

VML:MB
Vicki Lukritz
3810 6221

2 November 2017

Sir/Madam

NOTICE OF MEETING

Notice is hereby given that a Meeting of the **CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE** will be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at ***11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier*** on **Thursday, 9 November 2017**.

MEMBERS OF THE CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE	
Councillor Wendt (Deputy Mayor) (Chairperson) Councillor Antonioli (Mayor) (Deputy Chairperson)	Councillor Morrison Councillor Tully Councillor Silver Councillor Stoneman Councillor Bromage Councillor Pisasale Councillor Ireland Councillor Pahlke

The agenda for the meeting is attached to this notice.

Yours faithfully

ACTING CHIEF EXECUTIVE OFFICER

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE AGENDA

11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier on
Thursday, 9 November 2017 - Council Chambers

Item No.	Item Title	Officer
1	Delegation Report – Write-Offs and Refunds for Sundry Debt Charges – 1 July 2017 to 30 September 2017	COO(WPR)
2	Ipswich CBD Transformation Steering Committee	PD/GCCS
3	Proposed Policy and Procedure for Claude Outdoor Identilite Signs	COO(ASDCE)
4	Ti-Tree Bioenergy (Formerly Veolia Environmental Services) Contributions	COO(ASDCE)
5	City Country Reference Group	COO(ASDCE)
6	Line of Sight – Development of a Purpose Statement for Council	COO(HSRS)
7	Executive Secretariat Update	A/CEO
8	Consideration of Appointment of Councillor Martin to Council's Standing Committees	A/CEO
9	Review of Audit Committee Structure	A/CEO
10	Assessment on Ipswich City Council's (ICC) Progress Towards Implementing the Annual Operational Plan	A/CEO
11	Christmas Closure 2017	CFO
12	2018 Council and Committee Meeting Calendar	CFO
13	Annual Valuation Effective 30 June 2018	CFO
14	Councillor Travel and Training Requests	CFO
15	Overdue Rates and Charges: July – September 2017 Quarter	CFO
16	Sale of Land for Overdue Rates	CFO
17	Month-End Performance - September 2017 and presentation by Chief Financial Officer on Council's Finance Position and Long Term Financial Plan	CFO
18	Ipswich Motorsport Park – Status of Initiatives/Events	CFO
19	Office of Information Commission (OIC) Compliance Review Community Survey Link to ICC Website	CFO
20	Report – Policy and Administration Advisory Committee No. 2017(02) of 31 October 2017	-
21	Acquisition of Vacant Land – 1085-1137 Ripley Rd, South Ripley described as Lot 2 on Crown Plan SL1477 – Division 8	CFO
22	Acquisition of Vacant Land – 85 Oxford Street, North Booval described as Lot 2 on RP167679 – Division 4	CFO
23	Proposed Land Swap – 7 George Street and 9 George Street Goodna described as Lot 405 on Crown Plan G152 and Lot 404 on Crown Plan G152 Ipswich City Council – Division 2	CFO
24	New Lease to Catholic Healthcare Limited – 33C and 33D Robertson Road, Eastern Heights described as Lots 901 and 900 on SP294051 – Division 7	CFO

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2017(11)

9 NOVEMBER 2017

AGENDA

1. DELEGATION REPORT - WRITE-OFFS AND REFUNDS FOR SUNDRY DEBT CHARGES – 1 JULY 2017 TO 30 SEPTEMBER 2017

With reference to a report by the Executive Assistant dated 9 October 2017 concerning the exercise of the delegation entitled 'Power to Approve Write-Offs and Refunds for Sundry Debt Charges' for the period 1 July to 30 September 2017.

RECOMMENDATION

That the report be received and the contents noted.

Report

2. IPSWICH CBD TRANSFORMATION STEERING COMMITTEE

With reference to a joint report by the Program Director and the General Counsel and City Solicitor dated 27 October 2017 concerning the progress with the Ipswich Central Redevelopment Project and the reporting of progress via the Ipswich CBD Transformation Steering Committee.

RECOMMENDATION

That the report be received and the contents noted.

Report

3. PROPOSED POLICY AND PROCEDURE FOR CLAUDE OUTDOOR IDENTILITE SIGNS

With reference to a report by the Executive Support and Research Officer dated 16 October 2017 concerning a proposed policy and procedure supporting installations of Claude Identilite Signs.

RECOMMENDATION

- A. That the policy titled "Installation of Claude Identilite signage" as detailed in Attachment B to the report by the Executive Support and Research Officer dated 16 October 2017, be adopted.

- B. That the procedure titled “Installation of New and Replacement Claude Identilite Signage” as detailed in Attachment C to the report by the Executive Support and Research Officer dated 16 October 2017, be noted.

Report

4. TI-TREE BIOENERGY (FORMERLY VEOLIA ENVIRONMENTAL SERVICES) CONTRIBUTIONS

With reference to a joint report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 6 November 2017 concerning the management of contributions from Ti-Tree Bioenergy formerly known as Veolia Environmental Services and Collex.

RECOMMENDATION

- A. That the previous decision of Council, as per Recommendation A of Item No. 09.02 of the City Management and Finance Committee, 2004(10) of 16 November 2004 and adopted at the Council Ordinary Meeting of 24 November 2004, detailed in Attachment B, be repealed.
- B. That one twelfth of the funding available from the Collex planning approval condition order be available for the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc which meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002, with unspent funds as at financial year end to be rolled over to the following year’s budgeted funds.
- C. That Council reviews and updates its agreement with the Willowbank Area Group to ensure that assessment criteria for the expenditure of funds align to the prescribed outcomes in the court order handed down by the Planning and Environment Court on 29 May 2002.
- D. That 11/12th of all future contributions from Ti Tree Bioenergy fund a centralised, targeted environment and sustainability program of work to meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002.
- E. That the balance between allocated 2017–18 budget (Ti Tree Bioenergy component in community donations accounts) and actual revenue received by Ti Tree Bioenergy in the 2017–18 financial year be allocated to expenditure under a targeted environment and sustainability program of work.
- F. That all unspent funds relating to the centralised, targeted environment and sustainability program of work be rolled over into future years’ operational budget to ensure that Council continues to meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002.

Report

5. CITY COUNTRY REFERENCE GROUP

With reference to a report by the Community Development Project Officer dated 20 October 2017 forwarding for Council's information the minutes of the meeting of the City Country Reference Group held on 3 August 2017.

RECOMMENDATION

That the report be received and the contents noted.

Report

6. LINE OF SIGHT – DEVELOPMENT OF A PURPOSE STATEMENT FOR COUNCIL

With reference to a report by the Chief Operating Officer (Health, Security and Regulatory Services) dated 3 October 2017 concerning the development of an Ipswich City Council Purpose Statement, a key initiative of the Line of Sight (LOS) culture program.

RECOMMENDATION

- A. That Council endorse the Purpose Statement outlined in the report by the Chief Operating Officer (Health, Security and Regulatory Services).
- B. That the implementation of the Purpose Statement be finalised by the Line of Sight Project Team, the Chief Operating Officer (Arts, Social Development and Community Engagement), the Chief Operating Officer (Health, Security and Regulatory Services) and the Chief Operating Officer (Economic Development and Marketing).

Report

7. EXECUTIVE SECRETARIAT UPDATE

With reference to a report by the Acting Chief Executive Officer providing an update on the Chief Executive's Office for the month of October 2017.

RECOMMENDATION

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

Report

8. CONSIDERATION OF APPOINTMENT OF COUNCILLOR MARTIN TO COUNCIL'S STANDING COMMITTEES

With reference to a report by the Acting Chief Executive Officer dated 26 October 2017 concerning consideration of the appointment of Councillor Martin to Council's various standing committees.

RECOMMENDATION

That consideration be given to the appointment of Councillor Martin to Council's various standing committees.

Report

9. REVIEW OF AUDIT COMMITTEE STRUCTURE

With reference to a report by the Acting Chief Executive Officer to address Recommendation 17 in the adopted Governance Review which states "the charter of Council's Audit Committee be expanded to include risk management and the committee's name be altered to the Audit and Risk Management Committee".

RECOMMENDATION

- A. That Council endorse the new Charter for the Audit and Risk Management Committee.
- B. That Council resolve to confirm the membership of the Audit and Risk Management Committee as two Councillors and two independent external members.
- C. That recruitment processes be undertaken to engage an external member based on the position description and selection criteria attached to fill the current vacancy.
- D. That Council approve remuneration for the external members be set at \$2,000.00 per day.
- E. That Council appoint two Councillors to be permanent members of the Audit and Risk Management Committee and further if considered desirable appoint two Councillors to be alternate or proxy members where one or both permanent members are prevented from attending meetings of the Committee.
- F. That Council give consideration to the appointment of a future Chair of the Audit Committee following the recruitment of the external member.

Report

10. ASSESSMENT ON IPSWICH CITY COUNCIL'S (ICC) PROGRESS TOWARDS IMPLEMENTING THE ANNUAL OPERATIONAL PLAN

With reference to a report by the Chief Executive Officer dated 27 October 2017 concerning an assessment of ICC's progress towards implementing the 2017–2018 Operational Plan.

RECOMMENDATION

That the report be received and the contents noted.

Report

11. CHRISTMAS CLOSURE 2017

With reference to a report by the Human Resources Manager dated 17 October 2017 concerning proposed working arrangements for Council staff over the 2017–2018 Christmas/New Year period.

RECOMMENDATION

- A. That Council offices close from 1.00 pm Friday, 22 December 2017, re-opening Tuesday 2 January 2018, except for staff providing emergency or essential customer services.
- B. That Council field workers' cease work at 12.00 pm on Friday, 15 December 2017.
- C. That as per the relevant Certified Agreements, staff be granted a day off work on Wednesday, 27 December 2017 with pay and without applying for any form of leave, except those required to provide emergency or essential customer services.
- D. That those employees who attend work on Wednesday, 27 December 2017 be credited with one day's accrued leave.
- E. That staff not required to provide emergency or essential customer services be required to apply for Flex Time, Annual Leave, TIL or Long Service Leave to cover the remaining two day period of the shutdown.
- F. That Council communicate the working/leave arrangements for 2017–2018 Christmas/New Year period to all Council staff as soon as practical.

Report

12. 2018 COUNCIL AND COMMITTEE MEETING CALENDAR

With reference to a report by the Administration Support Manager dated 18 October 2017 concerning the 2018 Ipswich City Council – Council and Committee Meeting Calendar.

RECOMMENDATION

- C. That the 2018 Council and Committee Meeting Calendar dates, as detailed in Attachment A to the report by the Administration Support Manager dated 18 October 2017, be adopted.
- D. That the Chief Financial Officer, in consultation with the Mayor, the Deputy Mayor and the Chief Executive Officer, be authorised to amend the 2018 Ipswich City Council – Council and Committee Meeting Calendar dates if required.
- E. That the Council Ordinary Meetings scheduled for March and October 2018 be held at 9.30 am at venues to be determined.
- F. That in accordance with section 277(1) of the *Local Government Regulation 2012*, the Chief Financial Officer co-ordinate the submission of a public notice to appear in the local newspapers in January 2018 advising the days and times of when Council's Ordinary Meetings and Ordinary Meetings of its Standing Committees will be held.

Report

13. ANNUAL VALUATION EFFECTIVE 30 JUNE 2018

With reference to a report by the Treasury Accounting Manager dated 23 October 2017 concerning advice from the Valuer-General regarding the annual valuation effective 30 June 2018 for the Ipswich local government area.

RECOMMENDATION

That the report be received and the contents noted.

Report

14. COUNCILLOR TRAVEL AND TRAINING REQUESTS

With reference to a report by the Corporate Services and Risk Manager dated 24 October 2017 concerning councillor travel and training requests.

RECOMMENDATION

That Council, in accordance with the "Ipswich City Council Expenses Reimbursement" Policy, note the training/conference/workshop travel details approved by the Chief Executive Officer as detailed in Attachment A to the report by the Corporate Services and Risk Manager dated 24 October 2017.

Report

15. OVERDUE RATES AND CHARGES: JULY-SEPTEMBER 2017 QUARTER

With reference to a report by the Senior Recoveries Officer dated 3 October 2017 concerning rate arrears and rate collection statistics for the period July-September 2017.

RECOMMENDATION

That the report be received and the contents noted.

Report

16. SALE OF LAND FOR OVERDUE RATES

With reference to a report by the Senior Recoveries Officer dated 4 October 2017 concerning properties that are eligible for Sale of Land for overdue rates and charges under Chapter 4 – Rates and Charges, Part 12 – Overdue Rates and Charges, Section 140 of the *Local Government Regulation 2012*.

RECOMMENDATION:

- A. That Council resolve it is satisfied that:
- i) There are overdue rates or charges on the properties at 67 Warwick Road Ipswich Qld 4305, 53 Blaxland Crescent, Redbank Plains Qld 4301, 8 Way Court Silkstone Qld 4304, 5 Vicki Street Redbank Plains Qld 4301, 19 Melinda Street Camira Qld 4300; and
 - ii) The liability to pay rates or charges is not subject of court proceedings; and
 - iii) Some or all of the overdue rates or charges have been overdue for at least 3 years.
- B. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 67 Warwick Road, Ipswich Qld 4305 (more properly described as Lot 5 on Crown Plan I 1699) in accordance with the *Local Government Regulation 2012*, as some or all of the overdue rates or charges have been overdue for at least 3 years.
- C. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 53 Blaxland Crescent, Redbank Plains Qld 4301 (more properly described, as Lot 270 Registered Plan 145954) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- D. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 8 Way Court, Silkstone Qld 4304 (more properly described, as Lot 52 Registered Plan 141656 to depth 30.48m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.

- E. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 5 Vicki Street, Redbank Plains Qld 4301 (more properly described, as Lot 27 Registered Plan 124178 to depth 21.34m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- F. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 19 Melinda Street, Camira Qld 4300 (more properly described, as Lot 25 Registered Plan 135548) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.

Report

17. MONTH-END PERFORMANCE – SEPTEMBER 2017

With reference to a report by the Finance Manager dated 25 October 2017 concerning Council performance for the period ending 30 September 2017, submitted in accordance with Section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

Report

18. IPSWICH MOTORSPORT PARK – STATUS OF INITIATIVES/EVENTS

With reference to a report by the Chief Financial Officer dated 25 October 2017 concerning the status of initiatives at the Ipswich Motorsport Park (IMP) and the Ipswich City Council's (Council) decisions relating to the recovery of the Queensland Raceway lease.

RECOMMENDATION

- A. That the previous decisions of Council as per Item 10 of the City Management, Finance and Community Engagement Board No. 2017(04) of 11 April 2017, adopted at Council on 18 April 2017 and titled Queensland Raceway Surrender of Lease F, 133 Champions Way, Willowbank, as outlined in the body of this report, be repealed.
- B. That Council note that all other initiatives and events under negotiation through Ipswich Motorsport Park Pty Ltd have been placed on hold until further notice.

Report

19. OFFICE OF INFORMATION COMMISSION (OIC) COMPLIANCE REVIEW COMMUNITY SURVEY LINK TO ICC WEBSITE

With reference to a report by the Corporate Services and Risk Manager dated 27 October 2017 concerning a request by the Office of Information Commission (OIC) to link a “Community Consultation Survey” to Council’s website, as a part of its current Compliance Review of Council.

RECOMMENDATION

- A. That approval be provided by the Chief Executive Officer for the Office of Information Commission to link its “Community Consultation Survey” to Council’s website.
- B. That Council issue a media release in conjunction with the Office of Information Commission inviting participation in the “Community Consultation Survey”.

Report

20. REPORT – POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2017(02) OF 31 OCTOBER 2017

With reference to the report of the Policy and Administration Advisory Committee No. 2017(02) of 31 October 2017.

RECOMMENDATION

That the report of the Policy and Administration Advisory Committee No. 2017(02) of 31 October 2017 be received, the contents noted and the recommendations contained therein be adopted.

Report

21. ACQUISITION OF VACANT LAND – 1085-1137 RIPLEY ROAD, SOUTH RIPLEY DESCRIBED AS LOT 2 ON CROWN PLAN SL10477 – DIVISION 8

With reference to a report by the Senior Property Officer dated 12 October 2017 concerning the acquisition of vacant land at 1085-1137 Ripley Road, South Ripley and described as Lot 2 on Crown Plan SL10477.

RECOMMENDATION

- A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, RH Francis Investments Pty Ltd and Leykim Investments Pty Ltd for Council to acquire the land at 1085–1137 Ripley Road, South Ripley described as Lot 2 on Crown Plan SL10477 and to do any other acts necessary to implement Council’s decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.

- B. That Council enter into a contract of sale with RH Francis Investments Pty Ltd and Leykim Investments Pty Ltd to acquire, for open space purposes, the area of vacant land located at 1085–1137 Ripley Road, South Ripley described as Lot 2 on Crown Plan SL10477, as detailed in the report by the Senior Property Officer dated 12 October 2017.

Report

22. ACQUISITION OF VACANT LAND – 85 OXFORD STREET, NORTH BOOVAL DESCRIBED AS LOT 2 ON RP167679 – DIVISION 4

With reference to a report by the Senior Property Officer dated 12 October 2017 concerning the acquisition of vacant land at 85 Oxford Street, North Booval and described as Lot 2 on RP167679.

RECOMMENDATION

- A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owner, Peter Dewei Wang, for Council to acquire the land at 85 Oxford Street, North Booval described as Lot 2 on RP167679 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.
- B. That Council enter into a contract of sale with Peter Dewei Wang to acquire, for open space purposes, the area of vacant land located at 85 Oxford Street, North Booval described as Lot 2 on RP167679, as detailed in the report by the Senior Property Officer dated 12 October 2017.

Report

23. PROPOSED LAND SWAP - 7 GEORGE STREET AND 9 GEORGE STREET GOODNA DESCRIBED AS LOT 405 ON CROWN PLAN G152 AND LOT 404 ON CROWN PLAN G152 IPSWICH CITY COUNCIL - DIVISION 2

With reference to a report by the Senior Property Officer dated 19 October 2017 concerning a proposed swap of freehold land titles between Ipswich City Council (Council), the current owner of 7 George Street, Goodna and described as Lot 405 (Lot 405) on Crown Plan G152 and the current owner of 9 George Street, Goodna and described as Lot 404 (Lot 404) on Crown Plan G152.

RECOMMENDATION

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* ("Regulation"), Council resolve it is satisfied that the exemption referred to in section 236(1)(c)(v) of the Regulation applies to Council, on the disposal of Council's interest in Lot 405 on Crown Plan G152 ("the Land") to Peter Edward John McGreevy, as it is in the public interest to dispose of the land without a tender process and the disposal is otherwise in accordance with sound contracting principles.

- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the simultaneous land swap transaction outlined below:
1. Transfer of Lot 405 on Crown Plan G152, owned by Council to Peter Edward John McGreevy for nil consideration.
 2. Transfer of Lot 404 on Crown Plan G152 owned by Peter Edward John McGreevy to Council for nil consideration.
 3. Upon transfer of Lot 405 on Crown Plan G152, Peter Edward John McGreevy to amalgamate two lots described as Lot 405 and Lot 406 on Crown Plan G152 into one Lot.
- C. That the Chief Executive Officer be authorised to take any further steps necessary to implement Council's decision under Recommendations A and B above, in accordance with section 13(3) of the *Local Government Act 2009*.

Report

24. NEW LEASE TO CATHOLIC HEALTHCARE LIMITED
33C AND 33D ROBERTSON ROAD, EASTERN HEIGHTS DESCRIBED AS LOTS 901 AND 900
ON SP 294051 – DIVISION 7

With reference to a report by the Senior Property Officer dated 20 October 2017 concerning a new lease to Catholic Healthcare Limited (CHL) for recreational purposes at 33C and 33D Robertson Road, Eastern Heights and described as Lots 901 and 900 on SP294051.

RECOMMENDATION

- A. That Council, as Lessor resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii), 236(1)(c)(iv)A of the Regulation apply to the disposal of the leasehold interest located at 33C and 33D Robertson Road, Eastern Heights and described as Lots 901 and 900 on SP294051("the land"), by way of a leasehold arrangement between Council and Catholic Healthcare Limited for a consideration sum of \$1.00 per annum, if demanded (excluding GST).
- B. That Council enter into a lease with Catholic Healthcare Limited ("the tenant") for a period of ten (10) years with an option period of three (3) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Report

and any other items as considered necessary.

City Management, Finance & Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Bryce Hines	

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9 October 2017

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: EXECUTIVE ASSISTANT

RE: DELEGATION REPORT - WRITE-OFFS AND REFUNDS FOR SUNDRY DEBT CHARGES – 1 JULY 2017 TO 30 SEPTEMBER 2017

INTRODUCTION:

This is a report by the Executive Assistant dated 9 October 2017 concerning the exercise of the delegation entitled ‘Power to Approve Write-Offs and Refunds for Sundry Debt Charges’ for the period 1 July to 30 September 2017.

In relation to this delegation I advise as follows:


Power to Approve Write-Offs and Refunds for Sundry Debt Charges

Power delegated:

The power to approve write-offs and refunds up to a maximum of \$1,000.00 for sundry debt charges in respect to the Waste Services matters.

Action taken:

Attachment A outlines the exercise of delegation which was approved 1 July to 30 September 2017.

Name of Attachment	Attachment
List of write-offs and refunds up to a maximum of \$1,000.00 for sundry debt charges during the period 1 July 2017 to 30 September 2017	 Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Sharon Smith

EXECUTIVE ASSISTANT

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

July-September 2016

A/C	Debtor Name	Invoice #	Date	Amt inc GST	Amt ex-gst	GST	Description	Reason for Write-Off	Authorisation
27780	Remondis Australia	142510	4/30/2017	\$5.96	\$5.42	\$0.54	25m3 RORO	underpaid - small debt	
				\$5.96	\$5.42	\$0.54			
30699	Caltex Starmart Australia	144074	5/31/2017	\$112.60	\$102.36	\$10.24	Industrial 1.1m3 cardboard x 1/wk	Customer closed business and is no longer contactable	
		145390	6/30/2017	\$28.15	\$25.59	\$2.56			
				\$140.75	\$127.95	\$12.80			
30793	Hotel Metropole	144116	5/31/2017	\$79.40	\$72.18	\$7.22	Industrial 1.5m3 x 1/wk	10/8/17 Bankruptcy Creditor notification received. Informal Proof of Debt form lodged	
		145435	6/30/2017	\$99.25	\$90.23	\$9.02			
		146725	7/31/2017	\$59.55	\$54.14	\$5.41			
				\$238.20	\$216.55	\$21.65			
30988	S&N Restorations	141512	3/31/2017	\$11.60	\$10.55	\$1.05	Comm refuse Bin 240L x 1/wk	Business closed August last year. Customer no longer responding	
		142862	4/30/2017	\$23.20	\$21.09	\$2.11			
				\$34.80	\$31.64	\$3.16			
31088	Viva Italia Ipswich	137610	12/31/2016	\$499.35	\$453.96	\$45.39	Grease trap pumpout x 1/QT Industrial 1.5m3 x 1wk	Business closed. Customer no longer responding	
		140311	2/28/2017	\$26.45	\$24.05	\$2.40			
		141569	3/31/2017	\$420.00	\$381.82	\$38.18			
				\$945.80	\$859.83	\$85.97			
31213	DJ's Pizza & Takeaway	139057	1/31/2017	\$72.40	\$65.82	\$6.58	Industrial 1.1m3 R/L x 1/wk	Business closed. Customer no longer responding	
		140404	2/28/2017	\$72.40	\$65.82	\$6.58			
		141663	3/31/2017	\$90.50	\$82.27	\$8.23			
		143009	4/30/2017	\$72.40	\$65.82	\$6.58			
		144350	5/31/2017	\$18.10	\$16.45	\$1.65			
				\$325.80	\$296.18	\$29.62			
				\$1,691.31	\$1,537.57	\$153.74			

27 October 2017

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: PROGRAM DIRECTOR/GENERAL COUNSEL AND CITY SOLICITOR

RE: IPSWICH CBD TRANSFORMATION STEERING COMMITTEE

INTRODUCTION:

This is a joint report by the Program Director and the General Counsel and City Solicitor dated 27 October 2017 concerning the progress with the Ipswich Central Redevelopment Project and the reporting of progress via the Ipswich CBD Transformation Steering Committee.

BACKGROUND:

The Ipswich Central Redevelopment Project presents a flagship redevelopment site, strategically positioned to achieve identifiable outcomes which align with the key principles of the Ipswich Regional Centre Strategy and Advance Ipswich. The Ipswich Central Development comprises a number of projects, which are both Ipswich City Council and Ipswich City Properties controlled. In May 2016 Ipswich City Council (Council) resolved to :

- Establish a Steering Committee responsible for the oversight of the CBD Transformation Projects;
- The purpose of the Steering Committee is to provide for the governance and strategic direction for the planning, development and delivery of a range of projects aimed at transforming the CBD of Ipswich.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of program of redevelopment projects and members of the Steering Committee ensure business objectives are being adequately addressed and the program remains under control.

PROJECT SUMMARY:

A full copy of the minutes of meeting are attached, however as these contain “Commercial-In-Confidence” information about the projects, some items are marked as confidential.

We therefore have included within this Executive Summary a synopsis of the projects and opportunities/issues arising.

Ipswich Central

Program Report – October 2017

	Project	Scope	Approved Budget	Status	Next Stages	Risks / Issues
1	New Administration Building	Provision of a new 9 level office building plus 3 level basement carpark with fitout dedicated to Council	\$8m	<ul style="list-style-type: none"> Design nearing completion EOI complete Tender call Nov 2017 	<ul style="list-style-type: none"> Tender call and review 	<ul style="list-style-type: none"> Cost of tenders
2	Civic Space (incl car park)	Development of a new civic and entertainment space over the existing multi-level car-park	\$26m	<ul style="list-style-type: none"> Schematic design under review 	<ul style="list-style-type: none"> Complete design and call tenders 	<ul style="list-style-type: none"> Unknown issues with existing carpark structure and infrastructure
3	Library	Provision of a new main Library for Ipswich	\$11.5m	<ul style="list-style-type: none"> Schematic design under review 	<ul style="list-style-type: none"> Complete design and call tenders 	<ul style="list-style-type: none"> Unknown issues with existing carpark structure and infrastructure
4	Nicholas Street & Union Place	Replacement of existing mall with one way trafficable street	\$6m	<ul style="list-style-type: none"> Schematic design under review 	<ul style="list-style-type: none"> Complete design and call tenders 	<ul style="list-style-type: none"> Unknown issues with existing pavement and railway bridge
5	Murphy's Pub	Deconstruction and reconstruction of heritage significant pub	\$2.5m	<ul style="list-style-type: none"> Deconstruction largely complete 	<ul style="list-style-type: none"> Finalise subsidence investigations Prepare concept designs Progress reconstruction 	<ul style="list-style-type: none"> Unknown cause of subsidence
6	Demolition – Lot Creation	Demolition of part of multi-level car-park for new Administration Building	\$2.5m	<ul style="list-style-type: none"> Demolition of multi-level car park complete Sub-division plans lodged for approval 	<ul style="list-style-type: none"> Complete demolition works and Union Place 	<ul style="list-style-type: none"> Unknown structure and services
7	Bell Street Link	Refurbishment of building as part of retail strategy	\$0.7m	<ul style="list-style-type: none"> Retail concept complete 	<ul style="list-style-type: none"> Seek pre-commitments 	<ul style="list-style-type: none"> Finding retail tenants

	Project	Scope	Approved Budget	Status	Next Stages	Risks / Issues
8	New Food Experience	Refurbishment to create new food and beverage outlets	\$0.8m	<ul style="list-style-type: none"> • Concept complete • Demolition/strip out almost complete 	<ul style="list-style-type: none"> • EOI to market for operators 	
9	Safe City	Relocation of Safe City accommodation to enable redevelopment	\$0.5m	<ul style="list-style-type: none"> • Design & construct tender awarded to Quadric 	<ul style="list-style-type: none"> • Complete construction and relocate Safe City operations 	<ul style="list-style-type: none"> • Uncovering unknown issues in older building
10	QR Site	Purchase of the QR site in Ellenborough Street for future IPAC	\$2.4m	<ul style="list-style-type: none"> • Settlement planned for 6th November 	<ul style="list-style-type: none"> • Own the land 	
11	Existing Council Site	Potential sale of existing council buildings and site	\$0.1m	<ul style="list-style-type: none"> • Ongoing discussions with West Moreton Health & Hospital Services 	<ul style="list-style-type: none"> • Confirm interest and terms, or • Progress sale 	<ul style="list-style-type: none"> • Delays in resolving in time for vacation of site
12	Performing Arts Complex	Concept design and Business Case to support funding applications for new facility	\$0.4m	<ul style="list-style-type: none"> • Concept design complete • Business case being documented 	<ul style="list-style-type: none"> • Finalise business case 	
13	Woollen Mills	Emergent maintenance works to the building plus Visioning consultancy to develop user brief	\$1.8m	<ul style="list-style-type: none"> • Emergency maintenance works underway • Consultancy on-hold 	<ul style="list-style-type: none"> • Assess potential construction costs and decide future actions 	<ul style="list-style-type: none"> • Risk of significant costs to achieve basic stabilisation and safety of the facility

CONCLUSION:

The flagship Ipswich Central Development Project is progressing in-line with the project plan. A number of positive changes have occurred to the Master Plan due to improved understandings on the available opportunities, while meeting the needs of the residents of the City of Ipswich. The resolutions and directions of these can be found within the attached minutes.

Confidential Business Papers

Confidential Business Papers	
01 Steering Committee Agenda and Papers Meeting No 16 -25 Oct 2017	Attachment A

RECOMMENDATIONS:

That the report be received and the contents noted.

Luke Peereboom
PROGRAM DIRECTOR

I concur with the recommendation contained in this report.

Daniel Best
GENERAL COUNSEL AND CITY SOLICITOR

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.2017	OAR: YES
Authorisation: Caroline McMahon	

16 October 2017

MEMORANDUM

TO: CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

FROM: EXECUTIVE SUPPORT AND RESEARCH OFFICER

RE: PROPOSED POLICY AND PROCEDURE FOR CLAUDE OUTDOOR IDENTILITE SIGNS

INTRODUCTION:

This is a report by the Executive Support and Research Officer dated 16 October 2017 concerning a proposed policy and procedure supporting installations of Claude Identilite Signs.

BACKGROUND:

In May 2014, Council renewed its agreement with Claude Outdoor for the installation of illuminated street signs.

Outside of the contractual terms of Council's Agreement with Claude Outdoor, the governance process and requirements regarding installation of new signs are currently inconsistent across the divisions, subject to the preference of the divisional Councillors.

The current process for approval is as follows:

- The application is forwarded to Council by Claude Outdoor.
- An email is sent to the relevant divisional Councillor providing an opportunity to comment on the proposed location prior to the commencement of the full approval process.
- The Council officer liaises with Claude Outdoor to ensure correct spelling and suburb references (as per Council mapper).
- The site plan and elevations documents are forwarded to Safe City to ensure the installation does not impede the view of any of the cameras.
- The site plan and elevations documents are forwarded to infrastructure Planning Branch to ensure the installation will not impede the view of traffic management systems (Traffic lights etc) and to ensure the sign does not obstruct or distract traffic in an unsafe manner.

- Should the installation impact either Safe City or Infrastructure Planning a refusal is sent to Claude Outdoor for the installation.
- If there is no impact on Safe City or Infrastructure Planning the application is forwarded to the relevant divisional Councillor for review and noting of the proposed installation. (Refer Attachment A)

While the contract between Council and Claude Outdoor prescribes the format and style of the Claude Identilite signs, there is currently no clear or consistent position regarding the maximum number of signs to be allowed at an intersection, or the distance between signs, potentially resulting in a lack of consistency across the City.

OPTIONS:

It is proposed that a Policy (refer Attachment B) and Procedure (refer Attachment C) be approved to ensure any future installations meet agreed requirements and the installation of any new signs does not impact on the safety of those using the road by causing a distraction to drivers. Although it is a requirement as part of the Agreement (Schedule 5, Item B “The sign must not obstruct or distract traffic in an unsafe manner”) this could be open to interpretation and is a matter of perspective.

CONSULTATION:

Information has been obtained from the following state government documents concerning Street Signs and Roadside Advertising:

- MUTCD – Part 5: Street Name and Community Facility Name Signs
- Roadside Advertising Guide – Section 7: Specific Permission Criteria for Category 2 Advertising Devices – Illuminated Advertising on Street Name Posts

The Roadside Advertising Guide states it will “assist other government authorities to evaluate proposals for roadside advertising beyond the boundaries of, but visible from, State-controlled roads” and “Certain criteria have been promoted in this document to provide guidance to local government on the various issues that may impact on the operations of a State-controlled road. Local governments should take note of this criteria.....”

To ensure consistency and best practice, it is proposed that Council requirements be aligned to the State Government requirements so that all signs are approved under the same criteria.




Although some of the signs currently installed on State controlled roads appear to be installed outside of the requirements of the Guide, the Guide is not applied retrospectively for signs visible from State controlled roads. It also does not apply to existing approved signs within the boundaries of a State controlled road unless the approval states otherwise and the approval is renewed.

Council’s Infrastructure Planning Branch has been consulted in relation to the proposed Procedure.

CONCLUSION:

A Policy and Procedure relating to the installation of Claude Identilite signs have been developed to ensure future installations are approved in accordance with a set of internal requirements to allow consistent approvals/installations in each division.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Template email for Councillor review of installation	 Attachment A
Attachment B – Proposed Policy - Installation of Claude Identilite Signage	 Attachment B
Attachment C – Proposed Procedure - Installation of New and Replacement Claude Identilite Signage	 Attachment C

RECOMMENDATION:

- A. That the policy titled “Installation of Claude Identilite signage” as detailed in Attachment B to the report by the Executive Support and Research Officer dated 16 October 2017, be adopted.
- B. That the procedure titled “Installation of New and Replacement Claude Identilite Signage” as detailed in Attachment C to the report by the Executive Support and Research Officer dated 16 October 2017, be noted.

Alisha Parker
EXECUTIVE SUPPORT AND RESEARCH OFFICER

I concur with the recommendations contained in this report.

Caroline McMahon
CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

From:
To:
Subject: TEMPLATE - Approval Request - Proposed New Claude Identilite Sign
Date: Wednesday, 10 September 2014 10:12:20 AM

[ATTACH ALL DOCUMENTS PROVIDED BY CLAUDE]

Councillor,

A request has been received from Claude Outdoor for the installation of a new sign as follows and as per the attached artwork and site plans.

Location:

Advertiser:

To progress with installation, the relevant Divisional Councillor is required to provide their approval or objection to the proposed installation.

Would you please review the attached documentation and provide me with your decision by close of business ***** by ticking/highlighting one of the options below. If no response is received by this time, approval will be forwarded to Claude Outdoor to proceed with the installation of the sign.

I note the proposed exercise of delegated power []

I request the matter be referred to the Policy and Administration Board Committee []

I wish to declare a material personal interest in the matter []

I request the matter be held pending clarification of issue(s) below []

I wish to declare a conflict of interest in the matter []

COMMENTS/ISSUES (if any):



INSTALLATION OF CLAUDE IDENTILITE SIGNAGE

Version:

Document No.:

1.1 Objectives: The objective of this policy is to provide requirements for the installation of new and replacement Claude Identillite Signage.

1.2 Regulatory Authority:

Department of Transport and Main Roads Roadside Advertising Guide
MUTCD – Part 5: Street Name and Community Facility Name Signs
ASD-## Installation of New and Replacement Claude Identillite Signage

1.3 Policy Statement: Council will allow the installation of Illuminated Claude Identillite Signage provided the application meets the below standards. Approvals will be processed in accordance with Procedure ASD-## Installation of New and Replacement Claude Identillite Signage

1.4 Scope:

Claude Identillite signs will be submitted to the relevant Divisional Councillor for review and noting upon receipt of an application from Claude Outdoor. All applications are to comply with the following requirements in relation to the distance between signs at an intersection obtained from the Department of Transport and Main Roads Roadside Advertising Guide.

Number of signs at intersection	Minimum required distance between signs
Two	20m
Three	40m
Four	50m

1.5 Roles and responsibilities: This policy applies to the Arts, Social Development and Community Engagement Department

1.6 Policy Author: Chief Operating Officer (Arts, Social Development and Community Engagement)

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE GOVERNANCE ADMIN TEAM

No of resolution:

Date to be reviewed:



**INSTALLATION OF NEW AND
REPLACEMENT CLAUDE IDENTILLITE
SIGNAGE**

Version:

Document No.:

1.1 Objectives: The objective of this procedure is to provide guidance on the approval process for the installation of New and Replacement Claude Identillite Signage.

1.2 Regulatory Authority:

Department of Transport and Main Roads – Roadside Advertising Guide
MUTCD – Part 5: Street Name and Community Facility Name Signs
Policy – Installation of Claude Identillite Signage

1.3 Scope: This procedure addresses the required documentation, restrictions and approval process for the installation of Claude Identillite Signs to ensure the obligations listed in Contract 13-14-032 are adhered to.

1.4 Roles, responsibilities and actions:

1.4.1 – Request for installation of New Sign

- a) Claude Outdoor emails Council a copy of the following documents
 - Proposed Artwork
 - Approach View Image
 - Departure View Image
 - Site Plan Map
 - Front and Side Elevations
 - Map image detailing proposed location of sign
 - Pre-Installation Checklist (Refer Attachment A)
- b) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) records the details of the application in the Register of currently installed Claude Identillite Signs for monitoring.
- c) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) sends advice to the relevant Divisional Councillor of the proposed installation for comment on the proposed location. A second email will be sent to the Councillor with a copy of the full application once all internal checks have been completed and passed (refer step i).
- d) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) reviews the application to ensure the proposed location of the installation meets the distance requirements detailed in the policy titled “Installation of Claude Identillite Signage”.
 - i) Should the proposed installation not meet these minimum distance requirements a refusal will be forwarded to Claude Outdoor.

- e) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) reviews the documentation and advises Claude Outdoor of any required changes to spelling, abbreviations and suburbs.
- Road Type Abbreviations are to be confirmed using Appendix A of Australian Standard – Rural and Urban Addressing AS/NZS 4819:2011
 - Suburbs are to be confirmed using Councils mapping application
- f) If changes are required, marked-up copies of the application are emailed back to Claude Outdoor for amendment.
- g) To ensure the sign will not impede the view of Safe City Cameras, a copy of the Site Plan and Front and Side Elevations of the infrastructure is sent to Safe City for review and advice on location of cameras.
- i) Should the sign impede the view of a Safe City Camera and no alternative is available eg: changing the side of the advertising panel on the infrastructure, Claude Outdoor will be advised the application is denied. Advice will be provided to the Divisional Councillor advising an application had been received and denied due to the location impacting Safe City Cameras.
- h) To ensure the sign will not impede the view to traffic signals, directions signs and general traffic sight lines a copy of the Site Plan and Front and Side Elevations of the infrastructure are sent to Infrastructure Planning Branch for review.
- i) Should the sign impede the view of a traffic signals, directions signs and general traffic sight lines and no alternative is available eg: changing the side of the advertising panel on the infrastructure, Claude Outdoor will be advised the application is to be denied. Advice will be provided to the Divisional Councillor advising an application had been received and denied due to the location impacting traffic signals, directions signs and general traffic sight lines.
- i) Once acceptable documentation is received and all internal checks have been passed, an email is sent to the relevant divisional Councillor including all relevant attachments for review.
- j) The relevant Divisional Councillor reviews the proposal and provides a response within 2 business days of receiving the request. Should no response be received from the Divisional Councillor within 2 business days, a follow-up email is sent as a reminder to review the application. Should a response not be provided to the reminder email within 1 week, approval will be forwarded to Claude Outdoor to proceed with the installation.
- k) Approval will be provided to Claude Outdoor in the form of a letter signed by the Chief Operating Officer (Arts, Social Development and Community Engagement). The letter will be scanned and emailed to Claude Outdoor and the original posted. Copies of all documentation is saved in Council's Document Management System.
- l) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) sends a request to Claude Outdoor for images of the completed installation with a reminder of the due date of the required Engineers Report.


1.4.2 – Request to Replace Infrastructure

- a) Claude Outdoor emails Council a copy of the following documents
 - Proposed Artwork
 - Site Plan Map
 - Pre-Installation Checklist
- b) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) updates record of the sign as required in the Register of Currently installed Claude Identillite Signs.
- c) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) reviews the application and advises Claude Outdoor of any required changes to spelling, abbreviations and suburbs.
 - Road Type Abbreviations are to be confirmed using Appendix A of Australian Standard – Rural and Urban Addressing AS/NZS 4819:2011
 - Suburbs are to be confirmed using Council Mapper or Easimaps
- d) If changes are required, marked-up copies of the application are emailed back to Claude Outdoor for amendment.
- e) To ensure the sign will not impede the view of Safe City Cameras, a copy of the Site Plan and Front and Side Elevations of the infrastructure is sent to Safe City for review and advice on location of cameras.
 - i) Should the sign impede the view of a Safe City Camera and no alternative is available eg: changing the side of the advertising panel on the infrastructure, Claude Outdoor will be advised the application is to be denied. Advice will be provided to the Divisional Councillor advising an application had been received and denied due to the location impacting Safe City Cameras.
- f) To ensure the sign will not impede the view to traffic signals, directions signs and general traffic sight lines a copy of the Site Plan and Front and Side Elevations of the infrastructure is to be sent to Infrastructure Planning Branch for review.
 - i) Should the sign impede the view of a traffic signals, directions signs and general traffic sight lines and no alternative is available eg: changing the side of the advertising panel on the infrastructure, Claude Outdoor will be advised the installation is to be denied. Advice will be provided to the Divisional Councillor advising an application had been received and denied due to the location impacting traffic signals, directions signs and general traffic sight lines.
- g) Once acceptable documentation is received and all internal checks have been passed, an email is sent to the relevant Divisional Councillor including all relevant attachments for review.
- h) The relevant Divisional Councillor is to review the proposal and provide a response within 2 business days of receiving the request. Should no response be received from the Divisional Councillor within 2 business days, a follow-up email will be sent as a

reminder to review the application. Should a response not be provided to the reminder email within 1 week, approval will be forwarded to Claude Outdoor to proceed with the installation.

- i) Approval will be provided to Claude Outdoor in the form of a letter signed by the Chief Operating Officer (Arts, Social Development and Community Engagement). The letter will be scanned and emailed to Claude Outdoor and the original posted. Copies of all documentation is to be saved in Council’s Document Management System.
- j) The Executive Support and Research Officer (Arts, Social Development and Community Engagement) sends a request to Claude Outdoor for images of the completed installation with a reminder of the due date of the required Engineers Report.

1.5 Attachments

Name of Attachment	Attachment
Schedule 5 – Pre-Installation Checklist	 <p>Pre-Installation Checklist</p>

1.6 Procedure Author: Chief Operating Officer (Arts, Social Development and Community Engagement)

Date of approval:

Title of Manager: **THIS WILL BE FILLED IN ONCE THE PROCEDURE HAS BEEN APPROVED BY THE DEPARTMENT HEAD BY THE CORPORATE GOVERNANCE ADMIN TEAM**

Date to be reviewed: (two years after this procedure has been approved)

City Management, Finance and Community Engagement Committee	
Mtg Date 9 Nov 2017	OAR: YES
Authorisation: Gary Kellar	

6 November 2017

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: CHIEF OPERATING OFFICER (ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

RE: TI-TREE BIOENERGY (FORMERLY VEOLIA ENVIRONMENTAL SERVICES) CONTRIBUTIONS

INTRODUCTION:

This is a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 6 November 2017 concerning the management of contributions from Ti-Tree Bioenergy formerly known as Veolia Environmental Services and Collex.

BACKGROUND:

On 29 May 2002, a Court Order was handed down by the Planning and Environment Court in respect to a development application for a Waste Disposal Operation and Ancillary Activities at the Collex site at Willowbank. The Court Order set out the requirement for the payment of certain contributions towards the mitigation of any and all 'perceived' or 'real' impacts (locally or city-wide) that may arise from the development.

The initial contribution was paid to Council in January 2003 in accordance with the 2003 development approval (refer Attachment A). From that point, contributions have been made annually for the period 1 July to 30 June based on the tonnage of waste received at the site, or \$100,000.00, whichever is greater.

Council, at its Ordinary Meeting of 24 November 2004¹ (minutes attached as Attachment B), adopted that the annual lump payment from Collex (now known as Ti-Tree Bioenergy) be divided equally into twelve (12) allocations within the following categories:

- Ten (10) Divisional Allocations
- One (1) Citywide Allocation
- Division 10 for specific projects nominated by the Willowbank Area Group (WAG)

¹ clause 09.02 of the City Management Finance Committee 2004(10)

In August 2004, Council adopted the utilisation of Procedure 09/04 (*Allocation of Community Donations*) to provide a process to distribute the annual payment of the Local Environmental Improvements Contribution by Collex Pty Ltd (now known as Ti Tree Bioenergy). Subsequently another procedure titled *Distribution of Payments Willowbank Area Group Collex Annual Payment* was developed in 2005, outlining the process to distribute the annual payment, including the role and responsibilities of the Willowbank Area Group. (See Attachment C for latest version).

Willowbank Area Group (WAG) administers a local environmental grants program, whereby the Group makes an initial assessment of applications, which are then approved by the CEO and Mayor. WAG is also allocated non-acquitted funds of up to \$5,000 per year to assist with administration costs such as insurance.

CONCLUSIONS:

The current 12-way distribution of funds potentially dilutes the benefits deliverable by Council, as per the intent of the Court Order, which is to mitigate impacts that may arise from the development at Willowbank. Council has an opportunity to streamline management of funds while creating a centralised program of work that targets improved environmental outcomes and long-term sustainability across the City. It is appropriate that this program be developed in consultation with the Chair of the Conservation and Environment Committee and the relevant Divisional Councillor.

The delivery of local, small scale environmental projects coordinated (directly or indirectly) by the Willowbank Area Group provide a targeted focus for the delivery of relevant projects by local community organisations. It is proposed that the current funding arrangements for WAG continues.

BENEFITS TO COMMUNITY AND CUSTOMERS:





Centralisation of contributions paid by Ti Tree Bioenergy for delivery of a targeted environment and sustainability program aligns to Advance Ipswich and the Corporate Plan 2017–2022, by contributing to one or more of the following Goals, Strategies and Actions, including:

- Develop and implement an integrated approach to the planning and management of nature conservation matters in partnership with community, private land owners and government agencies.
- Improve environmental awareness, education and compliance
- Implement initiatives that strengthen governance, skills and knowledge

FINANCIAL IMPLICATIONS:

The 2017-2018 budget contains \$12,378 within each of the ten divisional community donation accounts and the city wide community donation account. In past years, an adjustment has been processed as part of the budget review in order to fully allocate actual revenue received by Ti Tree Bioenergy in the current financial year. It is proposed that this adjustment does not proceed, thereby generating no impact to the current budget.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A Conditions of the Consent Order for the Waste Disposal Facility at Willowbank	 Attachment A
Attachment B Ipswich City Council Minutes of Ordinary Meeting 24 November 2004	 Attachment B
Attachment C Procedure: Distribution of Annual Veolia Environmental Services Funding for Grants Nominated by the Willowbank Area Group Inc	 Attachment C
Confidential Background Papers	
Legal Advice – Interpretation of Approval	 Attachment D

RECOMMENDATIONS:

- A. That the previous decision of Council, as per Recommendation A of Item No. 09.02 of the City Management and Finance Committee, 2004(10) of 16 November 2004 and adopted at the Council Ordinary Meeting of 24 November 2004, detailed in Attachment B, be repealed.
- B. That one twelfth of the funding available from the Collex planning approval condition order be available for the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc which meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002, with unspent funds as at financial year end to be rolled over to the following year's budgeted funds.
- C. That Council reviews and updates its agreement with the Willowbank Area Group to ensure that assessment criteria for the expenditure of funds align to the prescribed outcomes in the court order handed down by the Planning and Environment Court on 29 May 2002.
- D. That 11/12th of all future contributions from Ti Tree Bioenergy fund a centralised, targeted environment and sustainability program of work to meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002.

- E. That the balance between allocated 2017/18 budget (Ti Tree Bioenergy component in community donations accounts) and actual revenue received by Ti Tree Bioenergy in the 2017/18 financial year be allocated to expenditure under a targeted environment and sustainability program of work.
- F. That all unspent funds relating to the centralised, targeted environment and sustainability program of work be rolled over into future years' operational budget to ensure that Council continues to meet the outcomes prescribed by the court order handed down by the Planning and Environment Court on 29 May 2002.

Caroline McMahon
CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

**Waste Disposal Operation and Ancillary Activities
Collex Ti Tree site Willowbank**

8. Contributions for Local Environmental Improvements

- 8.1 The developer shall contribute a sum of \$320 000 for amenities within the City, together with a minimum of \$100 000 per annum (to be indexed as below and linked to the volume of waste received and discounted as outlined below) for use on roads or environmentally sensitive areas of the City.
- 8.2 Such contribution is additional to, and separate from, any other contribution for Road Headworks contributions.
- 8.3 The sum of \$320 000 for amenities shall be paid within one (1) year of the granting of this approval or prior to approval of the operational works or any building works approval over the site, whichever is the sooner.
- 8.4 The minimum sum of \$100 000 per annum shall be paid on an annual basis commencing twelve (12) months from the date of commencement of the use. This annual payment shall be linked to the volume of waste received [i.e. \$1 per tonne for the first three (3) years of operation and thereafter also indexed by the same percentage change as in the 'Gate Rate']. The total of the annual payment shall, however, be discounted by a sum equal to 80% of the general rate payable in respect of the property at the time of payment. The minimum annual levy of \$100 000 shall also be indexed every three (3) years by the same percentage change as occurs in the Gate Rate.
- 8.5 Council considers that there are potential negative outcomes associated with solid waste disposal for the City of Ipswich, including potential environmental and amenity impacts and negative image connotations of Ipswich as a 'dumping ground' for SEQ and other regions. Therefore any funds paid in respect to this condition shall be deemed to be for the mitigation of any and all 'perceived' or 'real' social and environmental impacts that may arise from the development.
- 8.6 Any funds paid in respect to this condition shall be utilised for community and environmental improvements across the City as determined by Council and having regard to the impacts (whether 'perceived' or 'real') that may arise from the development.
- 8.7 Note: for the purposes of this condition, the 'Gate Rate' shall be determined by dividing the total revenue received for material coming into the landfill, by the tonnages involved. It shall be reviewed every three (3) years.

IPSWICH CITY COUNCIL
MINUTES OF ORDINARY MEETING

15 DECEMBER 2004

Held in Council Chambers, Council Administration Building
45 Roderick Street, Ipswich

The meeting commenced at 9.00 a.m.

ATTENDANCE AT COMMENCEMENT	Councillors P. Pisasale (Mayor), Morrison, Tully, Attwood, Nardi, Morrow, Bromage, Antonioli, C. Pisasale, Ireland and Pahlke
OPENING PRAYER	Pastor Paul Blake, St Stephen's Presbyterian Church, delivered the opening prayer.
APOLOGIES	Nil Councillor Pahlke left the Chambers at 9.01 a.m.

CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF ORDINARY MEETING

Moved by Councillor C. Pisasale:

That the Minutes of the Ordinary Meeting held on 24 November 2004 be confirmed.

Seconded by Councillor Antonioli.

The motion was put and carried.

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

HEALTH AND REGULATION COMMITTEE

Moved by Councillor Antonioli:

That the Health and Regulation Committee's Report No. 2004(11) of 6 December 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

(council\minutes)

IPSWICH CITY COUNCIL
MINUTES OF ORDINARY MEETING

24 NOVEMBER 2004

Held in Council Chambers, Council Administration Building
45 Roderick Street, Ipswich

The meeting commenced at 9.01 a.m.

ATTENDANCE AT COMMENCEMENT Councillors P. Pisasale (Mayor), Morrison, Tully, Attwood, Nardi, Morrow, Bromage, Antonioli, C. Pisasale, Ireland and Pahlke

OPENING PRAYER Reverend John Langbridge, Senior Pastor, St Stephens Presbyterian Church, delivered the opening prayer.

APOLOGIES Nil

CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF ORDINARY MEETING Moved by Councillor C. Pisasale:
That the Minutes of the Ordinary Meeting held on 3 November 2004 be confirmed.

Seconded by Councillor Antonioli.

The motion was put and carried.

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

HEALTH AND REGULATION COMMITTEE Moved by Councillor Antonioli:
That the Health and Regulation Committee's Report No. 2004(10) of 15 November 2004 be received and adopted.

Seconded by Councillor Ireland.

The motion was put and carried.

ARTS, COMMUNITY AND CULTURAL SERVICES COMMITTEE Moved by Councillor C. Pisasale:
That the Arts, Community and Cultural Services Committee's Report No. 2004(10) of 15 November 2004 be received and adopted.

Seconded by Councillor Antonioli.

The motion was put and carried.

**BUSINESS UNITS
AND LIBRARY
SERVICES
COMMITTEE**

Moved by Councillor Pahlke:

That the Business Units and Library Services Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

**WORKS
COMMITTEE**

Moved by Councillor Nardi:

That the Works Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor Attwood.

The motion was put and carried.

**CONSERVATION,
PARKS AND
SPORT
COMMITTEE**

Moved by Councillor Morrison:

That the Conservation, Parks and Sport Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor C. Pisasale.

The motion was put and carried.

**PLANNING,
DEVELOPMENT
AND
ENVIRONMENT
COMMITTEE**

Moved by Councillor Tully:

That the Planning, Development and Environment Committee's Report No. 2004(10) of 16 November 2004 be received and adopted.

Seconded by Councillor Attwood.

The motion was put and carried.

**CUSTOMER
RELATIONS
COMMITTEE**

Moved by Councillor Morrow:

That the Customer Relations Committee's Report No. 2004(10) of 16 November 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

**ECONOMIC
DEVELOPMENT
COMMITTEE**

Moved by Mayor, Councillor P. Pisasale:

That the Economic Development Committee's Report No. 2004(13) of 16 November 2004 be received and adopted, subject to the following amendment to **Clause 09.01**:

- inclusion of the words 'and Andrew Smith, Chairperson of Leading the Way CEO's Network' at the end of recommendation B.

Seconded by Councillor Nardi.

The motion was put and carried.

**CITY
MANAGEMENT
AND FINANCE
COMMITTEE**

Moved by Mayor, Councillor P. Pisasale:

That the City Management and Finance Committee's Report No. 2004(10) of 16 November 2004 be received and adopted, subject to the following amendments:

- Inclusion of the following Clause after **Clause 09.01**:

'09.02 COMMUNITY DONATIONS

With reference to community donations funded by the Collex planning approval condition order.

RECOMMENDATION

- A. That one twelfth of the funding available from the Collex planning approval condition order be available for each divisional community donation account and the city wide community donation account, with the remaining one twelfth being available for additional funding to the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc.
 - B. That the Chief Executive Officer be delegated power, in consultation with the Mayor and the Councillor for Division 10, to approve projects recommended by the Willowbank Area Group Inc from the additional Division 10 community donation funding.'
- deletion of the words '**ROADS AND DRAINAGE**' where appearing in Program **21** Heading and insertion of the word '**WORKS**' in lieu thereof;

- inclusion of the following Clause after **Clause 21.01**:

‘21.02 SECURITY ARRANGEMENTS - COUNCIL PRECINCT

With reference to a report by the Works Manager dated 23 November 2004 concerning the security arrangements in the Council Precinct.

RECOMMENDATION

That the Works Manager be authorised to implement changes to the current security arrangements in the Council Precinct as required.’

Councillor C. Pisasale left the Chambers at 10.04 a.m.

Seconded by Councillor Attwood.

The motion was put and carried.

Councillor C. Pisasale returned to the Chambers at 10.08 a.m.

MEETING CLOSED The meeting closed at 10.08 a.m.

--ooOoo--



DISTRIBUTION OF ANNUAL VEOLIA ENVIRONMENTAL SERVICES FUNDING FOR GRANTS NOMINATED BY THE WILLOWBANK AREA GROUP INC

Version: 2
Document No.: CCS-17

1.1 Objectives:

The objective of this procedure is to establish the framework for the receipt, assessment, distribution and recording of funding allocated by Veolia Environmental Services for specific projects within Division 10, which are nominated by the Willowbank Area Group Inc (WAG).

