PURPOSE AND PERFORMANCE:**

The following table provides an overview of the reports tabled at the Cairns Regional Council Planning and Environment Committee meetings during the 2022/2023 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	Building, Engineering & Development Approvals	12	2
2	Sustainability & Strategic Land use Planning	7	0
3	Health and Local Laws Licencing & Approvals	0	0
4	Regulatory Matters	0	0
5	Parking Operations and Animal Management	0	0
6	Property Services	2	2
7	Emerging and urgent operational matters	0	0
8	Miscellaneous	19	0
	TOTAL	40	4

A miscellaneous category has also been established (not included in the Terms of Reference) for those reports which overarch the above areas.

As detailed in the table below, a total of 44 reports were tabled at the Planning and Environment Committee meetings during this period, with 40 reports being considered in open session. In accordance with Section 254J of the *Local Government Regulation 2012*, four (4) reports as detailed below, were discussed in Closed Session but the recommendations were all considered in a subsequent open session.

DATE OF MEETING	NO. OPEN REPORTS	CLOSED SESSION REPORTS						LIVE STREAMING VIEWS
		NO. OF CLOSED REPORTS	CONTRACTUAL	BUDGETARY	PREJUDICIAL	LEGAL	STAFF	
13/7/2022	12	1	0	0	0	1	0	41
10/08/22	6	0	0	0	0	0	0	26
05/10/2022	2	0	0	0	0	0	0	22
02/11/2022	3	0	0	0	0	0	0	19
08/02/2023	2	1	1	0	0	0	0	35
15/03/2023	5	2	1	0	0	1	0	34
10/05/2023	7	0	0	0	0	0	0	37
07/06/2023	3	0	0	0	0	0	0	27
TOTAL	40	4	2	0	0	2	0	241

In addition, during this period some reports of a planning and environment nature were sent to an Ordinary Meeting of Council. Whilst every attempt was made to ensure that all relevant reports were tabled at the Committee Meetings, there were occasions when it was important that reports were not held over to the next Committee Meeting to ensure that the specific matter was dealt with expediently.

TIME AND PLACE AND REGULARITY OF MEETINGS:

During the period no committee meetings were held for the months of September 2022, December 2022, January 2023 and April 2023, instead all matters were considered at Ordinary Council Meetings. All meetings for 2022/2023 were held as per the adopted schedule for Planning and Environment Committee meetings commencing at 9.00am and were held in the Spence Street Chambers. All meetings were live streamed except for one. Due to technical difficulties, there is audio only for the meeting held 7 June 2023.

MEMBERSHIP OF THE COMMITTEE:

All Councillors were appointed as members of the Planning and Environment Committee, with Councillor James as Chair and Councillor Manning as Deputy Chair. Councillor attendance at these meetings is shown in the following table.

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

ATTENDANCE RECORD – PLANNING ENVIRONMENT COMMITTEE MEETINGS	NUMBER OF MEETINGS ATTENDED
Mayor Bob Manning (Deputy Chair)	6
Cr. Coghlan	8
Cr. Eden	7
Cr. James (Chair)	7
Cr. Moller	7
Cr. O'Halloran	7
Cr. Olds	8
Cr. Pyne	6
Cr. Vallely	8
Cr. Zeiger	8

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.

A copy of the register can be viewed via the below weblink:

https://www.cairns.qld.gov.au/__data/assets/pdf_file/0020/20882/Conflic_of_Interest_Register.pdf

RECORD KEEPING:

As this Committee has delegated authority to resolve matters as it is a full meeting of the Council, minutes of the meeting were presented to the subsequent Planning and Environment Committee for confirmation only.

The meeting minutes for these meetings were made available to the public for viewing within two working days. They were distributed via the internet within these timeframes.

OPTIONS:**Option 1 (Recommended)**

That Council notes the findings of the formal assessment of performance against the Terms of Reference for the Planning and Environment Committee and that the Committee has performed in accordance with its terms of reference.

Option 2

That Council does not consider that the Committee has performed in accordance with its terms of reference.

CONSIDERATIONS:**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 requirements 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.



Ed Johnson
Director Planning, Growth and Sustainability