

**COMMUNITY, SPORT, EVENTS AND CULTURAL SERVICES COMMITTEE - TERMS OF REFERENCE**

**Intent** Establish the framework within which the above Standing Committee operates with reference to obligations specified in the *Local Government Act 2009*.

**Scope** Applies to Councillors and staff of Cairns Regional Council.

**PROVISIONS**

**Name of the Committee**

Community, Sport, Events and Cultural Services Committee (the Committee)

**Purpose, Responsibilities and Powers of the Committee**

This Committee has been established as a separate committee to allow Councillors to focus on delivery of specific program areas.

The areas of Council's operations that would fall within the scope of the committee are as follows:

- Facilities, programs and services associated with the libraries, sport and community services.
- Major Events
- Cultural Services facilities, programs and services e.g. Cairns Performing Arts Centre, Tanks and Martin Munro Parklands
- Community Grants

In addition to the above, the Committee will also consider any other matter the committee in its discretion falling within its terms of reference as well as monitoring the activities of the various advisory and special committees relating to the above matters.

Council has not delegated any authority to the Committee 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.

**Membership**

The Community, Sport, Events and Cultural Services Committee, being a standing committee of Council has no external members.

Five Councillors have been appointed as members of the Committee and two of these Councillors has been appointed as Chairperson and Deputy Chairperson for the Committee by resolution of Council.

The Mayor is an Ex Officio member of the Committee. Should the Chairperson not be present then the Deputy Chairperson shall Chair the meeting and if the Deputy Chairperson is not present, then the meetings shall elect a Chair.

**Timing, place and regularity of meetings**

The meetings of the Committee will usually be held on the second Wednesday of each month but will be timed to allow a full cycle of all standing and Ordinary meetings of Council to occur each month.

The meetings of the Committee will be held in the Council Chambers in Spence Street.

### **Conduct of meetings**

Meetings will be conducted in accordance with the requirements established in the Council – Terms of Reference General Policy, Standing Orders for Council Meetings General Policy and Model Meeting Procedures. Councillors will adhere to the provisions of the *Local Government Act 2009* in carrying out their duties and obligations and Council's Code of Conduct and General Policies. In accordance with Council's Media Policy, the Mayor is the spokesperson for Council unless delegated to the Chairperson of the Committee or otherwise.

A quorum will be the majority of the members of the Committee.

In circumstances where the voting is equal, the Chair has a casting vote.

Meetings of the Committee will be open to the public unless the Council is discussing one of the matters referred to in Section 275 of the *Local Government Regulation 2012* where it will resolve to go into closed session for discussion and debate of the matter. However, no vote shall be taken in closed session.

### **Recordkeeping**

As this Committee does not have delegated authority to resolve matters, minutes of the meeting will be taken and presented to the next Ordinary meeting of Council for consideration and adoption.

The minutes of Committee meetings will be available to the public generally within two working days of the meeting. The minutes will be available via Council's website.

### **Process for annually evaluating the performance of the committee**

Each year, the Committee will undertake a formal assessment of performance against this Terms of Reference. The purpose of this evaluation will be to ascertain how effectively the Committee has met its legislative obligations and the behavioural obligations it has established.

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

**General Manager Responsible for Review:**

**General Manager Community, Sport  
& Cultural Services**

**ORIGINALLY ADOPTED: 12/08/2020**

**CURRENT ADOPTION: 12/08/2020**

**DUE FOR REVISION: 12/08/2024**

**REVOKED/SUPERSEDED:**



**John Andrejic  
Chief Executive Officer**