1.2 Regulatory Authorities:

Local Government Act 2009 Local Government Regulations 2012
Ipswich City Council Corporate Plan 2012-2017
Ipswich City Council 2011-2031 Long Term Community Plan (i2031)
Ipswich City Council Grants, Donations, Bursaries and Scholarships Policy

1.3 Scope:

In May 2002, a Court Order was handed down by the Planning and Environment Court in respect of the development for a waste Disposal Operation and ancillary activities at the Collex Ti Tree site at Willowbank. The Court Order set out the requirement for the payment of contributions towards the mitigation of any or all “perceived” or “real” social and environmental impacts that may arise from the development. Council at its ordinary meeting of 24 November 2004 adopted that the annual lump payment from Collex be divided equally into twelve (12) allocations within the following categories:

- (a) Ten (10) Divisional Allocations
- (b) One (1) Citywide Allocation
- (c) Division 10 for specific projects nominated by the Willowbank Area Group (WAG)

Procedure:

- WAG will have full responsibility for the initial assessment for all applications under Category (c) above. The exception will be where WAG itself is seeking funding for a specific project. In this instance, the assessment will be undertaken by Council’s Community Grants Officer in accordance with the assessment criteria set by WAG.
- The final outcome of WAG assessments will be forwarded by the relevant WAG representative to Council’s Community Grants Officer detailing:
 - List of organisations and projects details
 - Amount of funding requested for each project
 - Amount of funding approved for each project
 - ABN and GST status
 - List of organisations and projects for which funding was not approved

- Rationale for successful and unsuccessful funding
- Upon receipt of the WAG Assessment Outcomes, Council's Community Grants Officer will check all documentation to ensure that the information is correct and complies with Council's procedural requirements.
- During the initial assessment process, Council's Community Grants Officer may seek additional information from WAG regarding clarification on any approval/refusal of funding.
- Following the initial assessment process, Council's Community Grants Officer will forward the list of successful and unsuccessful applicants, along with a covering memo, to the Community Development Manager for consideration and subsequent referral to:
 - The Mayor
 - Division 10 Councillor
 - Chief Executive Officer
 - Chief Operating Officer (Community and Cultural Services) for consideration and formal approval.
- Upon receipt of formal approval from the Mayor, Division 10 Councillor, Chief Executive Officer and Chief Operating Officer (Community and Cultural Services), Council's Community Grants Officer will advise the WAG representative via email with a copy to the Division 10 Councillor.
- The WAG representative will subsequently formally advise organisations of the outcome of their respective funding applications. The formal advice will require that organisations submit a Tax Invoice or Invoice (dependent on Tax Status) and Withholding Tax Exemption Declaration Form (where relevant) to Council for the appropriate approved funding amount.
- Upon receipt of the relevant tax information, Council's Community Grants Officer will arrange for the processing of all cheques and subsequent distribution to the WAG representative.
- WAG will be responsible for organising a cheque presentation ceremony and notifying the Mayor, Division 10 Councillor and Veolia representatives accordingly.
- WAG will be responsible for the administration, management and acquittals (including outstanding acquittals) of approved grants and will provide Council with an annual report on these activities.

1.4 Roles, Responsibilities and Actions:

The Community Grants Officer is responsible for adhering to this procedure.

1.5 Procedure Author:

The Community Development Manager is responsible for maintaining this procedure.

Date of Approval: 8 February 2016

Title of Manager: Chief Operating Officer (Community and Cultural Services)

Date of Review: 8 February 2018

This procedure supersedes the procedure approved by the Chief Operating Officer (Community and Cultural Services) on 20 November 2013.

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR:
Authorisation: Caroline McMahon	

20 October 2017

MEMORANDUM

TO: COORDINATOR, COMMUNITY DEVELOPMENT

FROM: COMMUNITY DEVELOPMENT PROJECT OFFICER

RE: CITY COUNTRY REFERENCE GROUP

INTRODUCTION:

This is a report by the Community Development Project Officer dated 20 October 2017 forwarding for Council's information the minutes of the meeting of the City Country Reference Group held on 3 August 2017 (Meeting No. 94).

POINTS OF INTEREST AND/OR ISSUES:

The City Management, Finance and Community Engagement Committee's attention is drawn to the following meeting items:

Meeting No.	Item Description
94	Guest Speaker, Alistair Tavares, Tourism Development Manager, gave a presentation on Council's Destination Marketing, Management and Events Plan 2015 to 2018.

BENEFITS TO COMMUNITY AND CUSTOMERS:


Provision of the City Country Reference Group meeting supports Council's commitment to enhancing the quality of life of its community and complements Council's Advance Ipswich and the Corporate Plan 2017–2022 Strategies and Goals, in particular Community Spirit and Wellbeing by:

- Providing equitable access and avenues for all residents of Ipswich to participate and contribute to decisions made in their community.
- Encouraging residents to identify the needs of the community.

CONSULTATION:

The minutes have been approved by the Chairperson of the City Country Reference Group, and have been adopted by the City Country Reference Group at the meeting held Thursday, 5 October 2017.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A - Minutes of the City Country Reference Group No. 94	 Attachment A

RECOMMENDATION:

That report be received and the contents noted.

Sarah Sheehy
COMMUNITY DEVELOPMENT PROJECT OFFICER

I concur with the recommendation contained in this report.

Angi Harms
COORDINATOR, COMMUNITY DEVELOPMENT

I concur with the recommendation contained in this report.

Abbey Richards
MANAGER, COMMUNITY ENGAGEMENT

I concur with the recommendation contained in this report.

Caroline McMahon
**CHIEF OPERATING OFFICER
(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)**

MINUTES OF THE MEETING OF THE
RURAL CONSULTATIVE COMMITTEE
Meeting Number 94

Date and Time	Thursday 3 August 2017
Location	Humanities Centre Café
Chairperson	Cr David Pahlke
Attendees	Cr David Pahlke, Cr Kerry Silver, Barry Thorne, George Hatchman, Jack Else, Margaret Daniell, Rodney Smith, Simeon Hoffman, Peter Callcott.
Apologies	Cr Andrew Antonioli, Des Jones, Christine Ryan, Ian Dainer, John Byrne, James Sedman.

Item No.	Agenda Item	Discussion (Minutes)	Actions Required
	Welcome	Cr David Pahlke welcomed everyone to the meeting.	
	Guest Speaker	<p>Alistair Tavares – Tourism Development Manager</p> <p>Alistair covered a number of areas, which are covered in the Destination Marketing, Management and Events Plan 2015 to 2018. Copy of the plan can be found at www.DiscoverIpswich.com.au/DMMEP.</p> <p>Alistair noted there has been an increase in both Domestic and International Overnight Arrivals in the past 12 months, which is in line with projected targets.</p> <p>Members present were handed a copy of the latest Discover Ipswich magazine. It was highlighted that the magazine has moved away from advertisements for the tourist destinations, focusing more on stories written by travel bloggers. Stories from travel bloggers can also be found on the Discover Ipswich website at www.DiscoverIpswich.com.au.</p> <p>Ipswich City Council has also enhanced the Media Partners to promote local destinations and tourism operators. These include Trip Advisor, Channel 7 (The Great Day Out, Qld Weekender, & Creek to Coast), The Urban List, and MustDoBrisbane.com, to name a few.</p> <p>One of the stories that featured on The Great Day Out featured Great Houses of Ipswich. The story can be viewed at http://thegreatdayout.com.au/family/great-houses-ipswich.</p> <p>In 2016, 14 local tourism operators received a Certificate of Excellence from Trip Advisor. In 2017, this number increased to 24, which is a great achievement.</p> <p>After conducting a Tourism Assets Study, it was found that in order to attract new visitors to Ipswich, we would need to increase the number of new events/festivals that are held in the city. It was noted, however, that what is missing is a major attraction that would increase the number of visitors, especially on weekends.</p> <p>The question was asked of the members, ‘What is different about Ipswich from anywhere else?’</p> <ul style="list-style-type: none"> We are a Heritage city, however, our demographic is quite young – how do we incorporate both into Ipswich’s Tourism? 	Cr Pahlke will forward these suggestions to Alistair.

Item No.	Agenda Item	Discussion (Minutes)	Actions Required
		<ul style="list-style-type: none"> • Top of Town (if done correctly) could provide the heritage appeal. • Could we use the river more? – the quality of the water would need to be improved and rocks would need to be removed in order for ships, such as the HMAS Ipswich, to travel the river. • Urbane Markets – looking at building container markets (such as Eats Streets). There should be more news coming in a few weeks about these plans. • Ipswich has linkages to Mary Poppins, James Bond and dinosaurs – these should be explored and promoted. • The largest RAAF Base in Australia - an Air Show or Aviation Festival would be bring in a lot of visitors. It was noted that there was no mention of the RAAF Amberley Aviation Heritage Centre as a tourist destination in Alistair’s presentation. • Could we not be developed as the Festival capital? We do have enough facilities for festivals. We have some big festivals, such as Pasifika Spring Festival and V8 Super Cars, but if you are not interested in the particular event you wouldn’t attend. People tend to attend festivals that they are interested in. • We have both city & country within the one city. • Develop tourism around the historic industries of the city – the Woollen Mills could have markets once it is developed. Mining – open cut mines that could be repurposed as recreational areas. • Qld Pipe Band Championships – it is envisaged this would be on par with Woodford with a different clientele. Looking to increase the event to go beyond being a cottage industry. • There should be a billboard at Albert Theaker Park with Ipswich attractions advertised as people enter the city. • Rosewood – RV Friendly Town. How do we capture the caravan market? – dump points and an increase in the number of caravan parks are required. • Ipswich is a Qld Heritage City – where do you go to experience the heritage? There is the Cooneana Centre although it is a bit out of the way. However, if the living history experience is done well, it would bring people in. It may require a new, bigger location in order to work. A study will be done in the next couple of weeks to look at the big picture. <p>On a final point, Alistair noted that he believes the hospitality of people is what makes Ipswich stand out. It just needs to be nurtured. We also need good experiences so people return and tell others so they will also want to visit.</p> <p>The question was raised as to how this committee can have direct input</p>	

Item No.	Agenda Item	Discussion (Minutes)	Actions Required
		into the Tourism Strategy? Cr Pahlke replied that all ideas from the minutes will be sent to Alistair.	
	Adoption of previous minutes	Cr David Pahlke moved that the minutes from the June 2017 meeting are a true and correct record. Seconded by Jack Else. cd.	
	Business arising from previous minutes	<p>Limestone Hill Ziggurats Update</p> <p>The advice received from David Horseman states:</p> <p>“We had an issue with the initial consultant and determined to cancel their engagement. We subsequently issued the work to another consultant and currently anticipate their report being provided by the end of this week (COB 04.08.17).</p> <p>An update will be provided once the report has been received and reviewed.”</p>	
		<p>Terms of Reference</p> <p>The Terms of Reference has been adopted at the relevant Council Committee.</p>	
		<p>Celebrating 100th meeting of the Committee</p> <p>A suggestion was made to invite past members for a lunch and possibly a tour of significant areas of Ipswich.</p> <p>Suggested tour destinations are:</p> <ul style="list-style-type: none"> • Aviation Heritage Museum • Safe City • Orion Lagoon at Springfield <p>This will be discussed further at future meetings.</p>	
		<p>Ebenezer Mining Site</p> <p>The situation of an abandoned mine appears when the mining company goes broke or on-sells to a company that finds they can't do anything with it. Abandoned mines can create safety issues as has been seen on a few occasions in Ipswich.</p> <p>Council has put together a list of old mining sites that Council is aware of. Lock the Gate has raised questions about the Ebenezer site – quality of water, toxins in the soil, etc., and there does not seem to be any plan for rehabilitation. There seems to be a lack of commitment from the Department of Environment & Heritage Protection in regards to enforcing the rehabilitation of old mines. It was queried whether the State Government are doing a financial audit of old, abandoned mines. Companies are paying a bond for the rehabilitation but are not following through.</p> <p>Many of the old mine sites could be used for recreational purposes, e.g., water voids with boat ramps, walking tracks, etc. However, any</p>	

Item No.	Agenda Item	Discussion (Minutes)	Actions Required
		<p>rehabilitation undertaken requires a substantial financial commitment.</p> <p>Council can advocate on behalf of the community but it is not their responsibility to fix the problem.</p>	
		<p>Fencing for Heritage Homes</p> <p>James Sedman brought this up briefly at the July meeting. Sarah spoke with Tanya Jen and was referred to the Ipswich Planning Scheme, Part 12 Division 10 – Character Code. A copy of this section is available.</p>	<p>Sarah to send this to James Sedman.</p>
	<p>General Business</p>	<p>Committee Resignations</p> <p>It was noted that two resignations have been received this week:</p> <p>Faalolo Kurene - has moved to Townsville Eddie Hadzig - for personal reasons</p>	
		<p>New Roads</p> <p>Peter Callcott noted that the new way of laying roads, with a hot mix, is really well done and should be commended. It improves the look of the road with less potholes being created.</p>	
		<p>Wildey Street</p> <p>Wildey Street, Raceview, is an extremely busy road, however there is a section of the road that does not have kerb and channelling, which is along the front of the property at 141 – 155 Wildey Street. A community Christmas event is held each year in the Wallace family property and this section of road gets very muddy during wet weather.</p> <p>Cr Silver suggested that as the property is quite a large property, there is the potential for future subdivision, which may have an impact on kerb and channelling at the moment.</p>	<p>Sarah will refer this to Council's Roads and Drainage Team.</p>
		<p>Smiley Face Speed Warning Signs</p> <p>Peter Callcott asked if there was any truth that the Speed Warning Signs may have cameras added. Both Councillors replied that this has never been discussed as an option. The signage is in place in certain areas to stop motorists from speeding with a visual reminder. The anonymous speed data is collected and sent to the police purely for data collecting purposes on whether the signage is having the desired effect, i.e. to reduce the number of vehicles who exceed the speed limit. While there has not been any discussion around adding cameras to the signs, the councillors could not say no, however, there is no capacity or desire to at the moment.</p>	
		<p>Ripley Road Barricades</p> <p>Margaret Daniell noted that the barricades along Ripley Road are unsightly and wondered when they would be removed. Cr Silver noted that they are in place while works are still being done in the area.</p>	<p>Cr Kerry Silver will make enquiries on the development timeline.</p>

Item No.	Agenda Item	Discussion (Minutes)	Actions Required
	Future Topics for discussion	<ul style="list-style-type: none"> • iGo - City of Ipswich Transport Plan • Plans for future Roads infrastructure • Healthy Land and Waterways - water catchments • South East Qld Regional Plan • Town Planning Scheme • Visit to Safe City • Visit to Call Centre 	
	Next Meeting	<p>Thursday 5 October, 4.00 pm at Humanities Centre Café</p> <p>Guest Speaker: Tony Dileo – Infrastructure Planning Manager</p>	
	Meeting closed	5.30 pm	

City Management, Finance and Community Engagement	
Mtg Date: 9/11/17	OAR: YES
Authorisation: Sean Madigan	

3 October 2017

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

RE: LINE OF SIGHT – DEVELOPMENT OF A PURPOSE STATEMENT FOR COUNCIL

INTRODUCTION:

This is a report by the Chief Operating Officer (Health, Security and Regulatory Services) dated 3 October 2017 concerning the development of an Ipswich City Council Purpose Statement, a key initiative of the Line of Sight (LOS) culture program.

BACKGROUND:

The journey of the Line of Sight culture program and the development of a Purpose Statement began when Council undertook a culture survey in 2016. The culture survey outcomes indicated that employees were somewhat unclear about Council's objectives and priorities and its role in the wider community.

In discussion with Line of Sight project branch representatives, the LOS Program Leadership Team (PLT) explored the value of developing a purpose statement and how it could positively impact employees. Feedback indicated that the development of a purpose statement would remove barriers to improve our customer service, allowing seamless collaboration across the organisation focused on the "why" or our organisational purpose.

THE DRAFT PURPOSE STATEMENT:

***Ipswich City Council:
Together we proudly enhance the quality of life for our community***

HOW THE PURPOSE STATEMENT WAS DEVELOPED:

In accordance with the results of Council's 2016 culture survey, and the Line of Sight program principles, significant employee involvement was the fundamental in developing the purpose statement.

The following steps were taken to draft Council's purpose statement:

1. The Line of Sight Project Team prepared a purpose statement survey to gather feedback on proposed purpose statement themes;
2. The purpose statement survey was issued to **all** Council employees to complete over a two week period (paper and online completion was possible);
3. Survey responses were collated and summarised for common themes and comments with a total of 552 responses received.
4. The Line of Sight Project Team, representing all departments in Council, then workshopped the survey responses and themes.
5. The proposed purpose statement was validated through a presentation to the Line of Sight Program Leadership Team and the Program Sponsor, Chief Operating Officer for Health Security and Regulatory Services.
6. The draft Purpose Statement is now presented to Council for endorsement and implementation via the Line of Sight Team.

USE OF THE PROPOSED PURPOSE STATEMENT:

The development of the Purpose Statement has involved a significant level of staff engagement. The staff have indicated that they envisage that whilst the purpose statement is fundamentally for internal use, there are potential opportunities for external use.

Once endorsed, the implementation of the Purpose Statement will be finalised by the relevant Line of Sight Project Team, its sponsor, the Chief Operating Officer – Arts, Social Development and Community Engagement, the Line of Sight Program Sponsor, Chief Operating Officer – Health Security and Regulatory Services and the Chief Operating Officer – Economic Development and Marketing.

CONCLUSION:

In accordance with the results of Council's 2016 culture survey, and the Line of Sight program principles, significant employee involvement was the key in developing the purpose statement contained in this report.

RECOMMENDATION:

- A. That Council endorse the Purpose Statement outlined in the report by the Chief Operating Officer (Health, Security and Regulatory Services).
- B. That the implementation of the Purpose Statement be finalised by the Line of Sight Project Team, the Chief Operating Officer (Arts, Social Development and Community Engagement), the Chief Operating Officer (Health, Security and Regulatory Services) and the Chief Operating Officer (Economic Development and Marketing).

Sean Madigan

CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

I concur with the recommendations contained in this report.

Gary Kellar

ACTING CHIEF EXECUTIVE OFFICER

City Management Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Gary Kellar	

27 October 2017

MEMORANDUM

TO: MAYOR ANDREW ANTONIOLLI
FROM: ACTING CHIEF EXECUTIVE OFFICER
RE: EXECUTIVE SECRETARIAT UPDATE

INTRODUCTION:

This is a report by the Acting Chief Executive Officer providing an update on the Chief Executive's Office for the month of October 2017.

BACKGROUND:

The Executive Secretariat consists of the Executive Office, Executive Research, Internal Audit and Legal Services.

Following is a summary of activities for each area:

Executive Office

Familiarisation

Since commencing duty on 3 October 2017 the Acting Chief Executive Officer (Acting CEO) has undertaken an intense program of familiarisation which includes the initial orientation and induction program for new employees as well as personal briefings on the status of operations in all of the areas of jurisdiction of the Chief Operating Officers. Included in the familiarisation has been a "walk through" of each of the organisational areas to be introduced to staff and be oriented to the layout of administrative accommodation and functional areas.

To further acquire an understanding and appreciation of elected members, meetings were arranged at each of the divisional offices to meet with Councillors and their staff and understand issues associated with the different priorities and needs of the divisional areas. In particular, numerous briefings were arranged in relation to key issues currently facing the Council and its organisation with particular reference to difficult legacy issues that require the Acting CEO's attention in the early days.

Representative Duties

The role of the Chief Executive Officer at Ipswich City Council contains significant responsibilities in terms of representative duties on numerous bodies, companies, steering committees and forums both for the purposes of direct input into the decision making and to obtain understanding through an observation role of matters pertinent to the Council. In particular, attendance was maintained at the following forums:

- Ipswich City Enterprises
- Ipswich City Developments
- Ipswich City Properties
- Ipswich City Enterprise Investments
- Ipswich Motorsport Park
- Ipswich City Properties CBD Project Control Group
- Financial Management Group
- Ipswich Defence Industry Attraction Steering Committee
- Ipswich CBD PCB epc.Pacific AFL Meeting
- Ipswich CBD PCB epc.Pacific PCG DA Meeting
- Ipswich Central Projects Review Group
- Digital Innovation Steering Committee
- CBD Transformation Steering Committee
- Employee Advisory Consultative Committee

In addition to these meetings, arrangements were established for fortnightly catch-up meetings with each of the Chief Operating Officers to review operational issues in their areas of jurisdiction and attendance at the full round of Council Committees and the Council meeting was maintained.

Governance Review

The Administrative Working Group has been established for the implementation of the recommendations from the Governance Review. Progress to date has been swift and a number of issues are already “on foot”. The following is a brief summary of matters progress to day:

1. Councillor Code of Conduct – research is proceeding on relevant models to compile a proposed draft for consultation with Councillors. This is expected to be undertaken in the next fortnight.
2. Review of Council’s acceptable request guidelines in relation to contact between Councillors and staff - the “red box” structure has been reviewed by Chief Operating Officers and procedures around effective servicing of Councillors for information and support are being prepared. The proposals will also be consulted with Councillors in the near future.
3. Review of conditions and delegated powers in relation to the Planning Act – the City Planner is currently reviewing these matters. A further report will be forthcoming.

4. Training programs of awareness in relation to workplace behaviour – an organisation wide refresher program on code of conduct including awareness in relation to bullying and harassment is being rolled out. The outside workforce component has been completed and a program has been established for inside staff training.
5. Registers of Interests – improved links from Councillor web pages to their register of interests have been implemented on the website. A second phase of assisting Councillors who desire to have their registers consolidated is being initiated through the research section.
6. Review of Audit Committee structure – a separate report is being prepared for the City Management and Finance Committee in this respect.
7. The Councillor Working Group to oversee implementation of appropriate governance recommendations was established as the Mayor, Deputy Mayor and Councillor Morrison.
8. The publication of Committee and Council minutes and reports – the first round of Committees and Council meeting implemented the new transparent arrangements concerning publication of reports and minutes. The effectiveness of these arrangements is continuing to be monitored.
9. Recording meeting proceedings, conflicts of interests and procedural motions – minute clerks have been trained in new processes and the first round of Committees and Council appeared to progress effectively. The arrangements still need some refinement and the effectiveness is being monitored and improvements will continue to be made.
10. Review of formatting of committee reports – the formatting of Officer's reports being submitted to Committee are being trialled in terms of more effective separation of open and confidential papers. The trial will be monitored over the next round or two and improvements continue to be made.
11. Procedures for closed sessions – new procedures have been implemented and will continue to be monitored for effectiveness.

Several of the other recommendations in the Governance Review are being initiated and there is a project plan established to monitor their progress. Additional status reports will be provided on an ongoing basis through the CEO's Office update report.

Emerging Issues

Enterprise Bargaining

From the most recent meeting of the Employee Advisory Consultative Committee it was determined that the Unions are keen to progress negotiations in relation to the new Enterprise Agreements. It is in Council's interest to also progress these matters. Enterprise Agreement Bargaining teams have been established and discussions will be initiated over coming weeks.

Controlled Entities

As part of the Governance Review it is proposed to review the status and future of the various controlled entities and a separate report will be prepared in terms of overall governance of these bodies in the near future.

Review of Divisional Funding

As part of the Governance Review a holistic review of donations, grants and community projects funding will be undertaken to ensure legislative compliance and effectiveness of implementation. Legal advice has confirmed the need to implement reforms in these areas to improve compliance. A further report will be provided in due course.

CBD Redevelopment

The project for the construction of the new civic precinct and administration building is progressing well. Stage 1 involving demolition of old structures and reconfiguration of properties in the precinct is nearing completion and an Engagement Strategy has been initiated for Councillors and staff in relation to the new accommodation. The procurement plan for calling tenders for major parts of construction will progress over the next couple of months.

Executive Research

The Research team have been undertaking an expanded role in supporting the operations of the Office of the Mayor. Assistance is being provided to residents' on concerns that have been raised via the Mayor or Councillors for a resolution. In accordance with the adopted procedure, the Executive Research Officer is maintaining a summary register of matters handled for Councillors, for the information of the CEO and the Mayor. The month of October saw 34 new requests for assistance, 42 matters resolved and 16 ongoing concerns.

Ongoing support is being provided to the Office of the CEO in preparing briefings, administrative matters, draft policy and implementing elements of the governance review. The swearing in and induction of Councillor Martin was co-ordinated along with wrapping up the requirements of the Returning Officer in running the by-election. Recent participation in the SEQ Council of Mayors advocacy working group was also undertaken.

Internal Audit

- Internal Audit is finalising the draft Audit Committee report for changes to Charter; Position description and selection criteria, advert plus comparative information from neighbouring Councils.
- Assisting external lawyers in a matter.
- Assisting the CCC in various areas and are conducting a number of own investigations.
- Preparing a macro control opinion.
- Busy finalising audits on IT Security, Residential Swimming Pools and is in the process of starting the Arboriculture audit.
- The Security and safety Cameras Audit is near completion but has been put on hold due to investigations workload.

Legal Services

Statistics:

- From 1 July – 26 October 2017 the legal branch has opened 17 new litigation files. Of those 17 files only one has been outsourced.
- From 1 July – 6 October 2017:
 - 85 new legal requests (which do not include daily enquiries and/or litigation files) have been received
 - 94% of new legal requests have been run in house;
 - 40% of new legal requests have been classified by requestors as “urgent”
 - 45% of new legal requests received since 1 July 2017 have originated from F&CS and WPR

Significant projects and litigation:

- Legal Branch “roadshow” – i.e. rollout of legal education seminars, materials, and internal client relationship development activities, we have worked hard to build these relationships with internal clients, to deal with matters at the front end, before they become issues.
- CCC investigations - This has taken a significant toll on our resources, and we have had to manage the responses, search warrants, notices to produce and a multitude of inquiries.
- Local Law Review ongoing.
- Animal Management Contract with RSPCA service agreement to run Animal Management Services.
- Governance review.
- Audit of planning and development delegations/sub-delegations.
- Spring Mountain Environmental Offsets– request for grant of exemption from Minister under s236 of the Local Government Regulation.
- Review of Council standard contract templates.
- Smart Street Lighting Project.
- Ipswich Motorsport Precinct.
- New Supercars Agreements for future years.
- BCIPA claims involving RKC Poles & Hazel Bros Construction.
- Court of Appeal proceeding – Application by Cherish Enterprises made subsequent to P&E Court decision.
- Wood Mulching Industries v Ipswich City Council P&E Court appeal.
- Bunnings rating appeals.
- Ongoing prosecution matters.
- Ongoing Planning & Environment Court matters.
- Took part in Evaluation of whole of Local- Buy Legal Services Providers Panel.

Issues:

- CCC investigations have diverted substantial legal resources away from everyday legal requests and management resulting in backlog. There is still ongoing information being provided, although less intense as over the previous 6 months, it has had a significant effect on all members of the team, to be diligent in collating, assisting and providing information and co-operation with the Regulator.

- The recent committee report recommendation that the legal branch review any and all reports/recommendations/contracts for execution by the CEO has increased workload.

RECOMMENDATION:

That the report providing the activities of the Office of the Chief Executive Officer be received and the contents noted.

Gary Kellar

ACTING CHIEF EXECUTIVE OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 9.11.17	OAR: YES
Authorisation: Gary Kellar	

vml: vml
A4446417

26 October 2017

MEMORANDUM

TO: COUNCILLORS

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: CONSIDERATION OF APPOINTMENT OF COUNCILLOR MARTIN TO COUNCIL'S
STANDING COMMITTEES

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 26 October 2017 concerning consideration of the appointment of Councillor Martin to Council's various standing committees.

BACKGROUND:

At the by-election for Division 7 held on Saturday, 7 October 2017 Councillor Martin was elected. Councillor Martin took his Declaration of Office on Thursday, 19 October 2017.

At this point in time Councillor Martin has not been appointed to any of Council's standing committees. The Mayor, in consultation with Councillor Martin, has recommended the following appointments:

- Works, Parks and Sport Committee
- Conservation and Environment Committee
- Arts and Community Development Committee
- Economic Development and Digital City Committee
- City Management, Finance and Community Engagement Committee
- Specific Purposes Committee

ATTACHMENT/S:

Name of Attachment	Attachment
Current membership of Council's standing committee meetings	Attachment A

RECOMMENDATION:

That consideration be given to the appointment of Councillor Martin to Council's various standing committees.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

Committee Responsibilities and Composition (as at 20 October 2017)

COMMITTEE	COMPOSITION	RESPONSIBILITIES
<p>Infrastructure and Emergency Management Committee</p>	<p>Cr Bromage (Chairperson) Cr Silver (Deputy Chairperson)</p> <p>Cr Morrison Cr Ireland Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Identification, planning and policy development of the transport network Capital Works Program Capital Projects Design services (design element of roads, footpaths, cycle ways, stormwater drainage, public places, parks and open spaces) Emergent special construction programs eg Flood Recovery Programs Facilities Program Strategic planning of roads Transport infrastructure Emergency Management Community engagement education - disaster management Counter Disaster Program Flood Recovery Plan Working Group</p>
<p>Works, Parks and Sport Committee</p>	<p>Mayor (Antoniolli) (Chairperson) Cr Morrison (Deputy Chairperson)</p> <p>Cr Bromage Cr Silver Deputy Mayor (Wendt)</p>	<p>Sport and Recreation Program Community participation in sport and recreation Education and promotion Management and operation of recreational spaces Involvement with sporting organisations Future facilities planning for sport and recreation Planning for a sustainable open space network Streetscape and urban tree management Volunteer Park Rangers Works Program Ipswich Fleet Services Program Ipswich Waste Services Program City Entrances and Beautification</p>

<p>Conservation and Environment Committee</p>	<p>Cr Silver (Chairperson) Cr Bromage (Deputy Chairperson) Cr Morrison</p> <p>Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Conservation related matters Climate Change response Natural Resource Management Enviroplan and Cherish the Environment Environment and Conservation Volunteers Bushland Management Waterways and river management Indigenous Land Use Consultative Committee Indigenous Advisory Group Sustainability matters relating to conservation and environment Ipswich Rivers Improvement Trust Sustainability Advisory Board</p>
<p>Libraries and Tourism Committee</p>	<p>Cr Pahlke (Chairperson) Cr Ireland (Deputy Chairperson)</p> <p>Cr Pisasale Cr Stoneman Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Library Strategy Library Volunteers Ipswich Poetry Feast Information Services (Library Program) Tourism Development and Strategy Visitor Information Services Tidy Towns Tourism Volunteers Ipswich Tourism Operators Network</p>

<p>Arts and Community Development Committee</p>	<p>Cr Stoneman (Chairperson) Cr Pisasale (Deputy Chairperson)</p> <p>Cr Silver Cr Ireland Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Performing and Visual Arts Program Ipswich Art Gallery Ipswich Arts Foundation Ipswich Community Gallery Civic Centre and related functions (including Studio 188) Art Gallery Volunteers Multicultural roundtable and advancement Regional Arts Development Fund Minutes of the Ipswich Arts Interagency Trainee and apprenticeship development Youth and Senior Week Grants Youth Council Community Development Program (including Youth and Seniors and disability related matters) Social and community development planning Community Development grants Regular community workshops Community forums Community events (ie Movies in the Park, Christmas Carols) Home Assist Secure Service HACC Home Maintenance Service Community Consultative Committee (Leichhardt/One Mile) Rosewood/Walloon Consultative Committee Event sponsorship Aboriginal and Torres Strait Islander Peoples Accord Working Group</p>
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<p>Health, Security and Community Safety Committee</p>	<p>Cr Ireland (Chairperson) Cr Pahlke (Deputy Chairperson)</p> <p>Cr Pisasale Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Health and Environmental Protection Program Waste Regulation and Rehabilitation Program Regulatory matters within the responsibility of the Health, Security and Regulatory Services Department Community compliance matters Animal management Pest management Immunisation and proactive health promotion Health partnerships (Ipswich Hospital Foundation) Public and community health Cemeteries Litter Regulation and Clean Up Australia Friends of the Cemetery Committee Safe City Program Safe City Steering Committee Community Safety</p>
<p>Planning, Development and Heritage Committee</p>	<p>Cr Morrison (Chairperson) Cr Tully (Deputy Chairperson)</p> <p>Cr Stoneman Cr Pahlke Mayor (Antoniolli) Deputy Mayor (Wendt)</p>	<p>Planning and Development Program (including liquor, gaming and prostitution related matters) Heritage Program Heritage Consultative Committee Environmental aspects of planning and development Springfield Community Facilities Advisory Board Springfield Town Centre Infrastructure Advisory Board Master Planning to be developed for various industrial and residential areas within the city Co-ordination of Regional Planning issues relevant to the city Development of programs for better understanding of planning and community Working with State and Federal Governments in relation to house and land affordability Heritage Awards</p>

<p>Economic Development and Digital City Committee</p>	<p>Cr Tully (Chairperson) Deputy Mayor (Wendt) (Deputy Chairperson)</p> <p>Cr Morrison Cr Pahlke Mayor (Antoniolli)</p>	<p>Implementation of the Ipswich Regional Centres Strategy and the development/implementation of high level strategies for other centres in the city</p> <p>Economic Development programming and planning</p> <p>International Relations</p> <p>Regional Employment and Employment Operators</p> <p>High level city wide strategic employment and infrastructure opportunities eg Ripley, Rosewood/Walloon, Amberley/Ebenezer</p> <p>Marketing and Media</p> <p>Civic events (ie Australia Day, Citizenship ceremonies)</p> <p>Working with State and Federal Governments</p> <p>Office of Economic Development</p> <p>Regional Economic Business Development Board</p> <p>Council Events Strategy</p> <p>Ipswich Events Corporation Board</p> <p>Corporate events and community engagement (ie Chat times, external Council meetings)</p> <p>Innovation opportunities and industry</p> <p>Intelligent Community Forum</p> <p>Smart City Strategy</p>
<p>City Management, Finance and Community Engagement Committee</p>	<p>Deputy Mayor (Wendt) (Chairperson) Mayor (Antoniolli) (Deputy Chairperson)</p> <p>All Councillors</p>	<p>Facilitate management and financial issues associated with significant city growth</p> <p>Responsibility for all matters referred to it by other Committees and other matters referred to it with the agreement of the Chief Executive Officer in consultation with the Mayor.</p> <p>Finance Program</p> <p>Corporate Services Program</p> <p>Operational planning</p> <p>Management of Council's registered trademarks</p> <p>Management of Council's corporate identity and branding including logos, emblems and crests</p> <p>Corporate Planning</p> <p>Ipswich City Council Services Master Plan</p> <p>Fees and Charges</p>

		<p>Civic Precinct Redevelopment Strategy Brisbane River Catchment Flood Study and Flood Plain Management Plan Customer Relations and Customer Service Systems Customer Surveys Queensland Urban Utilities Ipswich City Enterprises and Subsidiaries Ipswich City Properties Pty Ltd Ipswich City Developments Pty Ltd Work experience coordination Advance Ipswich Ipswich Motorsport Precinct Company CBD Redevelopment Strategy Development of new programs to engage the community Information technology strategies Employee Development Advisory Committee City Country Reference Group (previously City Country Relations Consultative Committee/Rural Consultative Committee) Internal Audit Audit and Risk Management Committee Policy and Administration Advisory Committee Any other matters that the Chief Executive Officer deems necessary</p>
Specific Purposes Committee	<p>Mayor (Antoniolli) (Chairperson) Deputy Mayor (Wendt) (Deputy Chairperson)</p> <p>All Councillors</p>	<p>Determine all issues arising from matters referred to it from time to time Matters requiring a Council decision during future recess periods</p>

Audit and Risk Management Committee	Deputy Mayor (Wendt) (Chairperson) Cr Tully (Deputy Chairperson) Cr Bromage Cr Morrison	As per the Audit Committee terms of reference and including: Enhance the ability of Councillors to fulfil their legal responsibilities Add to the credibility and objectivity of financial reports Enhance the independence and effectiveness of the Council's Internal Audit Branch Oversee the application of appropriate accounting and disclosure policies and procedures Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities Provide a communication link between management, internal auditors/external auditors and Council Promote the need for public accountability of managers to Council, the ratepayers and other interested parties Support measures to improve management performance and internal controls
Policy and Administration Advisory Committee	Deputy Mayor (Wendt) (Chairperson) Cr Tully (Deputy Chairperson) Cr Silver Cr Stoneman Cr Pahlke Mayor (Antoniolli)	Policy review, formatting and framework Local Law related matters Any other matters deemed necessary by the Chief Executive Officer
Employee Development Advisory Committee	Pisasale (Chairperson) Deputy Mayor (Wendt) (Deputy Chairperson) Silver Stoneman Mayor (Antoniolli)	Employee Development

City Management Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Gary Kellar	

27 October 2017

MEMORANDUM

TO: MAYOR ANDREW ANTONIOLLI

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: REVIEW OF AUDIT COMMITTEE STRUCTURE

INTRODUCTION:

This is a report by the Acting Chief Executive Officer to address Recommendation 17 in the adopted Governance Review which states “the charter of Council’s Audit Committee be expanded to include risk management and the committee’s name be altered to the Audit and Risk Management Committee”.

BACKGROUND:

The legislative grounding for the appointment of an Audit Committee is in Section 209 of the Local Government Regulation 2012 which it is prescribed that a large local government belonging to a remuneration Category 3 or higher is required to appoint an Audit Committee. The composition of the Audit Committee is prescribed in Section 210 as follows:

- (1) *The audit committee of a local government must—
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include—
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.*
- (2) *The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.*
- (3) *The local government must appoint 1 of the members of the audit committee as chairperson.*

The current arrangements concerning the Ipswich City Council Audit Committee are that Council has resolved a Committee structure showing four (4) Council members on the Committee and two external members. As can be seen this arrangement is contrary to the Local Government Regulation as only two Councillors at a maximum are permitted to be appointed to the Committee. The Council could appoint the other members as alternates or proxy members should the two appointed members be unable to attend a meeting.

The current circumstances in relation to the two external members is that one has resigned and this creates a vacancy which needs to be appointed. Presently the Council has appointed Councillor Wendt (Deputy Mayor) to be Chair of the Audit Committee.

MATTERS FOR CONSIDERATION




In accordance with the recommendation approved from the Governance Review, Council has resolved to expand the scope of the Audit Committee to Audit and Risk Management and rename it accordingly. This provides the opportunity for Council to also consider whether an expansion of the skills on the Committee might be appropriate given the increased scope.

Given the current vacancy of the external member this might provide an opportunity for Council to amend the selection criteria for the external representation thus providing a wider range of expertise available in the recruitment to the vacancy. In other words, the range of skills contained in the selection criteria for the appointment could be broadened to enable experience in risk management, as well as financial matters to be considered. To enable an effective recruitment to the position, a position description and selection criteria have been prepared for consideration. (Refer Attachment A)

The Terms of Reference of the current Audit Committee have been broadened as per the recommendation in the Governance Review and a new Charter has been drafted by Council’s Internal Audit Branch for Council’s consideration. (Refer Attachment B.)

At the same time consideration has also been given to remuneration of external members and a survey of comparative local governments has been undertaken to establish a benchmark suitable to Ipswich City Council’s circumstances. (Refer Attachment C).

ATTACHMENT:

Name of Attachment	Attachment
Attachment A – Position Description	 Attachment A
Attachment B – Audit and Risk Management Committee Draft Charter	 Attachment B
Attachment C – Comparative Survey	 Attachment C

RECOMMENDATION:

- A. That Council endorse the new Charter for the Audit and Risk Management Committee.
- B. That Council resolve to confirm the membership of the Audit and Risk Management Committee as two Councillors and two independent external members.
- C. That recruitment processes be undertaken to engage an external member based on the position description and selection criteria attached to fill the current vacancy.
- D. That Council approve remuneration for the external members be set at \$2,000.00 per day.
- E. That Council appoint two Councillors to be permanent members of the Audit and Risk Management Committee and further if considered desirable appoint two Councillors to be alternate or proxy members where one or both permanent members are prevented from attending meetings of the Committee.
- F. That Council give consideration to the appointment of a future Chair of the Audit Committee following the recruitment of the external member.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

IPSWICH CITY COUNCIL

POSITION DESCRIPTION

POSITION TITLE: INDEPENDENT AUDIT AND RISK MANAGEMENT
COMMITTEE MEMBER

DATE POSITION REVIEWED: October 2017

1. **PRIMARY ROLE:**

To assist the Audit and Risk Management Committee in providing oversight of the financial reporting process, the audit process, the system of internal controls, risk management and compliance with laws and regulations.

2. **KEY RESPONSIBILITIES:**

- 2.1 To provide independent assurance and advice to Council.
- 2.2 Prepare for and attend the four Audit and Risk Management Committee meetings annually.
- 2.3 Comply with local government legislation.
- 2.4 Comply with Council's Audit and Risk Management Committee Charter.
- 2.5 Comply with Council's Employee Code of Conduct.
- 2.6 Maintain an appropriate level of confidentiality.

3. **EXPERIENCE:**

A broad experience in organisational, financial, business, risk management and/or legal aspects and the ability to look at issues within the organisation without preconception or bias are being sought.

4. **QUALIFICATIONS:**

High level tertiary qualifications in business, accounting, legal, commerce and possibly combined with a knowledge of large public sector organisations will be highly regarded.

5. **PERSONAL QUALITIES REQUIRED:**

- 5.1 To act in the best interest of Council as a whole.
- 5.2 Be proactive in identifying significant issues and risks that warrant further management attention while avoiding excessive focus on process or minor matters.
- 5.3 Willingness to ask relevant questions, assess the answers and continue to probe for information until completely satisfied with the answers provided.
- 5.4 Ability to encourage openness and transparency and communicate effectively.
- 5.5 Ability to work constructively with management to achieve continuous improvement within Council.
- 5.6 Ability to express opinions in a clear and constructive manner, ask questions that draw out the key issues and pursue independent lines of enquiry.

- 5.7 Understand Council's culture and values, and bring a thoughtful approach to the ethical issues that might be faced.
- 5.8 Take a professional approach to his/her responsibilities, including an appropriate commitment of time and effort.
- 5.9 Convey technical matters to other members of the committee, where Audit and Risk Management Committee members have been chosen for particular technical skills.

6. **KNOWLEDGE AND EXPERTISE THAT WILL BE VALUED:**

- 6.1 A good understanding of the environment in which Council operates.
- 6.2 Internal control and risk management, including fraud risks.
- 6.3 Project and program management.
- 6.4 Information technology systems and controls, including information security.
- 6.5 The operations of local government and the public sector, including accountability frameworks.
- 6.6 The roles of internal and external audit.
- 6.7 The application of accounting, auditing and assurance standards.
- 6.8 Relevant legislative and policy requirements, including financial and performance reporting.

7. **KEY SELECTION CRITERIA:**

The interview panel will select the most suitable applicant for appointment to the position based on the following:

- 7.1 Demonstrated qualifications, experience and expertise.
- 7.2 Demonstrated experience in exercising sound judgement, balanced consideration of issues and taking a whole-of-organisation perspective.
- 7.3 Demonstrated understanding and knowledge of local government, the expectations and role of the committee.
- 7.4 Demonstrable ability to understand changes that affect how Council operates and its risks.
- 7.5 Demonstrated experience in constructive and positive attitude in dealing with the accountable authority, other committee members, committee advisors and observers.
- 7.6 High level communication skills with demonstrated ability to build effective networks and relationships while maintaining necessary confidences.
- 7.7 Ability to devote sufficient time to committee business.
- 7.8 Demonstrated independence of mind including the ability to ask the 'hard' questions when necessary.



AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER



Amendment List		
Council Resolution Date	Committee Reference and Date	Resolution no.
3 November 2004	City Management and Finance Committee No. 2004(09) of 26 October 2004	43.04
27 May 2008	Audit Committee No. 2008(01) of 14 May 2008; City Management and Finance Committee No.2008 (02) of 20 May 2008	8, 7
20 July 2010	City Management and Finance Committee No. 2010 (07) of 13 July 2010	6
18 October 2011	Audit Committee No. 2011(04) of 12 October 2011; City Management and Finance Committee No. 2011(10) of 10 October 2011.	3
15 November 2011	Audit Committee No. 2011(05) of 2 November 2011; City Management and Finance Committee No. 2011(11) of 8 November 2011	5
25 February 2014	Audit Committee No. 2014(01) of 12 February 2014 - City Management and Finance Committee No. 2014(02) of 18 February 2014. (No change)	5
25 August 2015	Audit Committee No. 2015(03) of 5 August 2015 - City Management and Finance Committee No. 2015(08) of 18 August 2015	5
17 August 2016	Audit Committee No. 2016(02) of 3 August 2016 – City Management, Finance and Community Engagement Committee No. 2016(05) of 9 August 2016	5

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1. INTRODUCTION

The Local Government Act requires that each large local government must establish an audit committee. The Charter defines the role, responsibilities, composition and guidelines of the Audit and Risk Management Committee (the Committee) within Council.

The Committee does not take over management responsibilities within Council.

2. PURPOSE

The Committee acts as an independent, oversight, assurance and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by monitoring and reviewing:

- The governance structure.
- Values and ethics.
- The integrity of financial documents and public accountability reports.
- The internal and external audit functions.
- Risk management.
- Internal control.
- Management action plans.
- Assurance providers

The Committee can recommend to Council and management about any matters that it considers needs action or improvement.

These terms of reference set the principles and standards for the Audit and Risk Management Committee to:

- 2.1 Enhance the ability of members to fulfil their legal responsibilities.
- 2.2 Add to the credibility and objectivity of financial reports.
- 2.3 Enhance the independence and effectiveness of the Council's Internal Audit Branch.
- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
- 2.7 Promote the need for public accountability of managers to Council, the ratepayers and

other interested parties.

2.8 Support measures to improve governance, risk and internal controls.

3. AUTHORITY, INDEPENDENCE AND ACCESS

3.1 In discharging its responsibilities the Audit and Risk Management Committee has the authority to:

- Conduct or request investigations into matters within its scope of responsibility and in accordance with the Local Government Act.
- Access information, records and personnel of the Council for such purpose;
- Request the attendance of any employee, including executive staff, at committee meetings;
- Conduct meetings with the Council's internal and external auditors and risk manager as necessary; and
- Seek advice from external parties to meet its responsibilities, as necessary provided that Council approval will be required prior to committing to any expenditure required in seeking that advice.

3.2 The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, risk, internal control and compliance with laws, regulations and ethics within Council rests with management, the Audit and Risk Management Committee may exercise a monitoring and review role.

3.3 The Committee will have unrestricted access to all information it deems necessary, including documents and officials, and have adequate resources in order to fulfil its oversight responsibilities.

4. CONFIDENTIALITY

4.1 The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function.

5. ETHICAL PRACTICES

5.1.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

5.1.2 The Committee members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.

- 5.1.3 The Committee members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.
- 5.1.4 Members who become aware of a conflict of interest or issue which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. Should the Chairperson experience such a conflict he/she is to advise the Chief Executive Officer.

6. MEMBERSHIP

- 6.1 The Committee will be composed of four members, including the Chairperson, as follows:
 - 6.1.1 Two Councillors appointed by resolution of Council.
 - 6.1.2 Two independent external members, chosen and appointed by Council to ensure impartiality and an appropriate mix of skills. When selecting an external member, Council must have regard to that person having an appropriate accounting or similar background to provide additional expertise to Council. No additional paid professional work may be performed for Council during the period of appointment to the Audit and Risk Management Committee.
 - 6.1.3 The term of an independent external member shall be four years and Council may approve one only extension of four years to that term.
 - 6.1.4 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the members of its Audit and Risk Management Committee to be Chairperson.
- 6.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.
- 6.3 Council can, at any time, appoint a stand-in or replacement councillor member to the Audit Committee.
- 6.4 The External Auditor, Advisers and Ex Officio members are non-voting observers.
- 6.5 The Chief Executive Officer (CEO), the Chief Financial Officer, the Internal Audit Manager and the Corporate Services and Risk Manager should attend all meetings as Ex Officio observers but have no voting rights.
- 6.6 Other Council officers may attend meetings as required by invitation of the Committee.
- 6.7 The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

7. DUTIES AND RESPONSIBILITIES

In accordance with the principles, for an Audit Committee set out in the Act, the Regulation and accepted best practice, the duties and responsibilities of the Committee are as follows:

7.1. External Audit

- 7.1.1 Oversee Council compliance with the Local Government Act and other relevant legislation requirements for financial reporting.
- 7.1.2 Review the scope of the total audit activities with the external auditors and provide input and feedback on the external auditor's proposed audit strategy and audit plan including financial statements, and consult on audit fees for the year.
- 7.1.3 Review of effectiveness of the annual audit, to ascertain whether emphasis is being placed on areas where the Committee, management or the auditors believe special attention is necessary.
- 7.1.4 Review the findings and recommendations of external audit, management responses to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented in effectively addressing control deficiencies.

7.2. Internal Audit

- 7.2.1 Ascertain that the activities undertaken by the Internal Audit Branch are in accordance with the Internal Audit Branch Charter and the International Standards for the Professional Practice of Internal Auditing.
- 7.2.2 Review the internal audit's charter, resources and budget such that this charter maintains and enforces internal audit's independence from management.
- 7.2.3 Monitor whether the Internal Audit Branch is receiving the co-operation of all levels of management; and in light of its functions and activities, is viewed as a highly regarded function of Council.
- 7.2.4 Review the planning and scope of internal audit activities and assess the resultant recommendations and findings.
- 7.2.5 Assess whether all significant recommendations of the Internal Audit Branch have been properly implemented by management in effectively addressing control deficiencies. Any reservations the Internal Audit Branch may have about control risk, and accounting and disclosure practices should be discussed by the Committee.
- 7.2.6 Review the Three Year Strategic and Annual Internal Audit Plans to assess that it covers the material business risks of the Council.
- 7.2.7 Monitor the extent of reliance on internal audit work by the external auditors to

facilitate completeness of coverage and the effective use of audit resources.

7.2.8 Be consulted and provide advice in the appointment and dismissal of the Internal Audit Manager.

7.2.9 Review and monitor the effectiveness and objectivity of internal audit.

The Audit and Risk Management Committee's responsibilities do not extend to managing the day-to-day activities of Internal Audit Branch. This is a function which is carried out by the CEO.

7.3. Financial Statements

7.3.1 Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.

7.3.2 Review the appropriateness of significant assumptions and judgments made by management particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.

7.3.3 Review the financial statements for compliance with prescribed accounting and other requirements.

7.3.4 Review, with management and the external auditors, the results of the external audit and any significant issues identified.

7.3.5 Analyse the Council's financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts.

7.3.6 Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.

7.3.7 Recommend approval of the Financial Statements (including sustainability ratios) to the CEO and Mayor.

7.3.8 Review the final draft financial statements prior to its approval by Council, taking on board any external audit comments. In particular the review should focus on but not limited to:

- (i) significant changes in accounting policies and practices
- (ii) major judgmental areas
- (iii) significant audit adjustments
- (iv) proposed departures from accounting standards

7.4 Risk Management

- 7.4.1 Review the risk management framework for identifying, escalating, monitoring and managing significant enterprise risks, including fraud.
- 7.4.2 Assess the impact of the Council's risk management framework on its control environment and satisfy itself that the insurance arrangements are appropriate.
- 7.4.3 Assess and contribute to the audit planning processes relating to the risks and threats to Council.
- 7.4.4 Determine whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
- 7.4.5 Monitor whether the risk management framework/program is receiving support from all levels of management.

7.5 Fraud and Corruption Control

- 7.5.1 Review the process of developing and implementing the Council's fraud control arrangements and satisfy itself that Council has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.
- 7.5.1 Review reports on fraud that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk in Council.

7.6 Internal Control Framework

- 7.6.1 Review the adequacy of the internal control environment, structure and systems, including information technology security and control.
- 7.6.2 Review whether relevant policies and procedures are in place, up-to-date and complied with, including those for the management and exercise of delegations.

7.7 Compliance

- 7.7.1 Determine whether management has considered legal and compliance risks as part of Council's risk assessment and management arrangements.
- 7.7.2 Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and policies including statutory regulations for any subsidiaries of Council.
- 7.7.3 Review the findings of any examinations by regulatory agencies, and any auditor observations.

- 7.7.4 Review the Council's Code of Conduct and recommend changes as appropriate.
- 7.7.5 Review policies and procedures relating to conflict of interest, misconduct, fraud and other related sensitive issues.

7.8 Other Matters

- 7.8.1 Determine whether Council is receiving reliable and timely management information.
- 7.8.2 Review the proposed Annual Report of Council.
- 7.8.3 Recommend special projects or investigations on any matter within its terms of reference.

8. MEETINGS, RECORDS AND REPORTING STRUCTURE

- 8.1 The Committee shall meet at least four times a year. The CEO with the Audit and Risk Management Committee's agreement will set the date, time and place for the meetings. Before setting the date, time and place for a Committee meeting, the CEO must, if practicable, consult with the Chairperson of the Committee. In addition, the CEO will call a meeting if requested to do so by any Committee member, or the internal or external auditors.
- 8.2 A quorum shall consist of three members, at least one of which must be a Councillor. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution.
- 8.3 The external auditors shall be given notice of all meetings and sent an agenda. The external auditors shall have the right to attend and speak.
- 8.4 The Committee Branch shall prepare an agenda supported by necessary explanatory documentation and circulate it to the Audit and Risk Management Committee members, any other Council officer requested to attend and the external auditors, if practicable at least five (5) days before the day of the meeting.
- 8.5 The Committee Branch will provide secretarial functions to the meetings and prepare a Report of each meeting which will be provided to Audit and Risk Management Committee members and permanent attendees one week after the meeting, at the latest.
- 8.6 The Report of the Audit and Risk Management Committee meeting will be presented to the next meeting of the City Management and Finance Committee for its consideration.
- 8.7 The Committee Branch will provide relevant extracts of the Report, upon its adoption by Council, to relevant officers for information and action.

8.8 The Audit and Risk Management Committee may hold periodic private 'in camera'¹ meetings with the Internal Audit Manager and/or external audit generally without senior management being present through a formal process and included in the annual Audit and Risk Management Committee planner.

9. INDUCTION

9.1 New members to the Committee will be provided with induction material on their appointment to assist them to meet their Committee responsibilities to allow the members familiarise themselves with the environment and to facilitate their understanding of its principal operations and activities, corporate practices and culture.

10. SELF EVALUATION

10.1 At least biennially, the Audit and Risk Management Committee will assess the performance and achievements of the Committee for the previous period and ensure that it is meeting its objectives efficiently and effectively.

10.2 Confirm biennially that all responsibilities outlined in this charter have been carried out.

10.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

11. REVIEW OF THE CHARTER

11.1 This Charter will be reviewed annually by the committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

12. APPROVAL OF THE CHARTER

12.1 The Charter is endorsed by the Chair of the Committee and approved by Council.



¹ Source: 'Better Practice Guide – Public Sector Audit Committees', Australian National Audit Office, 2015.

Audit Committee Independent Members										
Information required	Ipswich	Bundaberg	Sunshine	Redland	Logan	Toowoomba	Moreton	Gold Coast	Scenic Rim	Lockyer
How many meetings per year	5	4	4	4	4	At least 4	4	5 meetings + 1 Planning workshop	4	4
Number of Independent Members appointed	2	2	2	2	1	4	2	4	2	3
Independent members appointment period	2 years	3 years	3 years with extension	2 – 4 years	3 years with extension of 3 years	4 years	4 years	4 years with options at end	4 years	2 years with extension of 2 years
Remuneration of Independent Chairperson		\$2,800	Annually \$8,740 excl. GST from July 2017			\$1500		An additional Annually \$9,282 excl. GST from July 2017	\$1,940 excl. GST	\$1500
Remuneration of Independent Member	\$1346 excl. GST from July 2017 (\$6,730 per annum)	\$2,800	Annually \$7,491 excl. GST from July 2017	\$7,097.24 p.a.	\$1,500 excl. GST	\$1500	Annually \$7,200 GST Inclusive	Annually \$18,894 excl. GST from July 2017	\$1,430 excl. GST	\$750
When is the remuneration expected to increase	CPI yearly	None in sight	In line with staff increase July 2018	By CPI in July each year	No change for financial year	Not in near future		CPI increase	Yearly at about 2% (near CPI)	No proposed increase
Payment per year or				\$7,097.24				Per Quarter		
Payment per meeting	Per meeting	Per meeting	Per meeting		Per meeting	Per meeting	Per meeting		Per meeting	Per meeting
The payment of any extra cost i.e. travel	None	None	No extra fees	No extra costs	N/A	Yes. Travel per km + parking	No extra fees	No extra fees	No	No extra costs for travel or expenses
Is appointment process through advertisement?	Yes	Yes	Yes via advertisement and interviews	Yes Expression of Interest	Yes	Yes. Normally through Seek	Yes via advertisement and interviews	Expression of Interest advertisement and interviews basis.	Yes	Expression of interest that was advertised

27 October 2017

City Management, Finance and Community Engagement Committee	
Mtg Date: 8 November 2017	OAR: YES
Authorisation: Andrew Roach	

MEMORANDUM

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: ASSESSMENT ON IPSWICH CITY COUNCIL'S (ICC) PROGRESS TOWARDS IMPLEMENTING THE ANNUAL OPERATIONAL PLAN

INTRODUCTION:

This is a report by the Chief Executive Officer dated 27 October 2017 concerning an assessment of ICC's progress towards implementing the 2017-2018 Operational Plan.

