

ANNUAL ASSESSMENT REPORT 2025/2026 – ORDINARY MEETINGS

POP | 65/4/1- 07 | #7907864

RECOMMENDATION:

That Council notes the findings of the formal assessment of performance against the Terms of Reference for Ordinary Meetings and considers that these meetings have performed in accordance with their 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 annual formal assessment of Ordinary Meeting performance against Council's *Ordinary Meeting Terms of Reference* General Policy.

The Terms of Reference support the framework within which Ordinary Meetings operate with reference to obligations specified in the *Local Government Act 2009* and other guiding documents adopted by Council and form the basis of an annual self-evaluation process.

The Terms of Reference requires that:

Each year, a formal assessment of performance against this Terms of Reference will be undertaken. 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.

In 2025/26 there were 19 Ordinary Meetings and one Special Meeting held. A total of 285 reports were considered at the Ordinary Meetings and 21 reports were considered at Special Meetings during 2025/26.

This report provides the outcome of the annual assessment undertaken to evaluate Ordinary Meeting performance against the Terms of Reference.

BACKGROUND:

Each year Council undertakes a formal assessment of performance of Council Meetings against Council's Terms of Reference. The purpose of this evaluation is to determine if these meetings have been undertaken as per the requirements of the Terms of Reference and met their legislative obligations.

The last assessment was reported to Council in July 2025.

COMMENT:

1. PURPOSE AND PERFORMANCE OF ORDINARY MEETINGS:

Ordinary Meetings are conducted in accordance with the requirements of the *Local Government Act 2009*. Section 257 of the *Local Government Regulation 2012* requires Council to conduct an Ordinary Meeting at least once a month unless it the local government considers it would be impracticable or unnecessary to do so.

Each year Council adopts a schedule of meetings which is published on Council's website. There was a total of 19 Ordinary Meetings during the period 1 July 2025 to 30 June 2026.

All Ordinary Meetings for the financial year 2025/26 were held at the Council Chambers 119-145 Spence Street Cairns, commencing at 9.00am.

An overview of the reports tabled at 19 Ordinary Meetings during the 2025/26 financial year are shown in Table 1. These reports have been grouped into Directorate categories.

Table 1: Ordinary Meetings 2025/26

Ordinary Meetings	No of Open Session Reports	No of Closed Session Reports	Total No of Reports
Executive	15	2	17
Finance and Business Services	29	16	45
People & Organisational Performance	23	2	25
Planning, Growth & Sustainability	38	8	46
Cairns Infrastructure & Assets	45	7	52
Economic Development & Advocacy	25	3	28
Lifestyle & Community	73	0	73
Total	247	38	285

As detailed in Table 1, a total of 285 reports were tabled at the Ordinary Meetings during the 12-month period, with 247 reports being considered in open session.

In accordance with Section 254J of the *Local Government Regulation 2012*, a further 38 reports were discussed in closed session, with the subsequent resolution moved and voted on when Council returned to open session.

Each Council meeting is livestreamed, and recordings are made publicly available on Council's website. The number of live stream views per Ordinary Council meeting are shown in Table 2.

Table 2: Number of reports and live stream views for Ordinary Council Meetings 2025/26

DATE OF MEETING	NO. OF OPEN REPORTS	NO. OF CLOSED REPORTS	CLOSED SESSION REPORTS					LIVE STREAMING VIEWS
			CONTRACTUAL	BUDGETARY	PREJUDICIAL	LEGAL	STAFF	
23/07/2025	24	5	2	2	1	0	0	117
13/08/2025	15	1	0	1	0	0	0	163
27/08/2025	7	1	1	0	0	0	0	84
17/09/2025	18	4	0	1	1	2	0	144
15/10/2025	12	1	0	1	0	0	0	159
29/10/2025	22	2	0	1	0	1	0	87
12/11/2025	4	0	0	0	0	0	0	121
26/11/2025	10	3	1	1	0	0	1	69
10/12/2025	26	5	1	1	1	1	1	68
28/01/2026	12	3	1	0	1	1	0	107
11/02/2026	9	1	0	1	0	0	0	147
25/02/2026	7	1	0	0	0	0	1	45
11/03/2026	2	2	0	2	0	0	0	113
25/03/2026	14	2	2	0	0	0	0	53
15/04/2026	11	1	0	1	0	0	0	148
29/04/2026	11	2	0	0	2	0	0	64
13/05/2026	12	1	0	1	0	0	0	169
27/05/2026	9	2	1	0	0	0	1	68
24/06/2026	22	1	0	1	0	0	0	159
TOTAL	247	38	9	14	6	5	4	966

During 2025/26 there were two deputations to Council as part of the Ordinary Meeting of Council.

2. PURPOSE AND PERFORMANCE OF SPECIAL MEETINGS

In accordance with Section 254C(4) of the *Local Government Regulation 2012*, a Special Meeting is a meeting of a local government at which the only business that may be conducted is the business stated in the notice of meeting.

There was one Special Meeting during the reporting period.

An overview of the reports tabled at the Special Meeting during the 2025/26 financial year is shown in Table 3. These reports have been grouped into Directorate categories.

Table 3: Special Meetings 2025/26

Special Meetings	No of Open Session Reports	No of Closed Session Reports
Executive	0	0
Finance & Business Services	19	0
People & Organisational Performance	2	0
Planning, Growth & Sustainability	0	0
Cairns Infrastructure & Assets	0	0
Economic Development & Advocacy	0	0
Lifestyle & Community	0	0
Total	21	0

A total of 21 reports were tabled at the one Special Meeting, held 17 June 2026, during the 12-month period, with 21 reports being considered in open session and no reports in closed session. There were 458 live streaming views of the meeting.

RECORDKEEPING

Notices, agendas, reports and minutes were prepared and published in accordance with legislation. Minutes for the Ordinary and Special Meetings were made available to the public for viewing on Council's website within two working days.

On 13 May 2026, Council adopted a change to the annual meeting schedule to allow for the Special Budget Meeting to be held on 17 June 2026. The meeting schedule was updated on Council's website.

OPTIONS:

1. That Council notes the findings of the formal assessment of performance against the Terms of Reference for Ordinary Meetings and considers that these meetings have performed in accordance with their terms of reference.
2. That Council notes the findings of the formal assessment of performance against the Terms of Reference for Ordinary Meetings and considers that these meetings have not performed in accordance with their terms of reference.

CONSIDERATIONS:

Statutory:

The operation of these meetings 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 adopted in the Terms of Reference. This evaluation demonstrates how effectively these meetings have met legislative and ethical obligations.

A handwritten signature in blue ink, appearing to read 'Holly Mc Bride'.

Holly Mc Bride
Director People and Organisational Performance