BACKGROUND:

The Ipswich City Council 2017-2018 Operational Plan (the Plan) was formally adopted by Council on 20 June 2016. Section 174 of the *Local Government Regulation 2012* states the Chief Executive Officer must present a written assessment of progress towards implementing the Plan at quarterly intervals to the local government.

An assessment of each Department's progress towards implementing the Plan has been prepared for the period 1 July 2017 to 30 September 2017 and is contained in Attachment A, with a Financial Analysis Report to support the assessments - refer Attachment B.

ATTACHMENTS:

Name of Attachment	Attachment
2017-2018 Operational Plan Assessment – 1st Quarter: 1 July 2017 – 30 September 2017	Attachment A
Financial Analysis for the period 1 July 2017 – 30 September 2017	Attachment B

RECOMMENDATION:

That the report be received and the contents noted.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



2017 - 2018 Operational Plan Report

1 July 2017 – 30 September 2017

Print Date: 20-Oct-2017

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STRENGTHENING OUR LOCAL ECONOMY AND BUILDING PROSPERITY (JOBS)

Goal 1: Use the competitive advantages of the Ipswich economy to provide jobs for the growing population and prosperity for the city through business diversification, adapting and responding to technological advances and creating an attractive economic environment for business investment.

Strategy 1: Build partnerships and develop programs to widely promote investment opportunities and support business development and activity in the city

Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.1 Promote a major investment pathway within Council that supports investment attraction in key sectors. (9.2/1.1)	Economic Development and Marketing	1.1.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.1.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018	<p>The Office of Economic Development has focused its resources and capabilities on delivering measurable outcomes in local business growth, business and investment attraction, industry development, engagement and advocacy.</p> <p>The updated plan prescribes actions to attract strategic businesses, employers and new investments to Ipswich while building on the city's industry strengths and opportunities to create globally competitive and sustainable industry sectors.</p> <p>With a target of 100,000+ new jobs to 2041, OED is working with stakeholders to build our key commercial and industrial precincts.</p>
1.2 Develop trade and export links to support long-term competitiveness in the Ipswich economy. (9.2/1.2)	Economic Development and Marketing	1.2.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.2.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018	<p>The Office of Economic Development has focused its resources and capabilities on delivering measurable outcomes in local business growth, business and investment attraction, industry development, engagement and advocacy.</p> <p>The updated plan prescribes actions to attract strategic</p>

				<p>businesses, employers and new investments to Ipswich while building on the city's industry strengths and opportunities to create globally competitive and sustainable industry sectors.</p> <p>With a target of 100,000+ new jobs to 2041, OED is working with stakeholders to build our key commercial and industrial precincts.</p>
1.3 Work with adjoining local governments to support shared and complementary economic growth priorities. (9.2/1.3)	Economic Development and Marketing	1.3.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.3.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018	<p>The Office of Economic Development has focused its resources and capabilities on delivering measurable outcomes in local business growth, business and investment attraction, industry development, engagement and advocacy.</p> <p>The updated plan prescribes actions to attract strategic businesses, employers and new investments to Ipswich while building on the city's industry strengths and opportunities to create globally competitive and sustainable industry sectors.</p> <p>With a target of 100,000+ new jobs to 2041, OED is working with stakeholders to build our key commercial and industrial precincts.</p>
1.4 Utilise the city's increasing multiculturalism to diversify economic opportunity in service provision, business development and employment. (9.2/1.4)	Economic Development and Marketing	1.4.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export	1.4.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing Management and Events Plan 2015-2018.	<p>The Office of Economic Development has focused its resources and capabilities on delivering measurable outcomes in local business growth, business and investment attraction, industry development, engagement and</p>

				<p>advocacy.</p> <p>The updated plan prescribes actions to attract strategic businesses, employers and new investments to Ipswich while building on the city's industry strengths and opportunities to create globally competitive and sustainable industry sectors.</p> <p>With a target of 100,000+ new jobs to 2041, OED is working with stakeholders to build our key commercial and industrial precincts.</p>
	Arts, Social Development and Community Engagement	1.4.2 Increased participation of multicultural communities in capability building programs.	1.4.2.1 Pro-actively ensure that multicultural community outreach is included in the development of assisted programs from employment and enterprise support.	<p>A barrier to employment for multicultural residents is obtaining a Driver's License i.e. accruing the 100 hours and cost of driving lessons. In partnership with PCYC the "License to Drive" program has commenced in Redbank and discussions are in place to also deliver the program in Riverview. This program allow participants to gain the necessary 100 hours practice to sit for their driving test.</p>
			1.4.2.2 Deliver inclusive community learning and information technology programs through Library Services	<p>Indigenous Insights, a celebration of National Aboriginal and Torres Strait Islander Children's Day, was presented in partnership with Ipswich City Council's Community Engagement branch. The library hosted Aunty Sharron who sang in language to support the building of strong community and cultural connections through language in song. This was followed by a morning tea for Elders.</p>
			1.4.2.3 Provide support to service providers and community groups.	<p>Ongoing. Staff attend inter-agency meetings and meet one</p>

				on one with support providers to discuss initiatives and possible partnerships for service delivery and funding avenues.
			1.4.2.4 Understand the capability building needs of the multicultural community, identify and address gaps in local social services provision.	Ongoing. Staff have developed good working relationship with service providers and members of the multicultural communities. Training needs identified are addressed either by the development of new training program with partners or linking to existing training pathways.
			1.4.2.5 Develop and deliver an annual calendar of capability building programs to be delivered specific to multicultural needs.	Preparation of a 2018 annual calendar of training activities has commenced to address the training needs of all sectors of our community with a focus on Multicultural and Indigenous needs.
			1.4.2.6 Plan and deliver a Multicultural Business and Opportunities Expo.	Planning for a Multicultural Business and Opportunities Expo will commence in early 2018 and delivered in late 2018.
Strategy 2: Provide a full spectrum of life-long learning opportunities, from early learning through schooling to vocational training and tertiary education that aligns skills and education with emerging employment opportunities				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.5 Promote whole-of-life learning opportunities, particularly early learning and adult learning. (9.2/2.1)	Arts, Social Development and Community Engagement	1.5.1 Increased participation in learning opportunities across targeted community groups.	1.5.1.1 Identify indicators for learning outcomes (early learners and adult learners) to enable information sharing and advocacy, when required.	Project scheduled for commencement in 2018 Ipswich Libraries hosted "Consultation and Engagement Workshops with Key Stakeholders - The Next Horizon: VISION 2017 for Queensland Public Libraries", the QLD Young Peoples Library Group (YPLG) meeting and the SLQ First 5 Forever Library Tour during this period.
			1.5.1.2 Identify opportunities to Partner with external organisations	In progress and aligned with current and future projects.

			(e.g. research, service provisions).	Library staff were represented on the Committee for the Fresh Futures Market held in Sept. Staff also regularly attend inter-agency meetings such as the Ipswich Disability Agency Network meetings and Mission Australia Communities for Children - Ipswich to Inala Community Partnership meeting.
			1.5.1.3 Provide a range of life-long learning programs and experiences across all ages and life stages (Library Services).	A special focus has been the introduction of programs targeting young adults 16-32 years such as Libraries Up Late and Escape Room. Seniors have also been a focus for programming through the Tech Savvy Seniors grant project.
			1.5.1.4 Introduction of library based facilitated play-group.	Ipswich Central Library Playgroup commenced strongly on 17 July 2017 with 8 adults and 14 children in attendance. It is held fortnightly with an average attendance to date of 16.
			1.5.1.5 Target year 7 students for library awareness and technology orientation.	No outcomes have been achieved in this area to date however year 7 students will be a focus of the Tech Trek grant program to be implemented in the next quarter.
			1.5.1.6 Provide experiential learning opportunities and engagement through the Library Maker Space.	Library staff continue to showcase the Maker Space particularly through HTC Vive Tilt Brush Virtual Reality experiences. Library staff have conducted guided tours for community members, visitors, Councillors and professional colleagues from other libraries. Service now offers immersive digital-literacy development and engagement opportunities through the suite of new digital

				<p>experiences available in the Central Library Maker Space. New Virtual experiences are now being offered and further hardware improvements are scheduled for next year. State Library of Queensland invited Ipswich Libraries to give a presentation detailing the work we have done in this area at the recent Queensland Digital Inclusion Forum.</p>
			<p>1.5.1.7 Provide self-paced learning opportunities with online tutorials available from the Virtual Library Branch.</p>	<p>This outcome will be achieved in the next quarter with the commencement of the Tech Self-Ed sessions, part of the revitalised In Touch with Tech Program. Virtual Branch continues to offer growing range of self-learning opportunities for online visitors through the expanding range of Lynda.com course, Tech Self-Ed, Your Tutor and other e-Resources. Fuller integration with the Library LMS and Catalogue are scheduled for development with the Virtual Branch upgraded scheduled to begin later this year.</p>
			<p>1.5.1.8 As required, assist service providers in the delivery of their learning programs and enhance program outcomes.</p>	<p>Council inter-department projects involving library staff in key roles have included the Churchill Abattoir Staff Advisory Day and organisation of follow up job and resume readiness assistance and Adult Literacy Internal Support program focusing on digital skills in the workplace for Council staff.</p>
<p>1.6 Implement the skilling Ipswich Program which covers community skilling, industry sector skills strategies and Indigenous employment and expands the education and training sector in the city. (9.2/2.2)</p>	<p>Economic Development and Marketing</p>	<p>1.6.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with</p>	<p>1.6.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination</p>	<p>The Office of Economic Development is leading an Ipswich Regional Education Consortium project to maximise</p>

		a measurable focus on factors of employment, investment, development and export.	Marketing, Management and Events Plan 2015-2018.	the economic opportunities from our local institutions. In addition, we are undertaking industry cluster work to build on our existing industry strengths and create a pipeline of talented new local workers.
1.7 Ensure state, private and tertiary education facilities match population growth and provide adequate skills and knowledge to support local economy and assist people to have rewarding careers. (9.2/2.3)	Economic Development and Marketing	1.7.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.7.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.	The Office of Economic Development is leading an Ipswich Regional Education Consortium project to maximise the economic opportunities from our local institutions. In addition, we are undertaking industry cluster work to build on our existing industry strengths and create a pipeline of talented new local workers.
Strategy 3: Develop the Ipswich City Centre as the regional capital of the Western Corridor of DEQ and as an important regional employment centre				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.8 Maintain a strong Council presence within the Ipswich CBD as the main administrative centre for the Local Government Area. (9.2/3.1)	Works, Parks and Recreation	1.8.1 Planned relocation of complete Council Administrative Services and Hub Library to new development in Ipswich CBD by 2018/19.	1.8.1.1 Building Design due for completion by 31 December 2017	On track for design to be completed by 31 December 2017.
			1.8.1.2 Relocation and Occupation due for completion by 31 December 2019	On track.
1.9 Facilitate the development of Ipswich City Centre with a vibrant mix of land uses including government offices and services, commercial premises, retail, key community facilities, food and beverage outlets and higher density inner city living. (9.2/3.3)	Planning and Development	1.9.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	1.9.1.1 Deliver through Development Assessment	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			1.9.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.
1.10 Ensure the Ipswich City Centre is well served with appropriate infrastructure, including digital infrastructure, transport, parklands and public spaces. (9.2/3.6)	Planning and Development	1.10.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan	1.10.1.1 Deliver through Development Assessment	These outcomes are implemented through detailed consideration and assessment of relevant development

		and are delivered through appropriate development outcomes.		applications.
			1.10.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary	Comprehensive provisions are contained within the current planning scheme.
Strategy 4: Strengthen the local digital economy				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.11 Review critical success factors and develop a plan, including a digital infrastructure plan, to support the development of a vibrant local digital economy. (9.2/4.1)	Economic Development and Marketing	1.11.1 Prioritisation and broad integration of the Ipswich Smart City Program.	1.11.1.1 Implement and continually evolve the Ipswich Smart City Program.	The Ipswich Smart City Program is progressing a series of priority economic and social outcomes focused on jobs, growth and livability across the city. Two Pilot Precincts attracting research and development have been delivered and 18 initiatives are underway.
Strategy 5: Support the growth and operation of RAAF Base Amberley and associated aerospace and defence support industries				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.12 Protect RAAF Base Amberley from land uses and activities that would impact on its operational integrity. (9.2/5.1)	Planning and Development	1.12.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	1.12.1.1 Deliver through Development Assessment	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			1.12.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary	Comprehensive provisions are contained within the current planning scheme.
Strategy 6: Diversify the local economy				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
1.13 Support the development of education and research facilities and technology and knowledge-based industries. (9.2/6.1)	Economic Development and Marketing	1.13.1 Prioritisation and broad integration of the Ipswich Smart City Program.	1.13.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.	The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the

				<p>future.</p> <p>Currently there is a focus on prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.</p>
<p>1.14 Support economic activity based on retail and hospitality in the existing and proposed centres. (9.2/6.3)</p>	<p>Economic Development and Marketing</p>	<p>1.14.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</p>	<p>1.14.1.1 Implement and continually evolve the Advance Ipswich Economic Development plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.</p>	<p>The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future.</p> <p>Currently there is a focus on prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.</p>
<p>1.15 Support tourism opportunities based on heritage assets, events, motor and adventure sports, eco-tourism and nature-based recreation, rural areas and farm-based tourism. (9.2/6.4)</p>	<p>Economic Development and Marketing</p>	<p>1.15.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.</p>	<p>1.15.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.</p>	<p>The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future.</p> <p>Currently there is a focus on</p>

				prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.
1.16 Support transport, logistics, and manufacturing industries, particularly where local SEQ Western Corridor products and agriculture are used. (9.2/6.5)	Economic Development and Marketing	1.16.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.16.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018.	The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future. Currently there is a focus on prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.
1.17 Support traditional agricultural production and rural activities. (9.2/6.6)	Economic Development and Marketing	1.17.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export	1.17.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018.	The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future. Currently there is a focus on prioritising and promoting opportunities through the

				Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.
1.18 Support emerging and niche agricultural enterprises in rural areas. (9.2/6.7)	Economic Development and Marketing	1.18.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	1.18.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.	The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future. Currently there is a focus on prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.
1.19 Research, monitor and review market and investment trends to identify opportunities for new business activities. (9.2/6.8)	Economic Development and Marketing	1.19.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export	1.19.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.	The updated Ipswich Economic Development Strategy seeks to build local business capability to foster local job-generating growth in accessing and servicing global markets. This greater intelligence on local business capability needs will help inform institutions of the education and skills required, helping build a talented local workforce into the future. Currently there is a focus on prioritising and promoting opportunities through the Tourism Assets Assessment Report, the Study Ipswich

				Consortium, the Ipswich Defence Industry Attraction Steering Committee and the Advancing Regional Innovation Program.
1.20 Retain flexibility in planning scheme provisions to accommodate emerging business activities and economic opportunities. (9.2/6.9)	Planning and Development	1.20.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	1.20.1.1 Deliver through Development Assessment	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			1.20.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.

MANAGING GROWTH AND DELIVERING KEY INFRASTRUCTURE

Goal 2: Plan and develop a vibrant and sustainable city that accommodates the needs of a diverse and growing population and economy.				
Strategy 1: Develop a compact, sustainable, mixed use urban form that supports community and economy development				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
2.1 Limit urban development to a defined urban footprint thereby protecting important natural environmental areas, waterways, rural areas and scenic landscapes (9.3/1.1)	Planning and Development	2.1.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	2.1.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.1.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.
2.2 Encourage a diversity of housing types, styles and densities that meet community housing needs. (9.3/1.2)	Planning and Development	2.2.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	2.2.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.2.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme. In addition:- Planning scheme Policy Amendments Pack 02/2017, incorporating updates to a range

				<p>of technical development construction standards was placed on public notification from 6 August to 7 September 2017. No submissions were received requesting further changes.</p> <p>On 22 August 2017 Council resolved to amend the planning scheme (via Amendments Pack 03/2017) to review the provisions for auxiliary units. This amendments pack is currently awaiting first state interests review.</p>
	Arts, Social Development and Community Engagement	2.2.2 Social housing strategy that aligns to projected community needs.	2.2.2.1 Develop Social Housing Policy.	To be developed post consultation
2.2.2.2 Commence development of a Social Housing Strategy.			To be developed in concert with housing policy	
2.2.2.3 Commence Stakeholder Engagement Strategy to facilitate the delivery of improved social housing outcomes.			Affordable and social housing workshop being arranged to facilitate conversation between Council and key stakeholders. Workshop to be held in 2 quarter of financial year.	
2.2.2.4 Identify pathway for the development of an affordable housing policy and strategy.			To be developed in concert with housing policy and strategy	
2.3 Encourage higher density development around major centres and transport nodes and corridors including sensitive infill development that conserves and responds appropriately to places of heritage character significance. (9.3/1.3)	Planning and Development	2.3.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	2.3.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.3.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.

				<p>In addition:- on 22 August 2017 Council resolved to amend the planning scheme (via Amendments Pack 03/2017) to update character place listing details. This Amendment pack is currently awaiting first state interests review.</p> <p>On 19 September 2017 Council adopted Planning Scheme Amendments Pack 04/2017 that included Schedule 2 Character Place listings for an additional 18 places, including 8 post war places.</p>
2.4 Develop a strong network of centres to support community connectedness and identity and accessibility to services and facilities that contribute to both social and economic outcomes. (9.3/1.4)	Arts, Social Development and Community Engagement	2.4.1 Delivery of Council owned social infrastructure aligned to the Social Infrastructure Plan.	2.4.1.1 Provide accessible and flexible public spaces in Ipswich Libraries.	In progress
			2.4.1.2 Commence development of a Social Infrastructure Strategy (including investment prioritisation framework).	To commence post audit results and consultation with key stakeholders.
			2.4.1.3 Develop consistent Operating Model for Council Owned Community Centres.	Report on proposed Operating Model of Community Centres adopted at Council Ordinary Meeting of 25 July 2017
			2.4.1.4 Create register of non-Council owned community infrastructure in Ipswich. Develop business process to maintain integrity of data.	Schedule to commence in second quarter of year with an audit.
			2.4.1.5 Develop strategy to facilitate increased community access to non-Council owned infrastructure.	To commence post audit results and consultation with key stakeholders.
			2.4.1.6 Partner to provide social services outreach (e.g. in community centres, schools etc.).	Ongoing. Staff attend inter-agency meetings and have strong working relationships with many of the Ipswich schools. Staff play an active role in linking service

				providers, State and Federal agencies to deliver appropriate services which meet current student and community needs direct to schools or through community centres owned by council or the State Government.
2.5 Establish a network of regionally significant and local business and industry activity nodes. (9.3/1.5)	Economic Development and Marketing	2.5.1 Ensure an effective framework of priorities, opportunities and alignment is maintained and championed with a measurable focus on factors of employment, investment, development and export.	2.5.1.1 Implement and continually evolve the Advance Ipswich Economic Development Plan 2016-2018 and the Destination Marketing, Management and Events Plan 2015-2018.	The updated Ipswich Economic Development Strategy boosts our employer attraction efforts across both the public and private sectors. Underpinning our strategy is a greater level of advocacy, combining a partnership approach with evidence and case management, to aim for employment and economic growth exceeding population growth.
2.6 Incorporate relevant provisions and programs to support responsible pet ownership. (9.3/1.7)	Health Security and Regulatory Services	2.6.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	2.6.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
Strategy 2: Provide adequate land and infrastructure to support community development and economic activity				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
2.7 Planning scheme provisions to provide an adequate supply of serviced land to accommodate demand for business and employment growth and to meet community housing needs. (9.3/2.1)	Planning and Development	2.7.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	2.7.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.7.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.
2.8 Facilitate infrastructure planning and delivery arrangements with developers, government agencies and utility providers to ensure infrastructure is delivered in a timely and efficient manner to support both community and economic development. (9.3/2.2)	Planning and Development	2.8.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan and are delivered through appropriate development	2.8.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.8.1.2 Monitor effectiveness of	The current planning scheme

		outcomes.	relevant planning scheme provisions and amend/update where necessary.	includes a Priority Infrastructure Plan (PIP). An updated and revised Local Government Infrastructure Plan (LGIP) has been prepared and is currently awaiting final Ministerial approval.
Strategy 3: Provide a transport system that supports the safe, reliable and sustainable movement of people and goods for all travel modes				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
2.9 Develop and implement an integrated transport plan that provides a platform for enabling sustainable travel choices through the city being well connected for business, freight and visitors; a convenient and competitive public transport system; and more compact and mixed land uses to reduce trip lengths and make public transport, walking and cycling more viable. (9.3/3.1)	Infrastructure Services	2.9.1 Ensure delivery of actions and outcomes in the Ipswich City Council Transport Plan (iGo) are achieved.	2.9.1.1 Transport Infrastructure Projects. Forward Design. Construction	A 10 Year Transport Infrastructure Investment Plan was adopted by Council in August 2016. This Plan is used to deliver the design and construction of transport infrastructure projects.
			2.9.1.2 Business Case: Norman Street Bridge	The preliminary business case development for the NSB has commenced and complete in 17/18 financial year.
			2.9.1.3 iGo Action Plans and Strategies Development	iGO Active Transport Action Plan has been finalised and adopted by Council in October 2016. Its outcomes and actions will be delivered over the coming years. An iGO Public Transport Advocacy & Action Plan will be developed over the next 12 months.
			2.9.1.4 10 year Infrastructure Investment Plan review	The 10YTIIP is reviewed and updated each year. This is due for consideration by Council in Nov 2017.
			2.9.1.5 Planning Studies and Data Analysis	Road corridor studies continue to be undertaken. In addition, the annual strategic traffic count program is conducted with data analysed and used for strategic purposes.

Strategy 4: The city's heritage is conserved				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
2.10 Places and items of cultural heritage significance are identified, protected and used appropriately. (9.3/4.1)	Planning and Development	2.10.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes	2.10.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			2.10.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme. In addition:- on 22 August 2017 Council resolved to amend the planning scheme (via Amendments Pack 03/2017) to update character place listing details. This Amendment Pack is currently awaiting first state interests review. On 19 September 2017 Council adopted Planning Scheme Amendments Pack 04/2017 that included Schedule 2 Character Place listings for an additional 18 places, including 8 post war places.
	Arts, Social Development and Community Engagement	2.10.2 Preservation and accessibility of digital heritage resources.	2.10.2.1 Ensure accessibility and ease of access to the Library Services' Picture Ipswich Collection.	The Picture Ipswich archive continues to provide easy access to a range of historical and cultural items through Ipswich Libraries and through partnership with Trove (National Library of Australia). There has been a consistent service provided during the past three months with no service disruption.
			2.10.2.2 Curate and promote heritage resources through Library Services.	Photographs and documents are added to the website on an ongoing basis. During the period July-September, 420 items were

				processed. The website is promoted through The Wire, Library programs such as 'Facts and Fibs', 'Creating Memories', and Facebook entries such as 'On This Day' for the Ipswich City Council Facebook pages.
	Arts, Social Development and Community Engagement	2.10.3 Preservation and accessibility of primary cultural heritage material.	2.10.3.1 Ipswich Library Services continues to cultivate internal and external networks to gain access to private heritage collections for preservation purposes.	During the period July to September, the Digital Archivist presented at the following programs: Whitehead Retrospective, Creating Memories, Heritage Day at Cooneana (Ipswich Historical Society) and the National Trust Open Houses in August.
			2.10.3.2 Continue to preserve and exhibit significant items of cultural heritage relating to Ipswich in the Ipswich Art Gallery.	Ongoing, with additional acquisitions/ displays of early Ipswich pottery and Peter Harley carvings.
2.11 Council continues to provide a heritage awareness, education and promotions program, including a free heritage adviser service for owners of listed historic properties. (9.3/4.2)	Planning and Development	2.11.1 These initiatives continue to be delivered through the Ipswich Heritage Program.	2.11.1.1 Continue to provide free Heritage Advisor Service	Council continues to provide a free Heritage Adviser Service, with bookings arranged through the Planning and Development Department.
Strategy 5: Provide an integrated open space network that is accessible and meets the recreational needs of residents and visitors				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
2.12 Provide access to major waterways through waterside parks and linear open space. (9.3/5.2)	Works, Parks and Recreation	2.12.1 Ongoing planning and delivery of shared pedestrian / cycle pathways through Ipswich's vast linear open space corridors.	2.12.1.1 Incorporate recommendations from Water-Based Recreation facilities Plan into development of Council's future capital works program	Projects are continually assessed on annual basis for consideration in Councils Capital Works program.
	Works, Parks and Recreation	2.12.2 Ongoing planning and delivery of open space infrastructure which facilitates community access to the Bremer and Brisbane Rivers, and local creeks.	2.12.2.1 Continue partnering with development industry to ensure quality open space outcomes	Consultation and partnering is ongoing as opportunities present through planning of Council's capital works programs and conditioning of development.

CARING FOR OUR COMMUNITY

Goal 3: Create a city that values its past and embraces opportunities to work together for the betterment of the community.

Strategy 1: Inform, educate and celebrate with the community those elements of our history that have shaped our identity

Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.1 Develop a clear understanding of what unites us and forms the city's identity. (9.4/1.1)	Economic Development and Marketing	3.1.1 Active citizen and stakeholder engagement informing strategic marketing and communications.	3.1.1.1 Implement and continually evolve a City of Ipswich perception and positioning framework.	Council continues to develop its marketing, communications, media and digital capabilities with a focus on increasing its ability to meaningfully engage with residents and broader audiences.
	Arts, Social Development and Community Engagement	3.1.2 Celebration of the contribution of diverse communities.	3.1.2.1 Partner with C&K to deliver the Celebrate Series (Library Services).	Celebrate Japan was held at Ipswich Central Library on 15/08/2017. The series continues to be delivered in partnership with C&K and consistently attracts high numbers. 59 children and 41 adults engaged in Japanese drumming and cultural story based activities at this event. Celebrate Thailand will be held at Redbank Plaza Library on 5 December 2017.
			3.1.2.2 Host the Cultural Train (touring musical tour group) performance in partnership with BEMAC.	Unfortunately Ipswich Libraries missed out on the opportunity to be involved in this year's Culture Train however we have already indicated our interest in hosting this multicultural music performance in 2018
			3.1.2.3 Develop and deliver an annual events calendar that includes diverse range of activities.	Ipswich Libraries continues to provide an innovative and diverse program of events and activities aimed at addressing the interests and needs of community members across all ages. Preparation of a 2018 annual calendar of events/ activities has commenced. The planned events/activities will attract participation from all sectors of city's community.

3.2 Strengthen Council's branding of Ipswich to align with our identity and changing communities. (9.4/1.3)	Economic Development and Marketing	3.2.1 Active citizen and stakeholder engagement informing strategic marketing and communications.	3.2.1.1 Implement and continually evolve a City of Ipswich perception and positioning framework.	Council continues to develop its marketing, communications, media and digital capabilities with a focus on increasing its ability to meaningfully engage with residents and broader audiences.
3.3 Implement a regular program of community opinion surveys to track changes in the values that impact Council's policy development and service delivery. (9.4/1.4)	Arts, Social Development and Community Engagement	3.3.1 Decision making informed by community needs.	3.3.1.1 Develop Community Research Strategy (that facilitates regular measurement of community values).	Development scheduled for commencement in 2018.
			3.3.1.2 Conduct community survey that provides a baseline assessment of community values (to inform policy and service delivery decision making).	Linked to 3.3.1.4 - Development of Social Policy Framework. A community survey will be developed in 2018 and conducted in late 2018 or early 2019
			3.3.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.	Ongoing. Research and benchmarking with other LGAs and State agencies in Australia and abroad will be undertaken to inform development of a methodology to be implemented in late 2018.
			3.3.1.4 Commence development of social policy framework that reflects community values.	Background mapping and audit has commenced with further work scheduled to commence in line with survey development in 2018.
Strategy 2: Invest in data collection, analysis and targeted research to provide the evidence base for development of strategy and resource				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.4 Develop greater understanding of community needs through community engagement, research and analysis to inform program, service and facility planning and delivery. (9.4/2.1)	Arts, Social Development and Community Engagement	3.4.1 Greater connectedness between data/information and decision making.	3.4.1.1 Conduct annual Library customer satisfaction survey.	From 1 - 31 August 2017, Ipswich Libraries undertook a very successful survey of both members and non-members. There were a total of 35 questions which included questions for the Ipswich Art Gallery & Ipswich Civic Centre. We received a total of 2,150 responses. Data analysis and an overview report will be provided

				in the next quarter.
			3.4.1.2 Develop Community Engagement Strategy that identifies approach to community research (that identifies the current and future needs of the City's diverse and rapidly growing community).	Ongoing. The Strategy will be completed and submitted to Council for adoption during the last quarter of 2018.
			3.4.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.	Ongoing. Research and benchmarking with other LGAs and State agencies in Australia and abroad will be undertaken to inform development of a methodology to be implemented in late 2018.
			3.4.1.4 Use of library systems metrics, social media input and customer surveys to inform planning and delivery of library services and outreach programs.	Metrics have been developed and refined to assist in the planning for the new physical libraries and the Virtual Branch. Data includes circulation and membership as well as foot traffic at libraries and visits to our online areas.
3.5 Develop a comprehensive set of indicators to inform the community on the direction of socioeconomic change and progress in achieving desired social and economic outcomes. (9.4/2.2)	Arts, Social Development and Community Engagement	3.5.1 Community informed and engaged through planned communication.	3.5.1.1 Develop Community Engagement Strategy / Communication Plan that includes a transparent approach to reporting direction and progress of social change.	Development of PDA indicators assessment tool in progress.
			3.5.1.2 Deliver a series of community information sessions to communicate: results and other information relating to 2016 Census and planned Council response to emerging social issues.	ABS information analysis in progress in line with release of final data sets. Finalising LGA Census data for distribution with marketing and in house information sessions held on overarching results. Information session to broader public scheduled for second quarter.
3.6 Develop a research policy to maximise the benefits of collaboration with education and research institutes. (9.4/2.3)	Arts, Social Development and Community Engagement	3.6.1 Realised benefits to the community as a direct result of research partnerships.	3.6.1.1 Implement consistent use of Council's Research Assessment Tool which assesses the design and objectives of incoming research proposals.	Assessment tool being used for proposed studies.

			3.6.1.2 Develop a Social Research Partnerships Policy and/or Strategy.	Development scheduled for 2018
			3.6.1.3 Pro-actively investigate opportunities for social research investment or partnerships.	To occur in line with strategy development above and as per opportunities as they arise.
3.7 Establish collaborative agreements for the co-operative development and sharing of socioeconomic data across the region. (9.4/2.4)	Arts, Social Development and Community Engagement	3.7.1 Ability to benchmark performance across a range of metrics.	3.7.1.1 Develop data sharing protocols to inform formal Agreements on how shared data can be used.	A review of Council's current policy and procedures in relation to data sharing and benchmarking against other LGA's in Australia will be will be undertaken during 2018.
			3.7.1.2 Establish partnerships with government agencies (e.g. QPS, Queensland Health) to share and/or build a variety of social datasets.	In progress and ongoing across multiple branches.
3.8 Increase the use of on-line and digital communications to deliver and promote services and information to the community. (9.4/2.5)	Economic Development and Marketing	3.8.1 Prioritisation and broad integration of the Ipswich Smart City Program.	3.8.1.1 Implement and continually evolve the Ipswich Smart City Program.	Council continues to develop its marketing, communications, media and digital capabilities with a focus on increasing its ability to meaningfully engage with residents and broader audiences.
	Arts, Social Development and Community Engagement	3.8.2 Increased digital engagement of communities.	3.8.2.1 Strategic use of library systems and digital marketing channels to promote engagement and use of resources, events and programs.	Social media is the best low cost alternative to get our message out to local residents. We continue to grow our social media presence with quality content. We have also partnered with the Ipswich City Council Facebook page with \$31k+ followers and they have been heavily promoting our service as well as the Picture Ipswich collection. Further innovation in this area is pending the commissioning of the new Library Management System.
			3.8.2.2 Determine the community's reliance, confidence and	A component of the Community Engagement

			preference for sourcing information via Council's on line and digital communications.	Strategy/Communication Plan, scheduled for delivery in 2018.
			3.8.2.3 Develop a Community Engagement Strategy/Communication Plan that includes the use of digital engagement to optimise reach.	Scheduled for delivery in 2018.
			3.8.2.4 Commence implementation of digital knowledge management and communication methodologies to promote social services and other relevant information (e.g. community events) to community stakeholders.	Ongoing. Research and benchmarking with other LGAs and State agencies in Australia and abroad will be undertaken to inform the implementation digital knowledge management and communication methodologies in late 2018.
Strategy 3: Adopt and deliver an explicit Community Development framework tailored to the needs of the varied communities				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.9 Develop a community development plan for our communities of place and interest. (9.4/3.1)	Arts, Social Development and Community Engagement	3.9.1 Increased capability of, and participation by, communities.	3.9.1.1 Develop Community Development Plan that identifies; local communities of place, issues & challenges and development strategies for implementation.	Project scheduled for commencement in 2018.
3.10 Facilitate capacity building through a comprehensive community development training program. (9.4/3.2)	Arts, Social Development and Community Engagement	3.10.1 Increased resilience through strength of community leadership.	3.10.1.1 Identify community needs with regards to capacity building.	A project to be undertaken with the implementation of the Community Development Plan.
			3.10.1.2 Develop a Community Capacity Strategy that; identifies the needs of a diverse community, documents a stakeholder engagement strategy for the purposes of advocacy and identifies capacity building initiatives that bridge the gap between needs and services currently available.	Development of a Community Capacity Strategy to be undertaken with the implementation of the Community Development Plan.
			3.10.1.3 Advocate with external agencies and service providers for the development of a suite of capacity building initiatives that	Advocacy and engagement with external stakeholders to be undertaken with the implementation of the

			meet diverse community needs.	Community Development Plan.
			3.10.1.4 Develop and implement capacity building program of work.	Linked to 3.9.1.1 - Develop Community Development Plan. Implementation of a capacity building program to be commenced in 2018 as a deliverable under the adopted Community Development Plan.
3.11 Enhance the capacity of the city's community facilities to link community needs with appropriate services. (9.4/3.3)	Works, Parks and Recreation	3.11.1 Planning and design of three (3) new community facilities being Redbank Plains South Local Community Centre, Springfield Central Hub Library and Rosewood Library.	3.11.1.1 The Redbank Plains South Local Community Centre and Springfield Central Hub Library to be delivered in 2017/18	WPR project handover dates; - Redbank Plains South Local Community Centre - Committee approved brief February 2017 - Springfield Central Hub Library - IS+A23 took over project delivery from WPR in March 2017. IS Progress Comments Detailed design has been completed for the Redbank Plains South Local Community Centre. Construction is scheduled for completion in first half of 2018. The concept plan has been completed for Springfield Central Library and internal and external stakeholder consultation is underway. Preliminary design has been submitted for the Rosewood Library and we are progressing towards the detailed design.
	Arts, Social Development and Community Engagement	3.11.2 Plans for, and design of, community facilities are informed by community needs.	3.11.2.1 Update service mapping data to get a current overview or clustering of services by geographic location.	Scheduled to commence later in the year.
			3.11.2.2 Develop functional purpose information for new community facilities that ensures that design meets social needs.	Ongoing. Functional purpose information has been developed for the construction of the School Road Community Centre at Redbank Plains and for the proposed Springfield State School Community Centre. However functional purpose will always be unique dependent on

				the local community's current and future needs.
3.12 Ensure the needs of the city's growing child and youth population are incorporated through the adoption of a child and youth friendly community policy. (9.4/3.4)	Arts, Social Development and Community Engagement	3.12.1 Closer alignment to child friendly city principles.	3.12.1.1 Develop indicators and/or framework for a child friendly community.	To align with development of strategy.
			3.12.1.2 Develop policy framework to ensure that the City's design and service delivery meets the requirements of a child friendly city.	Schedule to occur in 2018.
			3.12.1.3 Align the State of the Children's Report to child friendly principles.	In progress.
3.13 Build productive relationships with the city's schools to maximise their positive impact on the community. (9.4/3.5)	Arts, Social Development and Community Engagement	3.13.1 Greater engagement with targeted communities.	3.13.1.1 Develop and maintain strong relationships between Library Services and education providers through targeted programs, events and outreach visits.	A strong partnership has been established between Ipswich Libraries and Kambu Aboriginal and Torres Strait Islander Health Corporation around the development and delivery of a digital literacy coding program to indigenous students from Year 7-9. The program, will also include training of mentors with the aim of facilitating an Indigocoders Code Club at the end of the program. A MOU is in progress and the anticipated start date is December 2017.
			Arts, Social Development and Community Engagement	3.13.2 Increased community use of schools.
			3.13.2.2 Partner with schools to develop and deliver targeted	Goodna and Ipswich Special schools have identified Ipswich

			programs such as Protégé Master Classes, School Holiday Programs, Baby Rhyme Time, SEED, immunisation etc.	Libraries as an inclusive and accessible provider of technology and digital literacy programming. Group sessions this quarter have included Spheros, Beebots, MakerSpace and the Library website. Ongoing. Staff work with schools to deliver complimentary programs that meet current and future needs of students.
Arts, Social Development and Community Engagement	3.13.3 Increased community access to learning		3.13.3.1 Provide reference assistance, support and resources as identified through Library Services.	Marked increase (40%) in use of our online tutoring support via "Studiosity" (previously "Your Tutor") by Ipswich school students, compared to Q1 last year. 249 student tutorial sessions held. Most engagement by Year 12 and Year 11 students, for subjects of Maths and Science.
			3.13.3.2 Provide professional development for coding and robotics.	Coding and Robotics continues to be a key focus of technology programming. A new monthly adult Code Club program commenced in September. During Children's Book Week in August, 200 year 4-5 students and 10 teaching staff participated in robotics activities presented by Library staff at Ipswich Central State School.
			3.13.3.3 Maintain formal partnership agreement with Ipswich District Teacher Librarian Network.	Ipswich Libraries played an integral role in the 2017 StoryArts Festival. The Festival occurred over 8 days with 18 partners, 37 presenters, 333 sessions and 8,349 participants. 5,246 students and adults attended 69 sessions held at Ipswich Central Library.

Strategy 4: Foster collaboration, partnerships and use of evidence to shape service planning and delivery for the benefit of our communities				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.14 Facilitate service planning and delivery arrangements with government and non-government agencies utilising Council's evidence base to ensure services are delivered in an equitable, timely and efficient manner to meet community needs. (9.4/4.1)	Arts, Social Development and Community Engagement	3.14.1 Coordinated social service delivery informed by social data.	3.14.1.1 Establish strategic engagement networks with Government and Non-Government Agencies to; share social data and ensure appropriate decision making in the delivery of services.	In progress and on-going across multiple branches and projects.
3.15 Support local community service agencies to improve their effectiveness through local interagency collaborations and partnerships. (9.4/4.2)	Arts, Social Development and Community Engagement	3.15.1 Optimised social service delivery	3.15.1.1 Establish strategic engagement networks with Government and Non-Government Agencies to; share social data and ensure appropriate decision making in the delivery of services.	In progress and ongoing across multiple branches and projects.
Strategy 5: Foster a diverse range of activities to promote sustainable, healthy lifestyles and community well-being				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.16 Implement a Community Events program across the city that includes community and family activities. (9.4/5.1)	Arts, Social Development and Community Engagement	3.16.1 Greater family participation in public programs.	3.16.1.1 Develop and deliver an annual events program that promotes and encourages family participation.	Ipswich Art Gallery continues to provide a rich program of family exhibition and events, promoting cross-generational dialogue and shared opportunities for learning and creativity. Scheduled to commence in 2018.
			3.16.1.2 Develop and implement a communication strategy to maximise access to and knowledge of the calendar of events.	Scheduled to commence in 2018.
3.17 Develop awareness and education programs relating to health care intervention and prevention, healthy eating, healthy lifestyles and well-being. (9.4/5.2)	Arts, Social Development and Community Engagement	3.17.1 Increased engagement of community members in their own health outcomes.	3.17.1.1 Promote Words for Wellness initiative and resources.	The Words For Wellbeing resources continue to perform well. During this period, we created a dedicated display within the collection that actively promotes the benefits of the Words for Wellbeing physical and virtual collections, advertises mental and physical help services as well as physician recommended free smart phone Apps.

			3.17.1.2 Maintain and develop Words for Wellness MOU with associated Partners.	Ipswich Libraries continues to support the Words for Wellness initiative and has key contacts with West Moreton Health Service and the Redland Health Service.
			3.17.1.3 Develop and deliver a program of health awareness and education programs relevant to the high risk health needs of Ipswich residents.	First discussions toward the planning of a proposed Health Check Expo to be held at Ipswich Central Library occurred in Sept. This Expo will be facilitated by Australian Hearing, and supported by a number of Community and Government Health organisations e.g.. The Stroke Foundation and Vision Australia.
3.18 Utilise Planning Scheme provisions to encourage active recreation, the use of active transport and the development of walkable, mixed use neighbourhoods. (9.4/5.3)	Planning and Development	3.18.1 Ensure relevant provisions are contained in the Ipswich Planning Scheme and the Local Government Infrastructure Plan and are delivered through appropriate development outcomes.	3.18.1.1 Deliver through Development Assessment.	These outcomes are implemented through detailed consideration and assessment of relevant development applications.
			3.18.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary.	Comprehensive provisions are contained within the current planning scheme.
3.19 Acknowledge, promote and support the success and participation of Ipswich residents and teams in local, regional, national and international sporting events. (9.4/5.4)	Works, Parks and Recreation	3.19.1 Continue to support and provide Council's sporting Event Sponsorship Program.	3.19.1.1 Sport and Recreation Officers' continued promotion of the program through liaison with local clubs to host local, district, regional, state, national and international sporting events within the boundaries of the city.	3 events supported in the last quarter.
			3.19.1.2 Sport and Recreation Officers' continued promotion of the program through partnerships with local, state and national sporting organisations.	Ongoing and continual liaison with sporting organisations to attract events and encourage participation in sports and development of venues within Ipswich.
			3.19.1.3 Continued efforts to develop local club development plans to pro-actively seek infrastructure funding	Currently working with 8 local clubs towards Club Development Plans; assisting 7 clubs with grant funding applications for

			opportunities to meet event hosting facility requirements	development of new facilities; 6 clubs through infrastructure agreements to develop facilities and 3 State Sporting organisations in the development of State-wide facility Development Plans including specific facility network development within Ipswich.
3.20 Plan and deliver a diverse range of cultural programs to engage the Ipswich community, celebrate Ipswich's cultural heritage and foster cultural development. (9.4/*)	Arts, Social Development and Community Engagement	3.20.1 Broad community participation in the arts.	3.20.1.1 Develop Ipswich's Arts and Cultural Strategy and governance framework for public art.	In Progress - Consultant Positive Solutions have been engaged to progress Arts and Cultural Strategy.
			3.20.1.2 Deliver a broad range of cultural programs as part of the Library Services programming.	In progress.
	Arts, Social Development and Community Engagement	3.20.2 Increased cultural tourism.	3.20.2.1 Facilitate delivery of Ipswich Poetry Feast.	The annual Ipswich Poetry Feast competition closed at the end of July with over 1,300 entries, the 6th highest number of entries recorded in the competition's 15 year history. Judging was completed and planning is well underway for the Awards Presentation evening to be held early next quarter.
			3.20.2.2 Support the Story Arts Festival.	The Library was a key venue provider for the StoryArts Festival Ipswich with 63% of sessions being delivered in Library venues. Ipswich Libraries provided promotion and staffing to support the Festival.
			3.20.2.3 Develop and deliver a diverse range of high quality exhibitions and activities at the Ipswich Art Gallery.	Ongoing, with exhibition attendance figures continuing to increase.
			3.20.2.4 Build capacity and capability of local artists.	The Ipswich Art Gallery presented an exhibition of work by local artist Lyne Marshall. Ongoing. Quarterly artist network meetings are held which

				allow for networking and professional development. It should be noted that with adoption of an Arts and Cultural Policy the format of these meetings may be changed to align with the policy's outcomes in relation to capacity and capability building for local artists.
			3.20.2.5 Actively support, develop and engage with the local performing arts community ensuring a balanced program is delivered celebrating and enriching the cultural diversity of the City.	In progress.
Strategy 6: Build on the success of Council's community safety programs to address new and emerging issues				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.21 Develop a set of community safety indicators to track our progress on meeting community expectations. (9.4/6.1)	Arts, Social Development and Community Engagement	3.21.1 Community safety expectations are formed on the basis of an agreed set of performance indicators.	3.21.1.1 Develop a suite of Community Safety Performance Indicators.	Scheduled to commence in 2018.
	Arts, Social Development and Community Engagement	3.21.2 Work program aligned to deliver improvement measured by agreed key performance indicators.	3.21.2.1 Programs relating to addressing community safety and perception of personal safety measured by performance indicators.	Relates to 3.21.1.1. Scheduled to commence in 2018.
3.24 Delivery of the Safe City program aligned to crime prevention and community safety plans. (9.4/6.4)	Health Security and Regulatory Services	3.24.1 The Safe City network and program is incorporated in projects and plans to realise a reduction in crime in public places and an increased sense of community safety.	3.24.1.1 Safe City program is listed as a stakeholder in various Council strategies and programs (e.g. Crime Prevention Plan; Smart City Strategy Project Plans).	The Safe City program is delivered in line with policies, procedures and actions within project plans for the financial year. All are being delivered within service level agreements. Safe City is also preparing to be relocated as part of the CBD redevelopment. No disruption to services are anticipated.
3.25 Facilitate programs, education and awareness on reducing public health risks in the community. (9.4/6.6)	Health Security and Regulatory Services	3.25.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	3.25.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb

				2018.
Strategy 7: Invest in social infrastructure to build a distinctive Ipswich identity and to maximise economic and social outcomes				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.26 Develop and implement an Arts and Culture Strategy to reflect the current and future needs of the city. (9.4/7.1)	Arts, Social Development and Community Engagement	3.26.1 Approved strategy becomes the baseline for consistent and goal oriented decision making.	3.26.1.1 Development of an evidence-based Needs Analysis and Business Plan to support future funding opportunities.	Development of Strategy currently underway by consultants Positive Solutions.
			3.26.1.2 Develop concept design for new facility.	Concept design has been submitted and agreement reached amongst PCG for design to be presented to Council for further debate and final sign off.
3.27 Develop a new Regional Performing Arts Centre in the Ipswich CBD. (9.4/7.1)	Arts, Social Development and Community Engagement	3.27.1 Obtain 'in-principle' State and Federal Government support.	3.27.1.1 Updating of the State Government "Maturing the Infrastructure Pipeline Project" completed through submission of above Needs Analysis and Business Case.	Draft Business Case has been submitted for review and further discussion amongst PCG. This complements the updated Needs Analysis.
3.29 Ensure the library services strategy is responsive to the emerging need for a digital approach. (9.4/7.4)	Arts, Social Development and Community Engagement	3.29.1 That the Library's digital strategy aligns to community expectation and Council's digital aspiration.	3.29.1.1 Develop Library Strategy 2017-2022.	A review of the Coping with Growth 2008 - 2022 document has been completed with alignment to the new Corporate Plan (Advance Ipswich) included in the review update document. From this a five year strategy snapshot has been developed and costing to inform the infrastructure milestones currently being finalised.
			3.29.1.2 Deliver key requirements to achieve eSmart Library Service status.	The Library's achievement of eSmart status was celebrated on 4 August 2017 in conjunction with the Launch of the new Steam Powered MakerSpace. As the 9th library service in Queensland to become eSmart, Ipswich Libraries continues to incorporate eSmart initiatives in its regular services and programs.
			3.29.1.3 Deliver Virtual Library	ICT are to provide feedback

			Branch.	regarding our upcoming Virtual Branch upgrade. Pending this information sharing we will go to market with our RFQ to source an appropriate vendor to deliver to our requirements.
			3.29.1.4 Deliver high performing eResource collections.	This quarter also saw our primary eResource supplier Bibliotheca release the new Pay Per Use (PPU) eAudiobook pricing structure which Ipswich was one of the first Australian Libraries to adopt. This new model has seen a marked increase in eAudiobook loans and a much better ROI for our spend in this area.
			3.29.1.5 Provide digital literacy programming across all age ranges.	Ipswich Libraries continues to deliver diverse and innovative digital literacy programming. Highlights of this quarter include the Telstra Maker Party in a Box Launch and workshops, the commencement of the Tech Savvy Seniors QLD grant program and a revitalised In Touch with Tech program including computer training, digital arts and coding for adults.

Strategy 8: Develop greater community resilience and readiness

Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
3.30 Work in partnership with other levels of government and other agencies to ensure effective responses to disasters and emergencies. (9.4/8.1)	Works, Parks and Recreation	3.30.1 An approved and endorsed Local Disaster Management Plan is in place with an annual review process.	3.30.1.1 Submit to Council and LDMP for endorsed	2017 LDMP endorsed at Council 22 August 2017.
			3.30.1.2 Conduct a gap analysis of released state planning instruments	Subject to commence Jan - 2018.
			3.30.1.3 Develop draft LDMP	Subject to commence Jan - 2018.

			3.30.1.4 Undertake stakeholder consultation on draft plan	Subject to commence Jan - 2018.
			3.30.1.5 Undertake stakeholder consultation	Subject to commence Jan - 2018.
3.31 Develop and provide information to the community regarding effective responses to disasters and emergencies. (9.4/8.2)	Works, Parks and Recreation	3.31.1 Emergency Management Strategy to be developed to provide a framework for public information.	3.31.1.1 Identify strategies for progression of emergency management framework	Identified and draft strategies have been prepared.
			3.31.1.2 Develop draft strategy	Draft strategy document has been prepared.
			3.31.1.3 Undertake stakeholder consultation on draft plan	Stakeholder consultation will commence Jan 2018.
			3.31.1.4 Submit to Council	Anticipate submission in May 2018.
3.32 Facilitate capacity building and leadership to enhance resilience in the community. (9.4/8.3)	Works, Parks and Recreation	3.32.1 Development of a communication strategy as part of the overall Emergency Management Strategy.	3.32.1.1 Identify strategies for progression of emergency management framework, this must include a communications element.	Identified and draft strategies have been prepared.
			3.32.1.2 Develop draft strategy	Draft strategy document has been prepared.
			3.32.1.3 Undertake stakeholder consultation on draft plan	Stakeholder consultation will commence Jan 2018.
			3.32.1.4 Submit to Council	Anticipate submission in May 2018.
3.33 Use Planning Scheme provisions to appropriately manage	Planning and	3.33.1 Ensure relevant provisions	3.33.1.1 Deliver through	These outcomes are

the risks arising from natural and other hazards. (9.4/8.4)	Development	are contained in the Ipswich Planning Scheme and are delivered through appropriate development outcomes.	Development Assessment	implemented through detailed consideration and assessment of relevant development applications.
			3.33.1.2 Monitor effectiveness of relevant planning scheme provisions and amend/update where necessary	Comprehensive provisions are contained within the current planning scheme. Further review of flood mapping and associated flood regulations is awaiting finalisation of the Brisbane River Catchment Flood Study and Floodplain Management Plan.

CARING FOR OUR ENVIRONMENT

Goal 4: Important areas of native habitat are conserved, the city's important waterways are protected and their water quality enhanced, and the city responds appropriately to climate change and uses resources prudently.

Strategy 1: Develop and implement an integrated approach to the planning and management of nature conservation matters in partnership with the community, private land owners and government agencies

Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
4.1 Review the Conservation Partnerships Program and implement changes. (9.5/2.1)	Works, Parks and Recreation	4.1.1 Highly effective partnership program with financial and technical incentives to support conservation and waterway health improvement on private land.	4.1.1.1 Develop and implement a Koala Conservation Agreement	1 Koala Conservation Agreement Signed. A targeted campaign to be implemented over the next 3 months.
			4.1.1.2 Remove the free nest boxes from Habitat Gardens	Completed. Nest boxes will be offered through the annual incentives day.
4.2 Provide strategic delivery of environmental offsets across the city. (9.5/2.2)	Works, Parks and Recreation	4.2.1 Work in partnership with offset brokers / organisations in the strategic delivery of environmental offsets in alignment with the Nature Conservation Strategy and Koala Habitat Management Plan.	4.2.1.1 Delivery of offsets with Cherish the Environment Foundation	Cherish the Environment Foundation continues to engage with proponents to establish service agreements for offset provision.
			4.2.1.2 Koala and Brush-Tailed Rock Wallaby Habitat restoration projects undertaken	Koala Habitat Plan completed; education material developed and printed. Brush-tailed Rock Wallaby plan in development.
	Works, Parks and Recreation	4.2.2 Delivery of the iconic species programs (Koala, Brush-tailed Rock Wallaby, Platypus, Melaleuca Irbyana, Cooneana	4.2.2.1 Protected and significant plant program to be developed	On-hold until 2018

		Olive).		
Strategy 2: Waterways are protected and managed to achieve enhanced environmental, ecological and water quality outcomes				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
4.3 Work in partnership with property owners, community groups and government agencies to protect and better manage important waterways, wetlands and groundwater resources. (9.5/3.1)	Works, Parks and Recreation	4.3.1 Improved waterway and wetland health.	4.3.1.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich	Ongoing, opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.
	Works, Parks and Recreation	4.3.2 Improve aquatic habitat diversity.	4.3.2.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich	Ongoing, opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.
	Works, Parks and Recreation	4.3.3 Improved riparian condition and extent.	4.3.3.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich	Ongoing, opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.
	Works, Parks and Recreation	4.3.4 Implement the Waterway Partnership program working with private landholders to restore riparian corridors and reduce erosion risks.	4.3.4.1 Deliver Habitat Connections program in alignment with Beautiful Ipswich	Ongoing, opportunities to combine Habitat Connections with Beautiful Ipswich are being explored.
4.4 Implement appropriate pollutant control mechanisms, particularly for sediment and erosion during the construction phase of development. (9.5/3.2)	Health Security and Regulatory Services	4.4.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	4.4.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
4.6 Ensure effective catchment and floodplain management. (9.5/3.4)	Works, Parks and Recreation	4.6.1 Review and implementation of the Waterway Health Strategy.	4.6.1.1 Develop a revised Waterway Health Strategy	Final document in design.
	Works, Parks and Recreation	4.6.3 Maintain up-to-date flood studies	4.6.3.1 Undertake the Bremer River Catchment Flood Study	Underway - Consultancy engaged.
	Works, Parks and Recreation	4.6.4 Delivery of the Habitat Connections Program.	4.6.4.1 Rehabilitation of program location sites through the removal of pest plants and re-vegetation with native plants	Ongoing
	Works, Parks and Recreation	4.6.5 Delivery of Catchment Corridor Plans.	4.6.5.1 Develop the Deebing Creek Corridor Plan	Completed.

Strategy 3: Enhance urban greening				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
4.7 Undertake street tree planting and landscaping and protect significant vegetation within road reserves. (9.5/4.2)	Works, Parks and Recreation	4.7.1 Planning, design and implementation of stage 1 "My Suburb, My City" Beautification program for Collingwood Park and River View.	4.7.1.1 Street trees planted along key major thoroughfares including Collingwood Drive, Namatjira Drive and Lawrie Drive, Collingwood Park and Old Ipswich Road, Riverview. A further nominated suburb list for roll-out in 18/19 of further street tree planting on major thoroughfares to be finalised following discussions with relevant divisional Councillors.	Collingwood Drive street trees and centre median upgrade currently in progress for delivery by December 2017. Planning for delivery of projects in Division 1, 4 & 5 are currently in progress.
	Works, Parks and Recreation	4.7.2 Conduct Street Tree Asset capture and Assessment.	4.7.2.1 Identified Resource requirement and currently undertaking asset capture (Several suburbs completed)	A second resource has been allocated and will be commencing in October to assist. Estimated completion is end of financial year 2018.
	Works, Parks and Recreation	4.7.3 Complete footpath garden Asset capture and mapping.	4.7.3.1 Identified Resource requirement and currently undertaking asset capture (Several suburbs completed)	Mapping of assets and maintenance layer is 85% complete.
	Works, Parks and Recreation	4.7.4 Complete condition assessment of existing gardens to identify a possible refurbishment program.	4.7.4.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing)	Landscaping "Points of Interest" identified for consideration as part of Beautiful Ipswich program for Collingwood Park and Riverview.
	Works, Parks and Recreation	4.7.5 Strategic plan identifying possible Street Tree planting opportunities (where are their gaps) and develop a Street Tree planting program.	4.7.5.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing)	Completed for Beautiful Ipswich program for Collingwood Park and Riverview. Trees planted.
	Works, Parks and Recreation	4.7.6 Strategic plan identifying possible Footpath garden capital opportunities (New) and develop a Footpath garden capital program.	4.7.6.1 Incorporate with Beautiful Ipswich program. (Stage one currently reviewing)	To be considered as future works, subject to available funding.
	Works, Parks and Recreation	4.7.7 Review current maintenance program, including	4.7.7.1 Draft a resource plan for the 17/18 Maintenance Program.	Ongoing. Completion of tree/garden asset data capture

		Street Trees and Footpath gardens		and mapping will assist.
Strategy 4: Use resources efficiently and sustainably				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
4.8 Waste is treated as a resource and is minimised through reducing, reusing and recycling. (9.5/5.1)	Works, Parks and Recreation	4.8.1 Maximise diversion of waste from landfilling through the kerbside recycling & green waste services and public transfer stations.	4.8.1.1 Promote the waste diversion services provided by Council to the local community	Material diverted from landfill in the Sept-17 quarter: * Kerbside recycling service = 3,521 tonnes * Kerbside green waste service = 727 tonnes * Recycling & Refuse Centres = 4,343 tonnes
			4.8.1.2 Investigate how Council will implement the Container Refund Scheme to provide the greatest benefits for Ipswich residents	Briefing paper to be prepared by end of November 2017.
			4.8.1.3 Participate in the Council of Mayors working groups on diversion of specific waste materials from landfilling	Working group currently not active.
			4.8.1.4 Support businesses that manufacture products using recycled content	Waste Strategy has been adopted and action plan under development.
			4.8.1.5 Investigate measures to divert priority waste materials from landfilling such as glass, concrete and tyres	Waste Strategy has been adopted and action plan under development.
	Works, Parks and Recreation	4.8.2 Develop and implement the Resource Optimisation Plan.	4.8.2.1 Approve and implement the Materials Recovery Plan	Completed. To be designed and printed.
4.9 Water is treated as a precious resource within a total water cycle management framework. (9.5/5.3)	Works, Parks and Recreation	4.9.1 Review and implement the Integrated Water Strategy.	4.9.1.1 Develop business cases for further conversion to river supply for irrigation purposes at Council sporting fields where feasible and cost effective.	Commenced and ongoing.
	Works, Parks and Recreation	4.9.2 Identify and deliver water saving projects, including the use of technology for minimising water use in Council facilities and	4.9.2.1 Finalise conversion of irrigation supply from town to river supply at the Tivoli Sporting Complex	Works are well underway, due for completion 30 October 2017.

		sports fields.		
	Works, Parks and Recreation	4.9.4 Delivery of stormwater improvement projects, including stormwater harvesting; stormwater offsets, rain gardens.	4.9.4.1 Finalise the implementation of the Redbank Plains Recreation Reserve storm water harvesting project.	Completed.
Strategy 5: Improve environmental awareness, education and compliance				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
4.10 Ensure appropriate compliance is undertaken in relation to littering, dumping and air and water pollution. (9.5/6.2)	Health Security and Regulatory Services	4.10.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	4.10.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.

LISTENING, LEADING AND FINANCIAL MANAGEMENT

Goal 5: Visionary and accessible leadership is provided that consults and communicates on key decisions and delivers sound financial management and good governance outcomes.				
Strategy 1: The Mayor and Councillors represent the Ipswich community and provide strong and visionary leadership				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.1 The accessibility to and the visibility of the Mayor and Councillors are maintained. (9.6/1.1)	Finance and Corporate Services	5.1.1 Maintain the accessibility of mayor and elected members in public and media platforms.	5.1.1.1 Conduct media enquiries and requests for Councillors in accordance with policy and guidelines	Media enquiries and requests are managed through Economic Development and Marketing in accordance with policies and guidelines.
			5.1.1.2 Conduct advertising and promotional activities in accordance with policy and guidelines	Oversee advertisements and promotional activities created by the electorate offices.
			5.1.1.3 Provide electorate offices with up-to-date and current information about Council activities and initiatives	Quarterly update meetings with staff and electorate offices for all new and upcoming changes within the organisation.
			5.1.1.4 Development and Implementation of Line of Sight Program.	Project initiatives continuing as per project plan.
	Finance and Corporate Services	5.1.2 Mayor's office and electorate offices have capacity,	5.1.2.1 Support electorate offices with appropriate resources and	Support and resources continue to be provided in accordance

		resources and visibility within the community.	capacity to deliver high standards of service	with established policies and procedures and based on service requirements.
			5.1.2.2 Electorate officers are provided with training and development opportunities	Training calendar continues to be populated with training and development opportunities.
			5.1.2.3 Ensure electorate offices are visible and accessible to the community	Divisional office contact details featured on Intranet and Council website, advertisements included in the local publications on question time, office hours etc.
5.2 The Mayor and Councillors continue to promote and advocate on behalf of the city and the community. (9.6/1.2)	Finance and Corporate Services	5.2.1 Elected members undertake roles and responsibilities to a high standard.	5.2.1.1 Provide advocacy role on behalf of community or individuals where required	ICC Councillors are active in the region and have fulfilled duties in accordance with requirements of the Act.
			5.2.1.2 Respond effectively to issues impacting on the City and community	ICC Councillors are active in the region and have fulfilled duties in accordance with requirements of the Act.
			5.2.1.3 Ensure effective and responsible policy and decision making	Council has established policies and procedures in relation to decision making, reviewed on an annual basis.
			5.2.1.4 Maintain a high standard of ethical conduct and transparent decision making	Councillors Code of Conduct is currently being reviewed in accordance with the recommendations of the Governance Review Report dated 31 July 2017.
	Finance and Corporate Services	5.2.2 Monitor and review Council's performance, strategic and operational reporting.	5.2.2.1 Reporting and monitoring is reviewed for effectiveness and performance outcomes	Council's performance is monitored and reported on through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities.
			5.2.2.2 Ensure reporting to Council is timely and accurate	Council's performance is monitored and reported on

				through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities.
			5.2.2.3 Exception reporting is provided to Council where required	Council's performance is monitored and reported on through branch activity reports, financial budgetary performance and quarterly operational reporting with alignment to strategic and operational activities.
Strategy 2: Provide comprehensive and meaningful community engagement to inform Council decision making				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.3 Council decisions are better informed through meaningful engagement with the community. (9.6/2.1)	Arts, Social Development and Community Engagement	5.3.1 Data and information provided to Council reflects community needs.	5.3.1.1 Develop Community Research Strategy.	Scheduled to commence in 2018.
			5.3.1.2 Conduct community survey that provides a baseline assessment of community values, needs and feedback (to inform decision making).	Scheduled to commence in 2018.
			5.3.1.3 Commence implementation of knowledge management methodologies to facilitate sharing of research outcomes across Council.	Ongoing. Research and benchmarking with other LGAs and State agencies in Australia and abroad will be undertaken to inform development of a methodology to be implemented in late 2018.
			5.3.1.4 Link the statistical data with community engagement findings in order to strengthen the design and delivery of good community engagement projects.	In progress and on-going has been used in the Redbank Community centre data, Riverview work and other projects during the last quarter.
5.4 Community engagement is tailored to the needs of the community and the project. (9.6/2.2)	Arts, Social Development and Community Engagement	5.4.1 Efficient and outcome-focused community engagement	5.4.1.1 Develop project specific Community Engagement Plans, as appropriate, that customises engagement strategy to target community.	In progress and on-going has been used in the Redbank Community centre data, Riverview work and other projects during the last quarter.

5.5 Council maintains a key focus on customer service and meeting the needs of the community. (9.6/2.3)	Finance and Corporate Services	5.5.1 Meet or exceed corporate targets for customer service standards.	5.5.1.1 Achieve first-point-of-contact resolution when answering customer enquiries	Achieved 83% vs Target of 52%
			5.5.1.2 Answer incoming customer calls directly in a timely manner	Achieved 83% vs Target of 85% (80% = Satisfactory)
			5.5.1.3 Ensure rate arrears are kept low	Achieved 1.84% vs Target of 2.70%
			5.5.1.4 Complete customer service requests in a timely manner	Achieved 98% vs Target of 85%
			5.5.1.5 Register and task all types of incoming Council communication in a timely manner	Achieved 98% vs Target of 85%
			5.5.1.6 Development and Implementation of Line of Sight Program.	Project initiatives continuing as per project plan.

Strategy 3: Implement initiatives that strengthen governance skills and knowledge.

Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.6 Councillors and staff are provided with the necessary skills, training and resources to make informed, effective, efficient, impartial and timely decisions. (9.6/3.1)	Finance and Corporate Services	5.6.1 Council continues to provide training, development and resources to Councillors and staff to enable and support, effective, informed, timely and impartial decision making.	5.6.1.1 Deliver training and development aligned to performance appraisal development plans	75% of appraisal planning completed. Development plans will be reviewed during quarter 2 for training and development solutions.
			5.6.1.2 Corporate training and development opportunities are available for all employees	Training calendar continues to be populated with training and development opportunities.
			5.6.1.3 Councillors are provided with appropriate training opportunities.	Various training sessions offered and undertaken by Councillors and will continue to be provided in the 2017/2018 year.
5.7 Council information is accurate and managed effectively to ensure appropriate access, confidentiality and security.	Finance and Corporate Services	5.7.1 Maintain an open and transparent approach to	5.7.1.1 Provide policies and procedures that are up-to-date	Regular reviews are undertaken on policies and procedures. As

(9.6/3.2)		information.		part of the Governance Review an inventory of policies and procedures is currently being undertaken.	
			5.7.1.2 Maintain privacy principles and provide access to information where required	Information continues to be managed in accordance with legislative obligations. Release of information is managed through established processes and procedures.	
			5.7.1.3 Effectively manage and resolve administrative action complaints	6 Administrative Action complaints received and processed within legislative time frames in the last quarter.	
			5.7.1.4 Review and maintain a strategic approach to information and retention	The CFO has formed a cross functional team to review and improve information accessibility, retrieval and retention across the Finance and Corporate Services Department. As Policies, Procedures, Processes and Workplace Behaviours are improved and tested in the field these better practices will be implemented more widely across Council.	
			5.7.1.5 Development and Implementation of Line of Sight Program.	Project initiatives continuing as per project plan.	
		Finance and Corporate Services	5.7.2 Review and maintain Council's enterprise risk management framework	5.7.2.1 Update the Enterprise Risk Management Framework	The ERM Framework has been reviewed and updated. Executive Management review and approval being obtained.
				5.7.2.2 Report to Executive Management on corporate exposures	Risk Management reporting being reviewed and developed.
				5.7.2.3 Regular monitoring of risks and opportunities	Review of risks being undertaken with monitoring procedures established.
				5.7.2.4 Monitor insurance	Insurable risk review & gap

			exposures and risks to control premiums	analysis being completed as a health check on the current insurance portfolio and alignment of risk and insurance.
Strategy 4: Maintain a financially sustainable and resilient approach to budgeting				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.8 Aim to operate Council's finances with a modest surplus. (9.6/4.1)	Finance and Corporate Services	5.8.1 Ensure sound budgeting principles consistent with long-term financial targets.	5.8.1.1 Regularly update and review Council's long term financial plan (LTFP).	Council's LTFP has been reviewed recently as part of our annual borrowing program. As per our budget and review program, discussions / presentation will be held with Councillors on the LTFP and sustainability targets in Dec 2017 - Feb 2018.
			5.8.1.2 Review input assumptions and financial sustainability targets as part of preparation of the LTFP.	Council's LTFP has been reviewed recently as part of our annual borrowing program. As per our budget and review program, discussions / presentation will be held with Councillors on the LTFP and sustainability targets in Dec 2017 - Feb 2018.
			5.8.1.3 Prepare Council's annual budget in line with financial targets set out in the LTFP.	Council's annual budget process (18/19) will be commenced in Feb 2018. Council monitors its performance against budget and will prepare budget variances as required for submission to Council during the year.
			5.8.1.4 Monitor and report Council's performance compared to budget.	Monthly performance reports comparing actual to budget are prepared and tabled at committee.
5.9 Manage and reduce the city's debt on the basis of 'don't spend more than you earn, and borrow for assets only'. (9.6/4.2)	Finance and Corporate Services	5.9.1 Effectively manage revenue sources relative to debt and service levels.	5.9.1.1 Manage Council's debt in accordance with Council's debt policy.	Ongoing.
			5.9.1.2 Forecast Council's debt position as part of Council's long term financial planning and budget process.	Council has reviewed and submitted its LTFP to QTC as part of the annual borrowing program and requirements and discussions with Councillors will

				be held as part of the commencement of 18/19 annual budget process.
			5.9.1.3 Monitor and review Council's financial performance ratios and targets.	Monthly performance reports is undertaken and submitted to Committee and target monitored as part of LTFP preparation and review.
Strategy 5: Good neighbourly relations are maintained through effective dispute resolution, community education and compliance.				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.10 The community is provided with information, education and tools to minimise and, if necessary, resolve neighbourhood disputes and to be aware of their obligations under laws and regulations. (9.6/5.1)	Health Security and Regulatory Services	5.10.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	5.10.1.1 Actions are listed in the Health and Amenity Plan under Customer Centric priorities and include outputs and outcomes that will be achieved within the financial year	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
5.11 Council undertakes inspections and appropriate compliance action in respect to nuisance activities. (9.6/5.2)	Health Security and Regulatory Services	5.11.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	5.11.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
Strategy 6: Maintain a consistent and efficient approach to laws and compliance activities across the city.				
Key Actions	Responsibility	Key Outcome	Deliverables	Progress Comments
5.12 The community is provided with information and access on how to apply for and comply with licenses and permit conditions, and obligations under local laws and legislation. (9.6/6.1)	Health Security and Regulatory Services	5.12.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	5.12.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
5.13 Council will undertake programmed inspections and patrols and will respond to requests made by the community to ensure quality of life is being maintained across the city. (9.6/6.2)	Health Security and Regulatory Services	5.13.1 Ensure delivery of actions and outcomes in the Ipswich City Council Health and Amenity Plan are achieved.	5.13.1.1 Actions are listed in the Health and Amenity Plan under various priorities and include outputs and outcomes that will be achieved within the financial year.	All HAP actions and related projects are being progressed. A public six month progress report will be made available on Councils website in Jan/Feb 2018.
5.14 Council has local laws that are contemporary, sustainable and efficient for the good governance of the Local Government Area. (9.6/6.3)	Health Security and Regulatory Services	5.14.1 The local laws provide clear and consistent outcomes for Council and the community in resolving compliance matters and are reviewed regularly.	5.14.1.1 A policy will be developed to provide a framework for how and when local laws will be reviewed to ensure they contain no redundant provisions and are	The approach to contemporary local law making and reviews for Council will be put forward in the coming months to finalise a way forward for key policy and

			contemporary regulatory tools.	operational amendments to local laws.
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City of
Ipswich

Ipswich City Council

**FINANCIAL AND CORPORATE
KEY PERFORMANCE INDICATORS
OF THE IMPLEMENTATION OF THE
2017-2018 OPERATIONAL PLAN**

September 2017

Financial Report on the Progress of Implementation of the 2017-2018 Operational Plan
September 2017

Departmental Breakdown

Trend of year to date results as at 30 September 2017:

Revenue and Expense: 😊 <1% or \$50k worse than budget whichever is greater; 😐 <5% or \$125k worse than budget whichever is greater; ☹️ >=5% or >=\$125k worse than budget whichever is greater.
Capital: 😊 within 5% or \$50k +/- budget whichever is greater; 😐 within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Departmental Controlled:

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Arts, Social Development and Community Engagement	Revenue	😊	😊	😊										
	Employee Expenses*	😊	😊	😊										
	Other Expense Categories**	😊	😊	😊										
	Capital	U😊	U😊	U😊										

Satisfactory results for revenue and expenses.
Capital expenditure under budget \$70k or 46.7%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Economic Development and Marketing	Revenue	😊	😊	😊										
	Employee Expenses*	😊	😊	😊										
	Other Expense Categories**	😊	😊	😊										
	Capital	n/a	n/a	n/a										

Satisfactory results for revenue and expenses.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Infrastructure Services Department	Revenue	😊	😊	😊										
	Employee Expenses*	😊	😊	😊										
	Other Expense Categories**	😊	😊	😊										
	Capital	U😊	O😊	O😊										

Satisfactory results for revenue and expenses.
Capital expenditure over budget for Infrastructure Program \$2.04m or 17.1%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Finance and Corporate Services Department	Revenue	😊	😊	😊										
	Employee Expenses*	😊	😊	😊										
	Other Expense Categories**	😊	😊	😊										
	Capital	U😊	U😊	U😊										

Satisfactory results for revenue and employee expenses. Other expense categories over budget by \$201k or 2.4%.
Capital expenditure under budget \$3.76m or 75.3%.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above

Financial Report on the Progress of Implementation of the 2017-2018 Operational Plan
September 2017

Departmental Breakdown

Revenue and Expense: ☹️<1% or \$50k worse than budget whichever is greater; ☹️ <5% or \$125k worse than budget whichever is greater; ☹️>=5% or >=\$125k worse than budget whichever is greater.
Capital: ☹️within 5% or \$50k+/- budget whichever is greater; ☹️ within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Trend of year to date results as at 30 September 2017:

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Works, Parks and Recreation Department	Revenue	☺️	☺️	☺️									
	Employee Expenses*	☺️	☺️	☺️									
	Other Expense Categories**	☺️	☺️	☺️									
	Capital	☹️	☹️	☹️									

Satisfactory results for revenue and expenses.
Capital expenditure under budget for Infrastructure Program \$245k or 4.9%. Capital expenditure for fleet and equipment purchase under budget \$735k or 18.0%.
Capital expenditure for IWS under budget \$169k or 72.8%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Health, Security and Regulatory Services Department	Revenue	☺️	☺️	☺️									
	Employee Expenses*	☺️	☺️	☺️									
	Other Expense Categories**	☺️	☺️	☺️									
	Capital	U	U	U									

Satisfactory results for revenue and expenses.
Capital expenditure under budget \$170k or 51.7%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Planning and Development Department	Revenue	☺️	☺️	☺️									
	Employee Expenses*	☺️	☺️	☺️									
	Other Expense Categories**	☺️	☺️	☺️									
	Capital	n/a	n/a	n/a									

Satisfactory results for revenue and employee expenses. Other expense categories over budget \$79k or 31.0% due to a number of legal appeals.

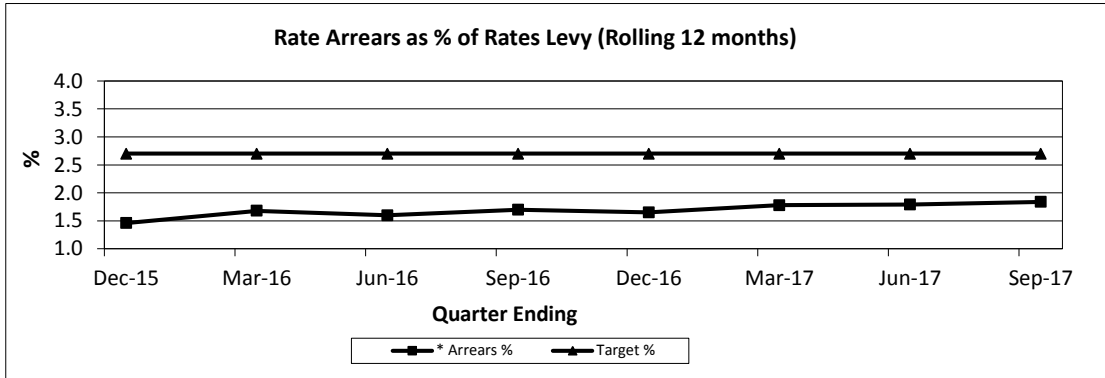
Corporate Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Corporate Items	Revenue	☺️	☹️	☺️									
	Expenses	☹️	☹️	☹️									
	Capital	☹️	☹️	☹️									

Satisfactory results for revenue. Expenses over budget \$1.39m or 6.9% .
Capital expenditure for donated assets over budget \$7.9m, which relates to budget phasing.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above

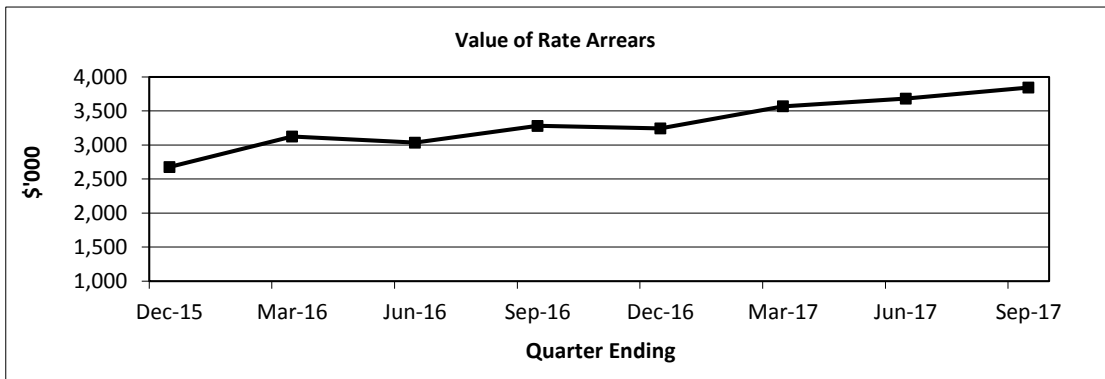
Rate Arrears as at 30 September 2017:



	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
* Arrears %	1.46	1.68	1.6	1.7	1.65	1.78	1.79	1.84
Target %	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70

* Rolling 12 month average

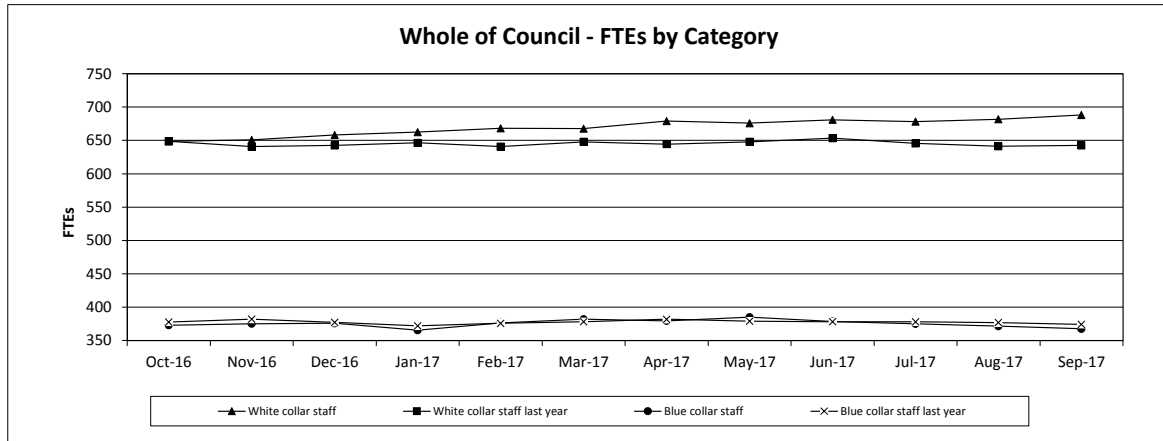
Value of Rate Arrears:



	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
\$'000	2,676	3,125	3,034	3,281	3,242	3,568	3,680	3,844

Full Time Equivalents:

Whole of Council



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	648.5	650.8	658.0	662.4	668.1	667.7	679.0	675.8	681.0	678.1	681.7	688.0
Blue collar staff	372.9	375.1	375.8	365.3	376.5	382.0	379.5	385.0	378.7	375.0	371.5	367.5
Total	1,021.4	1,025.9	1,033.8	1,027.7	1,044.6	1,049.7	1,058.5	1,060.9	1,059.7	1,053.1	1,053.2	1,055.5
<i>Movement prior month (white collar)</i>	6.2	2.3	7.2	4.4	5.7	(0.3)	11.3	(3.2)	5.1	(2.9)	3.6	6.3
<i>Movement prior month (blue collar)</i>	(1.3)	2.2	0.7	(10.5)	11.2	5.5	(2.5)	5.5	(6.3)	(3.7)	(3.5)	(4.0)
<i>White collar staff last year</i>	648.7	640.7	642.5	646.3	640.8	647.9	644.4	647.9	653.4	645.5	641.1	642.4
<i>Blue collar staff last year</i>	377.7	382.0	377.3	371.8	375.8	378.3	381.8	379.0	378.2	377.9	376.9	374.2
<i>Total FTEs last year</i>	1,026.4	1,022.8	1,019.8	1,018.1	1,016.5	1,026.2	1,026.2	1,026.9	1,031.6	1,023.4	1,018.1	1,016.6

Sick Leave:

Whole of Council

	Sep-16 Hours	Oct-16 Hours	Nov-16 Hours	Dec-16 Hours	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours
White collar staff	66.14	66.53	66.10	64.38	65.27	64.98	64.98	64.02	63.67	63.30	63.35	65.46	65.08
Blue collar staff	85.28	86.67	86.62	86.04	86.32	87.22	86.73	85.08	82.95	82.16	81.17	83.03	82.61
WOC staff	72.97	73.71	73.40	72.07	72.73	72.84	72.66	71.43	70.44	69.91	69.57	71.57	71.15

* Rolling 12 month average - hours taken per person per year

Over the quarter sick leave has deteriorated by 1.73 hours for white collar workers and 1.44 hours for blue collar workers .

Annual Leave:

Annual Leave Balances as at pay period ended 25 September 2017:

Whole of Council

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
No of people with 0-4 weeks	764	775	762	774	839	834	801	836	822	807	794	786	785
No of people with 4-8 weeks	285	281	292	293	225	239	275	252	271	284	290	303	307
No of people with 8+ weeks	8	9	9	8	9	10	12	12	7	11	12	8	10

Of the 10 people with balances over 8+ weeks, no employees have a balance over 10 weeks.

Lost Time Injury Frequency Rates:

Whole of Council

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	1	1	1	0	0	0	0	1	0	0	1	0	0
LTIFR	7	7	6	0	0	0	0	8	0	0	0	0	0
LTIFR Rolling 12 months	5	6	6	6	5	4	4	4	3	3	3	3	3
Cumulative Days lost 12 months	56	58	70	60	59	59	85	104	125	110	100	111	129
LTISR Rolling 12 months	33	33	41	35	35	32	49	63	64	64	58	64	74

Capital Expenditure

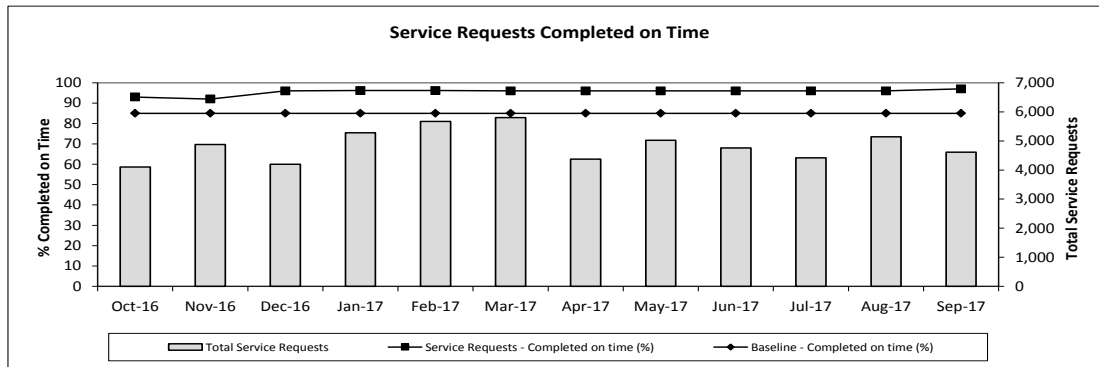
Results as at 30 September 2017:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	23,639	26,754	3,115	162,923	15%	162,923
Corporate Controlled	22,392	15,834	(6,558)	72,535	31%	72,535
	46,031	42,588	(3,443)	235,458	20%	235,458

Department controlled actuals behind budget as some capital projects are running behind schedule. Corporate controlled actuals are over budget due to a higher than anticipated level of donated assets received by Council.

Customer Engagement System

All Council:



All Council	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	92	96	96	96	96	96	96	96	96	96	97
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	4,875	4,196	5,279	5,671	5,802	4,374	5,020	4,758	4,416	5,140	4,612

City Management, Finance and Community Engagement Committee	
Mtg Date: 09/11/2017	OAR: YES
Authorisation: Andrew Roach	

A4416530

17 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: HUMAN RESOURCES MANAGER

RE: CHRISTMAS CLOSURE 2017

INTRODUCTION:

This is a report by the Human Resources Manager dated 17 October 2017 concerning proposed working arrangements for Council staff over the 2017–2018 Christmas/New Year period.

BACKGROUND:

The days on which the public holidays fall over the Christmas/New Year period for 2017–2018 are as follows:

- Christmas Day – Monday, 25 December 2017
- Boxing Day – Tuesday, 26 December 2017
- New Year's Day – Monday, 1 January 2018

PROPOSAL:

Council's Certified Agreements for Local Government Employees' and Local Government Officers' provide that Council will close down for the entire Christmas – New Year period with the exception of emergency and essential customer service situations. Under these arrangements Council will close on Wednesday, 27 December 2017 to Friday 29 December 2017 in addition to the public holidays above.

The Agreements also provide that Council will nominate one day during this period in which employees may take off work without having to apply for some other form of paid leave. It is proposed that the nominated day in this period be Wednesday, 27 December 2017 and that those employees required to work on this day will be granted an additional day of leave with pay.

Council employees will be required to submit a leave application form for flex time (if applicable), annual leave, TIL, long service leave or any combination for the remaining working days within the close-down period being Thursday, 28 December 2017 and Friday, 29 December 2017. The Agreements provide staff with greater flexibility as to which type of leave they wish to apply for during this period.

GOVERNANCE:

The arrangements comply with Council's Certified Agreements as detailed below.

Ipswich City Council Officers' Agreement 2011

Clause 38.6.1

Council will close down each year from Christmas Day to New Year's Day. Ipswich City Council shall nominate one day during the Christmas/New Year period, as a day which rostered employees are entitled to take off work with pay and without applying for any other forms of leave. Employees may accrue up to three (3) days in the form of TIL (TIL shall be time for time), overtime, flex time or banked Rostered Day Off (RDO's), for the specific purpose of taking this time off during the period. Staff whose RDO's or who are on leave at this time will be credited with one (1) additional day leave to be used when best fits operational requirements. Employees who are required to work on this day (Granted Day) will be paid ordinary rates and that day will be taken at another time as agreed by the Supervisor.

Ipswich City Council Local Government Employees' Certified Agreement 2011

38.4.1 Christmas

Ipswich City Council shall nominate one day during the Christmas/New Year period, as a day which rostered employees are entitled to take off work with pay and without applying for any other forms of leave. Employees may accrue up to three (3) days in the form of TIL (TIL shall be time for time), overtime or banked RDO's, for the specific purpose of taking this time off during the period. Staff whose RDO's or who are on leave at this time will be credited with one (1) additional day leave to be used when best fits operational requirements. Employees who are required to work on this day will be paid ordinary rates and that day will be taken at another time as agreed by the Supervisor.

RECOMMENDATIONS:

- A. That Council offices close from 1.00 pm Friday, 22 December 2017, re-opening Tuesday 2 January 2018, except for staff providing emergency or essential customer services.
- B. That Council field workers' cease work at 12.00 pm on Friday, 15 December 2017.
- C. That as per the relevant Certified Agreements, staff be granted a day off work on Wednesday, 27 December 2017 with pay and without applying for any form of leave, except those required to provide emergency or essential customer services.
- D. That those employees who attend work on Wednesday, 27 December 2017 be credited with one day's accrued leave.
- E. That staff not required to provide emergency or essential customer services be required to apply for Flex Time, Annual Leave, TIL or Long Service Leave to cover the remaining two day period of the shutdown.
- F. That Council communicate the working/leave arrangements for 2017–2018 Christmas/New Year period to all Council staff as soon as practical.

Michael McMahon
HUMAN RESOURCES MANAGER

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 9 Nov 2017	OAR: YES
Authorisation: Andrew Roach	

A4428952

18 October 2017

MEMORANDUM

TO: CORPORATE SERVICES AND RISK MANAGER

FROM: ADMINISTRATION SUPPORT MANAGER

RE: 2018 COUNCIL AND COMMITTEE MEETING CALENDAR

INTRODUCTION:

This is a report by the Administration Support Manager dated 18 October 2017 concerning the 2018 Ipswich City Council – Council and Committee Meeting Calendar.

BACKGROUND:

Each year Council adopts a meeting calendar setting out the dates and times of all Council Ordinary Meetings and meetings of its Standing Committees.

CALENDAR EXPLANATION:

The proposed calendar includes:

- One round of committee meetings and one Council meeting per month;
- Meetings of the Employee Development Advisory Committee held every second round, the week prior to committee;
- No committee or Council meetings held during the Planning Institute of Australia National Congress or the Local Government Association of Queensland Conference.

OTHER CONSIDERATIONS:

Committee Meetings – change in days

All committee meetings are generally held on a Monday and Tuesday. The draft calendar proposes one variation to this:

- The meetings proposed for 7 and 8 November 2018 have been proposed for Wednesday and Thursday due to Melbourne Cup occurring on the Tuesday.

External Council Meetings

Two external meetings have been scheduled for 2018 in March and October commencing at 9.30 am. Venues for both meetings are yet to be confirmed.

Budget Consultation Meetings

Budget consultation meetings are usually held in May each year. At this stage the first two weeks of May have been proposed for these meetings and dates have been tentatively placed in the calendar.

CONCLUSION:

The 2018 Ipswich City Council – Council and Committee Meeting Calendar has been prepared to ensure the following:

- (a) There are no committee or Council meetings held during the Local Government Association Annual Conference or the Planning Institute of Australia National Congress.
- (b) In accordance with section 257(1) of the *Local Government Regulation 2012* there is a meeting of the local government held at least once in each month.
- (c) Two meetings of the Council Ordinary Meeting in 2018 are proposed to be held in the community in March and October at 9.30 am (venues to be confirmed).

ATTACHMENT:

Name of Attachment	Attachment
Draft 2018 Council and Committee Meeting Calendar	Attachment A

RECOMMENDATION:

- A. That the 2018 Council and Committee Meeting Calendar dates, as detailed in Attachment A to the report by the Administration Support Manager dated 18 October 2017, be adopted.
- B. That the Chief Financial Officer, in consultation with the Mayor, the Deputy Mayor and the Chief Executive Officer, be authorised to amend the 2018 Ipswich City Council – Council and Committee Meeting Calendar dates if required.
- C. That the Council Ordinary Meetings scheduled for March and October 2018 be held at 9.30 am at venues to be determined.
- D. That in accordance with section 277(1) of the *Local Government Regulation 2012*, the Chief Financial Officer co-ordinate the submission of a public notice to appear in the local newspapers in January 2018 advising the days and times of when Council’s Ordinary Meetings and Ordinary Meetings of its Standing Committees will be held.

Vicki Lukritz
ADMINISTRATION SUPPORT MANAGER

I concur with the recommendations contained in this report.

Laura Nicholls

CORPORATE SERVICES AND RISK MANAGER

I concur with the recommendations contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER

CALENDAR - 2018 - IPSWICH CITY COUNCIL - COUNCIL AND COMMITTEE MEETING CALENDAR (As at Cl Ord Mtg of ?????)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
JAN 2018	1 NYD Holiday																													
FEB																														
MAR																														
APR																														
MAY																														
JUN																														
JUL																														
AUG																														
SEP																														
OCT																														
NOV																														
DEC																														
JAN 2019																														

Approximate scheduled conclusion time

Approximate scheduled conclusion time

Council Ordinary Meetings

9.00 am (except 27 March and 16 October which will be 9.30 am)

IEM Infrastructure and Emergence Management Ctee
 WPS Works, Parks and Sport Ctee
 CE Conservation and Environment Ctee
 LT Libraries and Tourism Ctee
 ACD Arts and Community Development Ctee

8.30 am (Mon) 9.30 am
 9.30 am (Mon) 10.30 am
 10.30 am (Mon) 11.30 am
 11.30 am (Mon) 12.30 pm
 12.30 pm (Mon) 1.30 pm

HSCS Health Security and Community Safety Ctee
 PDH Planning Development and Heritage Ctee
 EDTDC Economic Development and Digital City Ctee
 CMFCEC City Management, Finance and Community Engagement Ctee

8.30 am (Tue) 9.30 am
 9.30 am (Tue) 10.30 am
 10.30 am (Tue) 11.30 am
 11.30 am (Tue) 12.30 pm

Council Ordinary Meetings are held in the Council Chambers at 45 Roderick Street, Ipswich unless otherwise determined
 School Holidays
 Public Holidays
 Committee meetings
 Council meetings
 Policy & Admin Advisory Ctee, Audit & Risk Mgmt Ctee, Employee Development Advisory Ctee

Seniors Week - 18 - 26 August 2018

LGAQ Conf - Local Government Association of Queensland Inc 29-31 October 2017 - Brisbane

ALGA NGA - Australian Local Government Association - National General Assembly 17-20 June - Canberra

PIA National Congress - Planning Institute of Australia National Congress 9-11 May 2018 - Perth

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Andrew Roach	

PJM: PJM
A4435880

23 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: TREASURY ACCOUNTING MANAGER

RE: ANNUAL VALUATION EFFECTIVE 30 JUNE 2018

INTRODUCTION:

This is a report by the Treasury Accounting Manager dated 23 October 2017 concerning advice from the Valuer-General regarding the annual valuation effective 30 June 2018 for the Ipswich local government area.

BACKGROUND:

Valuations are determined by the Valuer-General (VG) and are provided to Councils for rating purposes. In July 2017 Ipswich City Council (Council) responded to a request from the VG seeking Council's view on the need for an annual valuation effective 30 June 2018, for the Ipswich local government area.

As in previous years, Council responded to the VG requesting that the annual valuation be undertaken. Council's response highlighted that with the forecast levels of growth for the Ipswich area that annual valuations will greatly assist Council in minimising the effects of valuation changes on ratepayers.

Council's response also highlighted that the VG's recent practise of only providing annual valuations every second year, which has been the case since 2013, has resulted in numerous Ipswich suburbs receiving significant movements in valuation but only every second year. The effects of these large valuation movements may have been reduced had valuations been provided annually.

The following table was included in Council's letter to the VG and highlights the uneven distribution of these valuation movements on residential properties as a result of the annual valuations being provided only every second year.

Suburb	2014	2015	2016	2017
Augustine Heights	0%	7.77%	0%	20.10%
Bellbird Park	0%	1.15%	0%	20.09%
Brookwater	0%	-2.42%	0%	20.22%
Camira	0%	0%	0%	25.24%
Deebing Heights	0%	3.02%	0%	21.14%
Goodna	0%	-0.01%	0%	14.60%
Ipswich	0%	0.40%	0%	8.35%
Peak Crossing	0%	-9.48%	0%	23.74%
Purga	0%	-10.98%	0%	16.39%
Ripley	0%	0%	0%	28.47%
Springfield Lakes	0%	10.11%	0%	19.91%
South Ripley	0%	-1.07%	0%	29.48%

Sample list that does not include all suburbs.

Attachment A is the response from the VG indicating his decision not to provide an annual valuation for the Ipswich local government area for 2018. The decision of the VG is premised on a market survey for the local government area, Council's response to the VG and consultation with appropriate local and industry groups. The "*local and industry groups*" are not detailed in the letter from the VG.

The possibility that the VG would not provide an annual valuation for the 2018-2019 financial year was discussed with Councillors during the budget consultation meetings in May 2017.

The VG's decision to not provide an annual valuation for Ipswich will result in Council's rating policies for the 2018-2019 financial year being developed based on the most recent valuations, effective 30 June 2017, as provided by the VG.

RATES MODELLING FOR 2018-2019:

The impact on Council's rating policies, of VG's decision to not provide an annual valuation, will be modelled and presented to Council for consultation during the budget development period (February through May 2018).

In the absence of any significant changes to existing rating policies, such as a new category structure, the continuance of the 2017-2018 valuations will result in relatively minor changes to the rate-in-the-dollar used for each category. Valuation *Averaging*, re-introduced by Council for 2017-2018, and rate *Capping* will continue to be options available to Council to moderate the effects of previous valuation increases.

The principles that underpin the use of *Capping* and *Averaging* in past years and the benefits that these rating provisions provide to property owners, will continue to be important considerations in the development of rating policies for 2018-2019.

CONCLUSION:

Rates modelling for 2018-2019 will be developed using the same valuations that were provided for 2017-2018. *Capping* and *Averaging* will continue to be important considerations in the development of 2018-2019 rating policies.

ATTACHMENT:

Name of Attachment	Attachment
Letter from Mr. Neil Bray, Valuer-General	Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
FINANCE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER



Department of
Natural Resources and Mines

12 October 2017

Mr Gary Kellar
A/Chief Executive Officer
Ipswich City Council
PO Box 191
IPSWICH QLD 4305

Dear Mr Kellar

RE: ANNUAL VALUATION EFFECTIVE 30 JUNE 2018

Thank you for Council's response to my request seeking your opinion on whether or not an annual valuation (effective 30 June 2018) should be undertaken in the Ipswich local government area. You have advised that an annual valuation should be undertaken.

The *Land Valuation Act 2010* (the Act) requires that the Valuer-General undertake an annual valuation of all land in a local government area except in unusual circumstances or after consideration of:

- a market survey report for the local government area which reviews sales of land and the probable impact of the sales on the value of land since the last annual valuation, and
- the results of consultation with the local government for the area and appropriate local and industry groups.

After considering the statutory criteria, I have decided that an annual valuation for the Ipswich local government area will not be undertaken in 2018. Where new valuations are not issued, the most recent annual valuation remains effective for local government rating, state land tax and state land rental purposes until the next valuation is undertaken.

Should you wish to discuss this matter further, please contact Greg Crowley, Area Manager of the department on telephone 5626 6805.

Yours sincerely

A handwritten signature in black ink, appearing to read "Neil Bray".

Neil Bray
Valuer-General

State Valuation Service
Department of Natural Resources and Mines
Level 3, 1 William Street, Brisbane
PO Box 15216, City East 4002
Telephone: 3199 7770
Email: valuation.enquiries@dnrm.qld.gov.au
Website: www.qld.gov.au/landvaluation
ABN 46 640 294 485

24 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: CORPORATE SERVICES AND RISK MANAGER

RE: COUNCILLOR TRAVEL AND TRAINING REQUESTS

INTRODUCTION:

This is a report by the Corporate Services and Risk Manager dated 24 October 2017 concerning councillor travel and training requests.

BACKGROUND:

The Ipswich City Council expenses Reimbursement Policy (the policy) states that councillors are required to attend approved conferences/workshops to either deliver a paper or as a delegate or representative of Council. Such attendances are to be approved by Council resolution or, for matters that require out of session approval, approved by the Chief Executive Officer and as per the Ipswich City Council Councillor Expenses Reimbursement and Administrative Support Procedure, reported by the Chief Executive Officer at the next Council meeting.

The attachment contains training, conference and workshop travel details approved by the Chief Executive Officer out of session to be noted.

ATTACHMENTS:

Name of Attachment	Attachment
Training, conference and workshop travel approved by the Chief Executive Officer out of session to be noted.	Attachment

RECOMMENDATION:

That Council, in accordance with the "*Ipswich City Council Expenses Reimbursement*" Policy, note the training/conference/workshop travel details approved by the Chief Executive Officer as detailed in Attachment A to the report by the Corporate Services and Risk Manager dated 24 October 2017.

Laura Nicholls

CORPORATE SERVICES AND RISK MANAGER

I concur with the recommendation contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER

ATTACHMENT

**COUNCILLOR WORKSHOP AND CONFERENCE TRAVEL APPROVED BY THE CEO OUT OF SESSION
IN ACCORDANCE WITH THE EXPENSES REIMBURSEMENT POLICY**

Date Approved by CEO	Traveller	Details of Travel	Event Location	Travel Start Date	Conference Registration Approved
4/10/17	Cr Kerry Silver	LGAQ Annual Conference	Gladstone	16/10/17	

A4399458

3 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: RECOVERIES MANAGER

RE: OVERDUE RATES AND CHARGES: JULY-SEPTEMBER 2017 QUARTER

INTRODUCTION:

This is a report by the Senior Recoveries Officer dated 3 October 2017 concerning rate arrears and rate collection statistics for the period July-September 2017.

BACKGROUND:

Overdue Rates & Charges:

	Yearly Levies	Arrears \$ End of quarter	Arrears %	Total Assessments	Assessments in Arrears End of quarter	% in Arrears
June 2012	\$143,520,383	\$3,952,492	2.77	68,385	4,969	7.27
June 2013	\$152,366,516	\$2,761,175	1.81	69,409	4,199	6.05
June 2014	\$162,735,579	\$2,492,150	1.56	70,533	3,924	5.56
June 2015	\$175,942,886	\$2,764,243	1.57	72,515	4,949	6.82
June 2016	\$189,635,715	\$3,034,312	1.60	75,207	5,090	6.77
June 2017	\$205,419,598	\$3,680,474	1.79	78,689	6,067	7.71
Sept 2017	\$208,842,075	\$3,844,841	1.84	79,793	6,083	7.62

Arrears \$ value:

Following the completion of the July-September rating period, the approximate balance of overdue rates and charges was \$3,844,841 or 1.84% of the total rates. This represents an increase in outstanding balances of \$164,367 or 0.05% from the previous quarter. The figures provided are as at close of business 29 September 2017.

Arrears - Number of Assessments:

At the end of the September quarter, 6,083 assessments remained in arrears.
5,453 (89%) of assessments held balances outstanding of less than \$1,000.00, including 2,887 (53%) with outstanding balances of less than \$100.00.

Reminder Letters:

Quarter	Reminder letters	\$	Second letter	\$
April – June 2012	8,250	\$3,952,492	3,519	\$2,630,456
April – June 2013	8,666	\$4,577,587	3,605	\$1,874,009
April – June 2014	8,633	\$4,797,481	3,440	\$1,678,378
April - June 2015	8,634	\$5,117,628	3,888	\$2,320,978
April - June 2016	9,776	\$5,767,789	4,247	\$2,375,731
April-June 2017	11,102	\$6,214,851	4,950	\$3,023,858
July-September 2017	11,241	\$6,956,062	4,735	\$3,237,916

Legal Actions undertaken to recover Rates:

The following actions were commenced, or finalised on behalf of Council during the July-September quarter 2017:

Action	Number	Value
New Claims Filed	47	109,451
Filed Claims Paid in full prior to Judgement	14	28,640
Defences Lodged	0	0
Defences Resolved	0	0
Defences under Legal Dept Control	3	7,617
Judgments Granted	22	70,936
Sale of Land Resolutions -	0	0
Rates paid prior to Auction during the quarter	3	27,179
Properties Auctioned	0	
Properties Sold at Auction	0	
Properties purchased by Council at Auction	0	

Summary

The target arrears percentage rate of 2.70% was exceeded by 0.86%.

Planned Actions

- Continue to apply collection strategies to non-owner occupied properties i.e. Companies, Trusts, Vacant land, Investment properties.
- Continue to apply collection strategy to habitual defaulters.
- Continued close maintenance of payment plans and escalation of breaches.
- Continued drive to liaise with banks and finance providers for payments in full.

RECOMMENDATION:

That the report be received and the contents noted.

Karl Wilkins
SENIOR RECOVERIES OFFICER

I concur with the recommendation contained in this report.

Richard Bennett
STRATEGIC CLIENT MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

A4399809

City Management, Finance and Community Engagement Committee	
Mtg Date: 08/11/2017	OAR: YES
Authorisation: Andrew Roach	

4 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: SENIOR RECOVERIES OFFICER

RE: SALE OF LAND FOR OVERDUE RATES

INTRODUCTION:

This is a report by the Senior Recoveries Officer dated 4 October 2017 concerning properties that are eligible for Sale of Land for overdue rates and charges under Chapter 4 – Rates and Charges, Part 12 – Overdue Rates and Charges, Section 140 of *the Local Government Regulation 2012*.

BACKGROUND

As part of the ongoing property rates arrears recovery activities, properties have been identified as being eligible for sale of land for overdue rates and charges. Attachment A details the break down of overdue rates for each of these properties and the below summary table includes an aerial photograph of each property. The total overdue rates and charges associated with these properties is currently \$43,901.81.

All attempts to resolve this matter for these properties has been unsuccessful to date.

Comments by Debt Recovery Section:

- Under Part 12 – Overdue Rates and Charges, Division 3 – Selling or acquiring land for overdue rates and charges, of the *Local Government Regulation 2012*, the properties may now be sold by auction for the recovery of overdue rates and charges in terms of section 140(1)(c)(i).
- Recovery action has been implemented in accordance with Council's Rate Recovery Policy (reminder letters, contact letters, and telephone where able). Legal action has been taken where deemed appropriate.

When Council resolves to sell land for overdue rates and charges the land owners are notified of such action by a 'notice of intention to sell' signed by the Chief Executive Officer. If the rates and charges remain outstanding 3 months after such notice was sent to the land owner the Council is able to commence sale of the land.

If the land is not sold at auction, or to the highest bidder by agreement after negotiation, the land is taken to have been sold to Council at the auction at the reserve price (section 143(4) of the *Local Government Regulation 2012*)

SUMMARY:

Under the *Local Government Act 2009*, Council is empowered with the responsibility to levy and collect rates to fund the cost of providing services to the City. The onus is on the registered owner of a property to ensure rates are paid.

As all previous efforts to resolve the matter of outstanding rates on properties referred to in the Confidential Background Papers have been unsuccessful, the sale of land process will finalise the matter for the owners and ensure rates owing to Council are paid.

Confidential Background Paper	
Background on properties to be sold – outstanding rates details	Attachment A

RECOMMENDATION:

- A. That Council resolve it is satisfied that:
- i) There are overdue rates or charges on the properties at 67 Warwick Road Ipswich Qld 4305, 53 Blaxland Crescent, Redbank Plains Qld 4301, 8 Way Court Silkstone Qld 4304, 5 Vicki Street Redbank Plains Qld 4301, 19 Melinda Street Camira Qld 4300; and
 - ii) The liability to pay rates or charges is not subject of court proceedings; and
 - iii) Some or all of the overdue rates or charges have been overdue for at least 3 years.
- B. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 67 Warwick Road, Ipswich Qld 4305 (more properly described as Lot 5 on Crown Plan I 1699) in accordance with the *Local Government Regulation 2012*, as some or all of the overdue rates or charges have been overdue for at least 3 years.
- C. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 53 Blaxland Crescent, Redbank Plains Qld 4301 (more properly described, as Lot 270 Registered Plan 145954) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- D. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 8 Way Court, Silkstone Qld 4304 (more properly described, as Lot 52 Registered Plan 141656 to depth 30.48m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.

- E. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 5 Vicki Street, Redbank Plains Qld 4301 (more properly described, as Lot 27 Registered Plan 124178 to depth 21.34m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- F. That Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 19 Melinda Street, Camira Qld 4300 (more properly described, as Lot 25 Registered Plan 135548) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.

Karl Wilkins

SENIOR RECOVERIES OFFICER

I concur with the recommendation contained in this report.

Richard Bennett

STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: Yes
Authorisation: Andrew Roach	

25 October 2017

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: FINANCE MANAGER

RE: MONTH-END PERFORMANCE – SEPTEMBER 2017

INTRODUCTION

This is a report by the Finance Manager dated 25 October 2017 concerning Council performance for the period ending 30 September 2017, submitted in accordance with *Section 204 of the Local Government Regulation 2012*.

BACKGROUND

Section 204 of the Local Government Regulation 2012 requires a monthly report to be submitted to Council in respect of the performance of Council’s budget. The monthly performance report for September 2017 is included at Attachment A.

At the meeting there will be a presentation by the Chief Financial Officer on Council’s Finance Position and Long Term Financial Plan.

ATTACHMENT:

Name of Attachment	Attachment
September 2017 Monthly Performance Report	Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Jeffrey Keech
FINANCE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER



Ipswich City Council

Performance Report

September 2017

Ipswich City Council - Summary Financial Results

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	FY Budget \$'000	EOY Forecast \$'000	Detail Page ref:
Net Result as at 30 September 2017:						
Cash Operational Revenue						
Net Rates and Utilities	46,488	46,136	352	187,477	187,477	Page 9
Fees and Charges	7,702	7,067	635	28,048	28,048	Page 10
Operational Grants and Contributions	3,259	3,270	(11)	18,039	18,039	Page 11
Interest	1,363	1,121	242	4,122	4,122	Page 12
Other Cash Revenue	5,676	4,650	1,026	32,958	32,958	"
Total Cash Operational Revenue	64,488	62,244	2,244	270,644	270,644	
Cash Operational Expenses						
Employee Expenses*	22,455	23,108	653	90,714	90,714	Page 13
Materials and Services#	20,720	23,163	2,443	90,719	90,719	"
Finance costs	3,545	3,511	(34)	14,449	14,449	"
Other Cash Expenses	2,256	2,103	(153)	9,243	9,243	"
	48,976	51,885	2,909	205,125	205,125	
Cash Operational Result	15,512	10,359	5,153	65,519	65,519	
Non-Cash Operational Revenue						
Gain on Asset Disposal	38	0	38	0	38	Page 12
Internal Revenue	5,718	5,702	16	22,751	22,751	"
Total Non-Cash Operational Revenue	5,756	5,702	54	22,751	22,789	
Non-Cash Operational Expense						
Depreciation	16,129	15,373	(756)	61,490	61,490	Page 13
Headworks Credit Indexation	0	0	0	0	0	"
Loss on Asset Disposal	615	0	(615)	0	615	"
Internal Expense	5,395	5,027	(368)	19,923	19,923	"
Total Non-Cash Operational Expense	22,139	20,400	(1,739)	81,413	82,028	
Net Result before Capital	(871)	(4,339)	3,468	6,857	6,280	
Capital						
Capital Grants	263	0	263	8,275	8,275	Page 11
Donated Asset Revenue	22,392	20,613	1,779	72,535	72,535	"
Contributions	1,736	4,332	(2,596)	17,330	17,330	"
Headworks Credit Consumption	0	0	0	0	0	"
Total Capital	24,391	24,945	(554)	98,140	98,140	
Total Net Result	23,520	20,606	2,914	104,997	104,420	
Capital Program as at 30 September 2017:						
Cash Capital Items						
Asset Construction and Purchase	23,639	26,754	3,115	162,923	162,923	Page 17
Non-cash Capital Items						
Donated Assets	22,392	15,834	(6,558)	72,535	72,535	"
Total Capital Program	46,031	42,588	(3,443)	235,458	235,458	

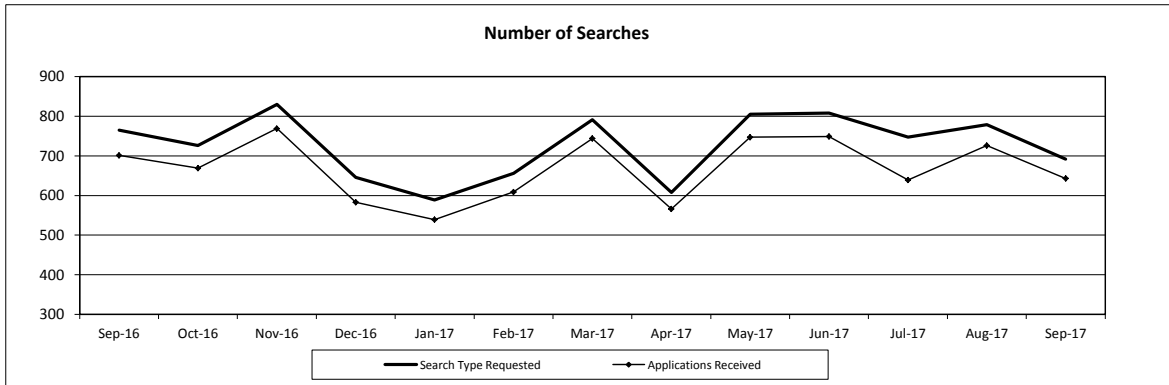
* Including contract labour

excluding contract labour

For information on individual line items, please refer to the relevant section of the report.

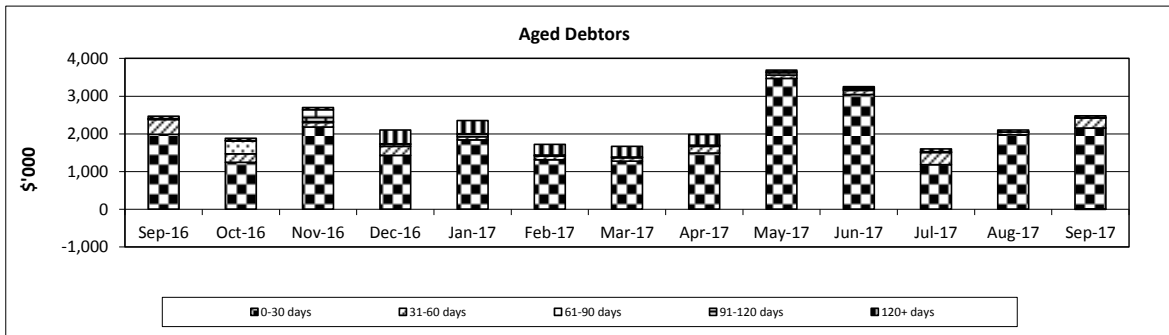
Additional Performance Information:

Property Searches:



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Search Type Requested	765	726	830	646	589	656	791	608	805	808	747	779	692
Applications Received	701	669	769	583	539	609	744	566	747	749	639	726	643

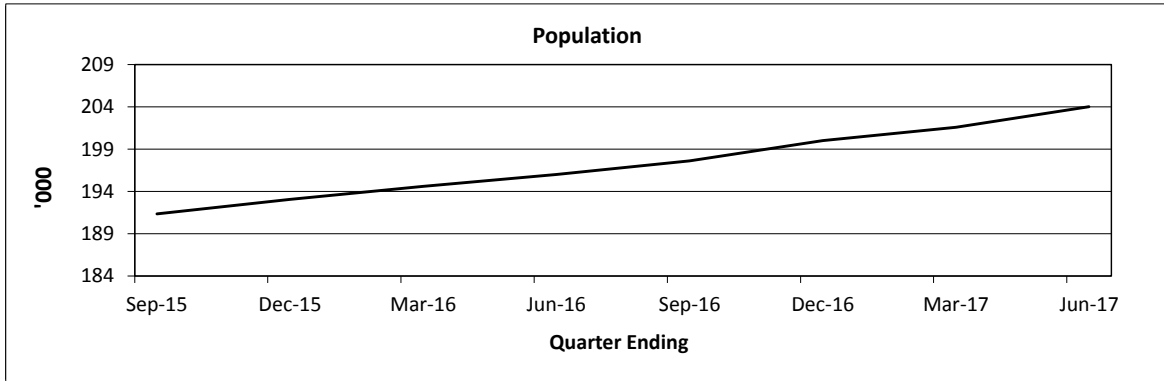
Aged Debtors:



	Sep-16 \$'000	Oct-16 \$'000	Nov-16 \$'000	Dec-16 \$'000	Jan-17 \$'000	Feb-17 \$'000	Mar-17 \$'000	Apr-17 \$'000	May-17 \$'000	Jun-17 \$'000	Jul-17 \$'000	Aug-17 \$'000	Sep-17 \$'000
0-30 days	1,989	1,246	2,180	1,430	1,839	1,312	1,276	1,492	3,469	3,041	1,181	1,977	2,153
31-60 days	392	226	121	238	85	98	90	176	89	109	325	67	265
61-90 days	14	343	27	51	61	16	16	24	65	20	8	1	13
91-120 days	9	3	313	17	16	11	2	10	17	40	12	3	1
120+ days	62	64	55	364	351	284	285	281	50	42	77	52	46

Satisfactory results overall.

Population:



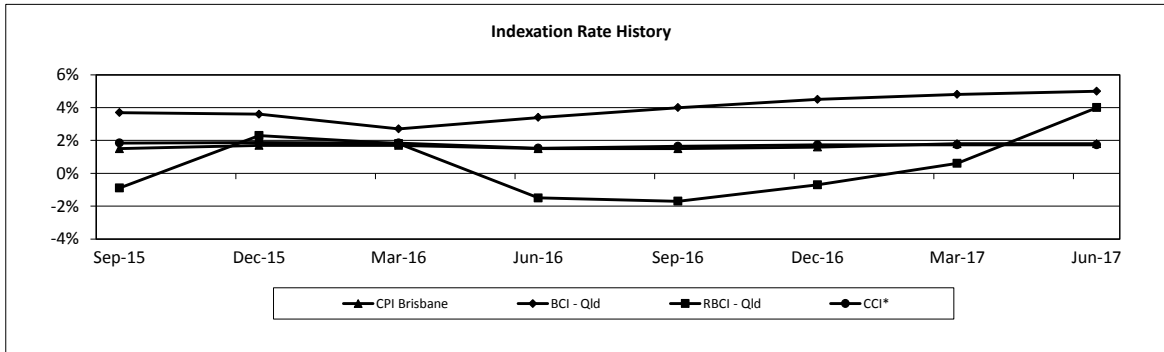
	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17
Population	191	193	195	196	198	200	202	204

September quarterly figures will be available in October report

Growth in Waste Domestic Services:

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
Growth per quarter:	1.05%	0.97%	0.76%	0.82%	1.40%	0.83%	1.25%	1.26%

Indexation Rate History:



	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17
CPI Brisbane	1.50%	1.70%	1.70%	1.50%	1.50%	1.60%	1.80%	1.80%
BCI - Qld	3.70%	3.60%	2.70%	3.40%	4.00%	4.50%	4.80%	5.00%
RBCI - Qld	-0.90%	2.30%	1.80%	-1.50%	-1.70%	-0.70%	0.60%	4.00%
CCI*	1.84%	1.88%	1.84%	1.53%	1.64%	1.74%	1.74%	1.73%

CPI = Consumer Price Index; BCI = Building Construction Index; RBCI = Roads and Bridges Construction Index; CCI = Council Cost Index

September quarterly figures will be available in October report

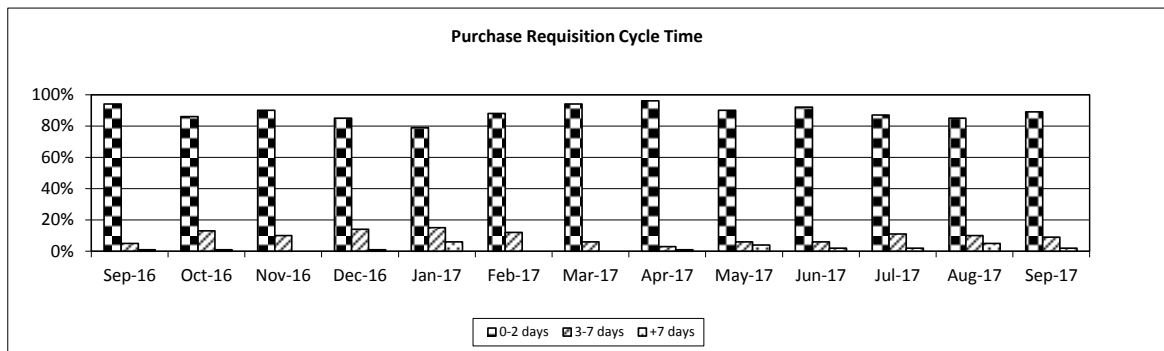
ICC Performance Report
September 2017

Invoices Paid within Terms:

	Mar-17		Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
Total invoices paid	5,837		4,559		4,938		5,094		4,839		5,265		3,818	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
% paid within terms	98%	98%	98%	99%	97%	95%	98%	99%	98%	97%	94%	98%	92%	95%
% paid <1 week outside terms	1%	1%	2%	1%	1%	3%	1%	1%	1%	3%	3%	1%	6%	4%
% paid >1 week outside terms	1%	1%	0%	0%	2%	2%	1%	0%	1%	0%	3%	1%	2%	1%

Satisfactory results. Count of invoice slightly down due to a delay in department approvals being impacted by staff leave. Improved results expected next month.

Purchase Requisition Cycle Time:

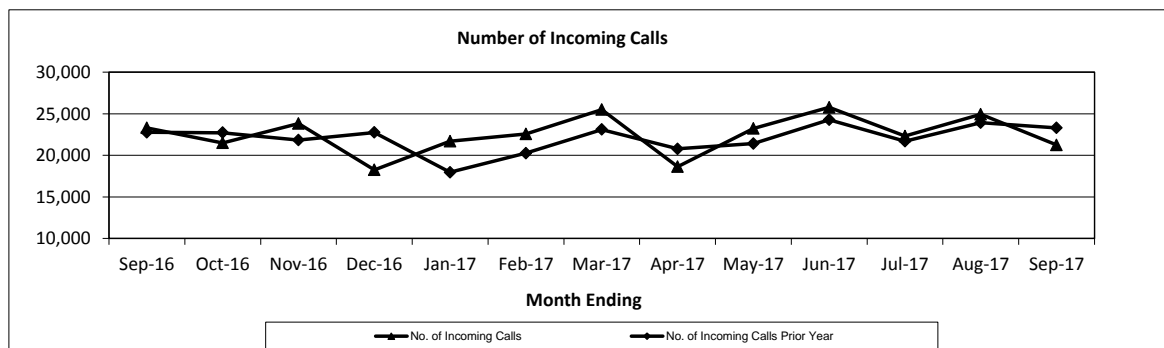


Key performance indicator for this activity is two days.

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
0-2 days	94%	86%	90%	85%	79%	88%	94%	96%	90%	92%	87%	85%	89%
3-7 days	5%	13%	10%	14%	15%	12%	6%	3%	6%	6%	11%	10%	9%
+7 days	1%	1%	0%	1%	6%	0%	0%	1%	4%	2%	2%	5%	2%

Satisfactory Results.

Number of Incoming phone calls - All Council (excluding BCC After Hours and Helpdesk)



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
No. of Incoming Calls	23,313	21,495	23,814	18,241	21,681	22,579	25,508	18,637	23,222	25,768	22,308	24,933	21,239
No. of Incoming Calls Prior Year	22,766	22,726	21,829	22,750	17,950	20,254	23,109	20,775	21,405	24,264	21,689	23,927	23,313

Statement of Cashflows

	July Actuals	July Budget	August Actuals	August Budget	September Actuals	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget
Cashflows from Operating Activities															
Receipts from Customers	(2,731)	(4,020)	(38,935)	(38,178)	(4,366)	(3,937)	(4,041)	(38,366)	(3,941)	(4,122)	(39,150)	(3,957)	(4,187)	(39,786)	(3,897)
General Rates and Utilities Charges	(2,847)	(2,501)	(3,718)	(2,157)	(1,786)	(2,408)	(2,478)	(2,157)	(2,259)	(1,964)	(2,046)	(2,229)	(2,344)	(2,197)	(2,022)
Fees and Charges	(196)	(536)	(592)	(527)	(662)	(518)	(523)	(518)	(518)	(518)	(518)	(518)	(518)	(518)	(2,666)
Operating Contributions	(658)	(559)	(937)	(900)	(214)	(229)	(204)	(901)	(267)	(691)	(919)	(189)	(204)	(901)	(3,687)
Operating Grants and Subsidies	(4,126)	(1,097)	(2,374)	(2,016)	(2,829)	(1,538)	(2,021)	(1,593)	(1,475)	(1,501)	(1,048)	(1,382)	(1,406)	(1,220)	(491)
Other Income	(328)	(1,444)	(549)	(1,444)	(859)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(4,042)
Capital Contributions	(211)				(53)										(8,012)
Capital Grants and Subsidies	(11,098)	(10,158)	(47,103)	(45,222)	(10,769)	(10,075)	(10,711)	(44,979)	(9,904)	(10,240)	(45,125)	(9,719)	(10,104)	(46,066)	(24,818)
Payments to Suppliers and Employees	6,404	6,760	7,791	8,434	6,418	6,760	8,434	6,760	6,760	8,442	6,766	6,766	6,766	8,442	8,109
Employee Payments	9,081	11,056	11,254	8,572	7,230	7,813	8,114	7,041	7,892	7,297	6,757	7,368	7,074	6,973	8,467
Supplier Payments	755	962	1,010	656	630	588	563	688	540	577	643	759	547	544	2,398
Other Expenses	16,241	18,778	20,054	17,661	14,278	15,161	17,110	14,488	15,192	16,317	14,167	14,894	14,388	15,959	18,973
Interest Received	(498)	(338)	(461)	(392)	(503)	3,408	84	(357)	(379)	(293)	(312)	(355)	(260)	(318)	(470)
Borrowing Costs	13		12		3,389				3,783			3,670			3,170
Net Cash Outflow (Inflow) from Operating Activities	4,657	8,282	(27,498)	(27,953)	6,396	8,508	6,483	(30,847)	8,692	5,783	(31,270)	8,490	4,024	(30,425)	(3,145)
Cashflows from Investing Activities															
Payments for property, plant and equipment*	11,227	17,374	14,932	14,464	7,503	10,433	16,114	15,758	13,094	14,851	14,780	12,681	12,684	12,724	24,254
Dividends Received					(15,123)	(5,300)			(5,081)						(1)
Proceeds from sale of (payments for) equity investments	1,713	(1,772)	613	(1,639)	5,113	(1,861)	(1,418)	(1,684)	(1,839)	(1,883)	(1,772)	(1,852)	(1,892)	(1,994)	(14,693)
Transfers to/from subsidiary entities					1										
Net Cash Outflow (Inflow) from Investing Activities	12,941	15,602	15,546	12,824	(2,506)	3,272	14,696	14,074	6,174	12,968	13,008	10,829	10,792	10,730	9,561
Cashflows from Financing Activities															
Proceeds from Borrowings															(50,000)
Redemption of Borrowings															36,037
Interest free loan (proceeds) redemption															
Working Capital (Proceeds) Redemption															
Net Cash Outflow (Inflow) from Financing Activities					4,714	4,701			5,401			5,472			(13,963)
Net Decrease (Increase) in Cash Held	17,598	23,884	(11,952)	(15,129)	8,604	16,476	21,179	(16,773)	20,267	18,751	(18,262)	24,791	14,816	(19,695)	(7,547)
Cash at Beginning of Period	183,751	183,751	166,153	166,153	178,105	178,105	169,501	148,321	165,095	144,828	126,077	144,339	119,548	104,732	124,428
Cash at End of Reporting Period	166,153	159,867	178,105	181,281	169,501	161,629	148,321	165,095	144,828	126,077	144,339	119,548	104,732	124,428	131,974

* Including intangible assets

The end of year forecast cash balance is \$132 million.

ICC Performance Report
September 2017

Departmental Breakdown

Revenue and Expense: 😊 <1% or \$50k worse than budget whichever is greater; 😐 <5% or \$125k worse than budget whichever is greater; ☹️ >=5% or >=\$125k worse than budget whichever is greater.
Capital: 😊 within 5% or \$50k +/- budget whichever is greater; 😐 within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Trend of year to date results as at 30 September 2017:

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Arts, Social Development and Community Engagement Revenue	😊	😊	😊										😊
Employee Expenses*	😊	😊	😊										😊
Other Expense Categories**	😊	😊	😊										😊
Capital	U😊	U😊	U😊										U😊

Satisfactory results for revenue and expenses.

Capital expenditure under budget \$70k or 46.7%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Economic Development and Marketing Revenue	😊	😊	😊										😊
Employee Expenses*	😊	😊	😊										😊
Other Expense Categories**	😊	😊	😊										😊
Capital	n/a	n/a	n/a										n/a

Satisfactory results for revenue and expenses.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Infrastructure Services Department Revenue	😊	😊	😊										😊
Employee Expenses*	😊	😊	😊										😊
Other Expense Categories**	😊	😊	😊										😊
Capital	U😊	O😊	O😊										U😊

Satisfactory results for revenue and expenses.

Capital expenditure over budget for Infrastructure Program \$2.04m or 17.1%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Finance and Corporate Services Department Revenue	😊	😊	😊										😊
Employee Expenses*	😊	😊	😊										😊
Other Expense Categories**	😊	😊	😊										😊
Capital	U😊	U😊	U😊										U😊

Satisfactory results for revenue and employee expenses. Other expense categories over budget by \$201k or 2.4%.

Capital expenditure under budget \$3.76m or 75.3% which largely relates to CBD Revitalisation.

* Employee expenses including Labour Contracts

** Operational Expense excluding the above

ICC Performance Report
September 2017

Departmental Breakdown

Trend of year to date results as at 30 September 2017:

Revenue and Expense: 😊 <1% or \$50k worse than budget whichever is greater; 😞 <5% or \$125k worse than budget whichever is greater; 😟 >=5% or >=\$125k worse than budget whichever is greater.
Capital: 😊 within 5% or \$50k +/- budget whichever is greater; 😞 within 10% or \$250k +/- budget whichever is greater; 😟 more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Works, Parks and Recreation Department	Revenue	😊	😊	😊									😊
	Employee Expenses*	😊	😊	😊									😊
	Other Expense Categories**	😊	😊	😊									😊
	Capital	😊	😊	😊									😊

Satisfactory results for revenue and expenses.

Capital expenditure under budget for Infrastructure Program \$245k or 4.9%. Capital expenditure for fleet and equipment purchase under budget \$735k or 18.0%.

Capital expenditure for IWS under budget \$169k or 72.8%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Health, Security and Regulatory Services Department	Revenue	😊	😊	😊									😊
	Employee Expenses*	😊	😊	😊									😊
	Other Expense Categories**	😊	😊	😊									😊
	Capital	😊	😊	😊									😊

Satisfactory results for revenue and expenses.

Capital expenditure under budget \$170k or 51.7%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Planning and Development Department	Revenue	😊	😊	😊									😊
	Employee Expenses*	😊	😊	😊									😊
	Other Expense Categories**	😊	😊	😊									😊
	Capital	n/a	n/a	n/a									

Satisfactory results for revenue and employee expenses. Other expense categories over budget \$79k or 31.0% due to a number of legal appeals.

Corporate Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Corporate Items	Revenue	😊	😊	😊									😊
	Expenses	😊	😊	😊									😊
	Capital	😊	😊	😊									😊

Satisfactory results for revenue. Expenses over budget \$1.39m or 6.9% .

Capital expenditure for donated assets over budget \$7.9m, which relates to budget phasing.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above

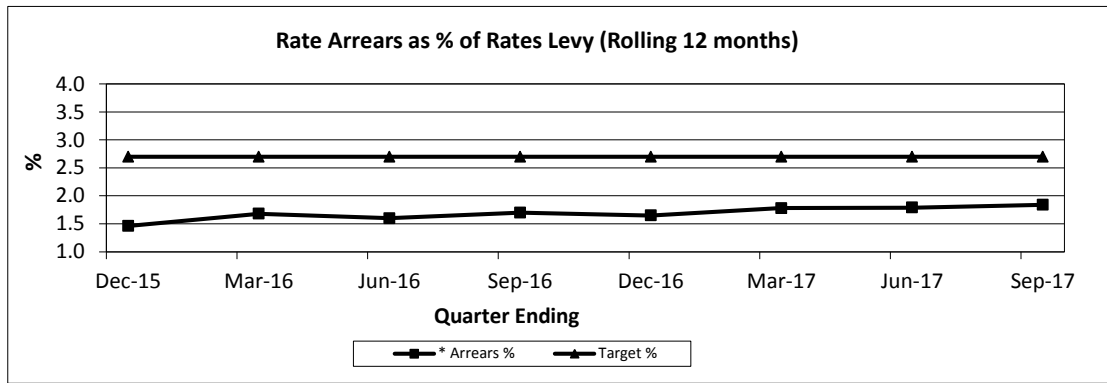
Revenue

Net Rates and Utilities:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	41,346	41,022	324	166,755	25%	166,755
Utilities and Other Charges	7,728	7,706	22	31,228	25%	31,228
Discounts/Remissions	(2,586)	(2,592)	6	(10,506)	25%	(10,506)
	46,488	46,136	352	187,477	25%	187,477

Satisfactory results.

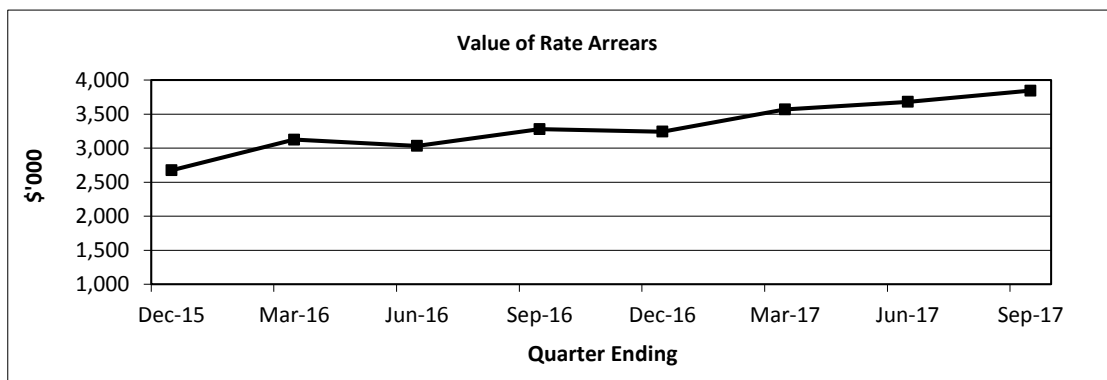
Rate Arrears as at 30 September 2017:



	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
* Arrears %	1.46	1.68	1.60	1.70	1.65	1.78	1.79	1.84
Target %	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70

* Rolling 12 month average

Value of Rate Arrears:



	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
\$'000	2,676	3,125	3,034	3,281	3,242	3,568	3,680	3,844

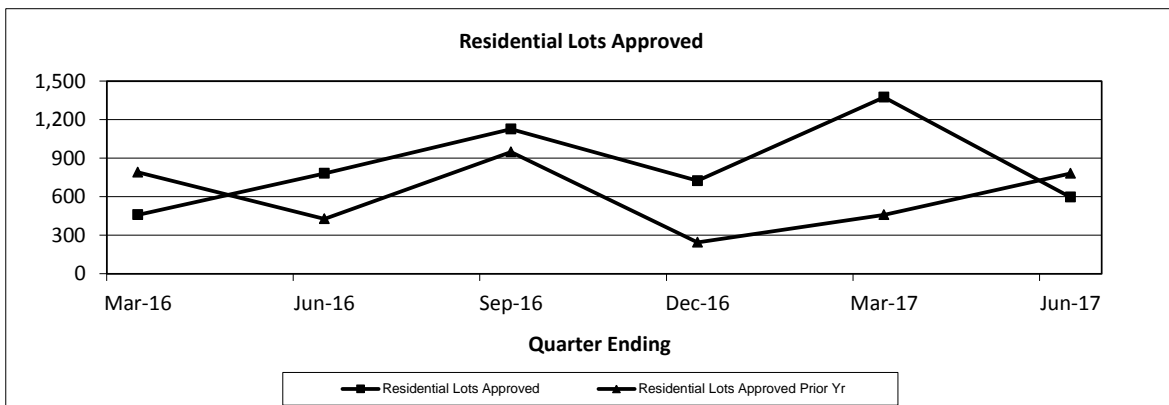
ICC Performance Report
September 2017

Fees and Charges:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	4,305	3,718	587	14,428	30%	14,428
Hlth Animal Cemetery Fees	597	449	148	1,805	33%	1,805
Traffic and Reg Park Fees	557	592	(35)	2,438	23%	2,438
Waste Fees	1,548	1,607	(59)	6,428	24%	6,428
Other Fees	695	701	(6)	2,949	24%	2,949
	7,702	7,067	635	28,048	27%	28,048

Satisfactory results overall.

Residential Lots Approved:



	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17
Residential Lots Approved	459	781	1,127	724	1,374	597
Residential Lots Approved Prior Yr	791	427	949	245	459	781

September quarterly figures will be available in October report

Grants and Contributions:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Operational Grants	1,809	1,689	120	9,771	19%	9,771
Capital Grants	263	0	263	8,275	3%	8,275
Donated Asset Revenue	22,392	20,613	1,779	72,535	31%	72,535
*Operational Cash Contributions	1,450	1,581	(131)	8,268	18%	8,268
*Capital Cash Contributions	1,736	4,332	(2,596)	17,330	10%	17,330
	27,650	28,215	(565)	116,179	24%	116,179

Donated assets and cash contributions are mostly developer driven and will be closely monitored.

***Cash Contribution Actuals Breakdown YTD:**

	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Operational Cash Contribution	0	540	888	0	23	1,450
Capital Cash Contribution	0	0	1,649	0	87	1,736
	0	540	2,536	0	110	3,186

Balance Sheet Movement YTD:

	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Open Space NCL	0	1,260	0	0	0	1,260
Stormwater NCL	0	0	0	0	727	727
Social NCL	0	0	0	343	0	343
Footpaths NCL	58	0	0	0	0	58
Streetscape NCL	0	0	0	0	0	0
	58	1,260	0	343	727	2,388

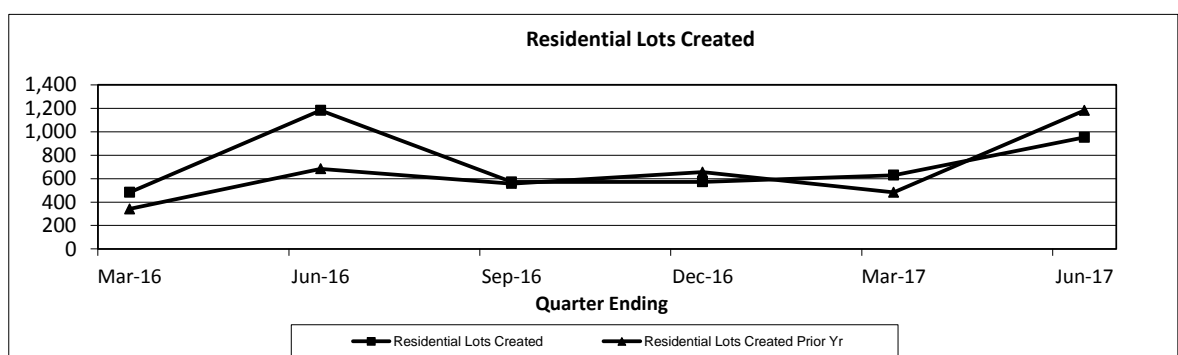
Total Cash Contributions

	58	1,800	2,536	343	836	5,574
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Other operational cash contributions include Queen's Parks Nature Centre (\$8k), Poetry Feast (\$8k), Sponsorship of Awards for Excellence 2017 (\$5k) and vegetation retention (\$3.5k).

Other capital cash contributions primarily relates to upgrade of the Ipswich BMX track (\$50k) and Redbank Plains Recreation Reserve Stormwater Harvesting (\$27k).

Residential Lots Created:



	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17
Residential Lots Created	482	1,181	571	572	629	951
Residential Lots Created Prior Yr	341	683	558	655	482	1,181

September quarterly figures will be available in October report

ICC Performance Report
September 2017

Other Revenue Sources:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	712	716	(4)	2,865	25%	2,865
Interest	1,363	1,121	242	4,122	33%	4,122
Other Revenue	4,964	3,934	1,030	30,093	16%	30,093
Gain on Asset Disposal	38	0	38	0	n/a	38
Internal Revenue	5,718	5,702	16	22,751	25%	22,751
	12,795	11,473	1,322	59,831	21%	59,869

Satisfactory results overall.

ICC Performance Report
September 2017

Expense

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	18,642	19,768	1,126	79,070	24%	79,070
Overtime	359	403	44	1,614	22%	1,614
Allowances	75	76	1	305	25%	305
Other employee costs	5,264	5,573	309	22,289	24%	22,289
Total Labour Opex + Capex	24,340	25,820	1,480	103,278	24%	103,278
<i>Less Capitalised Labour</i>	(3,440)	(3,770)	(330)	(15,040)	23%	(15,040)
Opex Labour before Contractors	20,900	22,050	1,150	88,238	24%	88,238
<i>Plus Contract Opex Labour</i>	1,555	1,058	(497)	2,476	63%	2,476
Opex Labour incl Contractors	22,455	23,108	653	90,714	25%	90,714

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Materials	1,992	2,925	933	12,196	16%	12,196
Motor Vehicle Expenses	300	1,199	899	3,540	8%	3,540
Other Goods	631	556	(75)	2,307	27%	2,307
Other Services	3,401	3,192	(209)	11,752	29%	11,752
Service Contracts	8,427	10,381	1,954	41,708	20%	41,708
Utilities Expenses	2,117	2,439	322	9,754	22%	9,754
Consultants	600	521	(79)	2,566	23%	2,566
Other Materials and Services	3,252	1,950	(1,302)	6,896	47%	6,896
	20,720	23,163	2,443	90,719	23%	90,719

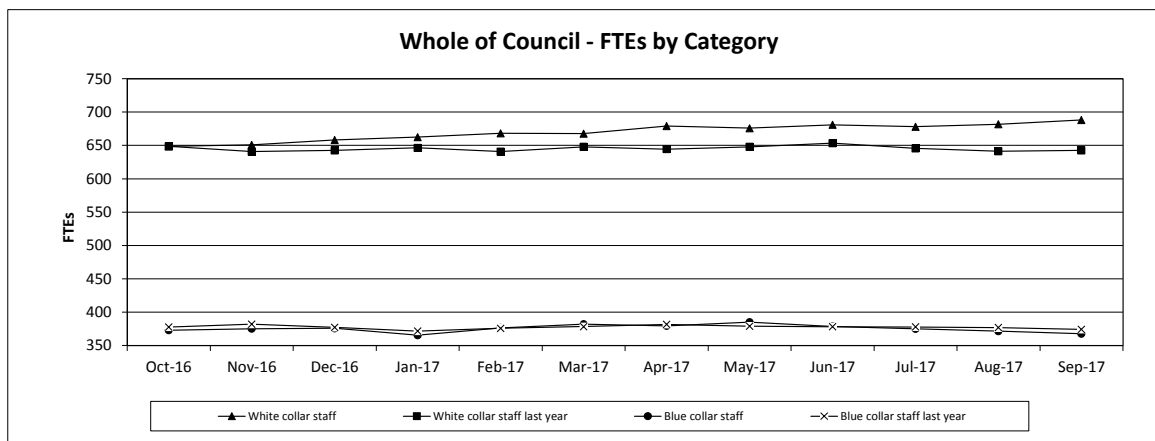
Other Expense Sources:

Depreciation	16,129	15,373	(756)	61,490	26%	61,490
Finance Costs	3,545	3,511	(34)	14,449	25%	14,449
Other Expenses	2,256	2,103	(153)	9,243	24%	9,243
Headworks Credit Indexation	0	0	0	0	n/a	0
Loss on disposal assets	615	0	(615)	0	n/a	615
Internal Expenses	5,395	5,027	(368)	19,923	27%	19,923
	27,940	26,014	(1,926)	105,105	27%	105,720
TOTAL	48,660	49,177	517	195,824	25%	196,439

Satisfactory results overall. Depreciation is over budget in plant and equipment and is currently under review.

Full Time Equivalents:

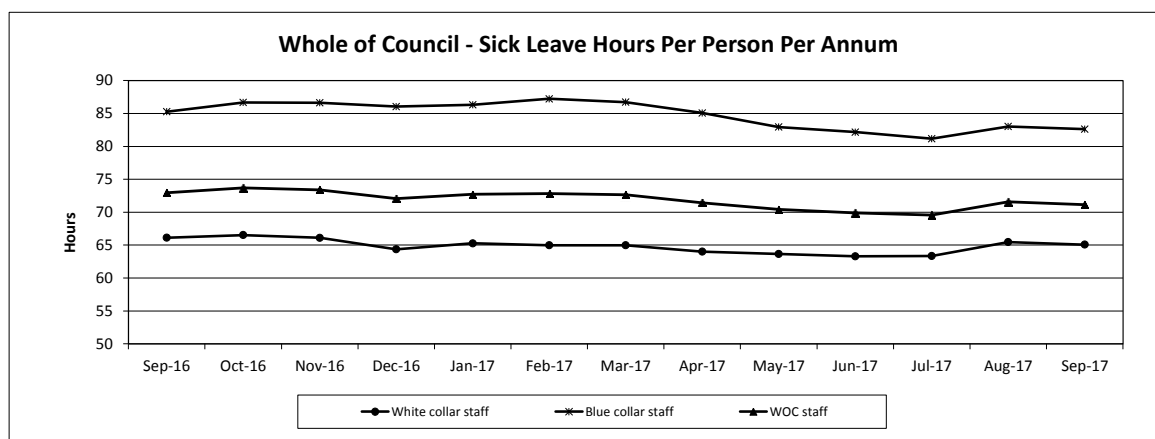
Whole of Council



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	648.5	650.8	658.0	662.4	668.1	667.7	679.0	675.8	681.0	678.1	681.7	688.0
Blue collar staff	372.9	375.1	375.8	365.3	376.5	382.0	379.5	385.0	378.7	375.0	371.5	367.5
Total	1,021.4	1,025.9	1,033.8	1,027.7	1,044.6	1,049.7	1,058.5	1,060.9	1,059.7	1,053.1	1,053.2	1,055.5
<i>Movement prior month (white collar)</i>	6.2	2.3	7.2	4.4	5.7	(0.3)	11.3	(3.2)	5.1	(2.9)	3.6	6.3
<i>Movement prior month (blue collar)</i>	(1.3)	2.2	0.7	(10.5)	11.2	5.5	(2.5)	5.5	(6.3)	(3.7)	(3.5)	(4.0)
<i>White collar staff last year</i>	648.7	640.7	642.5	646.3	640.8	647.9	644.4	647.9	653.4	645.5	641.1	642.4
<i>Blue collar staff last year</i>	377.7	382.0	377.3	371.8	375.8	378.3	381.8	379.0	378.2	377.9	376.9	374.2
<i>Total FTEs last year</i>	1,026.4	1,022.8	1,019.8	1,018.1	1,016.5	1,026.2	1,026.2	1,026.9	1,031.6	1,023.4	1,018.1	1,016.6

Sick Leave:

Whole of Council



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	66.14	66.53	66.10	64.38	65.27	64.98	64.98	64.02	63.67	63.30	63.35	65.46	65.08
Blue collar staff	85.28	86.67	86.62	86.04	86.32	87.22	86.73	85.08	82.95	82.16	81.17	83.03	82.61
WOC staff	72.97	73.71	73.40	72.07	72.73	72.84	72.66	71.43	70.44	69.91	69.57	71.57	71.15

* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has decreased by 0.42 hours for blue collar staff and 0.38 hours for white collar staff.

Annual Leave:

Annual Leave Balances as at pay period ended 25 September 2017:

Whole of Council

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
No of people with 0-4 weeks	764	775	762	774	839	834	801	836	822	807	794	786	785
No of people with 4-8 weeks	285	281	292	293	225	239	275	252	271	284	290	303	307
No of people with 8+ weeks	8	9	9	8	9	10	12	12	7	11	12	8	10

Of the 10 people with balances over 8+ weeks, the highest balance is 9.07 weeks, which relates to an employee whose assigned hours are 38 per week.

Long Service Leave Balances over and above 26 Weeks as at pay period ended 25 September 2017:

Whole of Council and Departments

	Jun-17			Jul-17			Aug-17			Sep-17		
	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000
ASDCE	-	-	-	-	-	-	-	-	-	-	-	-
EDM	1	6	2	1	6	2	1	6	2	1	6	2
IS	3	1	2	5	2	2	5	2	2	5	2	3
FCS and EX	6	21	23	6	17	18	5	18	18	5	18	18
WPR	7	9	17	6	8	17	7	9	18	7	9	18
IWS	1	-	-	1	-	-	1	-	-	1	-	1
HSRS	2	1	2	2	1	2	2	1	2	2	1	2
PD	2	5	15	2	6	15	2	2	4	2	2	4
WOC	22	44	60	23	40	56	23	38	47	23	38	48

Weeks/dollar value in above table relate to the LSL balances of each individual over and above 26 weeks, e.g. an employee with a total of 30 weeks accumulated LSL will show as four weeks in the table.

The number of people with long service leave over 26 weeks has remained at 23. The value figure has increased by \$1K to \$48k.

Lost Time Injury Frequency Rates:

Whole of Council

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	1	1	1	0	0	0	0	1	0	0	1	0	0
LTIFR	7	7	6	0	0	0	0	8	0	0	0	0	0
LTIFR Rolling 12 months	5	6	6	6	5	4	4	4	3	3	3	3	3
Cumulative Days lost 12 months	56	58	70	60	59	59	85	104	125	110	100	111	129
LTISR Rolling 12 months	33	33	41	35	35	32	49	63	64	64	58	64	74

Flex Balances (hours) as at pay period ended 25 September 2017:

Whole of Council

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Arts, Social Dev and Com Engagement	312	344	352	319	265	279	300	310	311	342	321	354	367
Economic Development and Marketing	198	220	208	141	122	202	201	175	186	193	189	197	178
Finance and Corporate Services	792	707	752	639	497	629	703	635	679	685	635	647	707
Health, Security and Regulatory Services	337	348	423	426	368	425	427	358	434	441	413	423	407
Infrastructure Services	450	500	493	426	329	448	478	369	424	464	445	383	416
Planning and Development	584	614	663	779	462	556	652	573	613	573	673	663	660
Works, Parks and Recreation	794	753	784	794	679	856	942	833	884	871	775	715	748
	3,468	3,486	3,675	3,524	2,723	3,394	3,702	3,253	3,531	3,568	3,451	3,381	3,484

Time in Lieu Balances (hours) as at pay period ended 25 September 2017:

Whole of Council

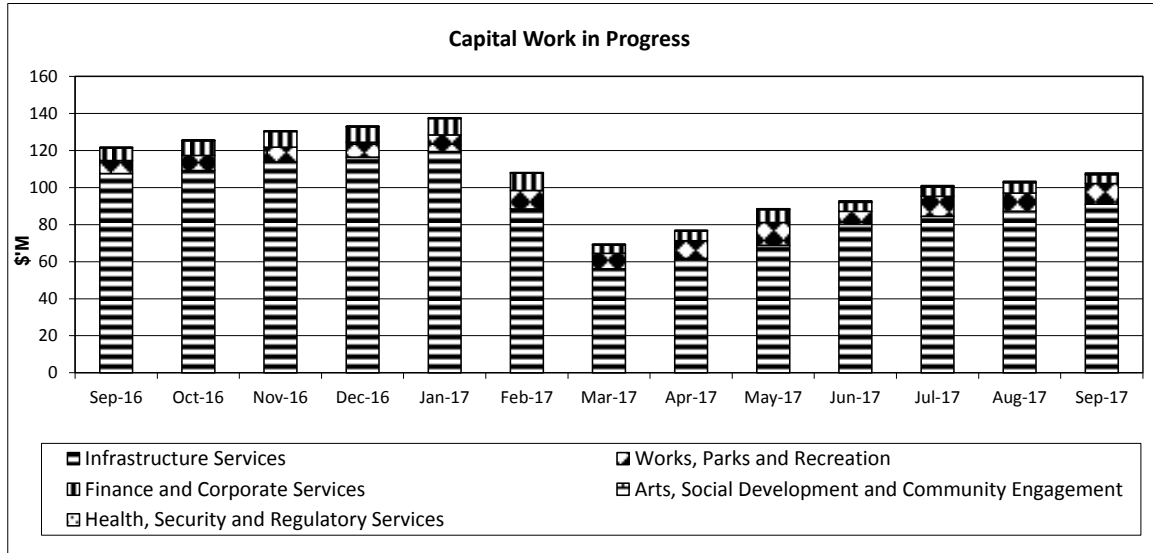
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Arts, Social Dev and Com Engagement	292	348	419	268	148	176	239	213	338	183	185	211	252
Economic Development and Marketing	83	143	176	167	77	115	206	188	194	196	144	152	155
Finance and Corporate Services	768	708	671	612	358	336	303	345	308	340	315	245	237
Health, Security and Regulatory Services	142	72	51	47	15	45	84	88	142	141	150	132	133
Infrastructure Services	112	87	97	136	94	159	180	158	157	179	153	140	133
Planning and Development	124	125	147	167	74	85	98	73	82	79	144	135	111
Works, Parks and Recreation	153	145	168	110	107	229	253	212	219	231	394	684	734
	1,674	1,629	1,730	1,507	873	1,144	1,362	1,278	1,440	1,349	1,485	1,700	1,755

Capital Expenditure

Results as at 30 September 2017:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	23,639	26,754	3,115	162,923	15%	162,923
Corporate Controlled	22,392	15,834	(6,558)	72,535	31%	72,535
	46,031	42,588	(3,443)	235,458	20%	235,458

Capital Work in Progress Current Balance (\$'000):



	Sep-16 \$M	Oct-16 \$M	Nov-16 \$M	Dec-16 \$M	Jan-17 \$M	Feb-17 \$M	Mar-17 \$M	Apr-17 \$M	May-17 \$M	Jun-17 \$M	Jul-17 \$M	Aug-17 \$M	Sep-17 \$M
Infrastructure Services	107.55	109.21	113.85	116.44	119.48	88.48	56.18	61.72	68.85	80.19	84.49	87.27	91.03
Works, Parks and Recreation	7.09	8.13	8.01	8.08	8.96	9.97	8.33	9.58	12.30	6.98	10.81	9.75	11.17
Finance and Corporate Services	6.87	7.96	8.41	8.32	8.88	9.36	4.54	5.28	6.94	4.89	5.10	5.67	4.82
Arts, Social Development and Community Engagement	0.12	0.15	0.18	0.17	0.18	0.21	0.21	0.24	0.32	0.08	0.08	0.10	0.16
Health, Security and Regulatory Services	0.09	0.08	0.08	0.08	0.10	0.13	0.14	0.13	0.17	0.71	0.58	0.65	0.68
	121.72	125.53	130.53	133.09	137.60	108.15	69.40	76.95	88.58	92.85	101.06	103.44	107.86

The above figures exclude infrastructure credits and donated assets.

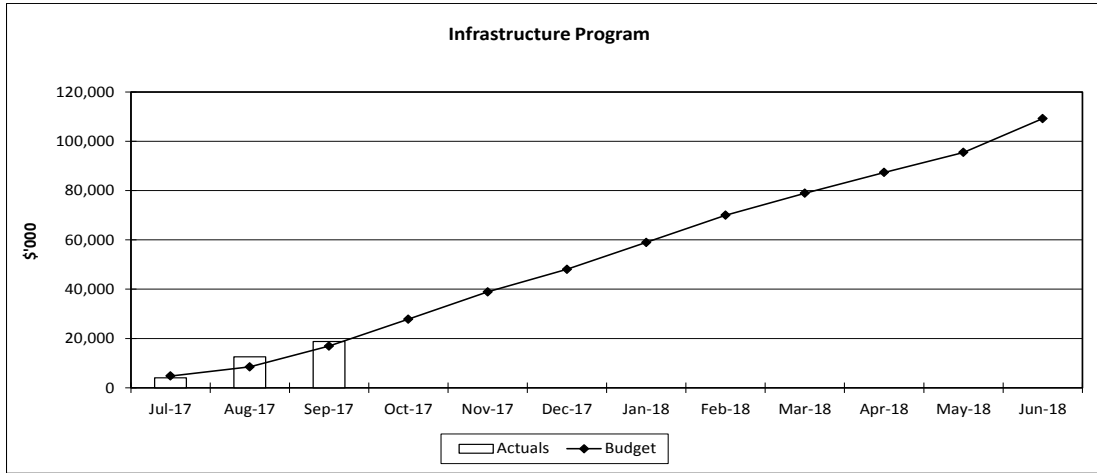
CWIP Balance by Project Status (as % of total):

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Concept	1%	1%	1%	1%	1%	2%	3%	3%	3%	2%	2%	2%	2%
Design	5%	4%	5%	5%	5%	6%	10%	9%	9%	5%	5%	6%	6%
Delivery	33%	32%	35%	30%	31%	35%	55%	56%	61%	63%	62%	45%	32%
Completion	61%	63%	59%	64%	63%	57%	32%	32%	27%	30%	31%	47%	60%

Infrastructure Capital Portfolio by Delivery Department

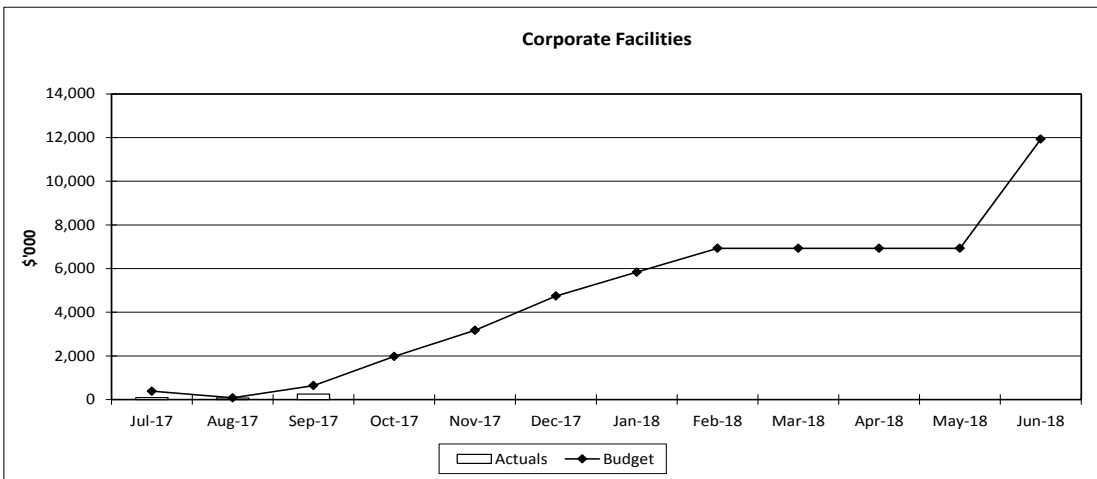
Results as at 30 September 2017:

Department Controlled	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Infrastructure Portfolio - IS	13,974	11,901	(2,073)	83,805	17%	83,805
Infrastructure Portfolio - WP	4,777	5,022	245	25,421	19%	25,421
Total	18,751	16,923	(1,828)	109,226	17%	109,226



Infrastructure Capital Expenditure by Program

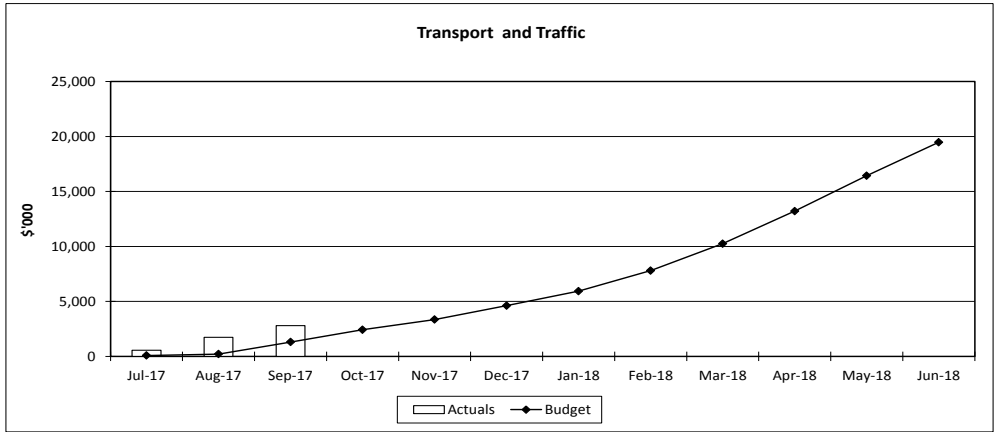
Corporate Facilities



No issues.

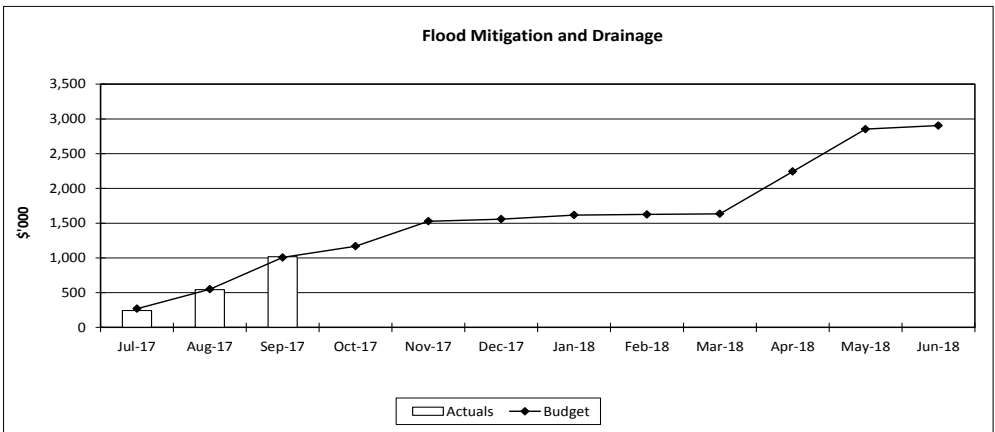
Infrastructure Capital Expenditure by Program con't

Transport and Traffic



No issues.

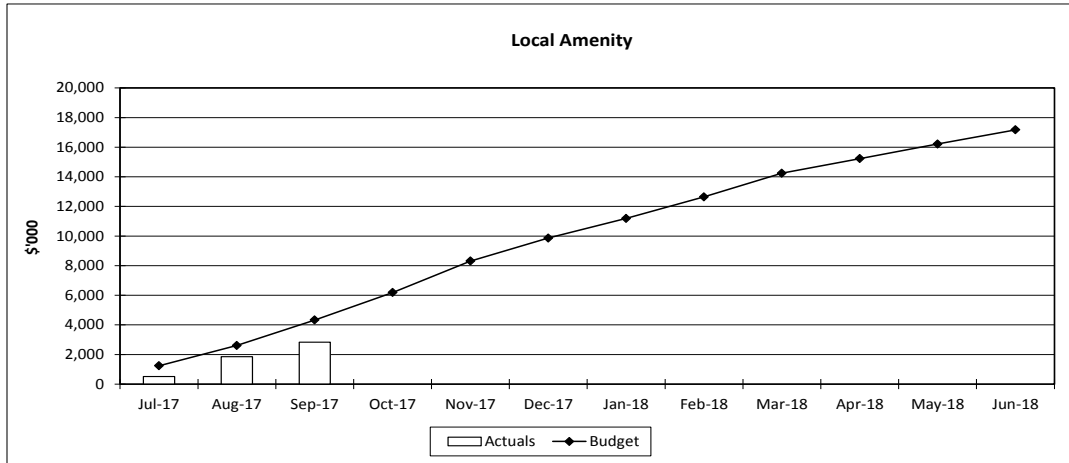
Flood Mitigation and Drainage



No issues.

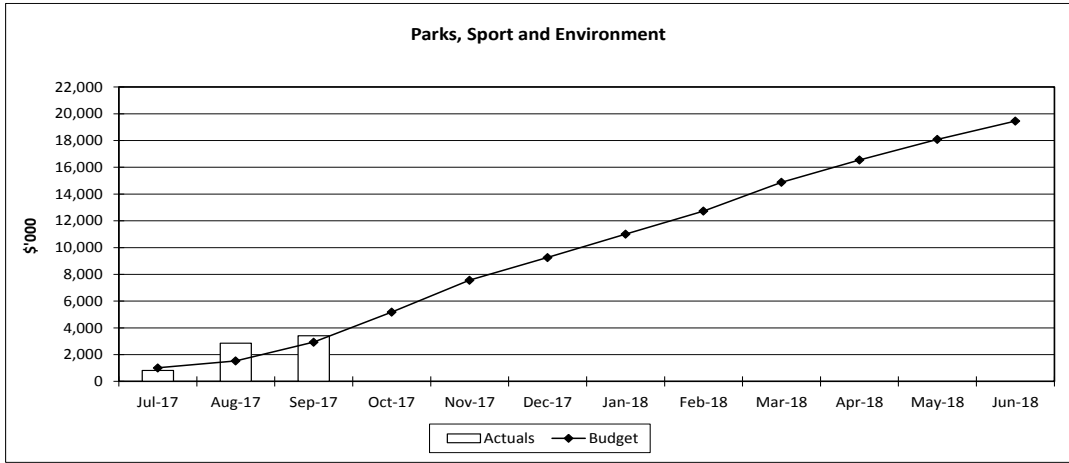
Infrastructure Capital Expenditure by Program con't

Local Amenity



No issues.

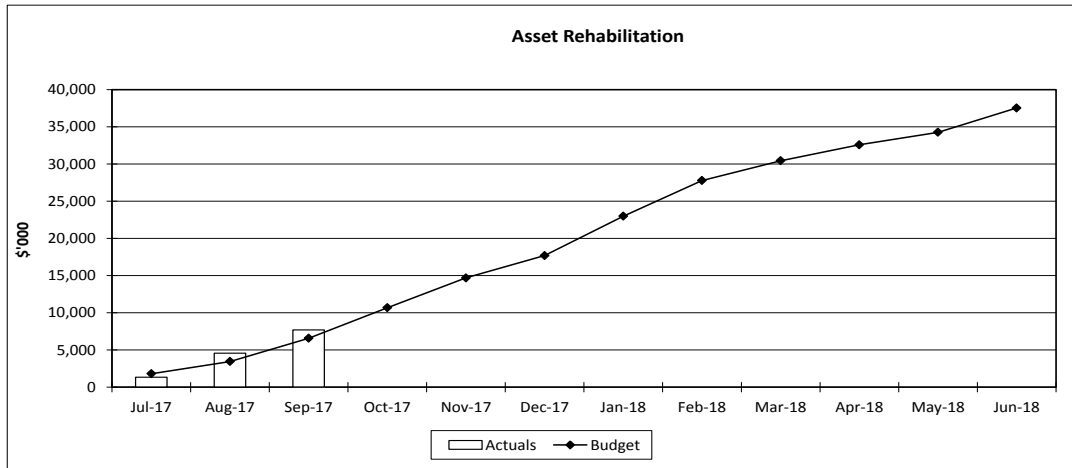
Parks, Sport and Recreation



No Issues.

Infrastructure Capital Expenditure by Program con't

Asset Rehabilitation



No issues.

Arts, Social Development and Community Engagement Department

Performance Report

September 2017

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Civic Centre Service Fees	54	10	44	173	31%	173
Library Fees and Fines	7	8	(1)	40	18%	40
Other Fees	72	77	(5)	308	23%	308
Operational Grants	850	788	62	2,453	35%	2,453
Capital Grants	0	0	0	0	n/a	0
Other Revenue	720	296	424	1,500	48%	1,500
Internal Revenue	83	116	(33)	321	26%	321
	1,786	1,295	491	4,795	37%	4,795
Corporate Controlled						
Donated Asset Revenue	0	0	0	32	0%	32
Cash Contributions	7	437	(430)	3,746	0%	3,746
	7	437	(430)	3,778	0%	3,778
TOTAL	1,793	1,732	61	8,573	21%	8,573

Satisfactory results for Department controlled revenue. Other revenue over budget due to an early payment received from Ti Tree Bioenergy (\$384k) which was budgeted in October for \$149k.

Cash contributions are developer driven and will be closely monitored.

ASDCE Performance Report
September 2017

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	2,045	2,166	121	8,664	24%	8,664
Overtime	38	29	(9)	117	32%	117
Allowances	3	3	0	13	23%	13
Other employee costs	570	589	19	2,353	24%	2,353
Total Labour Opex + Capex	2,656	2,787	131	11,147	24%	11,147
<i>Less recovery/charge out</i>	58	36	(22)	143	41%	143
Opex Labour before Contractors	2,714	2,823	109	11,290	24%	11,290
<i>Plus Contract Opex Labour</i>	62	64	2	194	32%	194
Opex Labour incl Contractors	2,776	2,887	111	11,484	24%	11,484

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	70	72	2	311	23%	311
Materials	170	137	(33)	1,127	15%	1,127
Other Goods	245	229	(16)	953	26%	953
Other Services	352	779	427	1,817	19%	1,817
Service Contracts	192	217	25	904	21%	904
Other Materials and Services	41	122	81	330	12%	330
	1,070	1,556	486	5,442	20%	5,442
Other Expense Sources						
Other Expenses	467	520	53	3,883	12%	3,883
Internal Expenses	108	134	26	439	25%	439
	1,645	2,210	565	9,764	17%	9,764
TOTAL DEPARTMENT CONTROLLED	4,421	5,097	676	21,248	21%	21,248

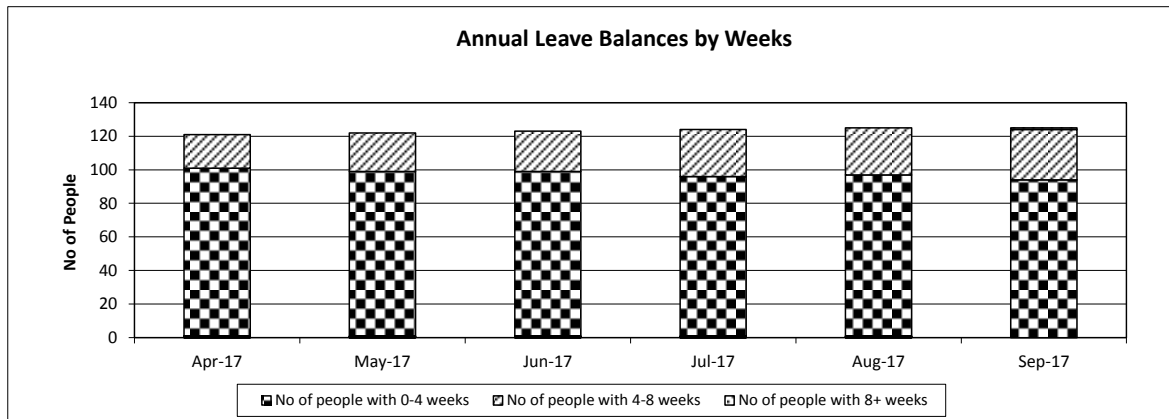
Corporate Controlled Expenses

Depreciation	86	70	(16)	280	31%	280
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	86	70	(16)	280	31%	280

Satisfactory results overall.

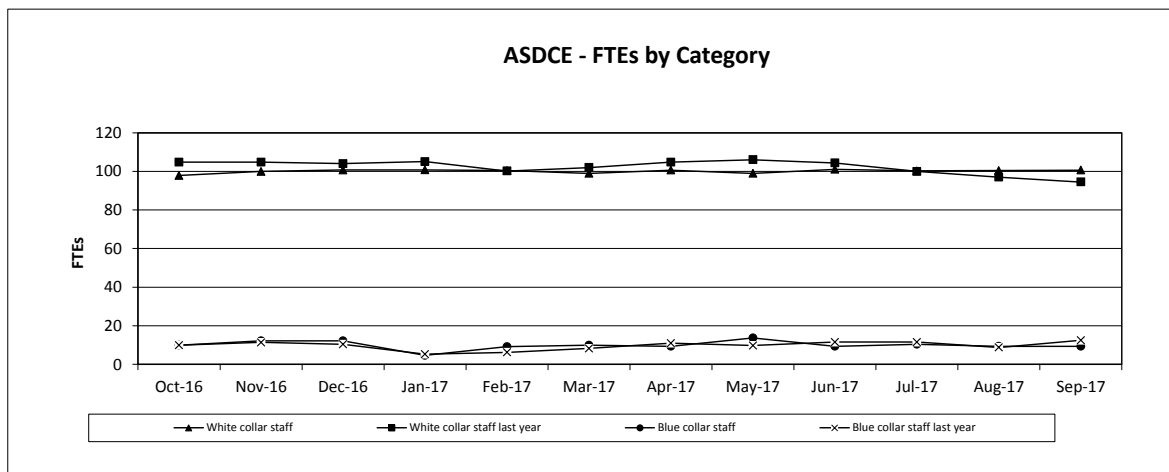
Arts, Social Development and Community Engagement Department

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	101	83.5%	99	81.1%	99	80.5%	96	77.4%	97	77.6%	94	75.2%
No of people with 4-8 weeks	20	16.5%	23	18.9%	24	19.5%	28	22.6%	28	22.4%	30	24.0%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.8%

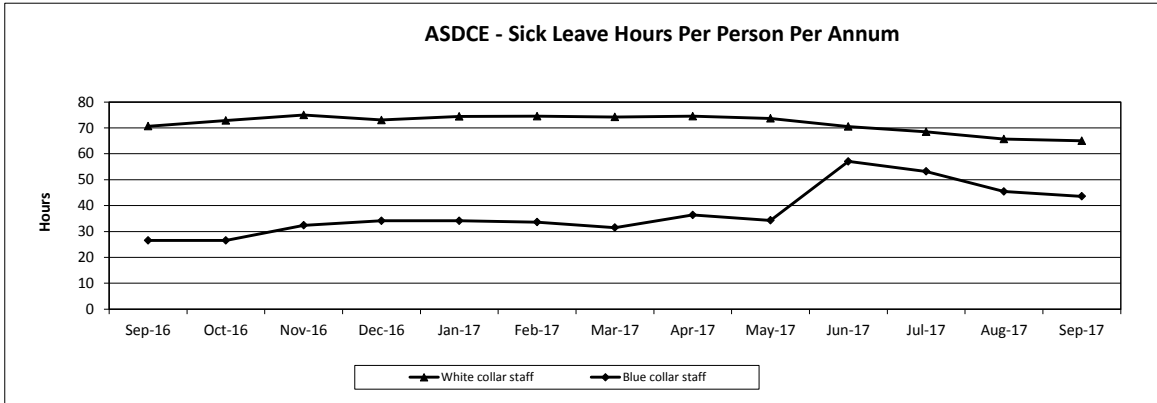
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	97.8	99.9	100.7	100.7	100.4	99.0	100.7	99.0	101.0	100.2	100.4	100.6
Blue collar staff	9.9	12.2	12.2	4.6	9.2	9.9	9.4	13.7	9.4	10.4	9.4	9.4
Total	107.7	112.1	112.9	105.4	109.6	108.9	110.0	112.7	110.4	110.7	109.8	110.0
<i>Movement prior month (white collar)</i>	3.3	2.1	0.8	0.0	(0.3)	(1.4)	1.7	(1.7)	2.0	(0.8)	0.2	0.2
<i>Movement prior month (blue collar)</i>	(2.6)	2.2	0.0	(7.5)	4.5	0.7	(0.6)	4.3	(4.3)	1.1	(1.1)	0.0
<i>White collar staff last year</i>	104.7	104.7	104.0	105.0	100.2	102.0	104.8	106.0	104.4	100.0	97.0	94.5
<i>Blue collar staff last year</i>	10.0	11.4	10.5	5.4	6.2	8.3	11.0	9.8	11.5	11.5	8.8	12.5
<i>Total FTEs last year</i>	114.7	116.1	114.4	110.4	106.4	110.3	115.8	115.8	115.9	111.5	105.8	107.0

Arts, Social Development and Community Engagement Department

Sick Leave:



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	70.67	72.85	74.98	73.03	74.47	74.51	74.21	74.49	73.69	70.52	68.47	65.71	65.01
Blue collar staff	26.50	26.50	32.38	34.13	34.13	33.63	31.50	36.38	34.31	57.06	53.19	45.44	43.56

* Rolling 12 month average

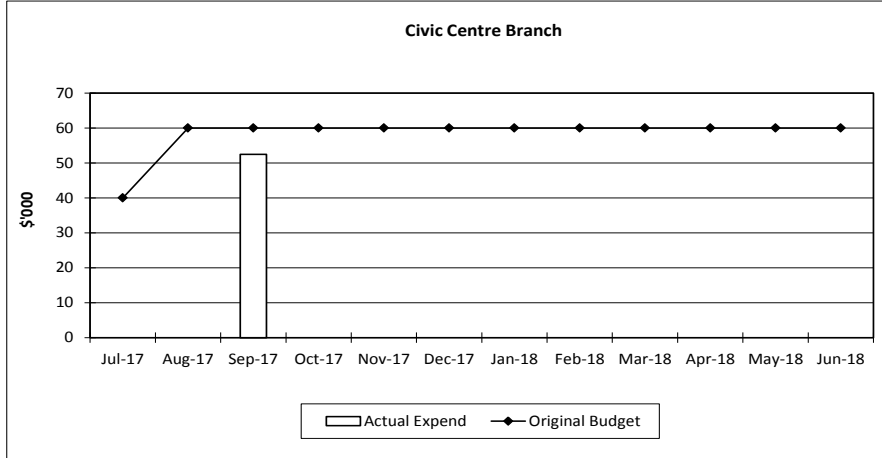
Lost Time Injury Frequency Rates:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

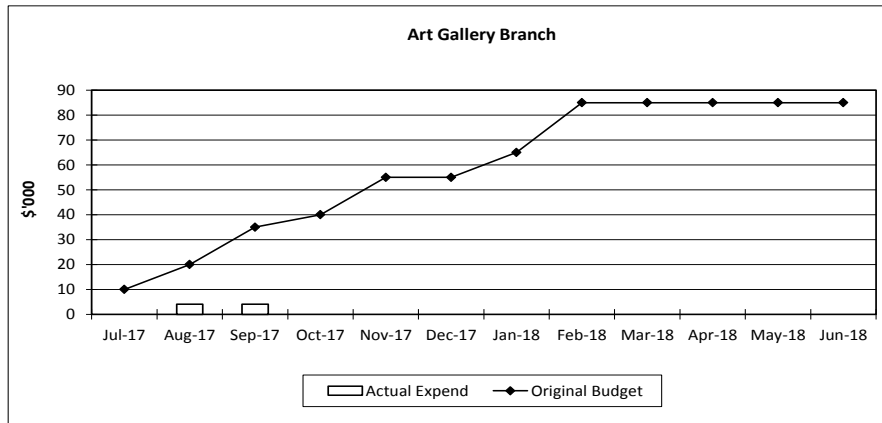
ASDCE Capital Expenditure by Program

Results as at 30 September 2017:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved
Department controlled	80	150	70	451	18%

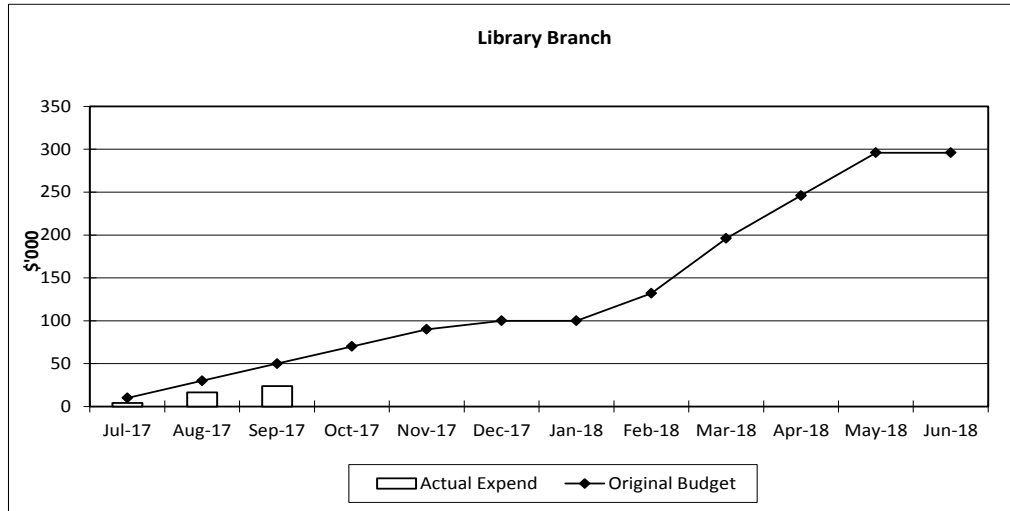


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	52	60	No issues

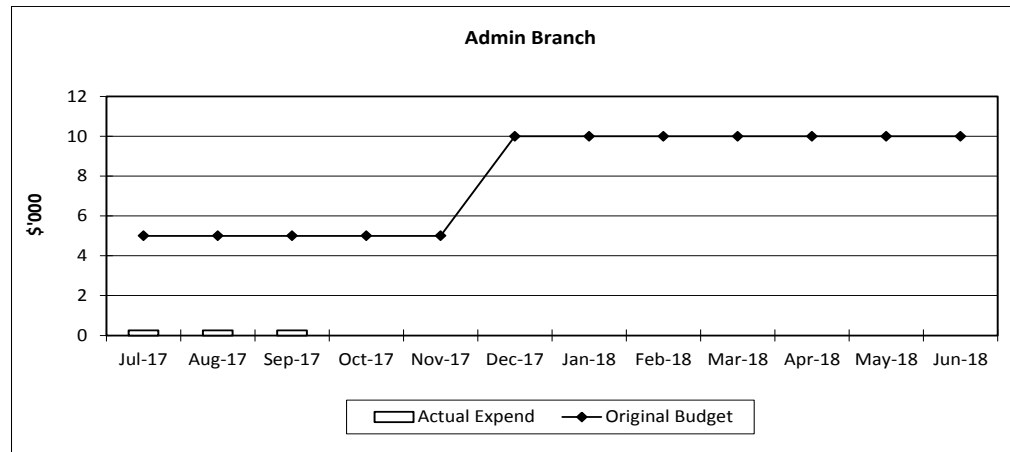


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	4	35	No issues

ASDCE Capital Expenditure by Program con't



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	24	50	No issues



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	DEA00005 CCS Admin Assets	0	5	No Issues

Economic Development and Marketing

Performance Report

September 2017

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Operational Grants	0	0	0	0	n/a	0
Other Revenue	61	66	(5)	264	23%	264
Internal Revenue	6	0	6	0	n/a	6
	67	66	1	264	25%	270
Corporate Controlled	0	0	0	0	n/a	0
TOTAL	67	66	1	264	25%	270

Satisfactory results overall.

EDM Performance Report
September 2017

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	797	932	135	3,549	22%	3,549
Overtime	12	16	4	63	19%	63
Allowances	4	2	(2)	5	80%	5
Other employee costs	244	276	32	1,060	23%	1,060
Total Labour Opex + Capex	1,057	1,226	169	4,677	23%	4,677
<i>Less Capitalised Labour</i>	17	0	(17)	0	n/a	0
Opex Labour before Contractors	1,074	1,226	152	4,677	23%	4,677
<i>Plus Contract Opex Labour</i>	158	0	(158)	0	n/a	158
Opex Labour incl Contractors	1,232	1,226	(6)	4,677	26%	4,835

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	346	391	45	1,226	28%	1,226
Other Goods	18	23	5	95	19%	95
Other Services	168	111	(57)	438	38%	438
Service Contracts	309	371	62	1,666	19%	1,666
Entertainment	31	53	22	154	20%	154
Other Materials and Services	98	67	(31)	293	33%	293
	970	1,016	46	3,872	25%	3,872
Other Expense Sources						
Other Expenses	16	6	(10)	12	133%	16
Internal Expenses	29	20	(9)	97	30%	97
	1,015	1,042	27	3,981	25%	3,985
TOTAL DEPARTMENT CONTROLLED	2,247	2,268	21	8,658	26%	8,820

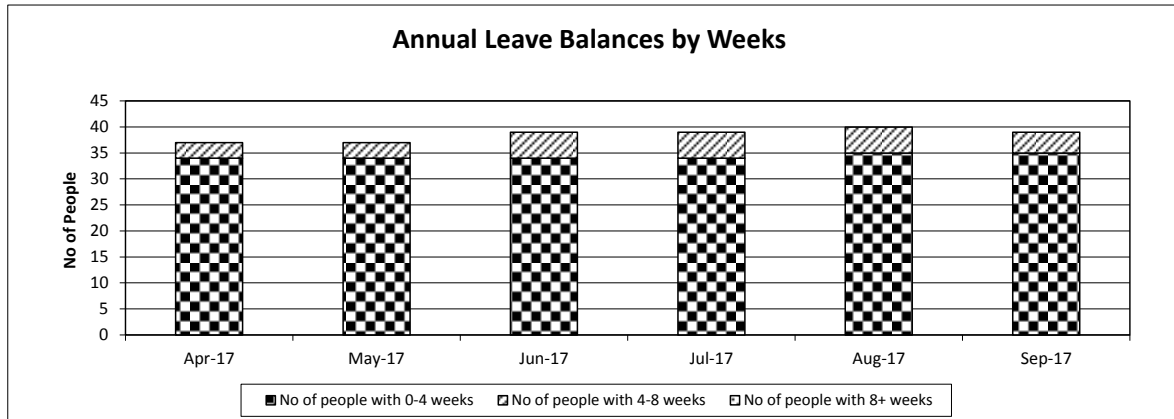
Corporate Controlled Expenses

Depreciation	1	0	(1)	1	100%	1
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	1	0	(1)	1	100%	1

Satisfactory results. Other expenses over budget relates to marketing sponsorships.

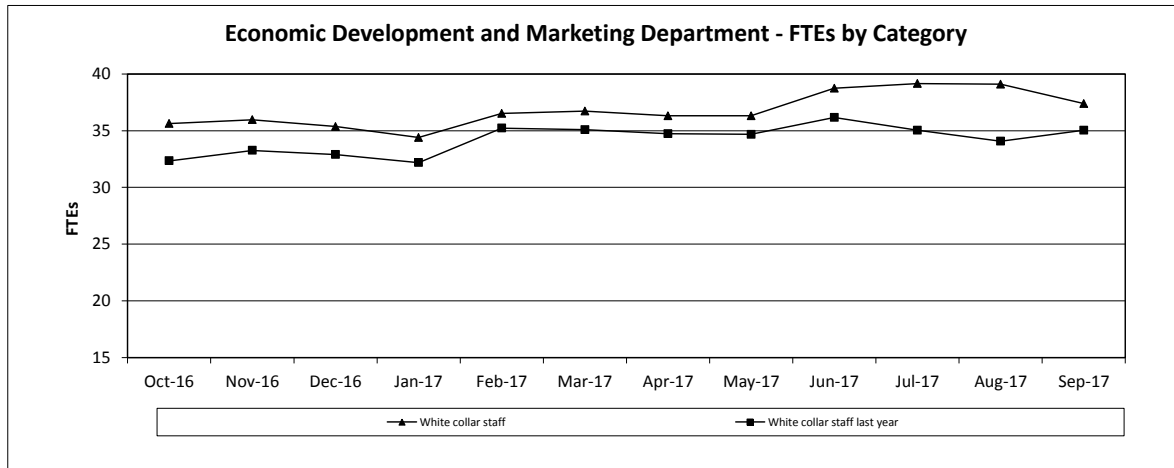
Economic Development and Marketing Department

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	34	91.9%	34	91.9%	34	87.2%	34	87.2%	35	87.5%	35	89.7%
No of people with 4-8 weeks	3	8.1%	3	8.1%	5	12.8%	5	12.8%	5	12.5%	4	10.3%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

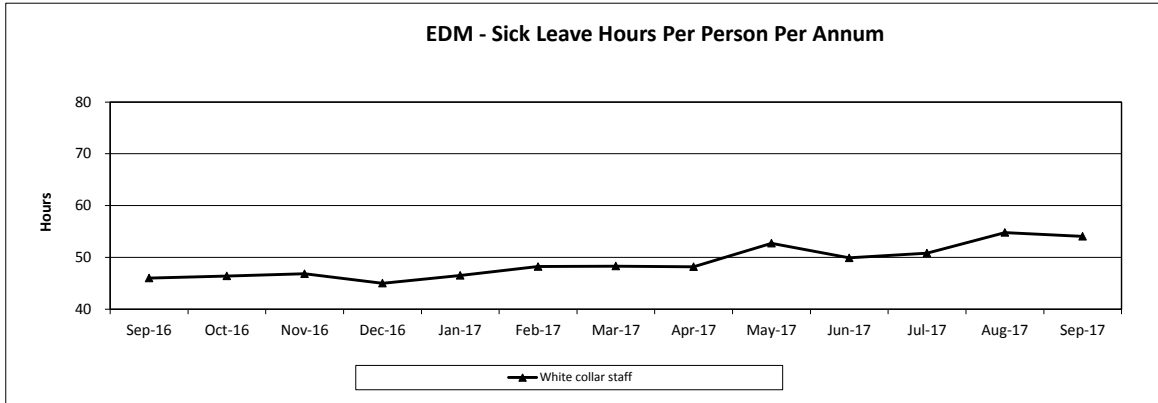
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3	38.7	39.2	39.1	37.4
Total	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3	38.7	39.2	39.1	37.4
<i>Movement prior month (white collar)</i>	<i>0.6</i>	<i>0.3</i>	<i>(0.6)</i>	<i>(1.0)</i>	<i>2.1</i>	<i>0.2</i>	<i>(0.4)</i>	<i>0.0</i>	<i>2.4</i>	<i>0.4</i>	<i>(0.1)</i>	<i>(1.7)</i>
<i>White collar staff last year</i>	<i>32.3</i>	<i>33.3</i>	<i>32.9</i>	<i>32.2</i>	<i>35.2</i>	<i>35.1</i>	<i>34.7</i>	<i>34.7</i>	<i>36.2</i>	<i>35.0</i>	<i>34.1</i>	<i>35.0</i>
<i>Total FTEs last year</i>	<i>32.3</i>	<i>33.3</i>	<i>32.9</i>	<i>32.2</i>	<i>35.2</i>	<i>35.1</i>	<i>34.7</i>	<i>34.7</i>	<i>36.2</i>	<i>35.0</i>	<i>34.1</i>	<i>35.0</i>

Economic Development and Marketing Department

Sick Leave:



Sep-16 Hours	Oct-16 Hours	Nov-16 Hours	Dec-16 Hours	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours
45.98	46.41	46.81	45.01	46.49	48.21	48.31	48.17	52.70	49.90	50.79	54.79	54.06

White collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

Infrastructure Services Department

Performance Report

September 2017

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Other Fees and Charges	3	0	3	0	n/a	3
Sales, Recoverable works	0	0	0	0	n/a	0
Capital Grants	0	0	0	0	n/a	0
Other Revenue	4	0	4	0	n/a	4
	7	0	7	0	n/a	7
Corporate Controlled						
Donated Asset Revenue	22,392	18,000	4,392	60,541	37%	60,541
Cash Contributions	2,586	2,775	(189)	11,102	23%	11,102
	24,978	20,775	4,203	71,643	35%	71,643
TOTAL	24,985	20,775	4,210	71,643	35%	71,650

Satisfactory results for Department controlled revenue.

Donated assets, cash contributions and headwork credits are developer driven and will be closely monitored.

Department Controlled Expenses

General Ledger

Employee Expenses (incl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	1,939	2,240	301	8,959	22%	8,959
Contract (opex and capex)	116	0	(116)	0	n/a	116
Overtime	14	20	6	80	18%	80
Allowances	7	6	(1)	24	29%	24
Other employee costs	523	631	108	2,526	21%	2,526
Total Labour Opex + Capex	2,599	2,897	298	11,589	22%	11,705

Labour Breakdown (Project Ledger)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Capex						
Wages	2,263	2,568	305	10,359	22%	10,359
Contract	111	0	(111)	0	n/a	111
	2,374	2,568	194	10,359	23%	10,470
Opex						
Wages	256	309	53	1,233	21%	1,233
Contract	5	0	(5)	0	n/a	5
	261	309	48	1,233	21%	1,238
Total Project Labour (opex and capex)	2,635	2,877	242	11,592	23%	11,708

Satisfactory results overall.

Department Controlled Expenses (cont)

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Service Contracts	0	104	104	418	0%	418
Consultants	16	166	150	667	2%	667
Other Materials and Services	98	26	(72)	38	n/a	98
	114	296	182	1,123	10%	1,183
Other Expense Sources						
Other Expenses	16	0	(16)	0	n/a	16
Internal Expenses	(2)	0	2	0	n/a	0
	14	0	(14)	0	n/a	16
TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)	128	296	168	1,123	11%	1,199

Corporate Controlled Expenses

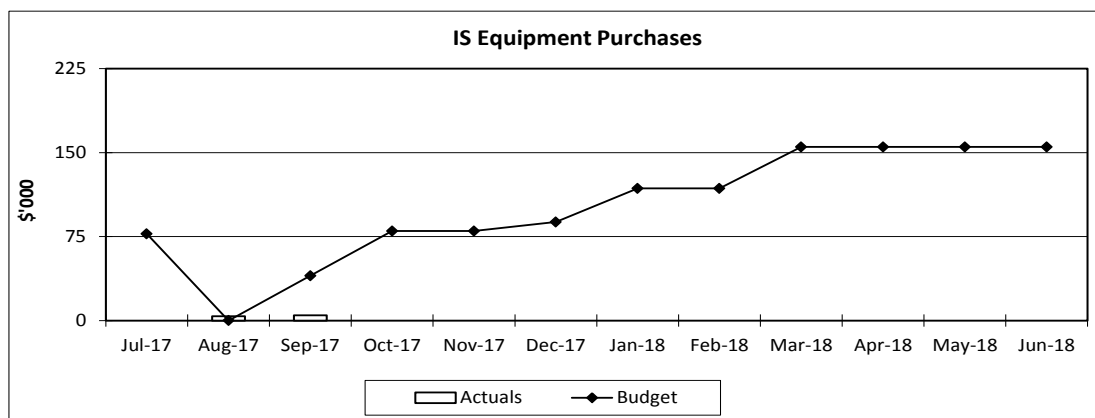
Depreciation	16	15	(1)	60	27%	60
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	16	15	(1)	60	27%	60

Satisfactory results overall.

Infrastructure Services Department Minor Equipment Capital Expenditure

Results as at 30 September 2017:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	5	40	35	155	3%	155

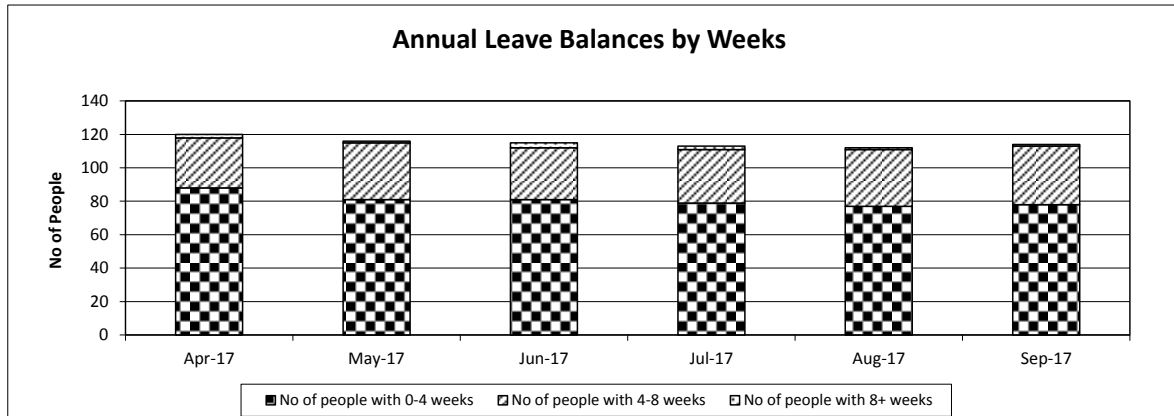


Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
Various		5	40	No issues.

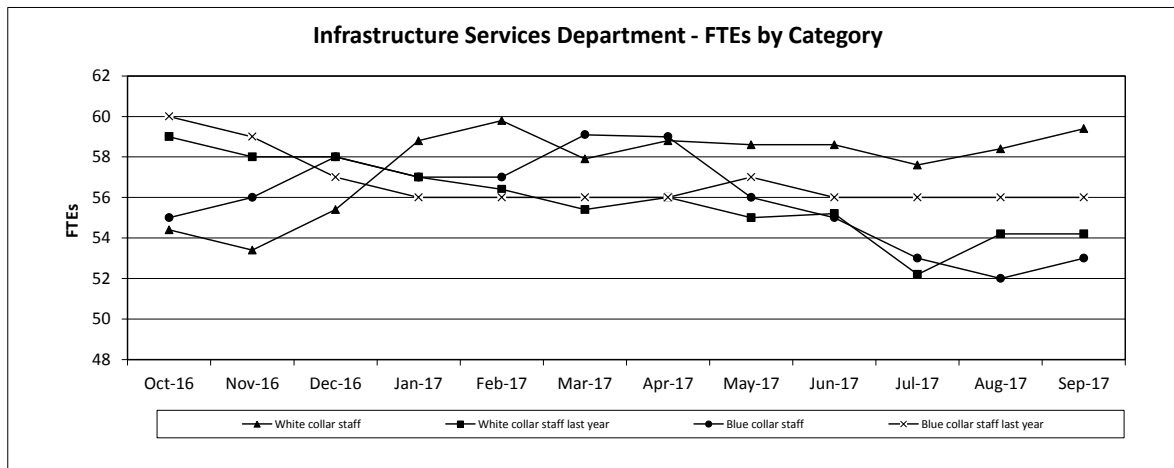
Infrastructure Services Department

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	88	73.3%	81	69.8%	81	70.4%	79	69.9%	77	68.8%	78	68.4%
No of people with 4-8 weeks	30	25.0%	34	29.3%	31	27.0%	32	28.3%	34	30.3%	35	30.7%
No of people with 8+ weeks	2	1.7%	1	0.9%	3	2.6%	2	1.8%	1	0.9%	1	0.9%

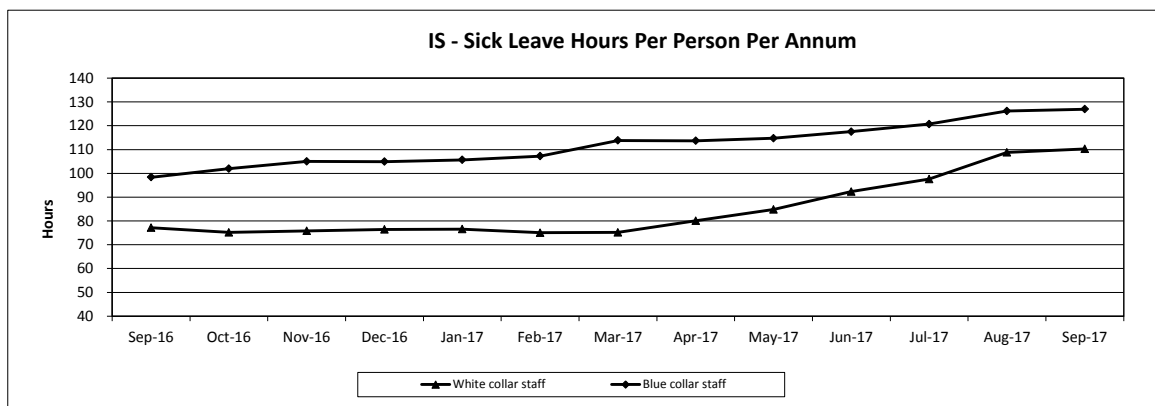
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	54.4	53.4	55.4	58.8	59.8	57.9	58.8	58.6	58.6	57.6	58.4	59.4
Blue collar staff	55.0	56.0	58.0	57.0	57.0	59.1	59.0	56.0	55.0	53.0	52.0	53.0
Total	109.4	109.4	113.4	115.8	116.8	117.0	117.8	114.6	113.6	110.6	110.4	112.4
Movement prior month (white collar)	0.2	(1.0)	2.0	3.4	1.0	(1.9)	0.9	(0.2)	0.0	(1.0)	0.8	1.0
Movement prior month (blue collar)	(1.0)	1.0	2.0	(1.0)	0.0	2.1	(0.1)	(3.0)	(1.0)	(2.0)	(1.0)	1.0
White collar staff last year	59.0	58.0	58.0	57.0	56.4	55.4	56.0	55.0	55.2	52.2	54.2	54.2
Blue collar staff last year	60.0	59.0	57.0	56.0	56.0	56.0	56.0	57.0	56.0	56.0	56.0	56.0
Total FTEs last year	119.0	117.0	115.0	113.0	112.4	111.4	112.0	112.0	111.2	108.2	110.2	110.2

Infrastructure Services Department

Sick Leave:



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	77.18	75.19	75.85	76.44	76.55	75.03	75.17	80.07	84.82	92.35	97.62	108.76	110.29
Blue collar staff	98.38	101.93	104.98	104.95	105.68	107.24	113.81	113.68	114.72	117.50	120.70	126.19	126.98

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	11	11	11	11	6	6	6	0	0	0	0	0	0
Cumulative Days lost 12 months	3	3	3	3	3	3	1	0	0	0	0	0	0
LTISR Rolling 12 months	16	17	17	17	17	6	6	0	0	0	0	0	0

Finance and Corporate Services Department

Performance Report

September 2017

Revenue

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Utilities and Other Charges	29	18	11	70	41%	70
Change of Ownership Fees	165	162	3	648	25%	648
Other Fees and Charges	285	297	(12)	1,189	24%	1,189
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	511	511	0	4,056	13%	4,056
Capital Grants	53	0	53	0	n/a	53
Other Revenue	3,474	3,144	330	26,615	13%	26,615
Internal revenue	453	453	0	1,812	25%	1,812
	4,970	4,585	385	34,390	14%	34,443
Corporate Controlled						
General Rates	41,346	41,022	324	166,755	25%	166,755
Discounts/Remissions	(2,572)	(2,573)	1	(10,431)	25%	(10,431)
Net Rates and Utilities	38,774	38,449	325	156,324	25%	156,324
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	1,273	1,057	216	3,887	33%	3,887
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalent Revenue	1,244	1,225	19	4,987	25%	4,987
	41,291	40,731	560	165,198	25%	165,198
TOTAL	46,261	45,316	945	199,588	23%	199,641

Satisfactory results overall. Capital grants received in ICT branch relating to spatial mapping system.

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	4,110	4,201	91	16,982	24%	16,982
Overtime	7	4	(3)	20	35%	20
Allowances	27	34	7	139	19%	139
Other employee costs	1,209	1,224	15	4,940	24%	4,940
Total Labour Opex + Capex	5,353	5,463	110	22,081	24%	22,081
<i>Less Capitalised Labour</i>	(596)	(660)	(64)	(2,638)	23%	(2,638)
Opex Labour before Contractors	4,757	4,803	46	19,443	24%	19,443
<i>Plus Contract Opex Labour</i>	277	295	18	1,016	27%	1,016
Opex Labour incl Contractors	5,034	5,098	64	20,459	25%	20,459

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	297	335	38	1,341	22%	1,341
Other Goods	240	236	(4)	982	24%	982
Other Services	1,945	1,861	(84)	7,608	26%	7,608
Service Contracts	4,071	4,118	47	16,211	25%	16,211
Legal Expenses	288	59	(229)	235	123%	288
Other Materials and Services	479	335	(144)	1,239	39%	1,239
	7,320	6,944	(376)	27,616	27%	27,669
Other Expense Sources						
Finance Costs	139	103	(36)	412	34%	412
Other Expenses	902	1,114	212	3,673	25%	3,673
Internal expenses	86	85	(1)	343	25%	343
Community Services Expense	118	118	0	470	25%	470
	8,565	8,364	(201)	32,514	26%	32,567
TOTAL DEPARTMENT CONTROLLED	13,599	13,462	(137)	52,973	26%	53,026

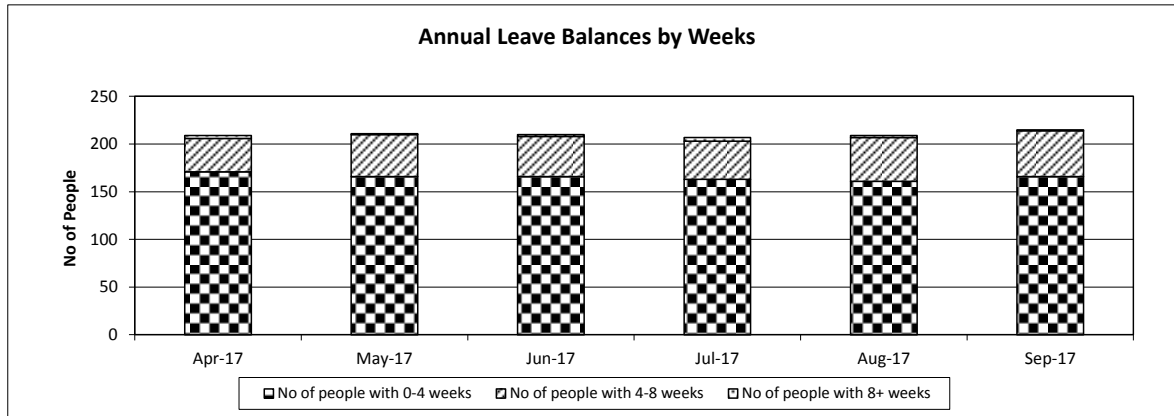
Corporate Controlled

Depreciation	2,123	1,650	(473)	6,600	32%	6,600
Loss on disposal assets	0	0	0	0	n/a	0
QTC Finance Costs	3,312	3,307	(5)	13,642	24%	13,642
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	5,435	4,957	(478)	20,242	27%	20,242

Legal expenses are over budget to due a number of legal matters in progress. Other Materials and Services relate to consultant costs in FCS Admin and ICT branches. Depreciation over budget for plant and equipment and is currently under review.

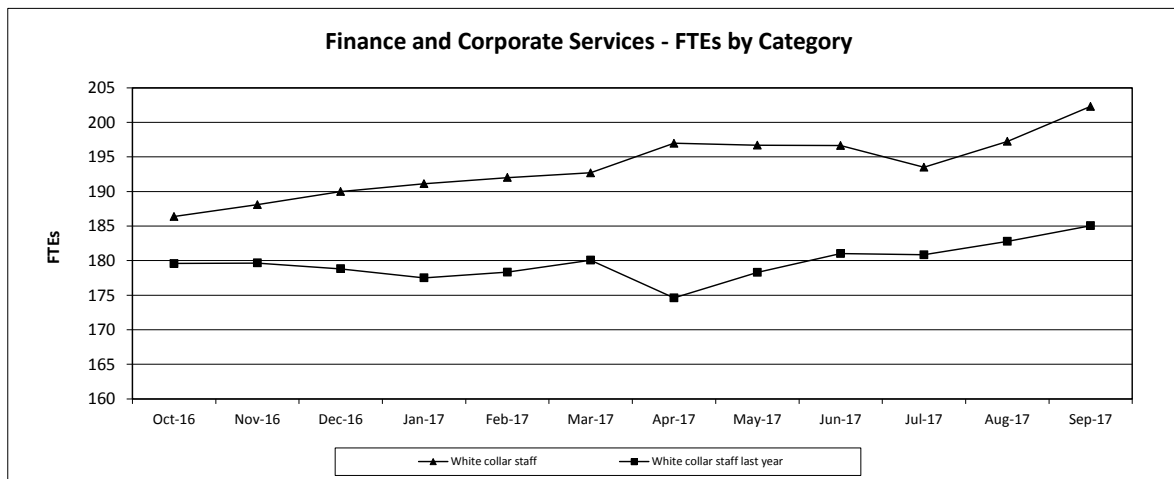
Finance and Corporate Services Annual Leave

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	171	81.8%	166	78.7%	166	79.0%	163	78.7%	161	77.1%	166	77.2%
No of people with 4-8 weeks	35	16.7%	44	20.9%	42	20.0%	40	19.3%	46	22.0%	48	22.3%
No of people with 8+ weeks	3	1.5%	1	0.4%	2	1.0%	4	1.9%	2	1.0%	1	0.5%

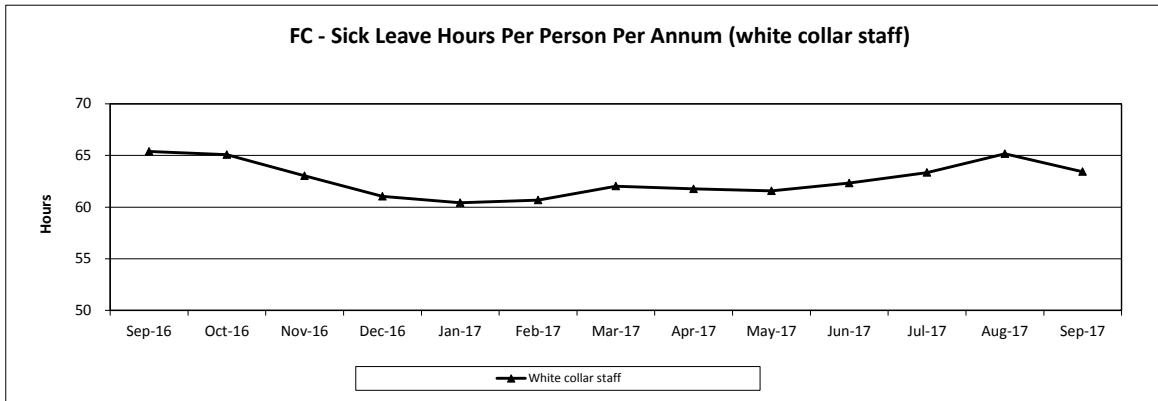
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5	197.3	202.3
Total	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5	197.3	202.3
<i>Movement prior month (white collar)</i>	1.3	1.7	1.9	1.1	0.9	0.7	4.3	(0.3)	(0.0)	(3.2)	3.8	5.0
<i>White collar staff last year</i>	179.6	179.7	178.8	177.5	178.3	180.1	174.6	178.3	181.0	180.8	182.8	185.1
<i>Total FTEs last year</i>	179.6	179.7	178.8	177.5	178.3	180.1	174.6	178.3	181.0	180.8	182.8	185.1

Finance and Corporate Services Department

Sick Leave:



White collar staff

* Rolling 12 month average

Sep-16 Hours	Oct-16 Hours	Nov-16 Hours	Dec-16 Hours	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours
65.38	65.08	63.02	61.04	60.43	60.68	62.03	61.76	61.58	62.33	63.35	65.17	63.43

Lost Time Injury Frequency Rates - FCS:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

Lost Time Injury Frequency Rates - Executive Office:

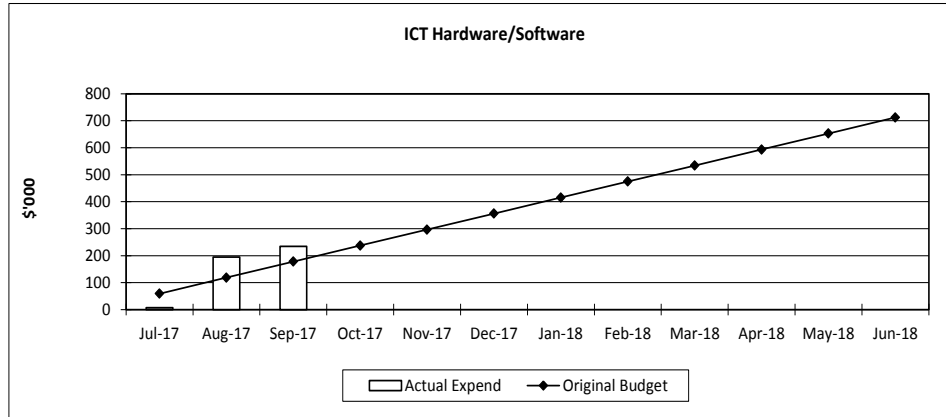
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	31	32	31	31	31	31	31	30	29	0	0	0	0
Cumulative Days lost 12 months	37	37	37	37	37	37	37	36	36	28	15	2	2
LTISR Rolling 12 months	1,163	1,166	1,150	1,148	1,139	1,120	1,100	1,077	1,060	831	451	61	61

FC Capital Expenditure by Program

Results as at 30 September 2017:

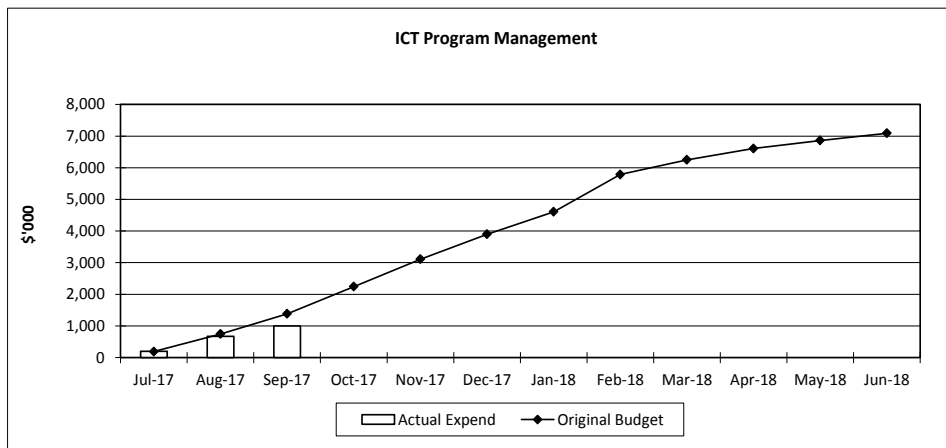
	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	FY F'cast \$'000
Department Controlled*	1,232	4,996	3,764	37,713	37,713

* \$3.6m under budget for CBD Revitalisation. Stage approval recently granted and budget to be rephased accordingly.



Major Projects

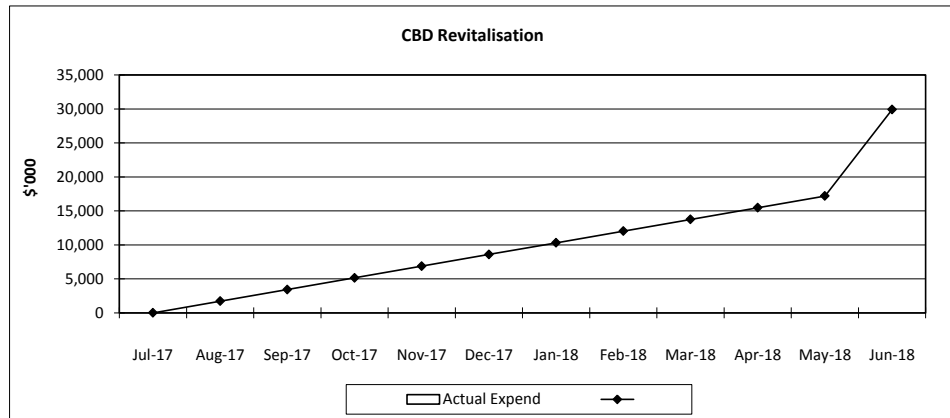
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	234	178	Satisfactory result.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	998	1,382	Underspend primarily due to delay in management of service transition.

FC Capital Expenditure by Program con't



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	0	3,436	Stage approval recently granted. Budget to be rephased accordingly.

Works, Parks and Recreation Department

Performance Report

September 2017

Excluding Ipswich Waste

Revenue

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Utilities and Other Charges	944	940	4	3,761	25%	3,761
Traffic and Reg Park Fees	313	291	22	1,148	27%	1,148
Other Fees and Charges	0	0	0	0	n/a	0
Sales, Recoverable Works	712	716	(4)	2,865	25%	2,865
Operational Grants	406	389	17	3,079	13%	3,079
Capital Grants	210	0	210	8,275	3%	8,275
Other Revenue	658	400	258	1,601	41%	1,601
Internal Revenue	3,375	3,403	(28)	13,611	25%	13,611
	6,618	6,139	479	34,340	19%	34,340
Corporate Controlled						
Discounts/Remissions	(14)	(19)	5	(75)	19%	(75)
Donated Asset Revenue	0	2,613	(2,613)	11,962	0%	11,962
Cash Contributions	587	2,701	(2,114)	10,745	5%	10,745
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	38	0	38	0	n/a	38
	611	5,295	(4,684)	22,632	3%	22,670
TOTAL	7,229	11,434	(4,205)	56,972	13%	57,010

Satisfactory results overall for Department controlled revenue.

Cash contributions, donated asset revenue and headwork credits are developer driven.

Department Controlled Expenses

Excluding Ipswich Waste

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	5,550	5,740	190	22,961	24%	22,961
Overtime	162	190	28	760	21%	760
Allowances	18	19	1	75	24%	75
Other employee costs	1,513	1,581	68	6,323	24%	6,323
Total Labour Opex + Capex	7,243	7,530	287	30,119	24%	30,119
<i>Less Capitalised Labour</i>	(662)	(537)	125	(2,143)	31%	(2,143)
Opex Labour before Contractors	6,581	6,993	412	27,976	24%	27,976
<i>Plus Contract Opex Labour</i>	652	601	(51)	770	85%	770
Opex Labour incl Contractors	7,233	7,594	361	28,746	25%	28,746

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	1,106	55	(1,051)	220	503%	1,106
Materials	1,724	2,687	963	10,648	16%	10,648
Motor Vehicle Expenses	291	1,196	905	3,530	8%	3,530
Service Contracts	2,241	3,570	1,329	14,385	16%	14,385
Utilities Expenses	2,073	2,375	302	9,499	22%	9,499
Consultants	279	174	(105)	1,295	22%	1,295
Other Materials and Services	1,214	663	(551)	2,499	49%	2,499
	8,928	10,720	1,792	42,076	21%	42,962
Other Expense Sources						
Other Expenses	796	407	(389)	1,587	50%	1,587
Internal Expenses	1,741	1,312	(429)	5,073	34%	5,073
	11,465	12,439	974	48,736	24%	49,622
TOTAL DEPARTMENT CONTROLLED	18,698	20,033	1,335	77,482	24%	78,368

Corporate Controlled

Depreciation	13,487	13,282	(205)	53,128	25%	53,128
QTC Finance Costs	94	101	7	395	24%	395
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	615	0	(615)	0	n/a	615
TOTAL CORPORATE CONTROLLED	14,196	13,383	(813)	53,523	27%	54,138

Materials and services currently under budget and are expected to realign by year end. Other expenses over budget due to an issue with annual vehicle registrations being incorrectly costed and will be transferred to motor vehicle expenses in October.

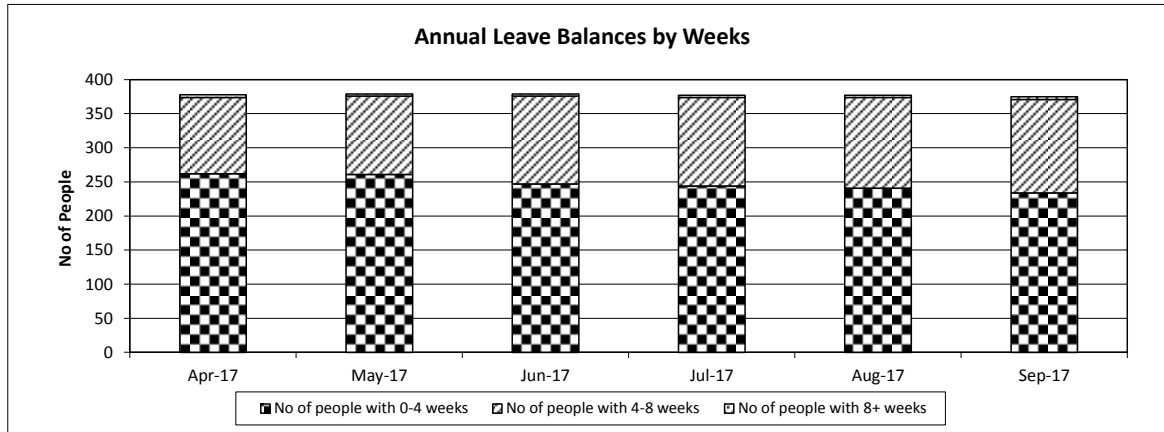
Internal expenses over budget primarily due to fleet cost recovery for capital plant and equipment. This is currently under review.

Loss on asset disposals relates to partial retirement of road infrastructure network assets.

Works, Parks and Recreation Department

Excluding Ipswich Waste

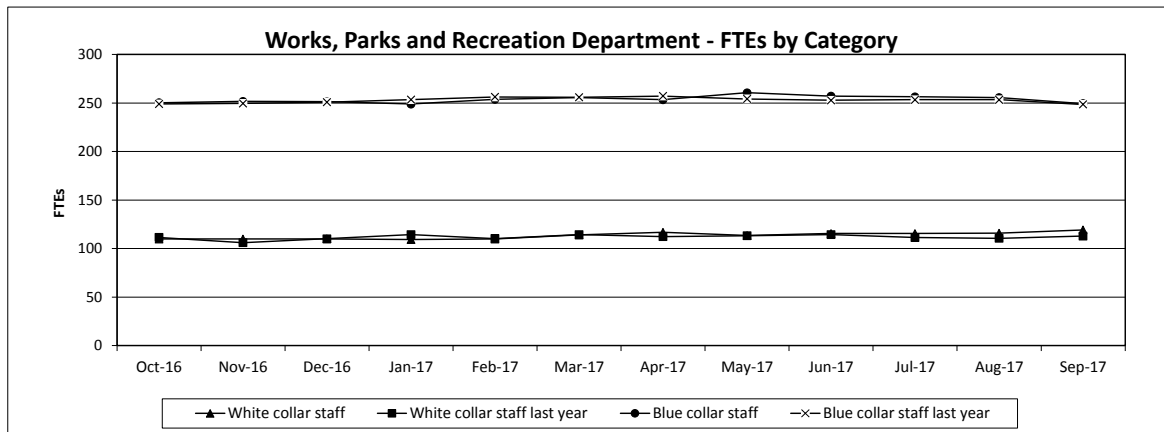
Annual Leave Balances as at pay period ended 25 September 2017:



No of people with 0-4 weeks
No of people with 4-8 weeks
No of people with 8+ weeks

	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	262	69.3%	261	68.9%	247	65.2%	244	64.7%	241	63.9%	234	62.4%
No of people with 4-8 weeks	112	29.6%	115	30.3%	129	34.0%	130	34.5%	133	35.3%	137	36.5%
No of people with 8+ weeks	4	1.1%	3	0.8%	3	0.8%	3	0.8%	3	0.8%	4	1.1%

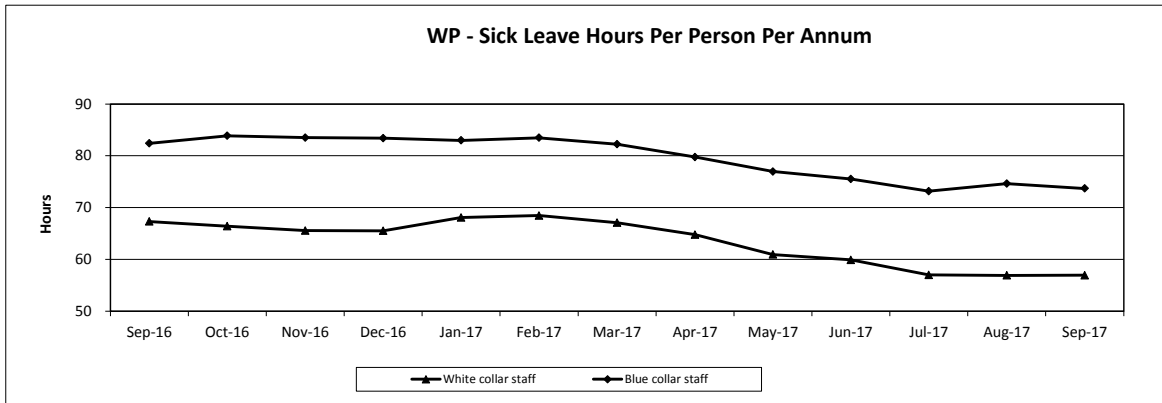
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	109.8	109.9	110.0	109.2	109.8	113.9	116.8	113.3	115.5	115.5	115.8	119.1
Blue collar staff	250.2	251.6	251.3	248.8	253.6	255.7	253.3	260.5	257.1	256.3	255.5	249.4
Total	360.0	361.4	361.2	358.0	363.5	369.6	370.1	373.8	372.5	371.8	371.3	368.5
<i>Movement prior month (white collar)</i>	(3.1)	0.1	0.1	(0.8)	0.6	4.1	2.8	(3.5)	2.1	0.0	0.3	3.3
<i>Movement prior month (blue collar)</i>	1.7	1.4	(0.3)	(2.4)	4.8	2.0	(2.3)	7.1	(3.4)	(0.8)	(0.8)	(6.2)
<i>White collar staff last year</i>	111.5	106.0	110.1	114.4	110.3	114.4	112.3	113.3	114.4	111.3	110.5	112.9
<i>Blue collar staff last year</i>	248.9	249.5	250.8	253.4	256.3	255.8	257.1	254.1	252.8	253.3	253.3	248.5
<i>Total FTEs last year</i>	360.4	355.5	360.9	367.9	366.6	370.2	369.4	367.4	367.2	364.6	363.8	361.4

Works, Parks and Recreation Department

Sick Leave:



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	67.32	66.40	65.55	65.51	68.06	68.45	67.08	64.76	60.94	59.90	56.99	56.90	56.93
Blue collar staff	82.42	83.88	83.50	83.40	82.98	83.49	82.25	79.75	76.95	75.51	73.15	74.64	73.70

* Rolling 12 month average

Lost Time Injury Frequency Rates:

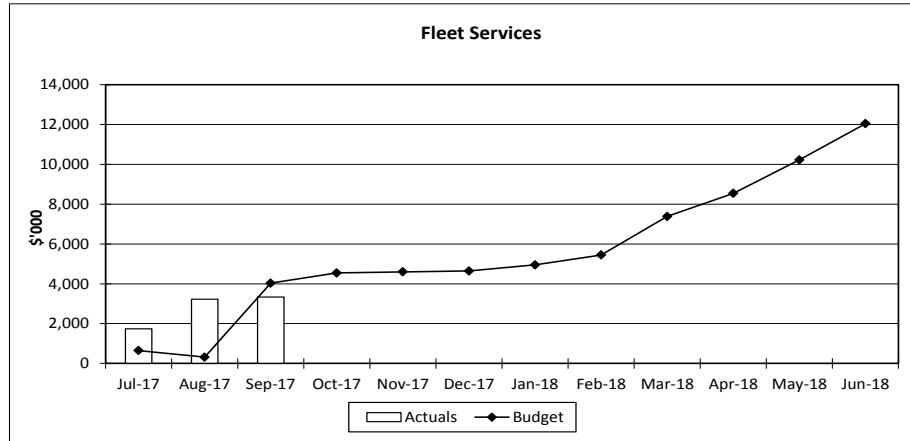
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	1	1	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	21	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	8	10	10	10	8	7	6	7	5	5	5	5	3
Cumulative Days lost 12 months	14	16	16	16	16	12	41	59	63	70	70	70	67
LTISR Rolling 12 months	23	27	26	26	26	20	67	97	103	114	114	113	108

WP Capital Expenditure by Program

Non-Infrastructure Program and excluding Ipswich Waste

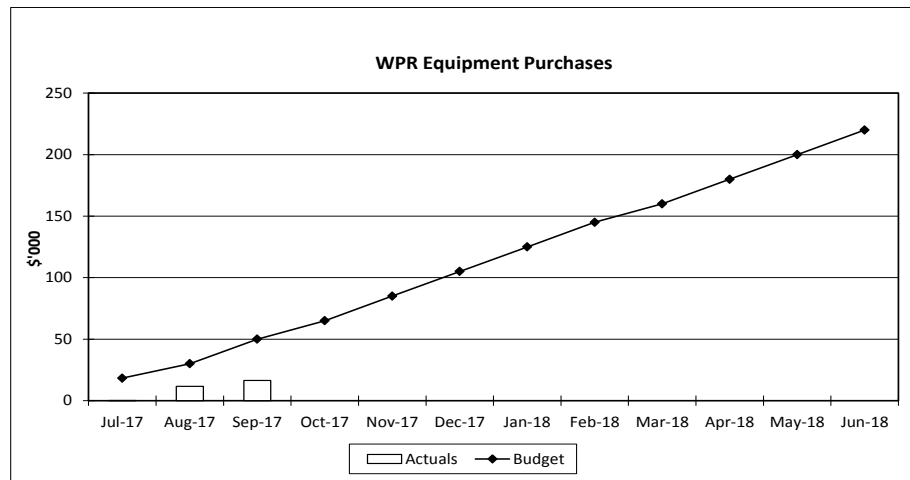
Results as at 30 September 2017:

Department Controlled	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Fleet	3,332	4,033	701	12,043	28%	12,043
WPR - Equipment	16	50	34	220	7%	220
Total Department Controlled	3,348	4,083	735	12,263	27%	12,263



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	3,332	4,033	No issues



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	16	50	Equipment replaced when required.

Ipswich Waste

Performance Report

September 2017

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Garbage Charges Revenue	6,733	6,726	7	27,305	25%	27,305
Net Rates and Utilities	6,733	6,726	7	27,305	25%	27,305
Waste Disposal Fees	1,548	1,607	(59)	6,428	24%	6,428
Operational Grants	0	0	0	0	n/a	0
Other Revenue	40	21	19	84	48%	84
Internal Revenue	440	387	53	1,549	28%	1,549
	8,761	8,741	20	35,366	25%	35,366
Corporate Controlled						
Interest	90	64	26	235	38%	235
	90	64	26	235	38%	235
TOTAL	8,851	8,805	46	35,601	25%	35,601

Satisfactory results overall. Waste disposal fees under budget due to dry weather and kerbside collection. This is expected increase in line with the budget over the spring and summer months.

IWS Performance Report
September 2017

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	978	1,063	85	4,252	23%	4,252
Overtime	103	100	(3)	399	26%	399
Allowances	4	5	1	19	21%	19
Other employee costs	261	290	29	1,161	22%	1,161
Total Labour Opex + Capex	1,346	1,458	112	5,831	23%	5,831
<i>Less recovery/charge out</i>	9	0	(9)	0	n/a	9
Opex Labour before Contractors	1,355	1,458	103	5,831	23%	5,840
<i>Plus Contract Opex Labour</i>	242	77	(165)	409	59%	409
Opex Labour incl Contractors	1,597	1,535	(62)	6,240	26%	6,249

Employee expenses over budget as Labour contracts currently being utilised to backfill positions in order to achieve HR leave standards and minimise overtime costs whilst maintaining service standards.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	2	58	56	232	1%	232
Maintenance	12	49	37	198	6%	198
Materials	30	57	27	227	13%	227
Service Contracts	719	907	188	3,626	20%	3,626
Other Materials and Services	111	46	(65)	205	54%	205
	874	1,117	243	4,488	19%	4,488
Other Expense Sources						
Other Expenses	8	0	(8)	0	n/a	8
Internal Expenses	1,907	1,972	65	7,892	24%	7,892
	2,789	3,089	300	12,380	23%	12,388
TOTAL DEPARTMENT CONTROLLED	4,386	4,624	238	18,620	24%	18,637

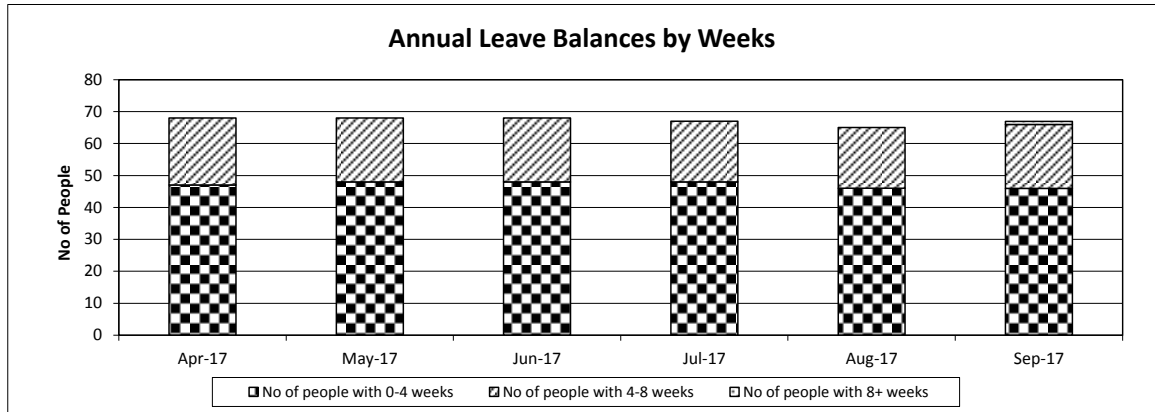
Corporate Controlled Expenses

Depreciation	180	180	0	720	25%	720
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
Tax Equivalent Expense	1,244	1,225	(19)	4,987	25%	4,987
TOTAL CORPORATE CONTROLLED	1,424	1,405	(19)	5,707	25%	5,707

Satisfactory results overall.

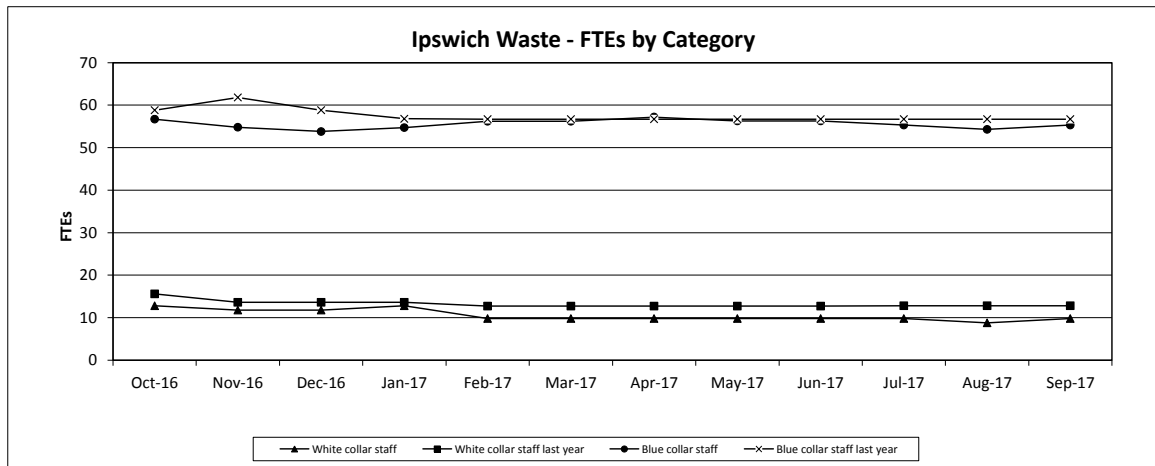
Ipswich Waste Annual Leave

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	47	69.1%	48	70.6%	48	70.6%	48	71.6%	46	70.8%	46	68.6%
No of people with 4-8 weeks	21	30.9%	20	29.4%	20	29.4%	19	28.4%	19	29.2%	20	29.9%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.5%

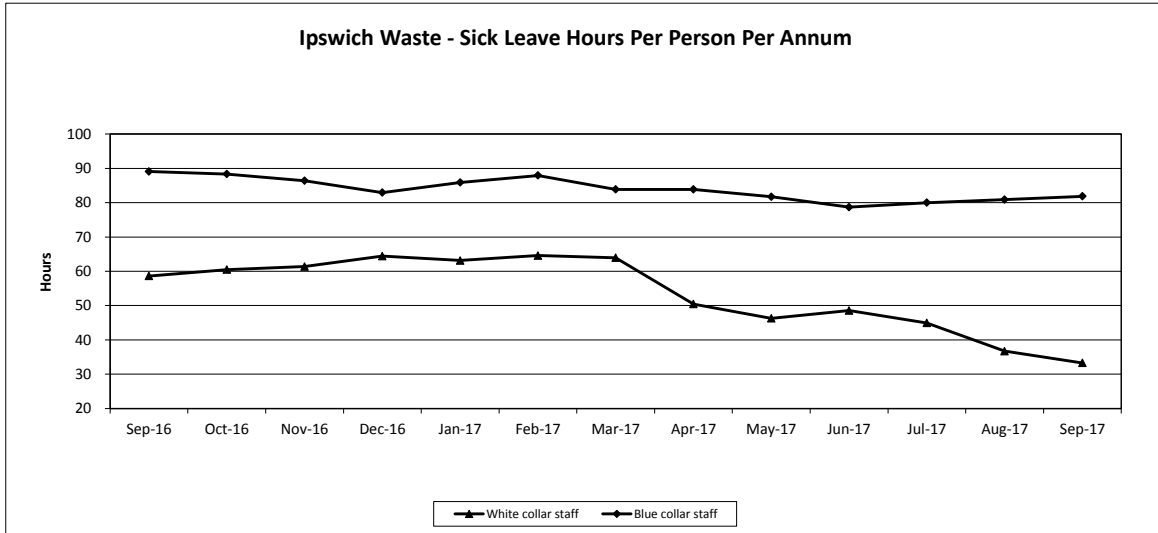
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	12.8	11.8	11.8	12.8	9.8	9.8	9.8	9.8	9.8	9.8	8.8	9.8
Blue collar staff	56.7	54.8	53.8	54.7	56.2	56.2	57.2	56.3	56.3	55.3	54.3	55.3
Total	69.5	66.6	65.6	67.5	66.0	66.0	67.0	66.1	66.1	65.1	63.1	65.1
<i>Movement prior month (white collar)</i>	0.0	(1.0)	0.0	1.0	(3.0)	0.0	0.0	0.0	0.0	0.0	(1.0)	1.0
<i>Movement prior month (blue collar)</i>	0.0	(1.9)	(1.0)	0.9	1.5	0.0	1.0	(0.9)	0.0	(1.0)	(1.0)	1.0
<i>White collar staff last year</i>	15.6	13.6	13.6	13.6	12.7	12.7	12.7	12.7	12.7	12.8	12.8	12.8
<i>Blue collar staff last year</i>	58.8	61.8	58.8	56.8	56.7	56.7	56.7	56.7	56.7	56.7	56.7	56.7
<i>Total FTEs last year</i>	74.4	75.4	72.4	70.4	69.4	69.4	69.4	69.4	69.4	69.5	69.5	69.5

Ipswich Waste Services

Sick Leave:



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	58.63	60.49	61.38	64.41	63.13	64.57	63.96	50.44	46.29	48.56	44.92	36.70	33.27
Blue collar staff	89.08	88.34	86.40	82.97	85.87	87.93	83.88	83.89	81.71	78.70	80.01	80.91	81.87

* Rolling 12 month average

Lost Time Injury Frequency Rates:

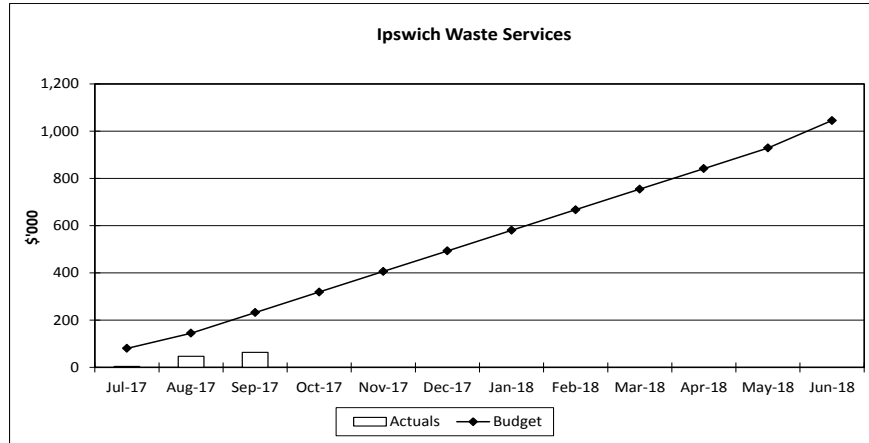
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	8	8	8	8	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	1	1	1	1	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	8	8	8	8	0	0	0	0	0	0	0	0	0

Waste Capital Expenditure by Project or Program Areas:

Ipswich Waste

Results as at 30 September 2017:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled	63	232	169	1,045	6%	1,045



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	63	232	Bins replaced as required and according to city growth.

Health, Security and Regulatory Services Department Performance Report

September 2017

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	21	23	(2)	92	23%	92
Net Rates and Utilities	21	23	(2)	92	23%	92
Town Planning Develop Fees	0	0	0	0	n/a	0
Hlth Animal Cemetery Fees	597	449	148	1,805	33%	1,805
Traffic and Reg Park Fees	245	301	(56)	1,290	19%	1,290
Other Fees	100	137	(37)	551	18%	551
Operational Grants	25	0	25	183	14%	183
Capital Grants	0	0	0	0	n/a	0
Other Revenue	4	6	(2)	26	15%	26
	992	916	76	3,947	25%	3,947
Corporate Controlled						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	0	0	0	0	n/a	0
TOTAL	992	916	76	3,947	25%	3,947

Satisfactory results overall.

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	1,197	1,296	99	5,185	23%	5,185
Overtime	19	36	17	145	13%	145
Allowances	7	7	0	27	26%	27
Other employee costs	333	357	24	1,427	23%	1,427
Total Labour Opex + Capex	1,556	1,696	140	6,784	23%	6,784
<i>Less Capitalised Labour</i>	(4)	(42)	(38)	(128)	3%	(128)
Opex Labour before Contractors	1,552	1,654	102	6,656	23%	6,656
<i>Plus Contract Opex Labour</i>	159	22	(137)	87	183%	159
Opex Labour incl Contractors	1,711	1,676	(35)	6,743	25%	6,815

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	64	38	(26)	152	42%	152
Other Services	70	64	(6)	275	25%	275
Service Contracts	931	1,094	163	4,497	21%	4,497
Other Materials and Services	133	140	7	460	29%	460
	1,198	1,336	138	5,384	22%	5,384
Other Expense Sources						
Other Expenses	50	57	7	76	66%	76
Internal Expenses	81	84	3	339	24%	339
	1,329	1,477	148	5,799	23%	5,799
TOTAL DEPARTMENT CONTROLLED	3,040	3,153	113	12,542	24%	12,614

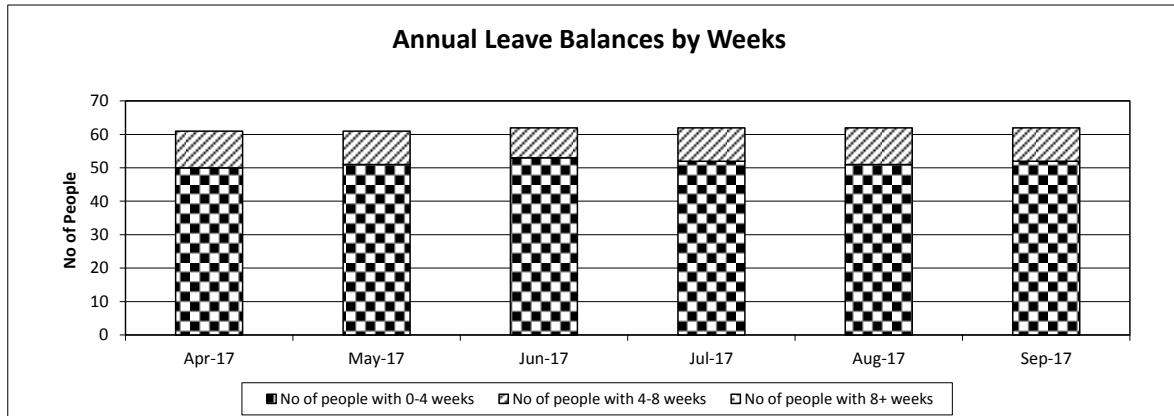
Corporate Controlled Expenses

Depreciation	237	175	(62)	700	34%	700
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	237	175	(62)	700	34%	700

Satisfactory results for Department controlled expenses. Depreciation is over budget in plant and equipment and is currently under review.

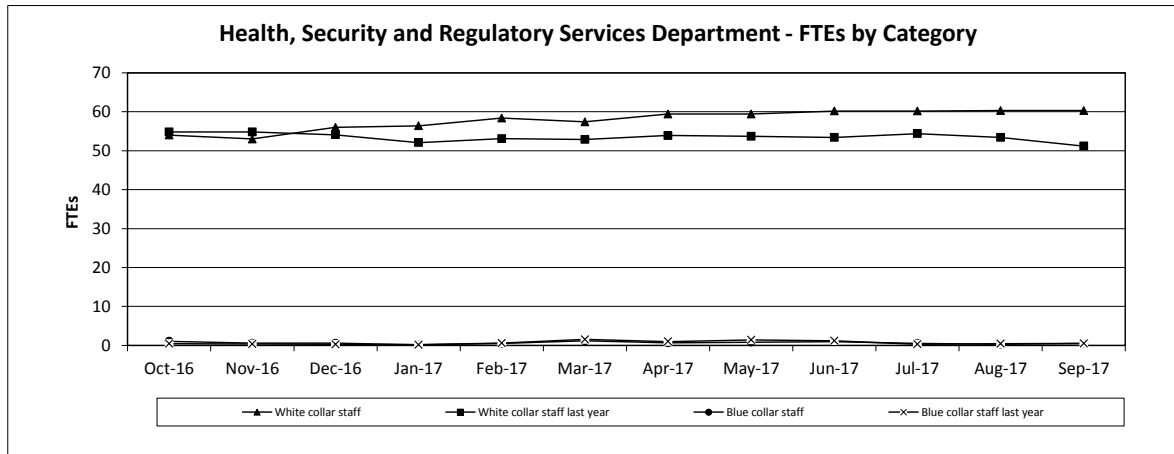
Health, Security and Regulatory Services Department

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	50	82.0%	51	83.6%	53	85.5%	52	83.9%	51	82.3%	52	83.9%
No of people with 4-8 weeks	11	18.0%	10	16.4%	9	14.5%	10	16.1%	11	17.7%	10	16.1%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

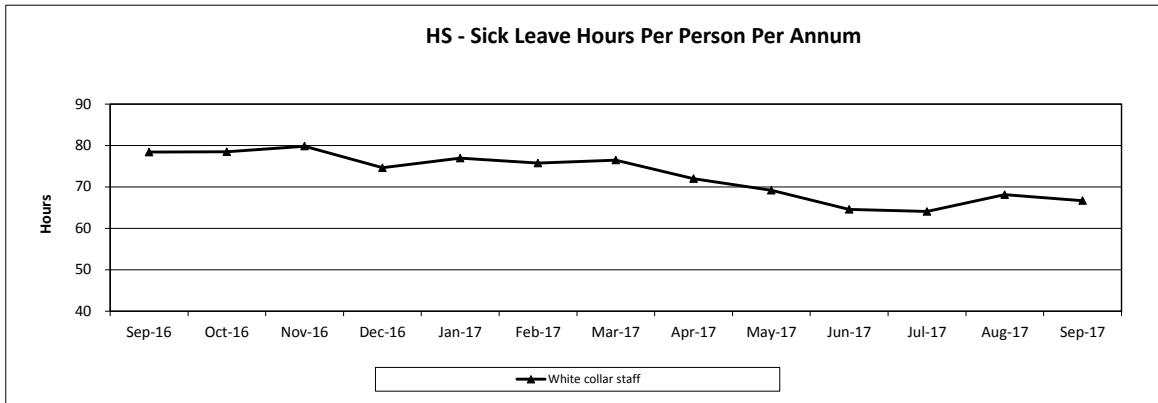
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	54.0	53.0	56.0	56.4	58.4	57.4	59.4	59.4	60.2	60.2	60.3	60.3
Blue collar staff	1.0	0.5	0.5	0.2	0.5	1.2	0.6	0.8	1.0	0.5	0.3	0.5
Total	55.0	53.5	56.5	56.6	58.9	58.6	60.0	60.2	61.2	60.7	60.6	60.8
<i>Movement prior month (white collar)</i>	2.8	(1.0)	3.0	0.4	2.0	(1.0)	2.0	0.0	0.8	0.0	0.1	0.0
<i>Movement prior month (blue collar)</i>	0.5	(0.5)	0.0	(0.4)	0.4	0.7	(0.5)	0.2	0.2	(0.5)	(0.2)	0.2
<i>White collar staff last year</i>	54.8	54.8	54.1	52.1	53.1	52.9	53.9	53.7	53.4	54.4	53.4	51.2
<i>Blue collar staff last year</i>	0.4	0.3	0.3	0.2	0.6	1.5	1.0	1.4	1.2	0.3	0.4	0.5
<i>Total FTEs last year</i>	55.2	55.1	54.4	52.3	53.7	54.4	54.9	55.1	54.6	54.7	53.8	51.7

Health, Security and Regulatory Services Department

Sick Leave:



Sep-16 Hours	Oct-16 Hours	Nov-16 Hours	Dec-16 Hours	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours
78.38	78.47	79.82	74.60	76.91	75.72	76.44	71.98	69.16	64.55	64.05	68.11	66.68

White collar staff

* Rolling 12 month average

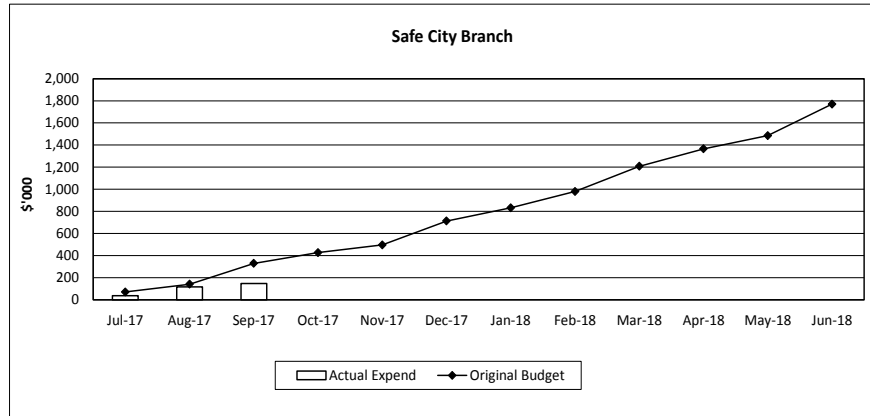
Lost Time Injury Frequency Rates:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	0	0	0	0	0	1	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	11	11	11	11	11	10
Cumulative Days lost 12 months	0	0	0	0	0	0	0	6	9	9	9	9	9
LTISR Rolling 12 months	0	0	0	0	0	0	0	65	97	96	95	95	92

Health, Security and Regulatory Services Department

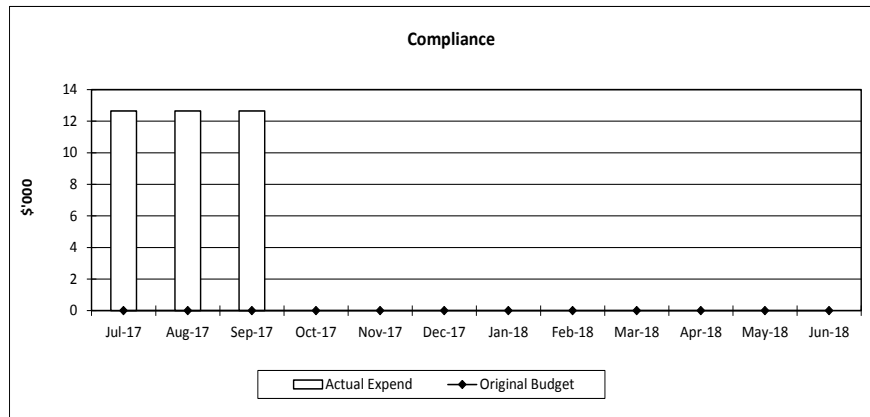
Results as at 30 September 2017:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled	159	329	170	2,070	8%	2,070



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	146	329	No budget implications.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	13	0	Relates to Meteorological Weather Stations purchased for odour related compliance matters.

Planning and Development Department

Performance Report

September 2017

Revenue:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Town Planning Develop Fees	4,305	3,718	587	14,428	30%	14,428
Other Fees	9	10	(1)	40	23%	40
Govt Grant Subsidy	17	0	17	0	n/a	17
Other Revenue	3	1	2	3	n/a	3
Community Service Revenue	118	118	0	470	25%	470
	4,452	3,847	605	14,941	30%	14,958
Corporate Controlled						
Cash Contributions	5	0	5	5	100%	5
Interest	0	0	0	0	n/a	0
	5	0	5	5	100%	5
TOTAL	4,457	3,847	610	14,946	30%	14,963

Satisfactory results overall.

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	2,027	2,130	103	8,519	24%	8,519
Overtime	4	7	3	30	13%	30
Allowances	4	1	(3)	4	100%	4
Other employee costs	611	625	14	2,499	24%	2,499
Total Labour Opex + Capex	2,646	2,763	117	11,052	24%	11,052
<i>Less recovery/charge out</i>	1	0	(1)	0	n/a	1
Opex Labour before Contractors	2,647	2,763	116	11,052	24%	11,053
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	2,647	2,763	116	11,052	24%	11,053

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

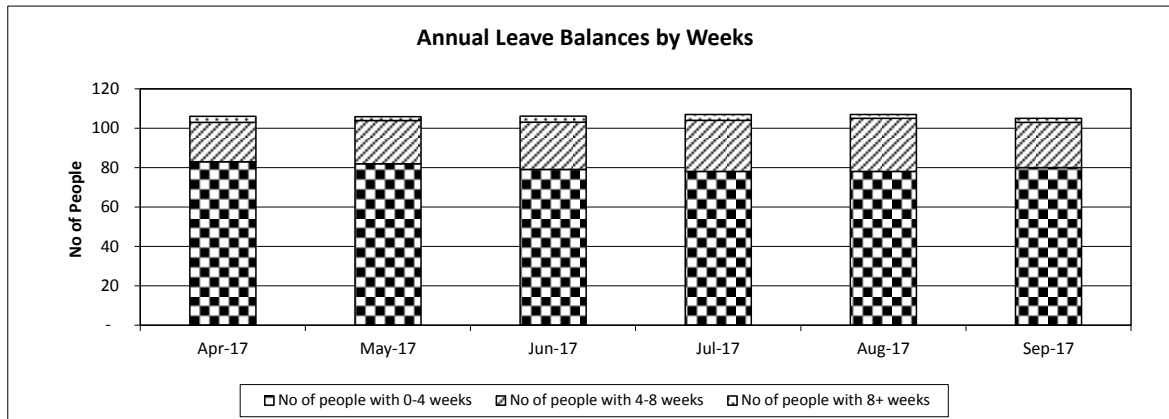
	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Legal Expenses	185	75	(110)	300	62%	300
Consultants	11	39	28	156	7%	156
Other Materials and Services	51	65	14	262	19%	262
	247	179	(68)	718	34%	718
Other Expense Sources						
Other Expenses	2	0	(2)	12	17%	12
Internal Expenses	85	76	(9)	283	30%	283
	334	255	(79)	1,013	33%	1,013
TOTAL DEPARTMENT CONTROLLED	2,981	3,018	37	12,065	25%	12,066

Corporate Controlled

Depreciation	0	0	0	1	0%	1
Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	0	0	0	1	0%	1

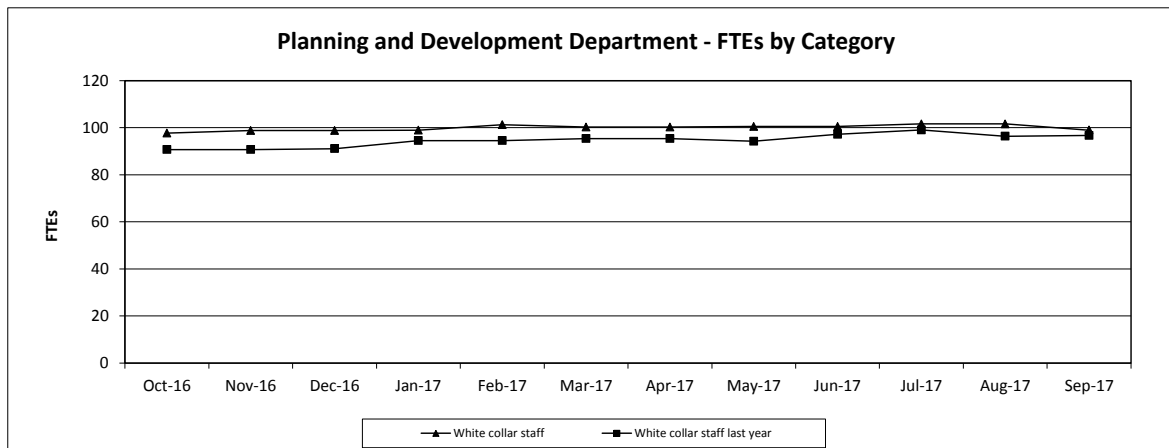
Legal expenses over budget due to a number of legal appeals and will be closely monitored.

Annual Leave Balances as at pay period ended 25 September 2017:



	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17	
No of people with 0-4 weeks	83	78.3%	82	77.3%	79	74.6%	78	72.9%	78	72.9%	80	76.2%
No of people with 4-8 weeks	20	18.9%	22	20.8%	24	22.6%	26	24.3%	27	25.2%	23	21.9%
No of people with 8+ weeks	3	2.8%	2	1.9%	3	2.8%	3	2.8%	2	1.9%	2	1.9%

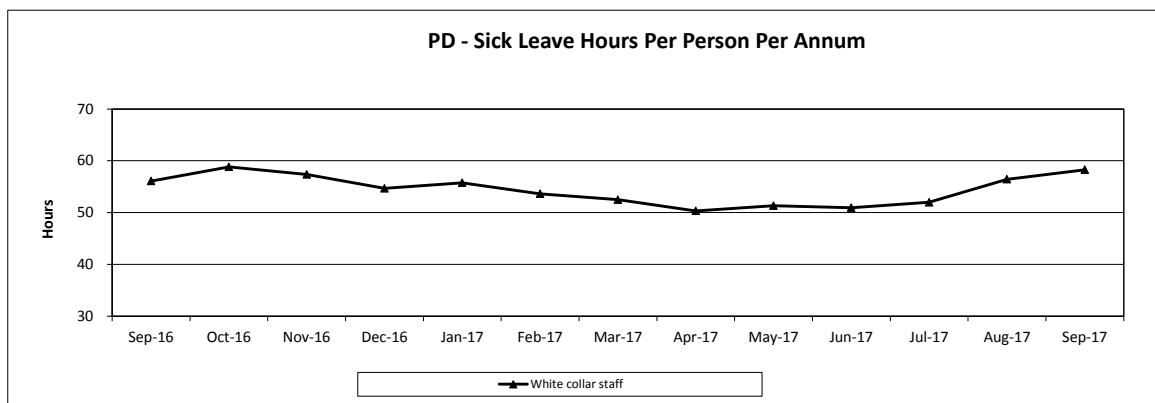
Full Time Equivalents:



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
White collar staff	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5	100.5	101.6	101.6	99.0
Total	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5	100.5	101.6	101.6	99.0
Movement prior month (white collar)	1.0	1.1	0.0	0.2	2.3	(1.0)	0.0	0.2	0.0	1.1	0.0	(2.6)
White collar staff last year	90.7	90.7	91.1	94.5	94.5	95.4	95.4	94.2	97.2	99.0	96.4	96.7
Total FTEs last year	90.7	90.7	91.1	94.5	94.5	95.4	95.4	94.2	97.2	99.0	96.4	96.7

Planning and Development Department

Sick Leave:



Sep-16 Hours	Oct-16 Hours	Nov-16 Hours	Dec-16 Hours	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours
56.10	58.83	57.34	54.66	55.77	53.63	52.49	50.34	51.31	50.95	51.98	56.43	58.29

White collar staff

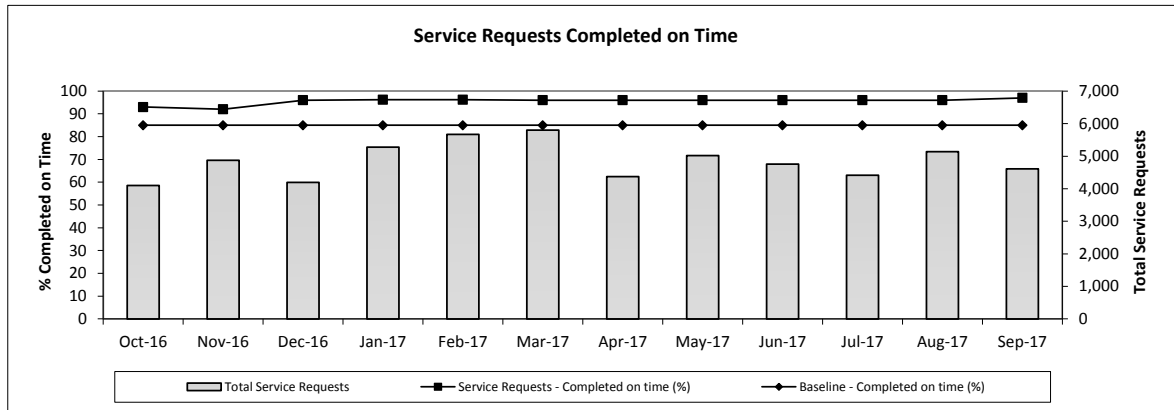
* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
LTI's	0	0	1	0	0	0	0	0	0	0	1	0	0
LTIFR	0	0	68.4	-	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	6.43	6	6	6	6	6	6	6	12	12	12
Cumulative Days lost 12 months	0	0	3	3	3	3	3	3	3	3	6	30	51
LTISR Rolling 12 months	0	0	19.28	19	19	19	19	19	19	18	37	183	313

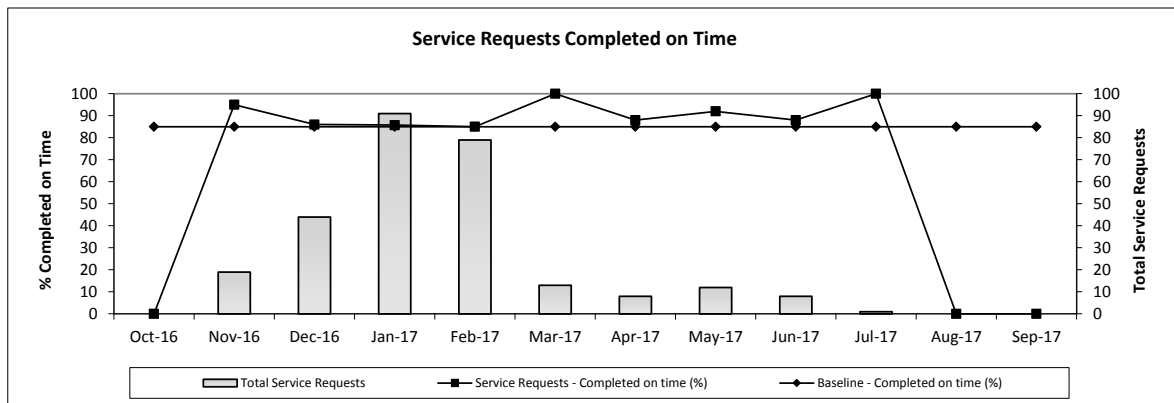
Customer Engagement System

All Council:



All Council	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	93	92	96	96	96	96	96	96	96	96	96	97
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	4,101	4,875	4,196	5,279	5,671	5,802	4,374	5,020	4,758	4,416	5,140	4,612

Arts, Social Development and Community Development Department:

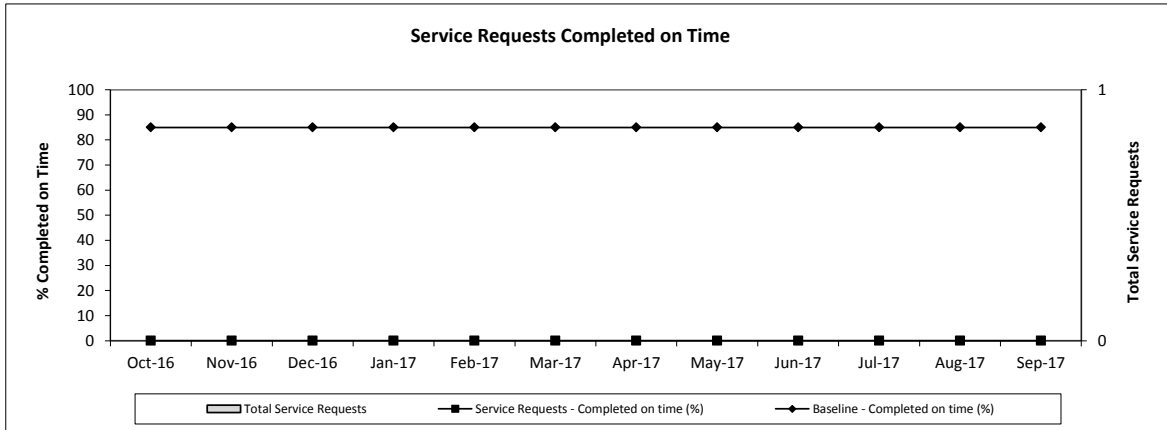


AS	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	0	95	86	86	85	100	88	92	88	100	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	19	44	91	79	13	8	12	8	1	0	0

September

No service requests received in September.

Economic Development and Marketing Department:

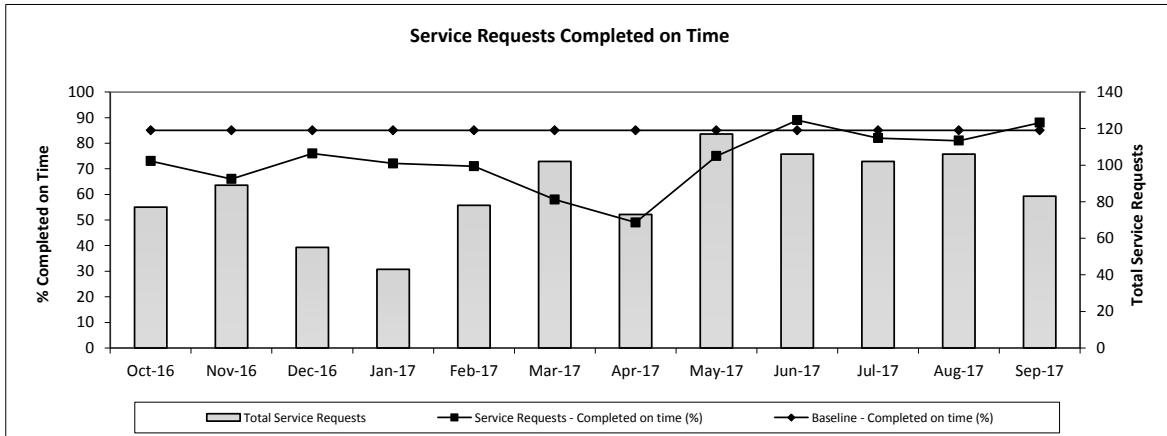


EDM	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	0	0	0	0	0	0	0	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	0	0	0	0	0	0	0

September

No service requests received in September.

Infrastructure Services Department:

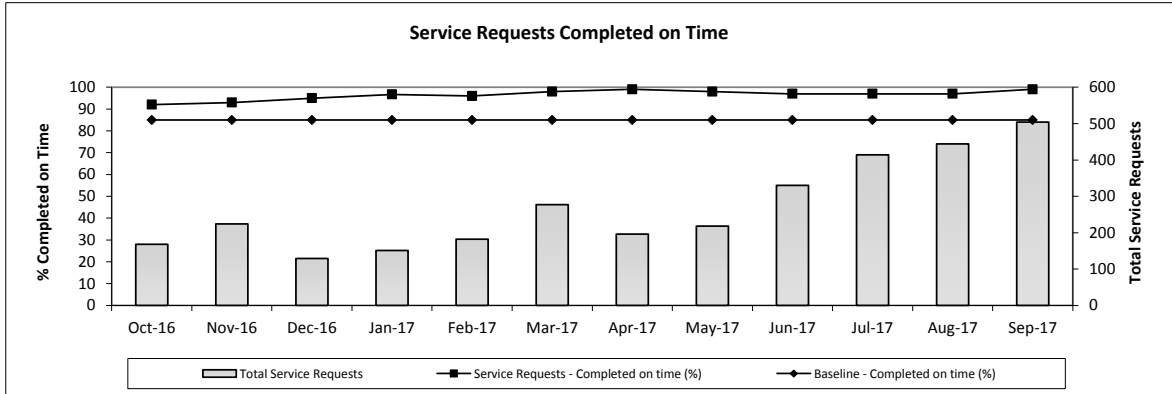


IS	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	73	66	76	72	71	58	49	75	89	82	81	88
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	77	89	55	43	78	102	73	117	106	102	106	83

September

The results exceed the baseline for the month.

Finance and Corporate Services Department:

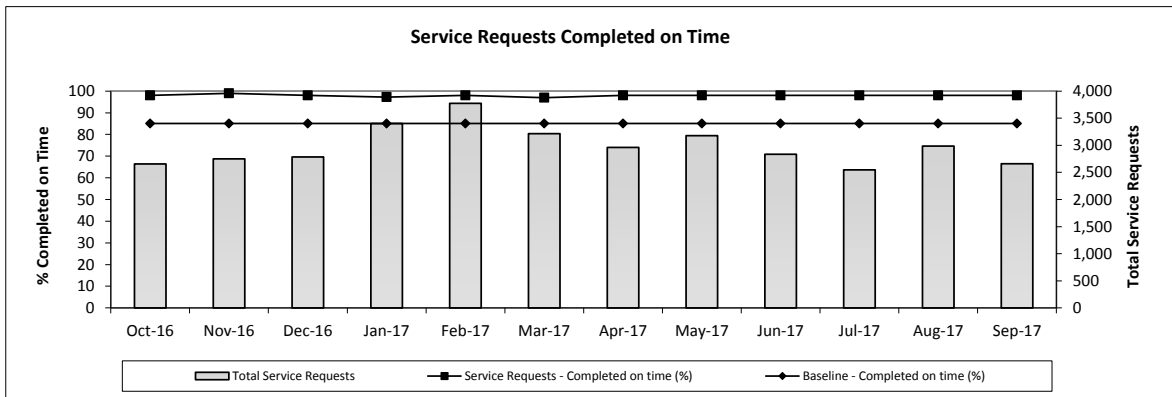


FC	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	92	93	95	97	96	98	99	98	97	97	97	99
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	168	224	129	151	182	277	196	218	330	414	444	504

September

The results exceed the baseline for the month.

Works Parks and Recreation Department:

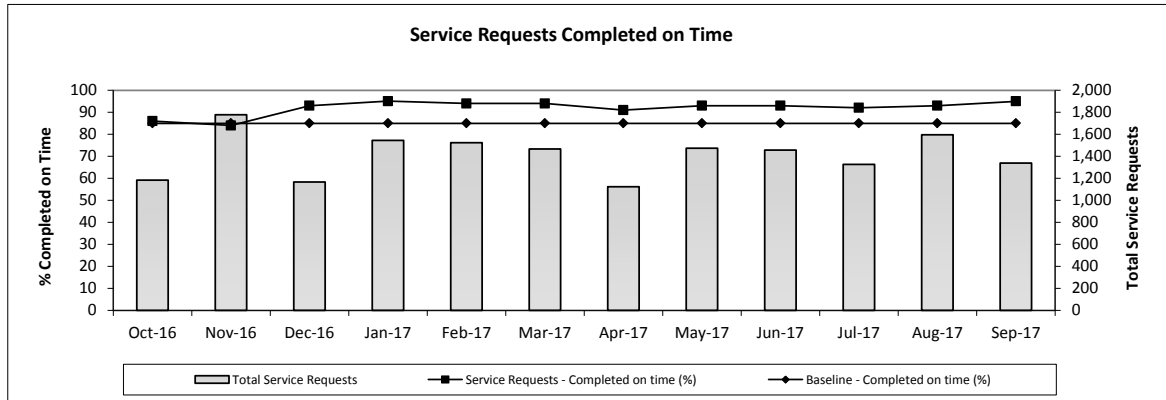


WP	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	98	99	98	97	98	97	98	98	98	98	98	98
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	2,656	2,750	2,785	3,402	3,774	3,215	2,961	3,178	2,835	2,547	2,986	2,660

September

The results exceed the baseline for the month.

Health, Security and Regulatory Services Department:

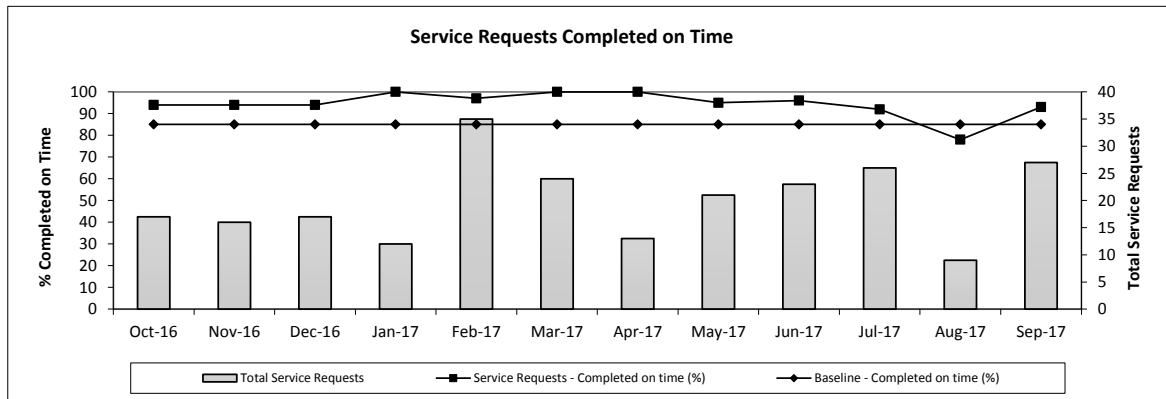


HS	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	86	84	93	95	94	94	91	93	93	92	93	95
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,183	1,777	1,166	1,544	1,523	1,466	1,123	1,473	1,456	1,326	1,595	1,338

September

The results exceed the baseline for the month.

Planning and Development:



PD	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Service Requests - Completed on time (%)	94	94	94	100	97	100	100	95	96	92	78	93
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	17	16	17	12	35	24	13	21	23	26	9	27

September

The results exceed the baseline for the month.

Council Environmental Performance:

Waste Generated by Council Departments (Tonnes):

		Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
AS	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.39	0.39	1.17
	Office Recycling	0.15	0.01	0.01	0.01	0.13	0.27	0.01	0.01	0.28	0.19	0.24	0.11
	Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-
IS	Office Recycling	-	-	-	-	-	0.04	-	-	0.08	-	-	-
	Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	-	0.01	0.01	0.01	0.01	-	-	-	-	-	-	-
FC	Office Recycling	0.58	0.19	3.98	0.32	0.35	0.35	0.15	0.33	0.79	0.30	0.31	0.47
	Office Waste	-	-	-	-	-	-	-	-	-	-	-	-
	Office Commercial and Industrial	0.27	0.35	3.16	0.30	0.24	0.26	0.24	0.29	0.26	0.26	0.27	0.04
WPR	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	40.60	35.52	45.60	39.78	37.60	46.26	31.62	42.32	66.38	51.36	75.91	63.84
	Depot Commercial and Industrial	17.53	19.84	16.49	18.64	16.15	20.01	16.62	17.71	17.85	18.37	20.70	51.19
	Depot Recycling	-	5.35	4.07	4.55	5.61	7.27	3.31	8.76	3.30	13.34	9.02	10.94
	Office Commercial and Industrial	7.88	9.44	8.78	9.48	8.59	10.44	8.20	10.64	10.27	9.70	11.25	3.90
	Office Recycling	4.79	4.49	4.07	4.24	3.73	4.47	3.85	4.70	4.81	4.48	4.64	4.41
	Timber	42.12	7.21	37.35	35.38	29.12	14.59	26.92	32.64	30.64	36.04	22.30	38.58
	Metal collected from Depots	67.44	14.04	8.60	26.54	31.62	2.64	6.31	2.34	6.02	3.71	1.72	2.68
	Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	0.08	0.20	0.05	0.10	-	0.16	-	0.06	-	0.50	-	-
	PD	Office Recycling	-	-	-	-	-	-	-	-	-	-	-
Total Waste		181.64	96.84	132.37	139.55	133.35	106.96	97.43	120.00	140.88	138.64	146.75	177.33

* Education Program Recycling relates to bins supplied to schools/community groups with no charge as part of the education program

** Operational Recycling is all recycling that is produced outside the office

*** Operational Waste is all waste that is produced outside of the office, such as green waste and timber

**** Public Place Recycling is recycling in a public place, such as a public pool

*# Park Recycling is recycling from parks

Community Environmental Performance:

	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
	%	%	%	%	%	%	%	%	%	%	%	%
Total recycling rate	31.38	31.37	33.72	26.89	31.84	33.32	34.34	29.69	35.92	38.06	32.50	31.71
% Waste diverted from landfill*	48.34	47.62	56.12	32.89	49.46	45.43	49.88	41.16	51.68	56.52	45.99	42.77

*At Riverview Transfer Station

A4446748

City Management, Finance and Community Engagement Committee	
Mtg Date: 9.11.17	OAR: YES
Authorisation: Andrew Roach	

25 October 2017

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: CHIEF FINANCIAL OFFICER

RE: IPSWICH MOTORSPORT PARK
STATUS OF INITIATIVES/EVENTS

INTRODUCTION:

This is a report by the Chief Financial Officer dated 25 October 2017 concerning the status of initiatives at the Ipswich Motorsport Park (IMP) and the Ipswich City Council's (Council) decisions relating to the recovery of the Queensland Raceway lease.

BACKGROUND:

On 16 July 1997, Council entered into a lease with Motorsport Queensland Ltd for Lease Area F to allow for the establishment of a circuit raceway at Willowbank with the resulting 30 year lease expiring on 15 July 2027.

Council established Ipswich Motorsport Precinct Pty Ltd in 2016 (re-named Ipswich Motorsport Park Pty Ltd on 21 February 2017) to create an internationally recognised, commercially sustainable motorsports and events precinct at Willowbank. Since its establishment, the company has progressed the precinct's master planning, investigated land acquisitions to support master planning goals, supported events such as CMC Rocks, consulted with organisers of new events and investigated various commercial and non-commercial opportunities such as new facilities for driver training and off-road motorcycling.

At its 18 April 2017 meeting, Council approved a process to commence resumption of the Queensland Raceway lease from Motorsport Queensland Ltd. Drivers for the lease's surrender included allowing Council to progress initiatives identified during master planning for the reinvigoration and activation of the site and the recouping of future revenues to pay-back the capital investment required for the track's redevelopment.

The recommendations adopted at City Management Finance & Community Engagement Board No. 2017(04) of 11 April 2017 were as follows:

- A. That Council, having duly considered this report, be of the opinion that Lot 11 on SP108209 containing an approximate area of 52.7 ha be acquired for the purposes of a recreation ground for the redevelopment of the land as a Motorsport Park within the local government area.
- B. That the Chief Executive Officer be authorised to negotiate a mutually agreed termination of Lease No. 70230961 on Lot 11 on SP108209 with Motorsport Queensland Ltd with payment of appropriate compensation to the lessee of an amount up to the outcome of Council's valuation.
- C. That Council exercise its power as a "constructing authority" under the *Acquisition of Land Act 1967* and resume Lot 11 on SP108209 as detailed in Attachment C for the purposes of a recreation ground.
- D. That the Chief Executive Officer be authorised to negotiate compensation and any other matters arising out of the *Acquisition of Land Act 1967* in relation to the resumption of Lot 11 on SP108209.

DISCUSSION:

With Ipswich Motorsport Park Pty Ltd currently being reviewed in conjunction with all Council companies, all of the activities under progression by the company have now ceased including the off-road motorcycle facility proposed for Motorcycling Queensland.

At its 21 September 2017 meeting, Council approved an Expressions of Interest (EOI) process to identify suitable operators to manage and operate a driver training facility within IMP (to further Ipswich Motorsport Park Pty Ltd's investigations). With the future and level of Council's involvement and associated investment in IMP currently under consideration, activity relating to the EOI has been placed on hold until this direction is confirmed.

Aligned with Council's reappraisal of its future involvement with IMP, Council's April 2017 decision to recover the Queensland Raceway lease from Motorsport Queensland Ltd needs to be reviewed.

Given this, the repeal of Council's earlier decisions relating to the Queensland Raceway lease would negate stakeholder risks and remove the potential risks (e.g. legal and compensatory) to Council associated with progressing the lease resumption.

RECOMMENDATION:

- A. That the previous decisions of Council as per Item 10 of the City Management, Finance and Community Engagement Board No. 2017(04) of 11 April 2017, adopted at Council on 18 April 2017 and titled Queensland Raceway Surrender of Lease F, 133 Champions Way, Willowbank, as outlined in the body of this report, be repealed.
- B. That Council note that all other initiatives and events under negotiation through Ipswich Motorsport Park Pty Ltd have been placed on hold until further notice.

Andrew Roach

CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.2017	OAR: YES
Authorisation: Andrew Roach	

A4448617

27 October 2017

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: CORPORATE SERVICES AND RISK MANAGER

RE: OFFICE OF INFORMATION COMMISSION (OIC) COMPLIANCE REVIEW
COMMUNITY SURVEY LINK TO ICC WEBSITE

INTRODUCTION:

This is a report by the Corporate Services and Risk Manager dated 27 October 2017 concerning a request by the Office of Information Commission (OIC) to link a "Community Consultation Survey" to Council's website, as a part of its current Compliance Review of Council.

BACKGROUND:

On 20 July 2017, the Information Commissioner wrote to the then CEO (Attachment A) advising that she had started a compliance review of Ipswich City Council under s. 131 of the *Right to Information Act 2009* (Qld) (**RTI Act**) and s. 135 of the *Information Privacy Act 2009* (Qld) (**IP Act**).

The objective of the review is to establish whether Council is complying with the prescribed requirements of the legislation, to identify areas of good practice and make recommendations about any improvement opportunities. Following completion of the compliance review a report will be tabled in Parliament.

In around August 2017, the Information Commissioner and the Audit team from the Office of Information Commissioner (**OIC**) met with the then CEO to discuss the parameters of the compliance review and timeframes for activities.

The following timeframes have been identified by the OIC:

Milestones	Date
Council nominated contract officer	4 August 2017
Council provides documentation listed in the initial request	18 August 2017
OIC start fieldwork	September 2017
OIC complete fieldwork	December 2017
OIC issue draft report	February 2018
OIC issue proposed report	April 2018
Report tabled in Parliament	May 2018

As part of the compliance review the OIC conducts a “Community Survey” in order to assess how well a Council is:

- Consulting with the community about their information needs;
- Addressing those needs.

The OIC has asked that this “Community Consultation Survey” (Attachment B) be linked through Council’s website. The OIC also advertises the survey in local media.

CONCLUSION:

OIC fieldwork is currently in progress. Various meetings have been undertaken with Council Officers and documentation collated and released for review to the OIC. The Corporate Services and Risk Manager is the primary point of contact for the OIC and is continuing to assist in the fieldwork.

The OIC is seeking to:

1. Commence the “Community Consultation Survey” which requires a link on Council’s Website within the next two weeks; and
2. Meet with the CEO to provide an overview of its review process out of courtesy. This is currently being scheduled.

ATTACHMENTS:

Name of Attachment	Attachment
Letter from Information Commissioner dated 20 July 2017	Attachment A
Community Consultation Survey	Attachment B

RECOMMENDATION:

- A. That approval be provided by the Chief Executive Officer for the Office of Information Commission to link its “Community Consultation Survey” to Council’s website.
- B. That Council issue a media release in conjunction with the Office of Information Commission inviting participation in the “Community Consultation Survey”.

Laura Nicholls

CORPORATE SERVICES AND RISK MANAGERS

I concur with the recommendations contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER



Office of the Information Commissioner
Queensland

20 July 2017

Mr Jim Lindsay
Chief Executive Officer
Ipswich City Council
PO Box 191
Ipswich Qld 4305

Level 8
Forestry House
160 Mary Street
Brisbane Q 4000

PO Box 10143
Adelaide Street
Brisbane Q 4000

Phone (07) 3405 1111
Fax (07) 3405 1122
www.oic.qld.gov.au

Dear Mr Lindsay

Right to information and information privacy – compliance review

I write to advise you that I have started a review of Ipswich City Council (the council) under s. 131 of the *Right to Information Act 2009* (Qld) and s. 135 of the *Information Privacy Act 2009* (Qld).

The objective of the review is to establish whether the council is complying with the prescribed requirements of the legislation, to identify areas of good practice, and make recommendations about any improvement opportunities.

I attach the review's terms of reference (attachment 1) for your consideration. I would welcome the opportunity to meet with you to explain the review and reporting process, and to answer any questions you may have.

To facilitate the commencement of the review, I would appreciate if you could nominate a contact officer from the council by **4 August 2017**. The contact officer should be:

- in a position to coordinate across Council for information and for comment
- knowledgeable of the topic
- accessible and available for the duration of the review.

We will progressively discuss our findings with your contact officer.

We will soon begin fieldwork, which includes reviewing documents and interviewing council officers. I attach an initial request for documents (attachments 2 and 3) to be provided by **18 August 2017**.

We expect to complete the fieldwork phase by December 2017, and issue a draft report to your contact officer outlining our findings and conclusions in February 2018. This is an important stage of the review process. It affords the opportunity to identify and correct any errors of facts or omissions before we finalise the report.

Under s. 131 of the *Right to Information Act 2009* (Qld) and s. 135 of the *Information Privacy Act 2009* (Qld), I report the audit findings to the Queensland Parliament. I plan to issue the proposed parliamentary report to you for your comments in April 2018. The report, together with your comment and response to the recommendations, will be submitted to the Queensland Parliamentary Committee for Legal Affairs and Community Safety for tabling.

Please do not hesitate to contact Ms Sandra Heidrich, Director, Audit and Evaluation, on (07) 3405 3070 or sandra.heidrich@oic.qld.gov.au, if you have any questions.

Yours sincerely

Rachael Rangihaeata
Information Commissioner

IMU RECEIVED	
24 JUL 2017	
App No:	
Responsible Officer:	
CEO RTI Reg.	

Terms of reference
Compliance audit of Right to Information and Information Privacy
Ipswich City Council

Background

The *Right to Information Act 2009* (Qld) requires agencies to push information into the public domain and to disclose information unless there is an over-riding public interest not to do so. The *Information Privacy Act 2009* (Qld) requires public sector agencies to safeguard the handling of personal information.

Objective

The objective of the audit is to establish whether the Ipswich City Council is complying with the prescribed requirements of the legislation, to identify areas of good practice, and make recommendations about improvement opportunities.

Scope

The audit will cover the council's policies and procedures for right to information and information privacy information handling practices, for example:

- governance (leadership, governance mechanisms, information management including proactive identification and release of information holdings, policies, procedures, delegations and roles and responsibilities of key personnel and training).
- accountability and performance monitoring systems.

We may also examine whether the council is maximising disclosure. This includes reviewing the statistical reporting (including internal reporting and annual reporting under s. 185 of the *Right to Information Act 2009* (Qld)) and the administrative access schemes. We may also review how the council consults consultation with communities and industry stakeholders as to their information needs and information management issues,

The audit may assess compliance with the requirements for:

- an agency publication scheme (s. 21, *Right to Information Act 2009* (Qld))
- an agency disclosure log (s. 78 *Right to Information Act 2009* (Qld))
- access and amendment applications (chapter 3, parts 2-7 of the legislation)
- review processes, including internal review of decisions under the legislation (Chapter 3, part 8 of the legislation).

The audit will examine the council's personal information handling practices including technologies, programs, policies, systems and procedures to review privacy related issues, and agency compliance with the privacy principles. We may also consider how the council operates any camera surveillance systems in accordance with the privacy principles and manages access applications for footage.

Criteria for assessing compliance

We assess an agency against the requirements of the legislation, and any subordinate guidelines or instruments made pursuant to the legislation.

Where the legislation states that the agency must meet a particular requirement, the audit tests whether the agency complies with that requirement.

Where the legislation indicates that the agency should adopt a particular approach, the audit will make a qualitative assessment of the agency's approach.

Most requirements are summarised in the electronic audit / self-assessment tool available on our website.

Process

The Director, Audit and Evaluation will work with an experienced audit team and complete the testing program. The audit team will liaise with the council's nominated contact officer to coordinate access to documentation and organise interviews with council officers. The team may gather appropriate evidence through the following processes:

- discussions with relevant staff and management about right to information and information privacy policies, procedures, systems and operations
- discussions with, and/or survey of, council staff, and community and relevant stakeholders about perceptions of agency openness and transparency, and protection of personal information
- discussions with, or survey of, applicants
- observation of right to information and information privacy handling practices
- examination of the council's website including publication schemes, disclosure logs and arrangements for administrative access
- review of desktop audit recommendations and the council's response
- examination of the council's intranet
- review of statistical records/reporting
- testing of a sample of application and internal review files.

The audit team will discuss the findings with the contact officer progressively during the audit. If necessary, we will provide papers and/or a briefing to the council management before drafting the report.

Reporting

Draft report

- We will provide the draft report to the contact officer for comment on language, accuracy and context.

Final report

- We will consider the contact officer's comments on the draft report when developing the final report. The final report is the report the Information Commissioner proposes to table in Parliament. It outlines findings and makes recommendations to improve implementation of right to information and information privacy requirements.
- We will formally issue the final report to the Chief Executive, Ipswich City Council, for response to the findings and the recommendations.
- We will submit this report, together with the council's formal response to recommendations, to the Queensland Parliamentary Committee for Legal Affairs and Community Safety, for tabling.

Administrative matters

Timing

Milestone	Date
Council nominates contact officer	4 August 2017
Council provides documentation listed in the initial request	18 August 2017
We start fieldwork	September 2017
We complete fieldwork	December 2017
We issue draft report	February 2018
We issue proposed report	April 2018
Report tabled in parliament	May 2018

Facilities

The audit team might need a work space and access to a computer and photocopying facilities for an onsite visit. However, we prefer receiving as much material as possible electronically.

We will liaise with the nominated contact officer about any onsite fieldwork, including setting up interviews and reviewing documents.

To assist in the conduct of a community survey about the council's culture of openness, we might request a link to the survey/s on the council's website homepage, for the duration of the survey period.

Initial request for documents

Please provide copies of the following relating to Right to Information and Information Privacy.

- Council's plans, policies and procedures about community consultation and community engagement. In particular, we seek information about the way in which the council conducts two-way engagement with the community to identify and provide information that the community needs.
- A list of community and industry stakeholders from which we could select a sample for consultation during the audit.
- Council's policies and procedures/work instructions for right to information and information privacy, and sections in general policy and procedures manuals dealing with right to information or information privacy issues, for example in investigations manuals.
- Policies and procedures about managing camera surveillance systems and access applications for footage.
- Protocols governing internal and external communication during the processing of applications.
- Council's information governance framework, including for any committee responsible for managing information: its charter or terms of reference, standing agenda items and minutes of meetings conducted in the 18 months up to 30 June 2017 (and if available, 2017-18 information), plans or work programs of information management projects.
- Council's organisational structure, in particular about the business unit responsible for handling right to information and/or information privacy applications:
 - the business unit's structure and reporting relationships
 - position descriptions for right to information and information privacy staff, particularly the Principal Officers
 - organisational delegations of authority relating to right to information and information privacy.
- Training records and reports for right to information staff (for right to information and/or information privacy training attended) and other council staff attending right to information or information privacy training; internal training materials on right to information and information privacy.
- Policies and procedures on complaint handling systems relating to right to information and information privacy.
- Documentation of internal controls or systems monitoring, and reporting on, the performance of the right to information and information privacy functions.
- Statistics collated and recorded for right to information or information privacy purposes, including those required by Ministerial Guidelines and annually reported to the Department of Justice and Attorney-General for 2014-15, 2015-16 and 2016-17.

- Standard letters, templates and attachments used to respond to information/amendment requests (including decision letters, internal reviews, refusal notices and fee notices (estimate of charges)).
- A log of right to information and information privacy access/amendment to information requests Council has received in the 18 months up to 30 June 2017 (in whatever format Council uses for recording), noting applications granted or refused, and differentiating right to information and information privacy applications.
- For finalised applications only – a log of internal review requests Council has received in the 18 months up to 30 June 2017.
- For finalised applications only – a log of applications made under the *Right to Information Act 2009* (Qld) where Council granted access but did not publish the released information released in its disclosure log, for the 18 months up to 30 June 2017.
- Any internal audit reports or other reviews on compliance with the *Right to Information Act 2009* (Qld) and *Information Privacy Act 2009* (Qld).

Camera surveillance system questionnaire

1. Does Ipswich City Council operate fixed camera surveillance cameras or portable audio-visual recording devices (such as body worn cameras or in-vehicle 'dash-cams')?

- Yes
 No. Thank you - no further response required.

2. How many **fixed surveillance cameras** does the council operate? (If the council operates more than one network, please detail the number of cameras at each site.)

3. How many **portable audio-visual recording devices** does the council operate?

4. What is the primary purpose for collecting footage?

5. Please describe how each site is set up (for example, do the cameras relay images to a networked control room where 24 hour live monitoring takes place, or does the site use cameras that send images to a standalone digital recorder?)

6. Does the council have a documented policy and/or procedure for its camera surveillance systems?

- No
 Yes - please include a copy with your completed questionnaire.

7. Does the council provide training to staff in fixed surveillance camera system policies and procedures (beyond provision of operating manuals)?

- No
 Yes - please describe what training is provided, to whom, and how frequently:

8. Is the camera surveillance system operated in full or part by a private sector contractor?

- No
 Yes - please describe the service arrangement:

9. Does the contract or other arrangement with the contracted service provider set out how any personal information handling obligations?

- No
- Yes - please provide a copy of the relevant section of the contract or other arrangement with your completed questionnaire.

Collection

10. How does the council determine whether camera surveillance is required, or where cameras should be located?

11. How does the council notify the public and its employees about the use of camera surveillance camera (for example, through physical signage at sites, fact sheets or other published resources on the agency website, staff induction training etc)?

Storage and security

12. How long does the council retain footage before it automatically overwrites footage?

13. Where is recorded camera footage stored (for example, on agency-owned facilities, or third-party cloud storage)?

14. Are these storage facilities located outside Australia?

- No
- Yes - please describe.

15. What measures are in place to restrict physical access to control rooms or camera recording systems?

16. What measures are in place to restrict access to stored camera footage?

Access and amendment

17. Does the council publish a list of its camera surveillance footage holdings (for example, in a published privacy plan or personal information digest?)

- No
- Yes - please include a copy of the list with your completed questionnaire

18. How can individuals or third parties (other than Queensland Police Service) request or seek access to footage, and is this advice publically available?

19. Does the council use video redaction software to facilitate access to camera footage?

- No
- Yes

If so, please describe the software and how council uses it.

Use and disclosure

20. Has the council received any requests from an individual, a third party or the Queensland Police Service for access to camera surveillance footage?

- No
- Yes - please provide a report of the number of requests received over the last 12 months that sets out the type of applicant, whether the request was made under the *Right to Information Act 2009* (Qld), *Information Privacy Act 2009* (Qld) or administratively, and whether access was granted or refused.

21. Does the council have a formal administrative arrangement with any entities, such as Queensland Police Service, about access to camera surveillance footage?

- No
- Yes - please provide a copy of any formal written agreements, procedures or standardised request forms with your completed questionnaire.

22. What safeguards are in place to protect copies of camera footage created in response to an access request or to protect footage preserved as evidence?



Community Consultation Survey

Welcome

Hello and thank you for taking the time to do this survey. We appreciate and value your feedback.

Individual responses are strictly confidential. The Office of the Information Commissioner (OIC) will de-identify any data it decides to publish.

About this survey

OIC is currently examining [agency] as part of its review program. The objective of the review is to find out about the [agency]'s compliance with the *Right to Information Act 2009 (Qld)* (RTI Act) and the *Information Privacy Act 2009 (Qld)* (IP Act). This includes looking at how well [agency] is proactively publishing information.

The survey will assist OIC in assessing how well the agency is:

- consulting with the community about their information needs
- addressing those needs.

The Information Commissioner will report findings, including the aggregate of this survey's results, and provide recommendations as necessary to improve compliance with the RTI and IP Act. The Information Commissioner will table the report in the Legislative Assembly and publish it on OIC's website.

If you need assistance whilst completing the survey contact our [enquiry service](#).

The survey should take about 10 – 15 minutes to complete. The survey is not resumeable. If you are unable to complete the survey in one session, please return to complete the survey at a more convenient time. The survey is open until [DATE].

Privacy notice

You can submit an anonymous response to this survey. Unless you provide identifying information about yourself when answering an open text question, we will not be able to identify you.

Any personal information we do collect will be handled in accordance with the *Information Privacy Act 2009 (Qld)*.

Participation in this survey is voluntary. We are conducting this survey using SurveyMonkey, which means that the information collected in this survey will be transferred outside Australia and stored securely on SurveyMonkey's servers. By completing this survey, you agree to this transfer. You can find out more about how SurveyMonkey handles your personal information [here](#).



**Office of the Information Commissioner
Queensland**

Community Consultation Survey

Before you start

* Are you 18 years or over?

- Yes
- No



**Office of the Information Commissioner
Queensland**

Community Consultation Survey

Before you start

* Have you sought information from [Agency] in the last two years?

- Yes
- No



**Office of the Information Commissioner
Queensland**

Community Consultation Survey

Before you start

* When you were seeking information from the [agency], did you make a formal application under the RTI Act or IP Act?

- Yes
- No



Community Consultation Survey

Before you start

Please note that if you have made a formal request to [agency] to access information under the RTI Act and the IP Act, our review is not going to:

- affect any application to access information currently being processed by the [agency] under the RTI Act or IP Act, or external review by OIC of a decision by the [agency] about an application; or
- re-open or re-consider any finalised applications made under the RTI Act or IP Act.

If you have made a formal application, OIC's [enquiry service](#) may be able to assist you to identify potential options.

* Would you like to comment on your experience?

- Yes
- No



Community Consultation Survey

Background

There are three ways people can seek information from a government agency

1. Self service – for example, accessing information on the website
2. Client service – for example, obtaining information through a Customer Service Centre
3. Formal Access – for example, applying for information under RTI or IP legislation



This survey asks about:

- any self service you did, for example by using the [agency]'s website
- a time when you sought information with [agency]'s assistance, either by receiving the [agency]'s assistance to get information or by making a formal application.

Please focus on one occasion where you sought information when answering this survey.



Community Consultation Survey

Background

* How many times have you sought information from [agency] in the last two years?

This can include looking for information by attending in person, via the telephone, writing a letter or online, for example looking at the [agency]'s website or Facebook page.

- 1-5
- 6-10
- 11-15
- More than 15



Community Consultation Survey

Self service - website

* Did you visit [agency]'s website?

- Yes
- No



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Community Consultation Survey

Self service - website

* What were you looking for on [agency]'s website?

(Maximum 150 characters)

* Did you find what you were looking for on [agency]'s website?

- Yes
- No
- Partially

* How easy was it to navigate [agency]'s website?

Very difficult	Difficult	Not particularly difficult or easy	Easy	Very easy	Don't know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* On [agency]'s website, do you remember seeing any of the following?

	Yes	No	Don't recall
Statement of commitment to openness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Privacy information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publication scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disclosure log	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative access arrangements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Do you have any final comments about [agency]'s website?

No

Yes - please comment (*maximum 500 characters*):



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Community Consultation Survey

The [agency] assisted you to find information or you made a formal access request

* Have you sought information and/or assistance through [agency]'s client service or a formal access application?

Yes

No



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Community Consultation Survey

The [agency] assisted you to find information or you made a formal access request

* In what capacity were you requesting information and/or assistance from [agency]?

- As a private individual / member of the public
- In a professional or business capacity
- As a member of the media
- On behalf of a lobby group
- For political purposes
- For education or research purposes
- On behalf of another service provider
- As a current or former employee / contractor
- Other - please specify (*maximum 100 characters*):

* What types of [agency] information and/or assistance were you interested in?

Please select all that apply to you.

- Statistics
- Policies and procedures
- Being directed to online action, for example, obtaining a service or conducting a transaction online
- Your own personal information, for example, medical records
- The personal information of another person
- Other - please specify (*maximum 100 characters*):

* Which methods did you use to request information and/or assistance from [agency]?

Please select all that apply to you.

- Letter
- Email
- Twitter
- Facebook
- Telephone
- In person or at a front counter service
- Through a committee / forum
- Using an application form
- Formal application under the Right to Information (RTI) Act or Information Privacy (IP) Act
- Online forms
- Web chats
- Other - please specify (*maximum 100 characters*):



Community Consultation Survey

Your information request

* Thinking about your request for information, was an agent involved?
An agent could be a lawyer or insurer or a friend acting on your behalf.

- Yes
- No



Community Consultation Survey

Your information request

* Do you think having an agent had an effect on your request for information?
(Maximum 250 characters)



Community Consultation Survey

Your information request

* In the process of requesting information, did [agency] encourage you to obtain it in the least formal way?

- Yes
- No



Community Consultation Survey

Your information request

* How did the [agency] encourage you to use a less formal procedure?

Please select all that apply to you.

- Showing you how to find the information on the website
- Directing you to the [agency]'s FaceBook page
- Explaining how you could request the information by email
- Explaining how you could obtain the information by a verbal request
- Showing you how to use an administrative access procedure developed and run by [agency]
- Other - please specify (*maximum 100 characters*):



Community Consultation Survey

Your information request

* Did you make a verbal request for information?

- Yes
- No



Community Consultation Survey

Your information request

* Did [agency] advise you to apply in writing before it would be processed?

- Yes
- No



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Queensland**

Community Consultation Survey

Your information request

* What were the circumstances that [agency] requested a written request for information?

(Maximum 250 characters)



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Community Consultation Survey

Communication

* Thinking about the communication from [agency] when you were seeking information, please rate each of the following elements.

	Very poor	Poor	Fair	Good	Excellent	Don't know	Not applicable
[agency] responded in a timely way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff were friendly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication was two-way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communications were easy to understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If necessary, assistance with communication was available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Community Consultation Survey

Outcome of request

- * Did you use more than one method to seek information within your request?
 (For example, email, telephone, in person or at a front counter, web chat or through an online form)
- Yes
- No



Community Consultation Survey

Outcome of request

- * Did you notice a difference between your chosen methods of seeking information (for example, by email, telephone, in person or at a front counter, etc) in terms of:

	Yes	No	Don't know	Not applicable
The outcome of our request	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The areas that you dealt with within [agency]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People at different levels of seniority within [agency]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Community Consultation Survey

Outcome of request

* Do you believe that [agency]:

	Yes	No	Don't know	Not applicable
Tried to be sure they understood your request?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listened to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you answered no, please provide further details why you feel that [agency] did not try to understand your request and/or listen to your needs (maximum 250 characters)?



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Community Consultation Survey

Outcome of request

* Did you receive the information requested from [agency]?

- Yes
- No
- Other - please specify (maximum 200 characters):



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Community Consultation Survey

Outcome of request

* Did the [agency] tell you why it was unable to provide the information?

- Yes
- No

* Do you understand why [agency] was unable to provide the information requested?

- Yes
- No

* Are there any residual concerns about not receiving the information requested?

- No
- Yes - please comment (*maximum 500 characters*):



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Queensland**

Community Consultation Survey

Outcome of request

* Thinking about the information provided by [agency], please rate the following elements.

	Very poor	Poor	Fair	Good	Excellent	Don't know	Not applicable
Information was provided in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The format of the information was as requested or as needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information was free or came at a reasonable cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Did this experience change your perception of [agency] about the following aspects?

	Much more negative	More negative	No change	More positive	Much more positive	Don't know or not applicable
Perception of [agency]'s openness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perception of [agency]'s approach to privacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence in [agency]'s decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Belief in your own ability to participate in government issues relevant to [agency]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Community Consultation Survey

Final thoughts

* Please rate the following statements.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Don't know or not applicable
I believe that I have the right to access information about myself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe that I have the right to ask the agency to correct and update information about myself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe personal information is held securely by the agency to minimise misuse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe if personal information is being collected, [agency] would tell me why	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe my personal information is only given out by the agency to somebody else in very specific circumstances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe [agency] would share personal information freely with other agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Community Consultation Survey

Final thoughts

* Please rate the following statements.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Don't know or not applicable
I have confidence in decision making by [agency]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If [agency] is making a decision that affects me, I am confident in my abilities to communicate with the agency about that decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident that decision making by [agency] is a transparent process and I can find out how a decision was made	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Queensland

Community Consultation Survey

Demographics (completion of this section is optional)

The following questions are for statistical purposes, so that OIC better understands the responses and draws meaningful conclusions from the survey results. This information might also enable OIC to build a general picture across reviews and over time.

The information is strictly confidential. OIC will not identify any individual person. OIC will not disclose it to any agency, other than in aggregate form.

You do not have to complete this section. If you do not complete this section, we will still be able to use your survey responses.

What is your postcode?

What gender do you identify with?

- Male
- Female
- Other

Which age group do you fall into?

- 18-25
- 26-35
- 36-45
- 46-55
- 56-65
- 66 and over

What is the highest level of education/educational qualification that you have completed?

- Grade 10 or below
- Grade 11 / 12 or equivalent
- Trade certificate or apprenticeship
- Diploma, certificate etc.
- Bachelor or honours degree
- Post-graduate qualifications (master, PhD)
- Other - please specify (*maximum 100 characters*):

Do you speak a language other than English at home?

- No, English only
- Yes - please specify (*maximum 100 characters*):

Which bracket best describes your total household income before tax and superannuation deductions? This includes all wages, salaries, Government benefits, pensions, allowances and other income.

- Less than \$20,000
- \$20,000 to less than \$35,000
- \$35,000 to less than \$50,000
- \$50,000 to less than \$70,000
- \$70,000 to less than \$90,000
- \$90,000 to less than \$110,000
- \$110,000 to less than \$130,000
- \$130,000 or more
- Prefer not to answer

Which of the following best describes your household?

- Couple with children at home
- Couple without children at home
- A single parent with children at home
- Household with one resident
- A shared household of adults
- Adult child living at home with parents / couple
- Other - please specify (*maximum 100 characters*):

POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2017(02)

31 OCTOBER 2017

REPORT

<u>COUNCILLORS' ATTENDANCE:</u>	Councillor Wendt (Chairperson and Deputy Mayor); Councillor Antonioli (Mayor), Tully, Silver, Stoneman, Pahlke, Pisasale (Observer), Ireland (Observer), Bromage (Observer), Morrison (Observer) and Martin (Observer)
<u>COUNCILLOR'S APOLOGIES:</u>	Nil
<u>OFFICERS' ATTENDANCE:</u>	Acting Chief Executive Officer (Gary Keller), Chief Operating Officer (Arts, Social Development and Community Engagement)(Caroline McMahon), Chief Operating Officer (Health, Security and Regulatory Services)(Sean Madigan), Chief Operating Officer (Infrastructure Services)(Charlie Dill), Acting Chief Operating Officer (Works, Parks and Recreation)(Bryce Hines), City Planner (John Adams), Chief Operating Officer (Economic Development and Marketing)(Ben Pole) and Chief Financial Officer (Andrew Roach)
<u>OFFICER'S APOLOGIES:</u>	Nil

1. **REPEAL OF POLICY – LEASH FREE DOG AREA POLICY**

With reference to a report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017 concerning the policy titled "Leash Free Dog Area".

RECOMMENDATION

- A. That the policy titled "Leash Free Dog Area", as detailed in Attachment A to the report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017, as per Conservation, Parks and Sport Committee No. 2001 (4) of 3 December 2001 and adopted at the Council Ordinary Meeting of 12 December 2001, be repealed.
- B. That the policy titled "Desired Standard of Service for Leash Free Dog Area", as detailed in Attachment C to the report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017, be adopted.

Report

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.06 am.

The meeting closed at 10.22 am.

Policy and Administration Advisory Committee	
Mtg Date: 31.10.17	OAR: YES
Authorisation: Bryce Hines	

MJB: MJB

H:\Departmental\Committee Reports\1710MJB_Repeal of Policy – Leash Free Dog Area Policy CR

13 October 2017

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: PRINCIPAL OFFICER (OPEN SPACE, LAND AND FACILITIES OPERATIONS)

RE: REPEAL OF POLICY – LEASH FREE DOG AREA POLICY

INTRODUCTION:

This is a report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017 concerning the policy titled “Leash Free Dog Area Policy”.

BACKGROUND:

The current Leash Free Dog Area (LFDA) Policy was adopted at Council’s ordinary meeting on 12 December 2001 (Refer to Attachment A). The current policy provides prescribed criteria to inform the appropriate location and provision of LFDA’s solely within District level parks (Refer to Attachment A). The policy is prescriptive with respect to recommended journey time and distance between facilities, suitable park classification for location of LFDA’s and environmental / recreational spatial offsets. The policy is not suitable to meet current day community demand.

A workshop with Councillors has been held previously to review LFDA’s from a “whole of city” perspective. Items for discussion included existing levels of service, hierarchy, site selection criteria and the distribution of LFDA’s across Ipswich. Key recommendations of the workshop are listed below:




- Provision of 2 levels of LFDA facilities within Ipswich to meet community demand at both “Local” and “District” levels;
- “Local” level LFDA facilities would be provided on an “as needs” basis for local communities; and
- “District” level LFDA facilities would be provided on the basis of one (1) per district level planning sector (East, Ripley, Central and West).

With consideration to the aforementioned recommendations, it is proposed to repeal the current Leash Free Dog Area Policy and replace it with a new policy titled “Desired Standard of Service for Leash Free Dog Area” (Refer to Attachment C). This new policy will specify Council’s desired standard of service for the provision of both “Local “and “District” level Leash Free Dog Areas to meet current and emerging community demands for Leash Free Dog Area facilities within the City of Ipswich

CONCLUSION:

Council recognises the community health and social benefits of regularly exercising dogs within an off leash environment. Repeal of the current Leash Free Dog Area Policy and replacement with a new policy titled “Desired Standard of Service for Leash Free Dog Area” will position council to meet current and emerging community demands for Leash Free Dog Area facilities within the City of Ipswich.

ATTACHMENT/S:

Name of Attachment	Attachment
“Leash Free Dog Area” Policy	 Attachment A
“Leash Free Dog Area” Policy with tracked changes to create new policy	 Attachment B
New policy titled “Desired Standard of Service for Leash Free Dog Area”	 Attachment C

RECOMMENDATION:

- A. That the policy titled “Leash Free Dog Area”, as detailed in Attachment A to the report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017, as per Conservation, Parks and Sport Committee No. 2001 (4) of 3 December 2001 and adopted at the Council Ordinary Meeting of 12 December 2001, be repealed.
- B. That the policy titled “Desired Standard of Service for Leash Free Dog Area”, as detailed in Attachment C to the report by the Principal Officer (Open Space, Land and Facilities Operations) dated 13 October 2017, be adopted.

Mark Bastin

PRINCIPAL OFFICER (OPEN SPACE, LAND AND FACILITIES OPERATIONS)

I concur with the recommendation/s contained in this report.

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

LEASH FREE DOG AREA POLICY

PURPOSE

Ipswich City Council recognises the fact many of the City's residents own dogs for security and companionship. The health of these animals is benefited in many cases by regular exercise in an environment where they can socialise in an off leash situation.

POLICY

Objectives

1. To recognise the need of dog owners within the Ipswich community to regularly exercise and socialise their dogs in an off leash environment.
2. To minimise environmental impact
3. To minimise impact to adjacent residents
4. To ensure the safety of Ipswich residents utilising the City's Open Space Network.

Location Criteria

The location of the Leash Free Dog Area is fundamental to its ultimate success. To determine the best location for the facility, the following factors must be considered:

- **Confirmed / Validated Demand**
The site should ideally be located in an area known to be popular with dog owners.
- **Proximity to Other Facilities**
The site should generally not be located within close proximity to other off leash dog areas so as an over supply of facilities is experienced. Based on a ten minute vehicle journey the provision of facilities should generally not exceed one per eight kilometres measured by road. The site should be located in Level Two parks only.
- **Site Suitability**
The site should generally:
 - Not be located within or adjacent a Conservation area;
 - Not be located within one kilometre of commercial kennels or a dog racing facility;
 - Not be located within forty metres of the top of a bank that joins a Designated Water Course;
 - Not be located within fifty metres from BBQ or picnic areas;
 - Not be located in a park predominantly used for active sporting or formal park purposes;
 - Not adjoin residential zoned land on more than two boundaries.

Generally the site should be

- Located to take advantage of topographic features that will assist in noise attenuation.
- Located to be accessible to as many residents as possible.
- Located in an area that allows for adequate parking and appropriate facilities to be developed.

Date of Council Resolution: 12 December 2001

Committee Reference and Date: Conservation, Parks and Sport Committee Report
No. 2001(4)

No of Resolution: 30.03



**DESIRED STANDARD OF SERVICE FOR
LEASH FREE DOG AREA POLICY**

Version:

Document No.:

1.1 Objectives:

To provide clear specification of Councils desired standard of service for the provision of Leash Free Dog Area Policy (LFDA) within the City of Ipswich.

To inform planning of LFDA within existing and future catchments within the City of Ipswich.

To recognise the need of dog owners within the Ipswich community to regularly exercise and socialise their dogs in an off leash environment.

To minimise impact to the natural environment.

To minimise impact to the amenity of adjacent residents.

PURPOSE

Ipswich City Council recognises the fact many of the City's residents own dogs for security and companionship. The health of these animals is benefited in many cases by regular exercise in an environment where they can socialise in an off leash situation.

1.2 Regulatory Authority:

1.3 Policy Statement:

Council clearly recognises the community health and social benefits of regularly exercising dogs within an off leash environment. This policy will provide clear direction for Council to inform ongoing investment in the provision of Leash Free Dog Area across the City of Ipswich to meet current and future community needs.

1.4 In Scope:

The scope of this policy is to specify Council's desired standard of service for the provision of "Local "and "District" level Leash Free Dog Areas within the City of Ipswich.

1.5 Out of Scope:

The following items are not addressed by this policy;

- Programmed Activation / Education activities

- [Promotion](#)
- [Programmed Maintenance](#)
- [Asset Management](#)
- [Funding stream for capital works](#)

1.6 Specifications:

Local level Leash Free Dog Area

Distribution & Access:

Appropriate distribution and access should be determined using the following assessment criteria;

- Capacity to service communities within a 2km radius;
- Consideration to physical and natural barriers to local residential neighbourhoods;
- Population densities; and
- Growth demand.

Ideally, Local level LFDA's should be located in parkland areas connected to a broader linear open space network, and accessible via collector or trunk collector street

Area:

Desired minimum area of 2000m² for entire facility.

Small / Large Dog separation to be incorporated in facilities where suitable size permits (ie. facilities greater than 2500m²). Desired minimum area of 500m² for small dog area.

Note: By exception, acceptable for reduced total facility area, if located in existing developed urban area.

Site Planning:

Desired maximum surface gradients of 1:6 for maximum 50% of the area. In exceptional circumstances, Council will consider surface gradients at 1:4. Entrance to the facility to be no greater than 1:20 and remaining 50% of area to be max 1:20)

Desired minimum offset of 50m from residential property boundaries.

Suitably offset from other parkland facilities (ie. playgrounds and BBQ / picnic facilities).

Desirable to be located above Q20 flood line.

Located outside of the footprint of overland flow paths and drainage infrastructure.

Desired minimum offset of 25m from top of bank of designated water courses. In exceptional circumstances, Council will consider suitable mitigation measures for below minimum offsets.

Embellishment:

Outlined below is the desired minimum level of embellishment for Local level LFDA's:

- 1x shaded picnic facility (incorporating 1 table and 2 bench seats)
- Additional parkland seating (with backs)
- Chain mesh fencing with mowing strip. Air lock dual gate to enclosures as per standard detail. (including pedestrian and vehicular access)
- Drinking fountain (incorporating dog drinking bowl)
- Minor number of dog agility play equipment
- Regulatory / Community Notice Board
- Dog waste bins
- Dog waste bags dispenser
- Signage (inclusive of educational, usage and regulatory)

Car parking:

The desired minimum number of formalised off street parking areas for Local level LFDA's is 6 car parking spaces. Note: In exceptional circumstances, acceptable for parking to be solely on street, if located in existing developed urban area.

Planting:

Suitable tree species to provide sufficient shade for patrons. Note: Planting of groundcover species internally is not supported.

District level Leash Free Dog Area

Distribution & Access:

One (1) District level LFDA per planning district (East, Central and West and Ripley). In exceptional circumstances, Council will consider the provision of additional facilities based on the growth requirements of the city.

Ideally, District level LFDA's should be located in parkland areas connected to a broader linear open space network, and accessible via collector or trunk collector street

Area:

Desired minimum area of 5000m² for entire facility.

Small / Large Dog separation to be incorporated in facilities.

Desired minimum area of 1000m² for small dog area.

Note: By exception, acceptable for reduced total facility area, if located in existing developed urban area.

Site Planning:

Desired maximum surface gradients of 1:6 for maximum 50% of the area. In exceptional circumstances, Council will consider surface gradients at 1:4. Entrance to the facility to be no greater than 1:20 and remaining 50% of area to be max 1:20)

Desired minimum offset of 50m from residential property boundaries.

Suitably offset from other parkland facilities (ie. playgrounds and BBQ / picnic facilities).

Desirable to be located above Q20 flood line.

Located outside of the footprint of overland flow paths and drainage infrastructure.

Desired minimum offset of 25m from top of bank of designated water courses. In exceptional circumstances, Council will consider suitable mitigation measures for below minimum offsets.

Embellishment:

Outlined below is the desired minimum level of embellishment for Local level LFDA's:

- 2x shaded picnic facilities consisting of 1 table and 2 bench seats(1 located in both small and large dog enclosures)
- Additional parkland seating (with backs) in both enclosures
- Chain mesh fencing with mowing strip. Air lock dual gate to enclosures as per standard detail. (including pedestrian and vehicular access)
- Drinking fountain (incorporating dog drinking bowl) in both small and large dog enclosures
- Dog agility and play equipment in both small and large dog enclosures
- Regulatory / Community Notice Board
- Dog waste bins
- Dog waste bags dispenser

- Signage (inclusive of educational, usage and regulatory)

Car parking:

The desired minimum number of formalised off street parking areas for District level LFDA's is 12 car parking spaces.

Planting:

Suitable tree species to provide sufficient shade for patrons. Note: Planting of groundcover species internally is not supported.

1.7 Roles and responsibilities:

<u>Role</u>	<u>Responsibility</u>
<u>Network planning</u> <u>Policy amendments</u> <u>Infrastructure Planning</u>	<u>Works, Parks and Recreation Department</u>
<u>Planning, Design and Construction</u>	<u>Infrastructure Services Department</u>
<u>Development Assessment</u> <u>(To condition DOLF's through the development process)</u>	<u>Planning and Development Department</u>

1.8 Definitions:

Nil required

1.7 Policy Author:

Principal Officer (Open space, Land and Facility Operations).

POLICY

Objectives

- ~~1. To recognise the need of dog owners within the Ipswich community to regularly exercise and socialise their dogs in an off leash environment.~~
- ~~2. To minimise environmental impact~~
- ~~3. To minimise impact to adjacent residents~~
- ~~4. To ensure the safety of Ipswich residents utilising the City's Open Space Network.~~

Location Criteria

~~The location of the Leash Free Dog Area is fundamental to its ultimate success. To determine the best location for the facility, the following factors must be considered:~~

- ~~• Confirmed / Validated Demand~~

~~The site should ideally be located in an area known to be popular with dog owners.~~

~~● Proximity to Other Facilities~~

~~The site should generally not be located within close proximity to other off-leash dog areas so as an over supply of facilities is experienced. Based on a ten minute vehicle journey the provision of facilities should generally not exceed one per eight kilometres measured by road. The site should be located in Level Two parks only.~~

~~● Site Suitability~~

~~The site should generally:~~

- ~~○ Not be located within or adjacent a Conservation area;~~
- ~~○ Not be located within one kilometre of commercial kennels or a dog racing facility;~~
- ~~○ Not be located within forty metres of the top of a bank that joins a Designated Water Course;~~
- ~~○ Not be located within fifty metres from BBQ or picnic areas;~~
- ~~○ Not be located in a park predominantly used for active sporting or formal park purposes;~~
- ~~○ Not adjoin residential zoned land on more than two boundaries.~~

~~Generally the site should be~~

- ~~○ Located to take advantage of topographic features that will assist in noise attenuation.~~
- ~~○ Located to be accessible to as many residents as possible.~~
- ~~○ Located in an area that allows for adequate parking and appropriate facilities to be developed.~~

Date of Council resolution:	12 December 2001
Committee Reference and date:	Conservation, Parks and Sport Committee Report
No of resolution:	2001 (4)
Date to be reviewed:	



**DESIRED STANDARD OF SERVICE FOR
LEASH FREE DOG AREA POLICY**

Version:

Document No.:

1.1 Objectives:

To provide clear specification of Council's desired standard of service for the provision of Leash Free Dog Area Policy (LFDA) within the City of Ipswich.

To inform planning of LFDA within existing and future catchments within the City of Ipswich.

To recognise the need of dog owners within the Ipswich community to regularly exercise and socialise their dogs in an off leash environment.

To minimise impact to the natural environment.

To minimise impact to the amenity of adjacent residents.

1.2 Regulatory Authority:

1.3 Policy Statement:

Council clearly recognises the community health and social benefits of regularly exercising dogs within an off leash environment. This policy will provide clear direction for Council to inform ongoing investment in the provision of Leash Free Dog Area across the City of Ipswich to meet current and future community needs.

1.4 In Scope:

The scope of this policy is to specify Council's desired standard of service for the provision of "Local" and "District" level Leash Free Dog Areas within the City of Ipswich.

1.5 Out of Scope:

The following items are not addressed by this policy;

- Programmed Activation / Education activities
- Promotion
- Programmed Maintenance
- Asset Management

- Funding stream for capital works

1.6 Specifications:

Local level Leash Free Dog Area

Distribution & Access:

Appropriate distribution and access should be determined using the following assessment criteria;

- Capacity to service communities within a 2km radius;
- Consideration to physical and natural barriers to local residential neighbourhoods;
- Population densities; and
- Growth demand.

Ideally, Local level LFDA's should be located in parkland areas connected to a broader linear open space network, and accessible via collector or trunk collector street

Area:

Desired minimum area of 2000m² for entire facility.

Small / Large Dog separation to be incorporated in facilities where suitable size permits (ie. facilities greater than 2500m²). Desired minimum area of 500m² for small dog area.

Note: By exception, acceptable for reduced total facility area, if located in existing developed urban area.

Site Planning:

Desired maximum surface gradients of 1:6 for maximum 50% of the area. In exceptional circumstances, Council will consider surface gradients at 1:4. Entrance to the facility to be no greater than 1:20 and remaining 50% of area to be max 1:20)

Desired minimum offset of 50m from residential property boundaries.

Suitably offset from other parkland facilities (ie. playgrounds and BBQ / picnic facilities).

Desirable to be located above Q20 flood line.

Located outside of the footprint of overland flow paths and drainage infrastructure.

Desired minimum offset of 25m from top of bank of designated water courses. In exceptional circumstances, Council will consider suitable mitigation measures for below minimum offsets.

Embellishment:

Outlined below is the desired minimum level of embellishment for Local level LFDA's;

- 1x shaded picnic facility (incorporating 1 table and 2 bench seats)
- Additional parkland seating (with backs)
- Chain mesh fencing with mowing strip. Air lock dual gate to enclosures as per standard detail. (including pedestrian and vehicular access)
- Drinking fountain (incorporating dog drinking bowl)
- Minor number of dog agility play equipment
- Regulatory / Community Notice Board
- Dog waste bins
- Dog waste bags dispenser
- Signage (inclusive of educational, usage and regulatory)

Car parking:

The desired minimum number of formalised off street parking areas for Local level LFDA's is 6 car parking spaces. Note: In exceptional circumstances, acceptable for parking to be solely on street, if located in existing developed urban area.

Planting:

Suitable tree species to provide sufficient shade for patrons. Note: Planting of groundcover species internally is not supported.

District level Leash Free Dog Area

Distribution & Access:

One (1) District level LFDA per planning district (East, Central and West and Ripley). In exceptional circumstances, Council will consider the provision of additional facilities based on the growth requirements of the city.

Ideally, District level LFDA's should be located in parkland areas connected to a broader linear open space network, and accessible via collector or trunk collector street

Area:

Desired minimum area of 5000m² for entire facility.

Small / Large Dog separation to be incorporated in facilities.

Desired minimum area of 1000m² for small dog area.

Note: By exception, acceptable for reduced total facility area, if located in existing developed urban area.

Site Planning:

Desired maximum surface gradients of 1:6 for maximum 50% of the area. In exceptional circumstances, Council will consider surface gradients at 1:4. Entrance to the facility to be no greater than 1:20 and remaining 50% of area to be max 1:20)

Desired minimum offset of 50m from residential property boundaries.

Suitably offset from other parkland facilities (ie. playgrounds and BBQ / picnic facilities).

Desirable to be located above Q20 flood line.

Located outside of the footprint of overland flow paths and drainage infrastructure.

Desired minimum offset of 25m from top of bank of designated water courses. In exceptional circumstances, Council will consider suitable mitigation measures for below minimum offsets.

Embellishment:

Outlined below is the desired minimum level of embellishment for Local level LFDA's;

- 2x shaded picnic facilities consisting of 1 table and 2 bench seats(1 located in both small and large dog enclosures)
- Additional parkland seating (with backs) in both enclosures
- Chain mesh fencing with mowing strip. Air lock dual gate to enclosures as per standard detail. (including pedestrian and vehicular access)
- Drinking fountain (incorporating dog drinking bowl) in both small and large dog enclosures
- Dog agility and play equipment in both small and large dog enclosures
- Regulatory / Community Notice Board
- Dog waste bins
- Dog waste bags dispenser
- Signage (inclusive of educational, usage and regulatory)

Car parking:

The desired minimum number of formalised off street parking areas for District level LFDA's is 12 car parking spaces.

Planting:

Suitable tree species to provide sufficient shade for patrons. Note: Planting of groundcover species internally is not supported.

1.7 Roles and responsibilities:

Role	Responsibility
Network planning Policy amendments Infrastructure Planning	Works, Parks and Recreation Department
Planning, Design and Construction	Infrastructure Services Department
Development Assessment (To condition DOLF's through the development process)	Planning and Development Department

1.8 Definitions:

Nil required

1.7 Policy Author:

Principal Officer (Open space, Land and Facility Operations).

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS
No of resolution: BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE
Date to be reviewed: GOVERNANCE ADMIN TEAM

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Andrew Roach	

12 October 2017

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: SENIOR PROPERTY OFFICER

RE: ACQUISITION OF VACANT LAND – 1085-1137 RIPLEY ROAD, SOUTH RIPLEY
DESCRIBED AS LOT 2 ON CROWN PLAN SL10477
DIVISION 8

INTRODUCTION:

This is a report by the Senior Property Officer dated 12 October 2017 concerning the acquisition of vacant land at 1085-1137 Ripley Road, South Ripley and described as Lot 2 on Crown Plan SL10477. (Refer Confidential Background Papers as Attachment A).

BACKGROUND:

On 11 November 2016, a Council resolution was passed concerning the prioritised strategic acquisition of land for open space through the 2016-2017 Open Space Developer Contributions program. (Refer Confidential Background Papers as Attachment B).

This resolution outlined the Council's prioritisation assessment methodology and provided a list of properties that had been specifically identified for the purpose of extending open space for sport and recreation purposes. Priority 2 on this list identified the subject property and 142-184 Watsons Road, South Ripley for a future Citywide Sports and Court facility and District Recreation Park (including Citywide Linear).

The Ripley Planning District has a high predominance of young children and adults. The Ripley Planning District currently has little open space. However, with significant population growth predicted between 2021 and 2031, the focus for the planning district will be to secure suitable open space in-line with the planned growth, as per Council's current open space planning framework. This planning district is forecasted to be the fastest growing in the City, placing additional importance on securing and developing land in a timely manner.

1085-1137 Ripley Road is 27.63 hectares in area, is a regular shaped rural lot with an east aspect to Ripley Road. The land is mostly cleared and undulating with Bundamba Creek at the western boundary. There are no significant structural improvements on the land. The property is zoned as part Future Urban (FURV) and part Recreation REC01RV (Ripley Valley Spine Bundamba/Deebling Creeks).

Negotiations with the owner of 142-184 Watsons Road, South Ripley is ongoing with advice to follow in a subsequent committee report.

Confidential Background Papers

Confidential Background Detail	Background Details
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RECOMMENDATION:

- A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, RH Francis Investments Pty Ltd and Leykim Investments Pty Ltd for Council to acquire the land at 1085–1137 Ripley Road, South Ripley described as Lot 2 on Crown Plan SL10477 and to do any other acts necessary to implement Council’s decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.

- B. That Council enter into a contract of sale with RH Francis Investments Pty Ltd and Leykim Investments Pty Ltd to acquire, for open space purposes, the area of vacant land located at 1085–1137 Ripley Road, South Ripley described as Lot 2 on Crown Plan SL10477, as detailed in the report by the Senior Property Officer dated 12 October 2017.

Leisa Liggett
SENIOR PROPERTY OFFICER (PROPERTY SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Andrew Roach	

12 October 2017

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: SENIOR PROPERTY OFFICER

RE: ACQUISITION OF VACANT LAND – 85 OXFORD STREET, NORTH BOOVAL
DESCRIBED AS LOT 2 ON RP167679
DIVISION 4

INTRODUCTION:

This is a report by the Senior Property Officer dated 12 October 2017 concerning the acquisition of vacant land at 85 Oxford Street, North Booval and described as Lot 2 on RP167679. (Refer Confidential Background Papers as Attachment A).

BACKGROUND:

On 11 November 2016, a Council resolution was passed concerning the prioritised strategic acquisition of land for open space through the 2016-2017 Open Space Developer Contributions program. (Refer Confidential Background Papers as Attachment B).

This resolution outlined the Council's prioritisation assessment methodology and provided a list of properties that had been specifically identified for the purpose of extending open space for sport and recreation purposes. Priority 6 on this list identified 80 and 85 Oxford Street, North Booval.

The acquisition of both 80 and 85 Oxford Street, North Booval have been identified to accommodate the development of one (1) future Citywide Sports and Courts facility and two (2) Local Sports Ground facilities, to meet future community open space requirements.

Negotiations with the owner of 80 Oxford Street, North Booval is ongoing with advice to follow in a subsequent committee report.

85 Oxford Street is 26.24 hectares in area, is a regular shaped lot with a gradual undulating fall to the Bremer River which forms the south and western boundaries. An unfinished structure with an estimated value of \$40,000 is situated on the land. The property is zoned as part Recreation and part Special Opportunity SA39.

Confidential Background Papers

Confidential Background Detail	Background details
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RECOMMENDATION:

- A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owner, Peter Dewei Wang, for Council to acquire the land at 85 Oxford Street, North Booval described as Lot 2 on RP167679 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.

- B. That Council enter into a contract of sale with Peter Dewei Wang to acquire, for open space purposes, the area of vacant land located at 85 Oxford Street, North Booval described as Lot 2 on RP167679, as detailed in the report by the Senior Property Officer dated 12 October 2017.

Leisa Liggett
SENIOR PROPERTY OFFICER (PROPERTY SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 9.11.17	OAR: YES
Authorisation: Andrew Roach	

19 October 2017

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: SENIOR PROPERTY OFFICER

RE: PROPOSED LAND SWAP
7 GEORGE STREET AND 9 GEORGE STREET GOODNA DESCRIBED AS
LOT 405 ON CROWN PLAN G152 AND LOT 404 ON CROWN PLAN G152
IPSWICH CITY COUNCIL - DIVISION 2

INTRODUCTION:

This is a report by the Senior Property Officer dated 19 October 2017 concerning a proposed swap of freehold land titles between Ipswich City Council (**Council**), the current owner of 7 George Street, Goodna and described as Lot 405 (**Lot 405**) on Crown Plan G152 and the current owner of 9 George Street, Goodna and described as Lot 404 (**Lot 404**) on Crown Plan G152.

BACKGROUND:

The owner of 5 and 9 George Street approached Council in 2014 and again in 2017 to request Council undertake a land swap. Five (5) George Street described as Lot 406 (**Lot 406**) on Crown Plan G152 is an improved lot comprising of a detached residential dwelling and 9 George Street is vacant land, utilised for the purpose of grazing of horses from time to time.

Lot 405 is a regular shaped vacant land parcel with a slight rise to the rear and an east aspect to George Street and zoned Recreation. Lot 404 is a regular shaped lot with a slight rise to the middle and gully along the southern boundary. The land has an east aspect to an unmade section of George Street. A concrete footpath connects the northern and southern sections of George Street and zoned LDC- Limited Development (Constrained). Both subject lots are identical in area, being 2,023 square metres.

The zoning on both Lot 405 and Lot 404 was changed from Future Urban on 29 September 2014 following the adoption of Planning Scheme Major Amendment Package 02/2013 – Flooding and Repeal of Temporary Local Planning Instrument 01/2014 – Flooding Regulations. The purpose of the zoning amendments was to remove inconsistencies between the flooding hazard and the current zoning intent of land within flood affected areas.

The purpose of the land transfer is to align the drainage area and to allow the owner to amalgamate two lots into one, being Lot 405 and Lot 406, which will allow the owner one single lot rather than two separated titles. The lot amalgamation is a condition of the land swap.

Confidential Background Papers

Confidential Background Detail	Background Details
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RECOMMENDATION:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (“Regulation”), Council resolve it is satisfied that the exemption referred to in section 236(1)(c)(v) of the Regulation applies to Council, on the disposal of Council’s interest in Lot 405 on Crown Plan G152 (“the Land”) to Peter Edward John McGreevy, as it is in the public interest to dispose of the land without a tender process and the disposal is otherwise in accordance with sound contracting principles.

- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the simultaneous land swap transaction outlined below:
 - 1. Transfer of Lot 405 on Crown Plan G152, owned by Council to Peter Edward John McGreevy for nil consideration.
 - 2. Transfer of Lot 404 on Crown Plan G152 owned by Peter Edward John McGreevy to Council for nil consideration.
 - 3. Upon transfer of Lot 405 on Crown Plan G152, Peter Edward John McGreevy to amalgamate two lots described as Lot 405 and Lot 406 on Crown Plan G152 into one Lot.

- B. That the Chief Executive Officer be authorised to take any further steps necessary to implement Council’s decision under Recommendations A and B above, in accordance with section 13(3) of the *Local Government Act 2009*.

Leisa Liggett
SENIOR PROPERTY OFFICER

I concur with the recommendations contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.11.17	OAR: YES
Authorisation: Andrew Roach	

20 October 2017

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: SENIOR PROPERTY OFFICER

RE: NEW LEASE TO CATHOLIC HEALTHCARE LIMITED
33C AND 33D ROBERTSON ROAD EASTERN HEIGHTS DESCRIBED AS
LOTS 901 AND 900 ON SP294051
DIVISION 7

INTRODUCTION:

This is a report by the Senior Property Officer dated 20 October 2017 concerning a new lease to Catholic Healthcare Limited (CHL) for recreational purposes at 33C and 33D Robertson Road, Eastern Heights and described as Lots 901 and 900 on SP294051. (Refer Confidential Background Papers as Attachment A).

BACKGROUND:

CHL recently received approval in relation to a development application for a Residential Aged Care Facility over 35A Robertson Road, Eastern Heights. As per the approved conditions for application 312/2016/CA and 6513/2016/OW, CHL was required to transfer land to Council for the purpose of a road dedication to accommodate a future road widening at the intersection of Robertson Road and Raceview Street, Eastern Heights.

At this stage, the timing of the proposed intersection upgrade is unknown, however, it is likely to occur within a ten (10) year timeframe.

Given the proposed timeframes, CHL requested entering into a lease with Council to landscape and utilise the land for recreational purposes until the land is required for road purposes.

Confidential Background Papers

Confidential Background Detail	Background details
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RECOMMENDATION:

- A. That Council, as Lessor resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii), 236(1)(c)(iv)A of the Regulation apply to the disposal of the leasehold interest located at 33C and 33D Robertson Road, Eastern Heights and described as Lots 901 and 900 on SP294051 (“the land”), by way of a leasehold arrangement between Council and Catholic Healthcare Limited for a consideration sum of \$1.00 per annum, if demanded (excluding GST).
- B. That Council enter into a lease with Catholic Healthcare Limited (“the tenant”) for a period of ten (10) years with an option period of three (3) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

Leisa Liggett
SENIOR PROPERTY OFFICER (PROPERTY SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER