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18 January 2019

Sir/Madam

Notice is hereby given that a Meeting of the **COMMUNITIES COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier** on **Tuesday, 22 January 2019**.

<u>MEMBERS OF THE COMMUNITIES COMMITTEE</u>	
Greg Chemello (Interim Administrator) (Chairperson)	

Yours faithfully

CHIEF EXECUTIVE OFFICER



COMMUNITIES COMMITTEE AGENDA

10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier on **Tuesday,**

22 January 2019

Council Chambers

Item No.	Item Title	Officer
1	Health, Security and Regulatory Services Monthly Activity Report – December 2018	PO(BO)
2	Delegation Report – Urban and Rural Greening Program – ‘Granting Licences and Permits to Use a Park’ – 1 October to 31 December 2018	BSSO
3	Community Donations Program – Administrative Guidelines	CGC
4	Community Donations Policy	CGC
5	Community Funding and In-Kind Assistance Program Applicant Guidelines	CGC
6	Allocation of Community Donations to 30 November 2018	CGC
7	Quote or Tender Consideration Plan: Acquisition and Commissioning of Artworks, Objects and Public Art	DIAG
8	Arts and Communities Plan 2018–2022	COO(ASDCE)

** Item includes confidential papers

COMMUNITIES COMMITTEE NO. 2019(01)

22 JANUARY 2019

AGENDA

1. **HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – DECEMBER 2018**

With reference to a report by the Principal Officer (Business Operations) dated 11 January 2019 providing details on the monthly update of the activities of the Health, Security and Regulatory Services (HSRS) Department.

RECOMMENDATION

That the report be received and the contents noted.

2. **DELEGATION REPORT - URBAN AND RURAL GREENING PROGRAM - 'GRANTING LICENCES AND PERMITS TO USE A PARK' - 1 OCTOBER TO 31 DECEMBER 2018**

With reference to a report by the Business Systems and Support Coordinator dated 2 January 2019 concerning the exercise of delegations which require the submission of a report as part of the conditions of delegation for 'Granting Licences and Permits to use a Park' for the period 1 October to 31 December 2018.

RECOMMENDATION

That the report be received and the contents noted.

3. **COMMUNITY DONATIONS PROGRAM – ADMINISTRATIVE GUIDELINES**

With reference to a report by the Community Grants Coordinator dated 11 December 2018 concerning changes to the Community Donations Program Administrative Guidelines.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Community Donations Program – Administrative Guidelines be amended as outlined in the report by the Community Grants Coordinator dated 11 December 2018.

4. **COMMUNITY FUNDING AND IN-KIND ASSISTANCE PROGRAM APPLICANT GUIDELINES**

With reference to a report by the Community Grants Coordinator dated 3 December 2018 concerning changes to the Community Grants and In-Kind Assistance Program Applicant Guidelines.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Grants and In-Kind Assistance Program Applicant Guidelines be amended as detailed in the report by the Community Grants Coordinator dated 3 December 2018.

5. ALLOCATION OF COMMUNITY DONATIONS TO 30 NOVEMBER 2018

With reference to a report by the Community Grants Coordinator dated 12 December 2018 concerning the allocation of community donations as at 30 November 2018.

RECOMMENDATION

That the report be received and the contents noted.

6. HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – DECEMBER 2018

With reference to a report by the Principal Officer (Business Operations) dated 11 January 2019 providing details on the monthly update of the activities of the Health, Security and Regulatory Services (HSRS) Department.

RECOMMENDATION

That the report be received and the contents noted.

7. QUOTE OR TENDER CONSIDERATION PLAN: ACQUISITION AND COMMISSIONING OF ARTWORKS, OBJECTS AND PUBLIC ART

With reference to a report by the Director, Ipswich Art Gallery dated 2 January 2019 concerning the Quote or Tender Consideration Plan for the Acquisition and Commissioning of Artworks, Objects and Public Art.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to prepare a Quote or Tender Consideration Plan to enter into contracts for exhibitions in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- B. That Council resolve to adopt the Tender Consideration Plan to enter into contracts for exhibitions as set out in Attachment A to the report by the Director, Ipswich Art Gallery in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

- C. To prepare a Quote or Tender Consideration Plan to enter into contracts for the acquisition and commissioning of artworks, objects and public art in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
 - D. To adopt the Tender Consideration Plan to enter into contracts for the acquisition and commissioning of artworks, objects and public art as set out in Attachment B to the report by the Director, Ipswich Art Gallery in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
-

8. ARTS AND COMMUNITIES PLAN 2018–2022

With reference to a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 9 January 2019 concerning the Arts and Communities Plan 2018–2022.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Arts and Communities Plan 2018–2022 be adopted, subject to consideration of funding for future budget periods.

** Item includes confidential papers

and any other items as considered necessary.

Communities Committee	
Mtg Date: 22.01.19	OAR: YES
Authorisation: Maree Walker	

MW:MW

11 January 2019

MEMORANDUM

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

FROM: PRINCIPAL OFFICER (BUSINESS OPERATIONS)

RE: HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT –
DECEMBER 2018

INTRODUCTION:

This is a report by the Principal Officer (Business Operations) dated 11 January 2019 providing details on the monthly update of the activities of the Health, Security and Regulatory Services (HSRS) Department.

BACKGROUND:

The HSRS Department is responsible for the management of compliance activities across the City. The attached HSRS Monthly Activity Report (Attachment A) is for the month of December 2019. The data within the report is separated into two components:

Compliance Delivery Status: Provides an update on service requests, infringements, warnings, prosecutions and appeals, licences, permits and design assessments approved in the month.

Other Program Delivery Status: Provides an update on other programs, such as the Immunisation clinics, implementation of new laws, special events and any stakeholder engagement which may include the progress of projects for the HSRS Health and Amenity Plan for 2018-2019.

CONCLUSION:

The HSRS Monthly Activity Report provides an update on compliance and other programs being delivered during the month with comparisons to previous periods.

ATTACHMENT:

Name of Attachment	Attachment
HSRS Monthly Activity Report – December 2018	Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Maree Walker

PRINCIPAL OFFICER (BUSINESS OPERATIONS)

I concur with the recommendation contained in this report.

Sean Madigan

CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

ATTACHMENT A

Health, Security and Regulatory Services

December 2018
MONTHLY ACTIVITY REPORT



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Introduction

Council's Department of Health, Security and Regulatory Services (HSRS) is the lead agency in the Ipswich community for the design and delivery of policy and programs that develop and drive a safe and healthy community.

Health and safety can be linked to the majority of services and responsibilities undertaken by Ipswich City Council. Local Councils are no longer just known for the three R's – Roads, Rates and Rubbish. From ensuring children are safe during peak school pick up and drop off times, providing CCTV protection and coverage across the City all the way to guiding businesses on how they can safely prepare food in cafes and restaurants, health and safety is at the very cornerstone of what the community wants. Health and safety is also critical to new communities when they are developed, as it will foster active lifestyles, provide easy access to healthy foods, create streets that are safe to walk through and encourage positive relationships between neighbours that are free of nuisance.

This monthly activity report for **December 2018** provides a snap shot of compliance activities for specific activities, outputs and outcomes.

Compliance Delivery Status

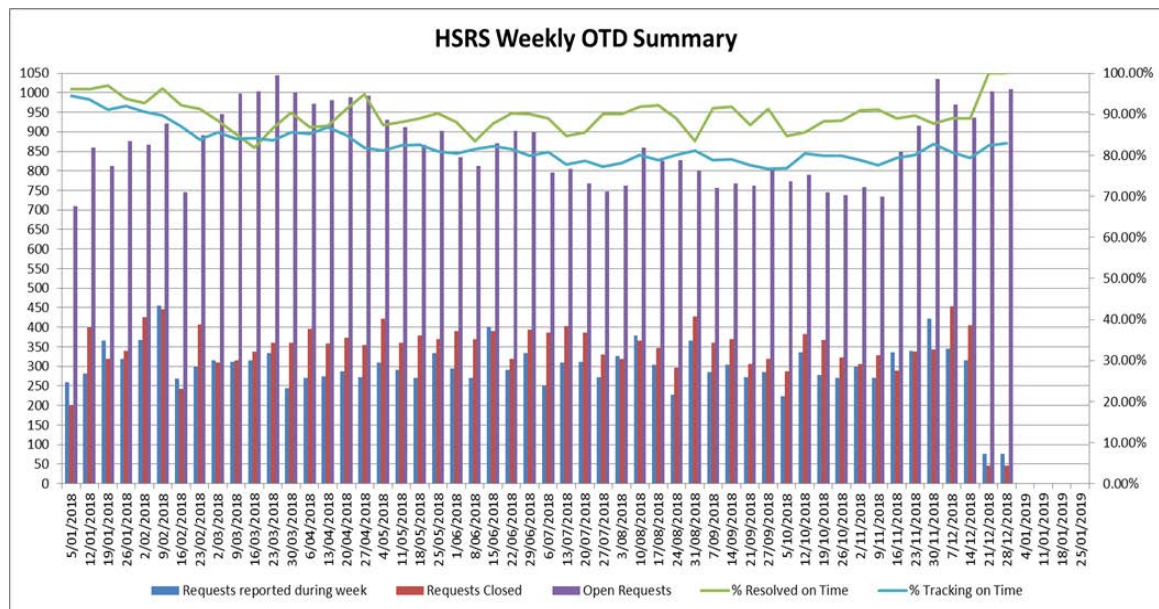
Customer Service Requests

The HSRS Department receives service requests from the community in relation to a diverse range of matters including but not limited to animal management, local laws, parking and environmental health. HSRS monitors the volumes and types of service request to identify trends and allocate resources accordingly to provide a high level of customer service to the community.

HSRS Weekly Compliance Activity - Ongoing

The below graph illustrates the week by week monitoring of customer service requests that are processed, investigated and resolved by HSRS staff. The Department continues to monitor the 85% target to resolve requests timeframe through allocating appropriate Council resources to respond to the needs of the community ensuring that the health, safety and wellbeing of the community are protected.

HSRS manage 75 service requests types, monitoring seasonal peaks for request management and proactive campaign planning. Seasonal peaks can include rainfall impacting sediment/erosion and overgrown properties and school terms and holidays impacting on programs including safe school parking.



Total requests actioned each month for HSRS

MONTH	Total Customer Service Requests Created	Variance to previous month
Jan-16	1204	↑246
Feb-16	1011	↓193
Mar-16	1029	↑18
Apr-16	1078	↑49
May-16	1032	↓46
Jun-16	1007	↓25
Jul-16	1067	↑60
Aug-16	1238	↑171
Sep-16	1053	↓185
Oct-16	1166	↑113
Nov-16	1317	↑151
Dec-16	1079	↓238
Jan-17	1561	↑482
Feb-17	1403	↓158
Mar-17	1405	↑2
Apr-17	1197	↓208
May-17	1340	↑143
Jun-17	1388	↑48
Jul-17	1199	↓189
Aug-17	1581	↑382
Sep-17	1260	↓321
Oct-17	1233	↓27
Nov-17	1368	↑135
Dec-17	1129	↓239
Jan-18	1607	↑478
Feb-18	1431	↓176
Mar-18	1606	↑175
Apr-18	1394	↓212
May-18	1473	↑79
Jun-18	1469	↓4
Jul-18	1544	↑75
Aug-18	1728	↑184
Sep-18	1478	↓250
Oct-18	1622	↑144
Nov-18	1719	↑97
Dec-18	1251	↓468

Top 10: Customer Service Requests and Volumes for December 2018

The following dashboard highlights the top 10 service requests raised by customers for **December 2018** with variances from the previous month for HSRS officers to investigate. Service request numbers for the top 10 have remained relatively steady.

	Collection of Impounded Dog	86	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>1</td></tr></table>	This Month	1	<table border="1"><tr><td>Last Month</td></tr><tr><td>4</td></tr></table>	Last Month	4
This Month									
1									
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	Roaming Dogs	85	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>2</td></tr></table>	This Month	2	<table border="1"><tr><td>Last Month</td></tr><tr><td>1</td></tr></table>	Last Month	1
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	Illegal Parking on Footpath	62	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>3</td></tr></table>	This Month	3	<table border="1"><tr><td>Last Month</td></tr><tr><td>3</td></tr></table>	Last Month	3
This Month									
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	Overgrown Private Property	44	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>4</td></tr></table>	This Month	4	<table border="1"><tr><td>Last Month</td></tr><tr><td>2</td></tr></table>	Last Month	2
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4									
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	Dog Attack	43	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>5</td></tr></table>	This Month	5	<table border="1"><tr><td>Last Month</td></tr><tr><td>5</td></tr></table>	Last Month	5
This Month									
5									
Last Month									
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	Dog Noise Nuisance	43	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>5</td></tr></table>	This Month	5	<table border="1"><tr><td>Last Month</td></tr><tr><td>8</td></tr></table>	Last Month	8
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	Collection of Impounded Animal	37	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>6</td></tr></table>	This Month	6	<table border="1"><tr><td>Last Month</td></tr><tr><td>11</td></tr></table>	Last Month	11
This Month									
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	Unregistered Dog	33	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>7</td></tr></table>	This Month	7	<table border="1"><tr><td>Last Month</td></tr><tr><td>6</td></tr></table>	Last Month	6
This Month									
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	Loan of Cat Trap	30	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>8</td></tr></table>	This Month	8	<table border="1"><tr><td>Last Month</td></tr><tr><td>7</td></tr></table>	Last Month	7
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	Abandoned Vehicle	29	Ranking	<table border="1"><tr><td>This Month</td></tr><tr><td>9</td></tr></table>	This Month	9	<table border="1"><tr><td>Last Month</td></tr><tr><td>9</td></tr></table>	Last Month	9
This Month									
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Last Month									
9									

Customer Service Requests (Highest Volumes) for each team/unit in December 2018

The following dashboard highlights the **top 2 service requests** raised by either external or internal customers for **December 2018** for each work area/unit within HSRS for officers to investigate including jobs that have been created by staff as a proactive program (see items marked **P**) or is an internal service request to Council (see items marked **I**)

(The below list is in alphabetical order by team)

ANIMAL MANAGEMENT

No.	Service Type	Total
1	Collection of Impounded Dog	86
2	Roaming Dog	85

DEVELOPMENT COMPLIANCE

No.	Service Type	Total
1	Swimming Pool Barrier Inspections	14
2	Swimming Pool Compliance	13

ENVIRONMENTAL HEALTH

No.	Service Type	Total
1	Food Hygiene	4
2	Food Poisoning	1

ENVIRONMENTAL PROTECTION

No.	Service Type	Total
1	Erosion Sediment Control – Field	27
2	Water Contamination	19

LOCAL LAWS

No.	Service Type	Total
1	Overgrown Private Property	44
2	Abandoned Vehicle Compliance	29

PARKING

No.	Service Type	Total
1	Illegal Parking on Footpath	62
2	Illegal Parking in No Stopping Area	16

ROAD PERMITS

No.	Service Type	Total
1	Non-Standard Traffic Control Permit Application (P)	19
2	Extension to Existing Permit	10

SAFE CITY & SECURITY

No.	Service Type	Total
1	Staff Resignations	16
2	Request to Utilise Corporate Security Camera System	14

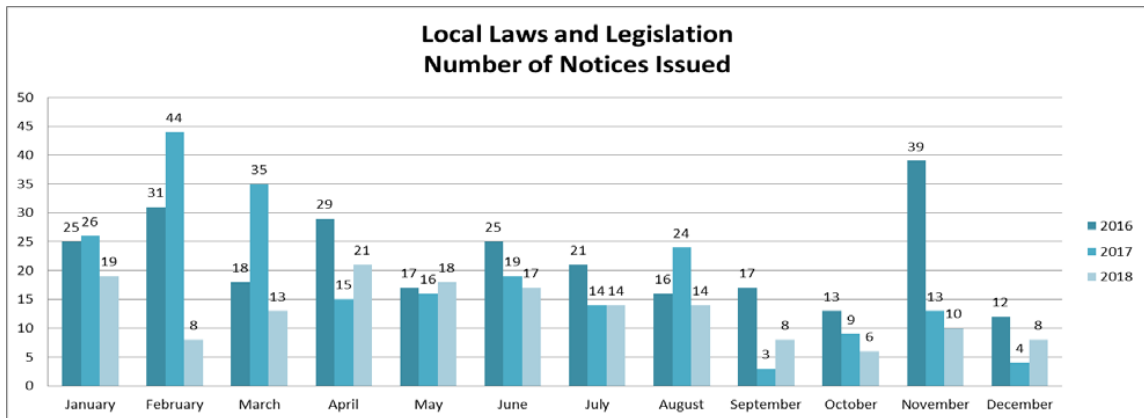
STRATEGIC POLICY AND SYSTEMS

No.	Service Type	Total
1	Marketing Campaign: New (I)	3
2	Temporary Parking Permit (I)	1

Penalty Infringement Notices (PINs) and Warnings

Local Laws and Legislation – PINs Issued

The HSRS Department issues PIN’s and where applicable warnings for a variety of offences under the Local Laws and the *Transport Operation Road Use Management Act*. HSRS issues PIN’s and warnings in order to protect the health, safety and wellbeing of the community generally however these are used in conjunction with education and awareness programs to achieve positive outcomes. The Health and Amenity Plan focuses on community education to understand laws as well as be proactively raising awareness on how compliance can be achieved.



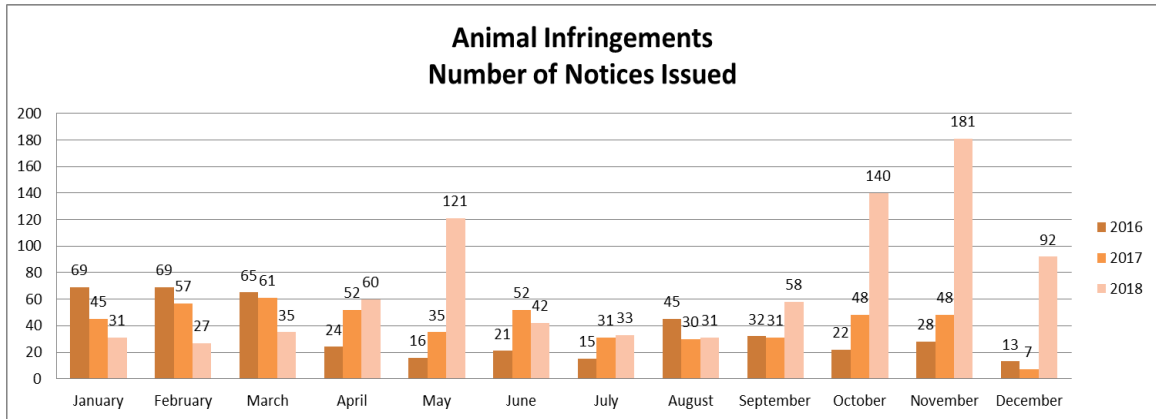
Previous 12 month period (January 2017 to December 2017) total = 222

Current 12 month period (January 2018 to December 2018) total = 156

Significant periods of drought over the past 12 months saw a reduction in overgrown and stormwater PIN’s in particular. Reductions overall can also be attributed to a commitment over many years to public education and in turn positive voluntary compliance outcomes.



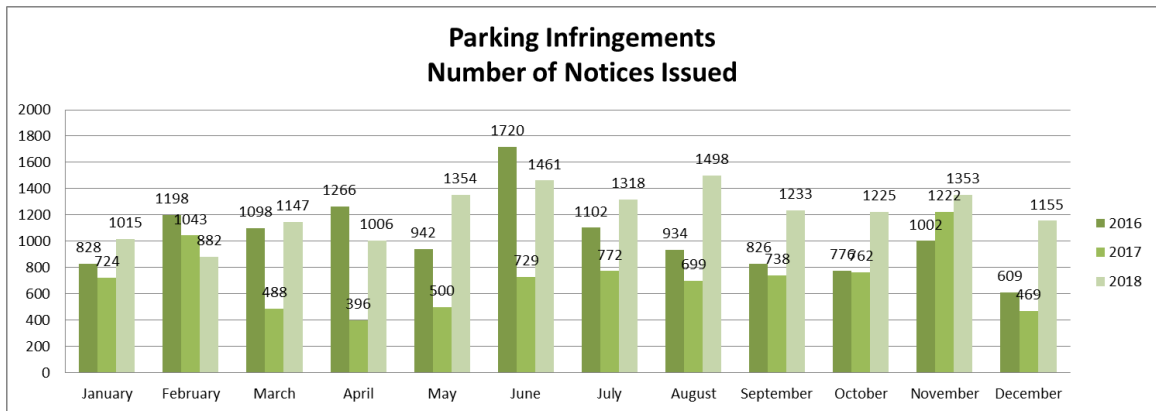
Animal Management – PINs Issued



Previous 12 month period (January 2017 to December 2017) total = 497

Current 12 month period (January 2018 to December 2018) total = 851

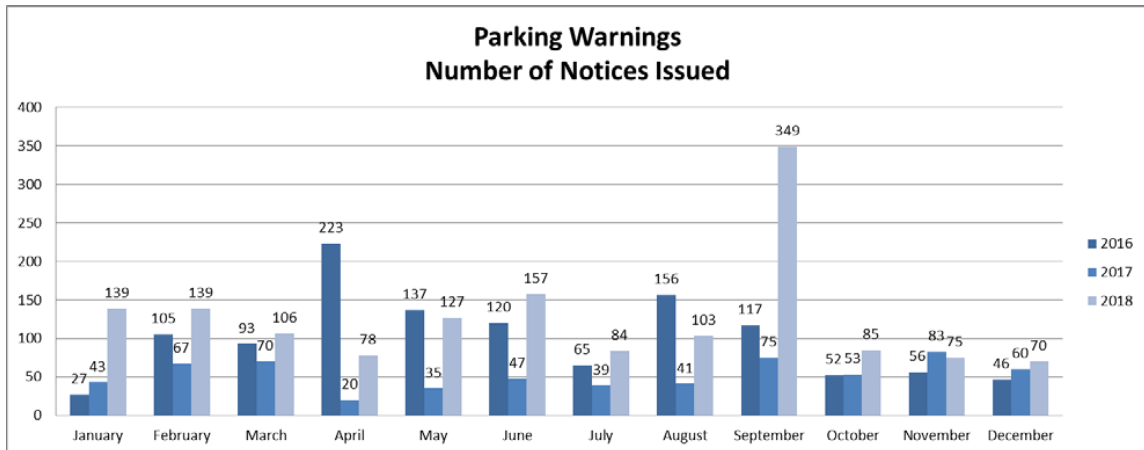
Parking – PINs Issued



Previous 12 month period (January 2017 to December 2017) total = 8,542

Current 12 month period (January 2018 to December 2018) total = 14,647

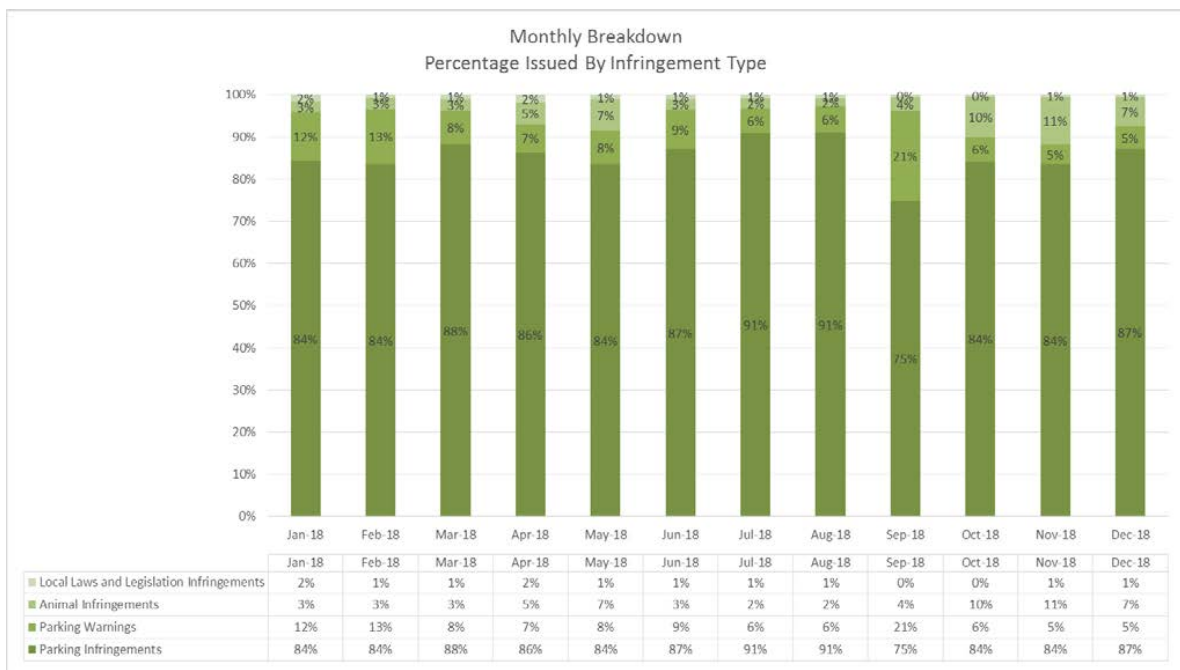
Parking – Warnings Issued



Previous 12 month period (January 2017 to December 2017) total = 633

Current 12 month period (January 2018 to December 2018) total = 1373

The chart below shows a summary of total infringements and warnings for the current 12 month period (January 2018 to December 2018).



Prosecutions and Appeals

The HSRS Department completes investigations into compliance matters which range from complex environmental offences through to regulated parking breaches. The Investigations, Prosecutions and Training team compile briefs of evidence when persons elect to have infringements dealt with by a Magistrates Court. These briefs of evidence are presented to Council's Legal Branch. The matters are then considered by Council's Prosecution Panel to determine whether they should proceed to prosecution. The decision is based on the sufficiency of evidence and whether it is in the public interest to prosecute. The panel make a recommendation to the Chief Operating Officer HSRS who is responsible for making the final determination of the matter.

List of prosecutions and appeals as of 18 December 2018

<i>Current Register Status</i>	
Investigation (Brief in development)	10
Brief (with Legal Branch)	9
Court	12
TOTAL	31

Infringement Review requests for December 2018

A total of **255** requests for infringements to be reviewed were received in the month.

Licences, Permits and Design Assessments

The HSRS Department approve a range of licences (commercial activities) and permits (non-commercial activities) under Council's local laws and State Legislation such as the *Food Act 2006*. Design Assessments are also carried out by HSRS to determine suitability and compliance with standards for fit-outs of various businesses, primarily food business, but also others such as public swimming pools, entertainment venues and high risk personal appearance services (HRPAS) such as tattoo studios. The below represent the licences, permits and design assessments approved by HSRS for December.

Development Compliance Contributions

The below table highlights the Planning and Development fees paid to Council as a result of direct HSRS compliance action.

- The number of applications being received by Council as a result of HSRS compliance action is generally tracking in line with 2017 figures, indicating a consistency in compliance being achieved.
- The number of infringements being issued has already surpassed the 2017 infringement data. This is mainly due to taking a firmer approach to our Development Compliance activities particularly with commercial and/or blatant offenders.

2017 Quarter	# of PINs Issued	Applications Submitted following Compliance Investigation
2017 Jan- Mar	1	14
2017 Apr-Jun	2	13
2017 Jul-Sept	2	14
2017 Oct-Dec	2	13
2017 Year to Date	7	54

2018 Quarter	# of PINs Issued	Applications Submitted Following Compliance Investigation
2018 Jan-Mar	3	11
2018 Apr-Jun	3	5
2018 Jul-Sep	8	18
2018 Oct-Dec	3	17
2018 Year to Date	17	51



Other Program Delivery Status

Systematic Inspection Program (Animal Registration)

The Systematic Inspection Program to identify unregistered dogs and update Council's registration database is undertaken on an on-going basis in the suburbs of Ipswich. This program slows in the lead up to the Festive Season, recommencing in the New Year.

Annual Regulated Dog Inspection Program

Each year, the Animal Management Branch inspects properties and confirms compliance with the Declared Dangerous and Menacing Dog keeping conditions imposed through the *Animal Management (Cats and Dogs) Act 2008*.

This program maintains the accuracy of Council's records and assists in proactively mitigating the risks posed by Dangerous and Menacing Dogs. There are currently 88 regulated dogs in Ipswich, with appointments being made for inspections to be carried out from January 2019.

City-wide Database Updates (Animal Registration)

The Animal Management Branch (the Branch) identified 9,852 animal registration records (individual animals) which have become orphaned within the registration database as a result of incomplete administrative updates, non-payment of fees or owners not advising Council when their animal moves/passes away.

The Branch has verified approximately 4,975 records across 3,716 properties since October 2018.

Christmas Closure

The Pound opened during the Christmas closure (excluding public holidays) for impounding and releasing of animals.

During this period 110 animals were impounded and 36 were released back to their owners.

Immunisation Program

Immunisation is a simple, safe and effective way of protecting against harmful diseases that can cause serious complications. The immunisation team is dedicated to providing an inexpensive, convenient immunisation service for all Ipswich residents. School clinics will recommence on 13 February 2019.

Ipswich City Community clinics are held at the following locations:

Ipswich Library

2nd and 4th Tuesday on the month – 9am – 11am

2nd Thursday of the month – 3.30pm 6pm

Springfield Central Library

1st Tuesday of the month – 9am – 11am

4th Thursday of the month – 3.30pm – 5.30pm

Redbank Plains Community Centre

1st Wednesday of the month – 9am – 11am

December Clinics

Type	Individuals Treated	Immunisations Issued
Community Clinics	22	53
Schools (catch-ups)	15	15
School Clinics	--	--
Special Projects (seasonal flu vaccinations)	--	--

Eat Safe Program

The Eat Safe Program is a system where a licenced food business can receive a food star rating based on compliance with the Food Act 2006 and Food Safety Standards.

The objective of the voluntary Eat Safe program is to increase and reward compliance with the Food Act 2006 and Food Safety Standards which will in turn optimise service delivery. If a business calculates a 3 star or above rating they can opt-in to have their results publicly displayed.

The program was officially be launched on 15 October 2018.

Eat Safe Ipswich Inspections -

Month	Eat Safe Education Visits	Eat Safe Education Calls	Eat Safe Initial Audits	Reinspections for Non-Compliant Businesses
January	24	67	0	0
Feb	66	120	28	3
March	80	135	67	16
April	43	66	126	36
May	110	133	117	62
June	123	217	121	18
July	19	30	115	32
August	0	0	123	49
September	0	0	58	48
October	0	0	5	34
November	0	0	7	31
December	0	0	23	25

Other Regulated Activities-

Below shows the number of Inspections held in December by type:

Inspection Type	Inspections
Hall/Cinema/Theatre/Nightclub etc. with Liquor Lic	1
Pet Shop	1
Personal Appearance - Tattooing	3

Environment Health and Protection

Conservation Park Patrols

HSRS undertake patrols in conservation estates on behalf of Council to monitor, detect and prevent illegal action such as 4WD and trail bikes and other activities including illegal dumping, damage to Council infrastructure, location identification of pest plants/animals and dogs on and off leash.

The focus on these activities is due to the risk of harm to wildlife and native plants; erosion issues; and the transportation of seeds around the estates and risk to recreational users (eg potential for UXOs). The desired outcome of the patrols is to provide a safe environment for lawful users; prevent and reduce impacts on flora; prevent and reduce damage to infrastructure (including gates and fencing); and reduced injuries and fatalities of wildlife.

These patrols are undertaken on a weekly basis (predominantly on weekends) with additional patrols carried out during peak periods (eg school holidays).

Environmental

HSRS investigates a range of Environmental issues including Erosion Sediment Control, Noise, Land Dust, and Contaminated Land. The focus for compliance is driven through building relationships with key officers across Council and externally (developers, contractors, builders and others).

The use of education to drive a change in behaviour is vital, with enforcement used as a last resort to help achieve compliance in line with the *Environmental Protection Act*.

HSRS work with entities such as QUU to attend to sediment erosion concerns that may impact our waterways. This work contributes to raising the healthy waterways rating report card.

Below is a summary of service requests undertaken in December:

Investigation Type	Volume
Erosion Sediment Control - Field	27
Water Contamination	19
Water Contamination - Sediment Erosion	8
Land Dust - Business/Commercial	2
Commercial Use of Roads - Business	1
Noise - Business/Commercial	0
Total	57

Sediment and Erosion Control

Increase erosion sediment control compliance can be seen on sites occupied by previously engaged companies and builders. This can be seen through the increase in compliant sites compared to the noncompliant actions undertaken by officers.

An increased awareness of ICC presence in areas of building and the need for ESC measures and potential actions for noncompliance can be seen within the building industry. This has been identified by Officers through discussion and engagement with both compliant and noncompliant builders within the various building areas in the City.

Current customer concerns relate to large scale development sites with dust leaving the site and impacting quality of life for nearby residents. Engagement and compliance inspections are currently being undertaken in relation to a number of sites throughout the City to ensure compliance with both the *Environmental Protection Act 1994* and any associated development conditions.

Road Permits

A Road Permit is required to carry out certain activities within road reserves in the Ipswich City Council (ICC) area. A road reserve is the area from property boundary to property boundary including the verges, footpaths, shoulders, traffic lanes, and median.

Permits are issued pursuant to the *Local Government Act 2009*. HSRS work with entities including the Department of Transport and Main Roads (DTMR) and QPS regarding the issuing of permits. HSRS also manage Road Permits for significant events.

Below shows number of permit applications received in December:

Permit Type	Volume
Non-standard traffic control permit application	21
Roadworks - Construction Issues	11
Extension to existing permit	10
Standard works on road permit application	4
Non-standard works on road permit application	3
Road Permit	2
Advice & Enquiry	1
Standard traffic control permit application	1
First Reinstatement Inspection	0
Notification under annual permit	0
Road Permit Traffic Complaint	0
Total	53

PetPEP Program

Council participate with Australian Veterinary Association (AVA) in a PetPEP (Pets and People Education Program).

The program teaches infant and primary school students, along with community groups, about the responsibilities associated with owning pets and safe behaviour around animals.

The program helps primary school teachers integrate responsible pet care messages into their classroom teaching, to teach our next generation about the responsibilities associated with owning animals and how to behave safely around them.

Cemeteries

Norwood Park Limited (Trading as Ipswich Cemeteries) provides death care services for Warrill Park, Ipswich General, Stone Quarry, Tallegalla and Haigslea cemeteries. Council still provides a functional role in management of the contract with Norwood Park, escalated enquiries/complaints, elements of conservation, and some maintenance and capital works.

Crypt Remediation Project

Ipswich City Council, in partnership with the University of Southern Queensland, is working to uncover the secrets of one of the state's first politicians, Joseph Fleming. Digging has commenced at Ipswich General Cemetery as part of remediation work.

Details of the significant find were first revealed by Council in December 2017 and investigations commenced in order to determine if it was possible to carry out the archaeological dig safely and inexpensively and restore the site for heritage purposes.

The crypt is the final resting place of Joseph Fleming and his wife Phoebe Fleming. Mr Fleming was a member of the first Queensland Parliament, representing West Moreton from 9 July 1860 until 3 November 1862 and again from 11 September 1866 until 2 July 1867.

On 10 October 2018 the location of the crypt was confirmed and the upper construction was exposed in preparation for hand excavation over the following weeks. The site will soon see the installation of a 24/7 surveillance camera to provide security at early phase of the project.

Further details on the project including photos can be found at www.ipswich.qld.gov.au

Safe City & Security

The Ipswich City Council Safe City Monitoring Facility is situated within the CBD and operates 7 days per week, 24 hours per day. The facility monitors over 200 cameras across the Ipswich Region. Additionally, the monitoring facility has contact with a range of other services in Ipswich to assist in addressing strategies for community safety and policing.

The Safe City and Security Branch are also responsible for security and fire management services to Council owned and occupied assets. This includes employee swipe card access and keys to buildings and areas controlled by Council across the City.

Education, Marketing & Communication

Current Campaigns

Campaign Name	Target Audience	Related to HAP 18/19	Planning Stage	Currently Live	Completed during month
Lost and Found Portal	Dog and Cat owners	✓	✓		
Healthy Water Play	Public Pool and zero depth water park attendees	✓	✓		
Immunisation Clinics 2019	Parents/caregivers of immunisation age children		✓		
Eat Safe Ipswich				✓	
BarkUp!	Neighbours of noisy dogs, dog owners	✓	✓		
Crypt Remediation Project online	Interested residents, family and friends				✓
Off leash dog park brochure	Dog owners in Ipswich	✓	✓		
Dog Fencing and Cat Enclosure DIY videos and instruction sheets	Residents with roaming dogs and cats		✓		
Infringements Fact Sheet	People issued with an infringement notice who would like to review issue.				✓
On leash Dog signage	Residents with dogs who visit Limestone Park	✓	✓		
Event Fact Sheet	People wishing to hold events in Ipswich				✓
Home-based Business Fact Sheet	Residents who are interested or have a home based business		✓		
Registration Rewards Project 2019/20	Residents who own dogs	✓	✓		
Systematic pet inspection Program	Dog owners without registered pets	✓	✓		
Code of Conduct Signage	Users of off leash dog parks	✓		✓	✓
Swimming Pool Inspection Program	Swimming pool owners in Ipswich	✓	✓		

Clean Up Australia Day Campaign	Residents in Ipswich		✓		
Forms Project	All HSRS forms reviewed and updated	✓	✓		
Web pages review	All HSRS web pages	✓	✓		

Ipswich City Council
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Join us online on:



Communities Committee	
Mtg Date: 22.01.19	OAR: YES
Authorisation: Bryce Hines	

sas: sas

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licences_permits Oct-Dec 18.docx

2 January 2019

MEMORANDUM

TO: CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

FROM: BUSINESS SYSTEMS AND SUPPORT COORDINATOR

RE: DELEGATION REPORT - URBAN AND RURAL GREENING PROGRAM - 'GRANTING LICENCES AND PERMITS TO USE A PARK' - 1 OCTOBER TO 31 DECEMBER 2018

INTRODUCTION:

This is a report by the Business Systems and Support Coordinator dated 2 January 2019 concerning the exercise of delegations which require the submission of a report as part of the conditions of delegation for '*Granting Licences and Permits to use a Park*' for the period 1 October to 31 December 2018.

DELEGATION DETAILS:

In relation to the delegation, I advise as follows:

Granting Licences and Permits to Use a Park

Power delegated:


The power to grant and revoke a licence or permit for the rights of occupation and use of a specified park or reserve.

Action taken:

Attachment A lists the exercise of delegation which were approved during the period 1 October 2018 to 31 December 2018.

For the quarter ending 31 December 2018, the total expected revenue was \$26,793.66. This figure includes hire fees, seasonal fees and lighting field fees (does not include key deposits or bonds).

ATTACHMENT/S:

Name of Attachment	Attachment
List of licences and permits granted to use a park during the period 1 October 2018 to 31 December 2018	 Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Sharon Smith
BUSINESS SYSTEMS AND SUPPORT COORDINATOR

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

Bryce Hines
CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)



WORKS, PARKS AND RECREATION DEPARTMENT
BOOKING DELEGATION REPORT
01-Jan-2019

ATTACHMENT A

Note: Data is current as at close of business on the previous working day.

Alan Cumming Park

ALA Alan Cumming Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Training and Games	12486	Rugby League Ipswich	22-Oct-2018	22-Oct-2018
Jets Training	12628	Ipswich Jets Rugby Leagues Club	20-Oct-2018	26-Oct-2018
Maintenance	12932	Works, Parks & Recreation Department	01-Oct-2018	30-Oct-2018
Junior Level Cricket Competition - IWMCA Competition	13211	Northsiders Cricket Club	05-Oct-2018	30-Dec-2018
NYE 2019	13252	Economic Development And Marketing	24-Dec-2018	31-Dec-2018
Seasonal Training	13287	Jets Rugby League Club Inc	19-Nov-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	25-Oct-2018	25-Oct-2018
Lighting Audit - Ivor Marsden, NIR Oval A & Alan Cumming Oval	13553	Works, Parks & Recreation Department	22-Nov-2018	22-Nov-2018
Helicopter Landing	13564	Pterodactyl Helicopters	08-Dec-2018	08-Dec-2018

ALB Alan Cumming Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Training and Games	12486	Rugby League Ipswich	22-Oct-2018	22-Oct-2018
Jets Training	12628	Ipswich Jets Rugby Leagues Club	20-Oct-2018	25-Oct-2018
Maintenance	12932	Works, Parks & Recreation Department	01-Oct-2018	30-Oct-2018
Junior Level Cricket Competition - IWMCA Competition	13211	Northsiders Cricket Club	05-Oct-2018	30-Dec-2018
NYE 2019	13252	Economic Development And Marketing	24-Dec-2018	31-Dec-2018
Seasonal Training	13287	Jets Rugby League Club Inc	19-Nov-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	25-Oct-2018	25-Oct-2018
Lighting Audit - Ivor Marsden, NIR Oval A & Alan Cumming Oval	13553	Works, Parks & Recreation Department	22-Nov-2018	22-Nov-2018
Helicopter Landing	13564	Pterodactyl Helicopters	08-Dec-2018	08-Dec-2018

Andre Ripoll Park

ARPDS Andre Ripoll Park Remote Control Drag Strip

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
RC Drag Racing	13452	Queensland Model Drag Racing Association Inc	20-Oct-2018	30-Dec-2018



WORKS, PARKS AND RECREATION DEPARTMENT
BOOKING DELEGATION REPORT
01-Jan-2019

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Racing RC Cars	13464	St Edmund's College	21-Nov-2018	21-Nov-2018
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ARPOF Andre Ripoll Park Remote Control Off Road Track

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Racing	13142	South Brisbane Chargers Radio Controlled Car Club	06-Oct-2018	30-Dec-2018
CANCELLED Private use of Remote Control Off-road Track	13173	Mr Neil Bates	02-Oct-2018	25-Dec-2018
Personal Remote Control Car Driving	13327	Mr Neil Bates	01-Oct-2018	31-Dec-2018
Racing RC Cars	13464	St Edmund's College	21-Nov-2018	21-Nov-2018
Maintenance	13590	Works, Parks & Recreation Department	03-Dec-2018	17-Dec-2018

Anzac Park

ANA Anzac Park Oval A (Main Field)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	07-Nov-2018	07-Nov-2018

ANB Anzac Park Oval B (Junior Field)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	07-Nov-2018	07-Nov-2018

ANM Anzac Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Atlantic Drive Sporting Complex

ATA Atlantic Drive Sporting Complex Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Mixed Touch Football Competition	12249	South West Queensland Touch Association Inc	03-Oct-2018	28-Nov-2018
Springfield Lakes Junior Touch Football competition - U10s to U16s	12906	South West Queensland Touch Association Inc	12-Oct-2018	19-Dec-2018
Training and Weekly Competition	13114	South West Queensland Touch Association Inc	24-Nov-2018	24-Nov-2018
Outdoor Birthday Celebration	13176	Mr/Ms Leiana Siua'Ana	06-Oct-2018	06-Oct-2018
Pre-Season Training - Rugby 7's	13260	Springfield Lakes Hawks Rugby Union	02-Oct-2018	27-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	06-Nov-2018	06-Nov-2018



WORKS, PARKS AND RECREATION DEPARTMENT
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Weekly Competition	13394	Springfield Oztag Sports Association	10-Nov-2018	10-Nov-2018
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ATB Atlantic Drive Sporting Complex Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Mixed Touch Football Competition	12249	South West Queensland Touch Association Inc	03-Oct-2018	28-Nov-2018
Springfield Lakes Junior Touch Football competition - U10s to U16s	12906	South West Queensland Touch Association Inc	12-Oct-2018	19-Dec-2018
Training and Weekly Competition	13114	South West Queensland Touch Association Inc	02-Oct-2018	11-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	06-Nov-2018	06-Nov-2018
Weekly Competition	13394	Springfield Oztag Sports Association	10-Nov-2018	10-Nov-2018

ATC Atlantic Drive Sporting Complex Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Mixed Touch Football Competition	12249	South West Queensland Touch Association Inc	03-Oct-2018	28-Nov-2018
Pre-Season Training - Rugby 7's	13260	Springfield Lakes Hawks Rugby Union	02-Oct-2018	27-Dec-2018

ATT Atlantic Drive Sporting Complex Tennis Courts

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Netball Training & Social Competition	12556	South West Wildcats Netball	04-Oct-2018	27-Dec-2018

Baines Park

BAA Baines Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Bigges Camp Park

BIGA Bigges Camp Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Blackall Memorial - 7 Chelmsford Avenue

BLMA Blackall Memorial - Fountain & Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018



WORKS, PARKS AND RECREATION DEPARTMENT
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Blackstone Hall

BLAH Blackstone Hall

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Highland Dance Class	12086	Manning Academy Of Highland Dancing	01-Oct-2018	05-Nov-2018
Blackstone Guides Meetings	12370	Guides QLD Blackstone Girl Guides	10-Oct-2018	28-Nov-2018
Ipswich Robotics Meetings & Competitions	12372	Queensland Robotics Sports Club	06-Oct-2018	29-Dec-2018
Castle Hill Blackstone Reserve - A Nature Play Program for the Kindergarten Children	12586	Bindarra Childrens Day Care Centre	16-Oct-2018	12-Nov-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	11-Oct-2018	13-Dec-2018
Highland Dancing	13400	Manning Academy Of Highland Dancing	12-Nov-2018	10-Dec-2018

Blue Gum Reserve

BLUA Blue Gum Reserve Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	18-Oct-2018	18-Oct-2018

BLUB Blue Gum Reserve Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	18-Oct-2018	18-Oct-2018

Bob Gibbs Park

BOA Bob Gibbs Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED - Movie in the Park with free sausage sizzle	13191	The Potters House Christian Fellowship Church	10-Nov-2018	10-Nov-2018
CANCELLED - Family Fun Day	13193	The Potters House Christian Fellowship Church	15-Dec-2018	15-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	06-Nov-2018	06-Nov-2018
Weekly Competition	13394	Springfield Ozttag Sports Association	01-Oct-2018	12-Dec-2018

BOB Bob Gibbs Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED - Movie in the Park with free sausage sizzle	13191	The Potters House Christian Fellowship Church	10-Nov-2018	10-Nov-2018



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Light Audit Maintenance	13344	Works, Parks & Recreation Department	07-Nov-2018	07-Nov-2018
Weekly Competition	13394	Springfield Oztag Sports Association	01-Oct-2018	12-Dec-2018

Box Flat Memorial Park

BOXA Box Flats Memorial Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Briggs Road Hockey Complex

BRHA Briggs Road Hockey Field A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13206	W Sports Inc	01-Oct-2018	31-Dec-2018

BRHB Briggs Road Hockey Field B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13206	W Sports Inc	01-Oct-2018	31-Dec-2018

BRHC Briggs Road Hockey Field C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13206	W Sports Inc	01-Oct-2018	31-Dec-2018

Briggs Road Sporting Complex

BRI1 Briggs Road Sporting Complex Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Booking	12471	Western Pride Football Club	13-Oct-2018	20-Oct-2018

BRIA Briggs Road Sporting Complex Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Booking	12471	Western Pride Football Club	01-Oct-2018	01-Oct-2018
Maintenance	12931	Works, Parks & Recreation Department	02-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	08-Nov-2018	08-Nov-2018

BRIB Briggs Road Sporting Complex Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Booking	12471	Western Pride Football Club	01-Oct-2018	01-Oct-2018
Maintenance	12931	Works, Parks & Recreation Department	02-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	08-Nov-2018	08-Nov-2018



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BRIC Briggs Road Sporting Complex Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Booking	12471	Western Pride Football Club	01-Oct-2018	01-Oct-2018
Maintenance	12931	Works, Parks & Recreation Department	02-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	08-Nov-2018	08-Nov-2018

BRIF DONT USEBriggs Road Sporting Complex Function Room

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Booking	12471	Western Pride Football Club	01-Oct-2018	31-Oct-2018
WPR Parks Board Meeting	12766	Works, Parks & Recreation Department	12-Dec-2018	12-Dec-2018

BRIT1 Briggs Road Sporting Complex Tennis Court No. 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13206	W Sports Inc	01-Oct-2018	31-Dec-2018

BRIT2 Briggs Road Sporting Complex Tennis Court No. 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13206	W Sports Inc	01-Oct-2018	31-Dec-2018

Browns Park

BRO1 Browns Park Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
The Salvation Army BBQ for Homeless	12448	The Salvation Army (Qld) Property Trust	01-Oct-2018	17-Dec-2018
Going Away Party	13359	Mrs/Ms Yvonne Dungey	14-Oct-2018	14-Oct-2018
FOCAL Community Christmas in the Park	13480	Focal Community Living Inc	06-Dec-2018	06-Dec-2018
Christmas Party for Children in Foster Care	13606	The Pyjama Foundation	09-Dec-2018	09-Dec-2018

BROM Browns Park Monument (Sangster Memorial)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Bundamba Memorial - 254 Brisbane Road

BUME/ Bundamba Memorial - Pillar/Plaque

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018



WORKS, PARKS AND RECREATION DEPARTMENT
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Bundamba Memorial Park

BUA Bundamba Memorial Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
Armistice Day Service	13512	Salvation Army (Queensland) Property Trust	11-Nov-2018	11-Nov-2018

Caledonian Park

CALA Caledonian Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Soccer Training and Games	12503	Rosewood United Church Soccer Club Inc	01-Oct-2018	31-Dec-2018
Maintenance	12930	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	07-Nov-2018	07-Nov-2018

CALB Caledonian Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Soccer Training and Games	12503	Rosewood United Church Soccer Club Inc	02-Oct-2018	29-Dec-2018
Maintenance	12930	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018

CALC Caledonian Park Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Soccer Training and Games	12503	Rosewood United Church Soccer Club Inc	01-Oct-2018	31-Dec-2018

CALCC Caledonian Park Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Soccer Training and Games	12503	Rosewood United Church Soccer Club Inc	01-Oct-2018	31-Dec-2018
Maintenance	12930	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018

Cameron Park

CA01 Cameron Park Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED Dog Obedience Training	13059	G3 Services Ltd	07-Oct-2018	30-Dec-2018
Pterodactyl Helicopters Collection and Drop Off Point	13190	Pterodactyl Helicopters	11-Nov-2018	11-Nov-2018



WORKS, PARKS AND RECREATION DEPARTMENT
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 01-Jan-2019

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Movies in the Park	13299	Economic Development Department	03-Nov-2018	10-Nov-2018
Tai Chi classes for Seniors	13304	U3A Ipswich & West Moreton Inc.	16-Oct-2018	30-Oct-2018
Cameron Park - Carols	13387	Glebe Road Uniting Church	15-Dec-2018	15-Dec-2018

CAMM Cameron Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

CAP Cameron Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training Sessions	12618	Mr James Caden	02-Oct-2018	30-Dec-2018
Fitness & Personal Training	13115	Competitive Edge Fitness	01-Oct-2018	31-Dec-2018

Camira Recreation Reserve

CAMA Camira Recreation Reserve Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
6-a-side Competition	13324	Western Spirit Football Club Inc	15-Oct-2018	07-Dec-2018
Off Season Program, Trials and Pre-Season Training	13336	Springfield United Football Club	17-Dec-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	13-Nov-2018	13-Nov-2018
CANCELLED - Weekly Softball Training for Women's Teams participating in Pan Pacific Games	13405	Camira Softball Club	07-Oct-2018	28-Oct-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

CAMB Camira Recreation Reserve Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cricket Training & Matches	13274	Greater Springfield Sports	05-Oct-2018	30-Dec-2018
CANCELLED Cricket Matches	13288	Brisbane Sunrisers Cricket Club	02-Oct-2018	30-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	13-Nov-2018	13-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

CAMC Camira Recreation Reserve Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
6-a-side Competition	13324	Western Spirit Football Club Inc	15-Oct-2018	07-Dec-2018
Off Season Program, Trials and Pre-Season Training	13336	Springfield United Football Club	17-Dec-2018	17-Dec-2018



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CAMN Camira Recreation Reserve Netball Courts

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Netball Training	12596	Springfield Lakes Netball Club	02-Oct-2018	25-Dec-2018

CAMP Camira Recreation Reserve (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Fitness Group & Personal Training	13539	Mr Grant Schmidt	02-Nov-2018	31-Dec-2018

Castle Hill Blackstone Reserve

CH1 Castle Hill Blackstone Reserve Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
State Mountainbike Championships	13133	Ipswich Cycling Club	03-Nov-2018	04-Nov-2018

CH2 Castle Hill Blackstone Reserve Zone 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
State Mountainbike Championships	13133	Ipswich Cycling Club	03-Nov-2018	04-Nov-2018

Colleges Crossing Recreation Reserve

COZ1 Colleges Crossing Recreation Reserve Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
End of Year BBQ	13628	Mr Adrian Alexander Luik	07-Dec-2018	07-Dec-2018

COZ2 Colleges Crossing Recreation Reserve Zone 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
The Junior Break up presentation day for Western Suburbs Hockey Club	13418	Western Suburbs Hockey Club	13-Oct-2018	13-Oct-2018

COZP Colleges Crossing Recreation Reserve(Personal Trai

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	09-Oct-2018	11-Dec-2018

Cribb Park

CRA Cribb Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance	12936	Works, Parks & Recreation Department	26-Nov-2018	31-Dec-2018
Club Training	13042	Tigers Softball Club	03-Oct-2018	27-Dec-2018
Cribb Park - Interschool Sport Touch Football	13171	Ipswich Interschool Sport	12-Oct-2018	09-Nov-2018
Cricket Training And Games- IWMCA Competition	13214	Northsiders Cricket Club	04-Oct-2018	30-Dec-2018



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Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	15-Oct-2018	15-Oct-2018

CRB Cribb Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Youth Training Program	12854	Western Cougars Gridiron Club	02-Oct-2018	20-Nov-2018
Maintenance	12936	Works, Parks & Recreation Department	26-Nov-2018	31-Dec-2018
Club Training	13042	Tigers Softball Club	03-Oct-2018	27-Dec-2018
Cribb Park - Interschool Sport Touch Football	13171	Ipswich Interschool Sport	12-Oct-2018	09-Nov-2018
Cricket Training And Games- IWMCA Competition	13214	Northsiders Cricket Club	04-Oct-2018	30-Dec-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	15-Oct-2018	15-Oct-2018

CRC Cribb Park Oval C (Madsen Oval)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Youth Training Program	12854	Western Cougars Gridiron Club	02-Oct-2018	20-Nov-2018
Cricket Training And Games- IWMCA Competition	13214	Northsiders Cricket Club	04-Oct-2018	30-Dec-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018

CRN Cribb Park Cricket Nets

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cricket Training And Games- IWMCA Competition	13214	Northsiders Cricket Club	04-Oct-2018	28-Dec-2018

Cunningham Knoll

CUA Cunningham Memorial

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

CUB Thomas Glassey Memorial

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Darcy Doyle Place



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DA1 Darcy Doyle Place Zone 1 (Amphitheatre)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Annual Fundraising Dinner	13032	Ipswich Arts Foundation	27-Oct-2018	28-Oct-2018
World Mental Health Day	13196	Richmond Fellowship Queensland	10-Oct-2018	10-Oct-2018
Day for Daniel 2018	13225	Arts, Social Development And Community Engagement	26-Oct-2018	26-Oct-2018
Indian Cultural Festival of Lights - Diwali	13367	Indian Mehfil Restaurant	04-Nov-2018	04-Nov-2018

DA2 Darcy Doyle Zone 2 (Grassed Area)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Symphonics	12814	FSGA	04-Oct-2018	27-Dec-2018
Annual Fundraising Dinner	13032	Ipswich Arts Foundation	27-Oct-2018	28-Oct-2018
World Mental Health Day	13196	Richmond Fellowship Queensland	10-Oct-2018	10-Oct-2018
Day for Daniel 2018	13225	Arts, Social Development And Community Engagement	26-Oct-2018	26-Oct-2018
Indian Cultural Festival of Lights - Diwali	13367	Indian Mehfil Restaurant	04-Nov-2018	04-Nov-2018
CANCELLED - Installation of Council Christmas Tree	13517	Marketing Branch	20-Nov-2018	31-Dec-2018

DA3 Darcy Doyle Place - Obelisk/Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Denmark Hill Conservation Reserve

DEH Denmark Hill Conservation Reserve

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Exploring a natural area, utilising the dinosaur shed, looking at flora & fauna	12772	Kindy Patch West Ipswich	02-Oct-2018	27-Nov-2018

Diggers Rest (Goodna)

DIA Diggers Rest Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Remembrance Day Commemoration Service	13382	Goodna RSL Sub Branch	11-Nov-2018	11-Nov-2018

East Ipswich Honour Playground

EAP East Ipswich Honour Playground (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
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Personal Training	13118	Miss Christine Lane	02-Oct-2018	09-Oct-2018
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Ebbw Vale Memorial Park

EBA Ebbw Vale Memorial Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Oval Irrigation Installation	13241	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	13-Nov-2018	13-Nov-2018

EBB Ebbw Vale Memorial Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	13-Nov-2018	06-Dec-2018

EBM Ebbw Vale Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

EBVC Ebbw Vale Memorial Park Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Hot Rod Club	13415	Fine Iron Rod & Custom Car Club Inc	09-Oct-2018	30-Dec-2018

Evan Marginson Park

EVA Evan Marginson Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
2018 Jacaranda Festival	12203	Goodna Community Association Inc	21-Oct-2018	29-Oct-2018
CANCELLED Soccer and Multisport Training	12908	W Sports Inc	01-Oct-2018	12-Nov-2018
Relay Training Sessions	13057	Met West 10-12 Years Track & Field	11-Oct-2018	11-Oct-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	17-Oct-2018	17-Oct-2018
Little Athletics	13361	Goodna Little Athletics Assoc	05-Oct-2018	07-Dec-2018
Carols by Candlelight	13401	Goodna Street Life Inc.	08-Dec-2018	08-Dec-2018
Youth Sunday Fun Day	13519	QLD Sisdac Youth	02-Dec-2018	02-Dec-2018

EVB Evan Marginson Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
2018 Jacaranda Festival	12203	Goodna Community Association Inc	21-Oct-2018	29-Oct-2018
Colour Run for End of Year Break Up	13181	Goodna Netball Association Inc	13-Oct-2018	03-Nov-2018



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Light Audit Maintenance	13344	Works, Parks & Recreation Department	17-Oct-2018	17-Oct-2018
Youth Sunday Fun Day	13519	QLD Sisdac Youth	02-Dec-2018	02-Dec-2018

EVC1 Evan Marginson Park - Netball Canteen

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and weekly competition	13438	Goodna Netball Association Inc	01-Oct-2018	31-Dec-2018

EVC2 Evan Marginson Park - Union/Athletics Canteen

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Little Athletics	13361	Goodna Little Athletics Assoc	05-Oct-2018	28-Dec-2018

EVN Evan Marginson Netball Courts

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
2018 Jacaranda Festival	12203	Goodna Community Association Inc	21-Oct-2018	29-Oct-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	16-Oct-2018	16-Oct-2018
Tree Trimming from Light Audit	13490	Works, Parks & Recreation Department	02-Nov-2018	02-Nov-2018

Flinders Plum Picnic Area

FL1 Flinders Plum Picnic Area Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	26-Nov-2018	10-Dec-2018

FL2 Flinders Plum Picnic Area Zone 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	26-Nov-2018	10-Dec-2018

George & Eileen Hastings Sports Centre

GECA George & Eileen Hastings Sports Centre Canteen

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Fixtures & Taining	13482	Ipswich Softball Association	02-Oct-2018	30-Dec-2018

GED1 George & Eileen Hastings Sport Centre Diamond 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Interschool Sports	13219	Ipswich School Sport	05-Oct-2018	23-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	29-Nov-2018	29-Nov-2018
Seasonal Fixtures & Taining	13482	Ipswich Softball Association	02-Oct-2018	30-Dec-2018



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GED2 George & Eileen Hastings Sport Centre Diamond 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Interschool Sports	13219	Ipswich School Sport	05-Oct-2018	23-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	04-Dec-2018	04-Dec-2018
Seasonal Fixtures & Taining	13482	Ipswich Softball Association	02-Oct-2018	30-Dec-2018

GED3 George & Eileen Hastings Sport Centre Diamond 3

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Interschool Sports	13219	Ipswich School Sport	05-Oct-2018	23-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	05-Dec-2018	05-Dec-2018
Seasonal Fixtures & Taining	13482	Ipswich Softball Association	02-Oct-2018	30-Dec-2018

Goodna Memorial - 4 Church Street

GOODI Goodna Memorial & Pillar

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Goodna Memorial - 64 Brisbane Terrace

GOOM Goodna Stone and Plaque

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Goupong Park

GOM Goupong Park Memorial Stone

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Grande Park

GRM Grande Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

GRP Grande Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Personal Training	12301	Real You Fitness Training	01-Oct-2018	31-Dec-2018



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Group Fitness	12715	Hard Out Fitness	03-Oct-2018	29-Dec-2018
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GRT1 Grande Park Tennis Court 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Tennis Fitness - Stay Fit Playing Tennis	12975	Mr Janmejey Dhuldhoya	02-Oct-2018	25-Dec-2018

GRT2 Grande Park Tennis Court 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Tennis Fitness - Stay Fit Playing Tennis	12975	Mr Janmejey Dhuldhoya	02-Oct-2018	25-Dec-2018

Hardings Paddock

HAR0 Hardings Paddock

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Search and Rescue Exercise involving Police, SES, and RFS	13366	Queensland Police Service	13-Oct-2018	13-Oct-2018
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	27-Nov-2018	10-Dec-2018

HAR1 Hardings Paddock Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Search and Rescue Exercise involving Police, SES, and RFS	13366	Queensland Police Service	13-Oct-2018	13-Oct-2018
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	27-Nov-2018	10-Dec-2018

HAR2 Hardings Paddock Zone 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Parks Board Meetings	12991	Works, Parks & Recreation Department	31-Oct-2018	31-Oct-2018
Search and Rescue Exercise involving Police, SES, and RFS	13366	Queensland Police Service	13-Oct-2018	13-Oct-2018
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	27-Nov-2018	10-Dec-2018

HAR3 Hardings Paddock Zone 3 (Circle)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Search and Rescue Exercise involving Police, SES, and RFS	13366	Queensland Police Service	13-Oct-2018	13-Oct-2018
21st Birthday Celebration	13547	Ms Amy Priman	18-Nov-2018	18-Nov-2018
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	27-Nov-2018	10-Dec-2018



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Henry Lawson Bicentennial Park

HE1 Henry Lawson Bicentennial Park Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
1st Birthday Party	13199	Ms Sammi-Lee Jordan	10-Nov-2018	10-Nov-2018

Ipswich City Mall

ICM1 Zone 1 - Rotunda

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Central Redevelopment	12820	Ipswich City Properties Pty Ltd	01-Oct-2018	31-Dec-2018

ICM2 Zone 2 - Grassed Area

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Central Redevelopment	12820	Ipswich City Properties Pty Ltd	01-Oct-2018	31-Dec-2018

ICM3 Zone 3 - Grassed Area to Brisbane Street

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Central Redevelopment	12820	Ipswich City Properties Pty Ltd	01-Oct-2018	31-Dec-2018
Day for Daniel 2018	13225	Arts, Social Development And Community Engagement	26-Oct-2018	26-Oct-2018
Vehicle Access for stock removal	13630	Atrae Pty Ltd	08-Dec-2018	08-Dec-2018

Ipswich Cycle Park

ICP108 1,080m Criterium Track Loop

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Cycling Club Seasonal Booking	12648	Ipswich Cycling Club	01-Oct-2018	31-Dec-2018

ICP400 400m Criterium Track Loop

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Cycling Club Seasonal Booking	12648	Ipswich Cycling Club	01-Oct-2018	31-Dec-2018

Ipswich Motorsport Precinct

IPSA1 Ipswich Motorsport Lease A - Big Track

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich and West Moreton Auto Club Activities	12226	Ipswich West Moreton Auto Club	13-Oct-2018	02-Dec-2018
Safe Driver Training	12237	Safe Drive Training (Aust) Pty Ltd	11-Oct-2018	09-Nov-2018
Driver Training Dirt Event	12238	Skid Control	04-Nov-2018	22-Dec-2018
Car Club Social Event	12243	Impreza WRX Club Of Queensland Inc.	25-Nov-2018	25-Nov-2018



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2018 Off Road Rush Rally Drive Experience	12260	Off Road Rush Pty Ltd	06-Oct-2018	30-Dec-2018
2018 Rally School Rally Drive Experience	12269	Rally School Pty Ltd	20-Oct-2018	09-Dec-2018

IPSA2 Ipswich Motorsport Lease A - Small Track

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Dirt Kart Racing	12236	Ipswich City Dirt Kart Club	01-Oct-2018	31-Dec-2018
Hattonvale & District Kart Club Seasonal Sporting	12392	Hattonvale & District Kart Club Inc	28-Oct-2018	23-Dec-2018

IPSB Ipswich Motorsport - Lease B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Lighting Maintenance	13238	Works, Parks & Recreation Department	01-Oct-2018	02-Oct-2018
Lighting Maintenance	13513	Works, Parks And Recreation Department	05-Nov-2018	16-Nov-2018

IPSD1 Ipswich Motorsport - Lease D - Speedway

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Speedway & Flat Track Dirt Racing	12388	Ipswich Switches Junior Speedway Club Inc	05-Oct-2018	30-Dec-2018
Lighting Maintenance	13238	Works, Parks & Recreation Department	01-Oct-2018	02-Oct-2018
Lighting Maintenance	13513	Works, Parks And Recreation Department	05-Nov-2018	16-Nov-2018

IPSD2 Ipswich Motorsport - Lease D - Moto X

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Lighting Maintenance	13238	Works, Parks & Recreation Department	01-Oct-2018	02-Oct-2018
Lighting Maintenance	13513	Works, Parks And Recreation Department	05-Nov-2018	16-Nov-2018

Ivor Marsden

IVA Ivor Marsden Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	12821	Ipswich Logan Cricket Association	01-Oct-2018	31-Dec-2018
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	01-Oct-2018	31-Dec-2018
20/20 Cricket Matches and Training	13094	9th Force Support Battalion	04-Oct-2018	20-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	28-Nov-2018	28-Nov-2018
Lighting Maintenance	13417	Works, Parks & Recreation Department	09-Oct-2018	19-Oct-2018



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Lighting Audit - Ivor Marsden, NIR Oval A & Alan Cumming Oval	13553	Works, Parks & Recreation Department	28-Nov-2018	28-Nov-2018
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IVB Ivor Marsden Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	01-Oct-2018	31-Dec-2018

IVC Ivor Marsden Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	05-Oct-2018	30-Dec-2018

IVCL Ivor Marsden Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	12821	Ipswich Logan Cricket Association	01-Oct-2018	31-Dec-2018
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	01-Oct-2018	31-Dec-2018

IVCN Ivor Marsden Cricket Nets

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	12821	Ipswich Logan Cricket Association	01-Oct-2018	31-Dec-2018

IVD Ivor Marsden Oval D

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	01-Oct-2018	31-Dec-2018

IVE Ivor Marsden Oval E (Baxter Oval)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Metropolitan West School Sport QLD School Sport	11919	Metropolitan West School Sport	08-Oct-2018	15-Oct-2018
Training and Weekly Competition	12821	Ipswich Logan Cricket Association	01-Oct-2018	31-Dec-2018
Seasonal cricket competition	12937	Ipswich & West Moreton Cricket Assoc Inc	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	28-Nov-2018	28-Nov-2018
Lighting Maintenance	13417	Works, Parks & Recreation Department	09-Oct-2018	19-Oct-2018
Lighting Audit - Ivor Marsden, NIR Oval A & Alan Cumming Oval	13553	Works, Parks & Recreation Department	28-Nov-2018	28-Nov-2018

Jane Gorry Park

JGP Jane Gorry Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Bootcamp	12351	Mrs Jessica Leigh Barwick	02-Oct-2018	27-Dec-2018



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Jim Donald Parklands

JDA Jim Donald Parklands Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance	12960	Works, Parks & Recreation Department	01-Oct-2018	25-Oct-2018
Junior Six a Side Soccer Competition	13026	Raceview Congregational Soccer Club	10-Oct-2018	12-Dec-2018
TRL	13153	Ipswich Jets Rugby League Football Club	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	15-Nov-2018	15-Nov-2018
Junior cricket matches for IWMCA	13363	Brothers Cricket Club Ipswich Inc	06-Oct-2018	30-Dec-2018
Training and weekly competition	13459	Ipswich City Soccer Allsports Club Inc.	20-Nov-2018	18-Dec-2018
Queensland Christian Soccer Association - West Zone - Muster Evening	13613	QCSA West Zone Inc	06-Dec-2018	06-Dec-2018

JDB Jim Donald Parklands Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance	12960	Works, Parks & Recreation Department	01-Oct-2018	25-Oct-2018
Junior Six a Side Soccer Competition	13026	Raceview Congregational Soccer Club	10-Oct-2018	12-Dec-2018
TRL	13153	Ipswich Jets Rugby League Football Club	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	15-Nov-2018	15-Nov-2018
Junior cricket matches for IWMCA	13363	Brothers Cricket Club Ipswich Inc	06-Oct-2018	30-Dec-2018
Queensland Christian Soccer Association - West Zone - Muster Evening	13613	QCSA West Zone Inc	06-Dec-2018	06-Dec-2018

JDCR Jim Donald Parklands Club Room

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Junior Six a Side Soccer Competition	13026	Raceview Congregational Soccer Club	10-Oct-2018	12-Dec-2018
Junior cricket matches for IWMCA	13363	Brothers Cricket Club Ipswich Inc	06-Oct-2018	06-Oct-2018

JDE Jim Donald Parklands Oval E

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Softball Training	13155	Bombers Softball Club Inc	03-Oct-2018	12-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	15-Nov-2018	15-Nov-2018



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Jim Finimore

JFA Jim Finimore Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Jim Finimore - Interscholar Sport Touch Football	13172	Ipswich Interscholar Sport	12-Oct-2018	09-Nov-2018
Touch Football Games	13270	Ipswich Touch Association Inc	01-Oct-2018	27-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	12-Oct-2018	12-Oct-2018
Lighting Audit	13397	Works, Parks & Recreation Department	16-Nov-2018	16-Nov-2018

JFB Jim Finimore Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Jim Finimore - Interscholar Sport Touch Football	13172	Ipswich Interscholar Sport	12-Oct-2018	09-Nov-2018
Active Breaks Holiday Program	13210	Works, Parks & Recreation Department	05-Oct-2018	05-Oct-2018
Touch Football Games	13270	Ipswich Touch Association Inc	01-Oct-2018	27-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	12-Oct-2018	12-Oct-2018
Lighting Audit	13397	Works, Parks & Recreation Department	16-Nov-2018	16-Nov-2018

JFC Jim Finimore Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Jim Finimore - Interscholar Sport Touch Football	13172	Ipswich Interscholar Sport	12-Oct-2018	09-Nov-2018
Touch Football Games	13270	Ipswich Touch Association Inc	02-Oct-2018	27-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	12-Oct-2018	12-Oct-2018
Lighting Audit	13397	Works, Parks & Recreation Department	16-Nov-2018	16-Nov-2018

JFCL Jim Finimore Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Touch Football Games	13270	Ipswich Touch Association Inc	01-Oct-2018	06-Dec-2018

JFD Jim Finimore Oval D

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Jim Finimore - Interscholar Sport Touch Football	13172	Ipswich Interscholar Sport	12-Oct-2018	09-Nov-2018
Touch Football Games	13270	Ipswich Touch Association Inc	04-Oct-2018	27-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	12-Oct-2018	12-Oct-2018



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Lighting Audit	13397	Works, Parks & Recreation Department	16-Nov-2018	16-Nov-2018
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Kholo Gardens

KH1 Kholo Gardens Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Wedding Ceremony	9976	Megan Seiler	17-Nov-2018	17-Nov-2018
CANCELLED Wedding Ceremony	10101	Ms Megan Schaffer	13-Oct-2018	13-Oct-2018
Wedding Ceremony	11492	Miss Rachel King	27-Oct-2018	27-Oct-2018
CANCELLED - Wedding Ceremony	11540	Ms Tiffany Skinn and Mr Jordan James Geoffrey Cummings	10-Nov-2018	10-Nov-2018
Wedding ceremony	11843	Felicity Hawkes	06-Oct-2018	06-Oct-2018
Wedding Ceremony	11934	Ms Terese Skidmore	06-Oct-2018	06-Oct-2018
Wedding Ceremony	12140	Mrs/Ms Stephanie Baker	20-Oct-2018	20-Oct-2018
Wedding Ceremony	12740	Ms Lisa Moore	15-Dec-2018	15-Dec-2018
CANCELLED - Wedding Ceremony	12837	Mr Michael Parkins	28-Oct-2018	28-Oct-2018
Wedding Ceremony	12994	Mr Matthew Goedhart	17-Nov-2018	17-Nov-2018
CANCELLED Wedding	13061	Ms Elizabeth Adsett	01-Dec-2018	01-Dec-2018
Wedding Ceremony	13126	Mr Arron Midgley	18-Oct-2018	18-Oct-2018
Wedding Ceremony	13128	Ms Karah Lee Simmons	21-Dec-2018	21-Dec-2018
Wedding Ceremony	13157	Miss Anita Rose Wright	19-Oct-2018	19-Oct-2018
Picnic Birthday Party	13208	Ms Amy Priman	18-Nov-2018	18-Nov-2018
Wedding Ceremony	13235	Ms Kayla Frame	30-Nov-2018	30-Nov-2018
Small Intimate Wedding Ceremony	13368	Ms Terese Skidmore	20-Oct-2018	20-Oct-2018
Wedding Ceremony	13389	Ms Marie Manu-Sione	12-Oct-2018	12-Oct-2018
CANCELLED - School Formal Photo Shoot	13473	Ms Jennette McMullen	14-Nov-2018	14-Nov-2018
Year 12 Formal Photos	13540	Ms Caitlyn Forsyth	13-Nov-2018	13-Nov-2018
Wedding Ceremony	13555	Mrs/Ms Tiffany Thomas	29-Dec-2018	29-Dec-2018

KHC Kholo Gardens Church

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Wedding Ceremony	12140	Mrs/Ms Stephanie Baker	20-Oct-2018	20-Oct-2018
Wedding and Reception	12627	Ms Alicia Rose McDonald Voysey	28-Oct-2018	28-Oct-2018
Wedding Ceremony	13125	Mrs Christie Lee Campbell	06-Oct-2018	06-Oct-2018



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Wedding Ceremony	13202	Rebecca Lousie Nielsen	29-Nov-2018	01-Dec-2018
Baby Shower / Family BBQ	13215	Miss Whareponga Walker	27-Oct-2018	27-Oct-2018
CANCELLED - School Formal Photo Shoot	13473	Ms Jennette McMullen	14-Nov-2018	14-Nov-2018
Family Gathering	13602	Mr Chris Hutchison	06-Dec-2018	06-Dec-2018
Naming Day	13644	Mr/Ms Jamie Lee Knight	15-Dec-2018	15-Dec-2018

KHFC Kholo Gardens Function Centre

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cleaners Staff Meeting	12333	Works, Parks & Recreation Department	05-Dec-2018	05-Dec-2018
50th Wedding Anniversary (Vow Renewal)	12394	Mr Peter Hawkins	08-Dec-2018	08-Dec-2018
CANCELLED - Family Reunion	12551	Mrs/Ms Lyn Stewart	26-Dec-2018	26-Dec-2018
Wedding and Reception	12627	Ms Alicia Rose McDonald Voysey	28-Oct-2018	28-Oct-2018
CANCELLED 1st Birthday Party	12922	Mrs Bethany Hannah Smith	16-Dec-2018	16-Dec-2018
CANCELLED Wedding	13061	Ms Elizabeth Adsett	01-Dec-2018	01-Dec-2018
Conducting Job Interviews & Work Project Trainee Graduation	13065	QLD Fitness Sport & Recreation Skills Alliance	13-Dec-2018	14-Dec-2018
Wedding Ceremony	13128	Ms Karah Lee Simmons	24-Oct-2018	21-Dec-2018
Wedding Ceremony & Reception	13151	Mr Michael Robert Jordan	17-Nov-2018	17-Nov-2018
CANCELLED - Wedding	13158	Ms Rachael Corbett	05-Nov-2018	05-Nov-2018
Wedding Ceremony	13202	Rebecca Lousie Nielsen	29-Nov-2018	01-Dec-2018
Ipswich North Child Safety Service Centre Planning Day	13307	Department Of Child Safety	23-Oct-2018	23-Oct-2018
Council Strategy Workshop	13365	Works, Parks & Recreation Department	16-Oct-2018	17-Oct-2018
Small Intimate Wedding Ceremony	13368	Ms Terese Skidmore	20-Oct-2018	20-Oct-2018
Workshops	13393	Works, Parks & Recreation Department	31-Oct-2018	02-Nov-2018
Wedding Ceremony	13403	Felicity Hawkes	06-Oct-2018	06-Oct-2018
Small Wedding Ceremony & Celebrations	13409	Ms Rachael Corbett	05-Nov-2018	05-Nov-2018
Training Event	13437	SNAICC - National Voice for our Children	12-Nov-2018	16-Nov-2018
CANCELLED - EDM Quarterly Catch Up	13448	Economic Development And Marketing	07-Dec-2018	07-Dec-2018
Karana Downs Pony Club Christmas Break Up	13465	Karana Downs Pony Club	02-Dec-2018	02-Dec-2018



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CANCELLED - School Formal Photo Shoot	13473	Ms Jennette McMullen	14-Nov-2018	14-Nov-2018
CANCELLED - Baby Shower	13475	Ms Trudy Dux	09-Dec-2018	09-Dec-2018
Inspection	13585	Mr Cody Baker	23-Nov-2018	26-Nov-2018
Family Gathering	13602	Mr Chris Hutchison	06-Dec-2018	06-Dec-2018
Meeting	13631	Works, Parks & Recreation Department	11-Dec-2018	11-Dec-2018

Kingsmill Road-Albion Street Memorial

KINM Kingsmill Road-Albion Street Memorial Stone

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Kippen Park

KIA Kippen Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance	12934	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	14-Nov-2018	14-Nov-2018
Pre season training	13566	Western Spirit Football Club Inc	13-Nov-2018	20-Dec-2018

KIB Kippen Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance	12934	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	14-Nov-2018	14-Nov-2018

Leichhardt Park

LEM Leichhardt Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Limestone Park

LIA Limestone Park Oval A (Mark Marsh Oval)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Interschool Sports Program - AFL	13119	Ipswich District School Sport	05-Oct-2018	09-Nov-2018



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Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Cricket Training and Competition Matches	13289	Central Districts Cricket Club	01-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	09-Oct-2018	09-Oct-2018
Football Pre Season	13485	Ipswich Eagles AFC	13-Nov-2018	20-Dec-2018

LIB Limestone Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Interschool Sports Program - AFL	13119	Ipswich District School Sport	05-Oct-2018	09-Nov-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Cricket Training and Competition Matches	13289	Central Districts Cricket Club	06-Oct-2018	30-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	09-Oct-2018	09-Oct-2018

LIBPC Limestone Park (Bill Paterson Clubhouse)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Training	12516	Ipswich And District Athletics Club	01-Oct-2018	31-Dec-2018
Ipswich Little Athletics Training and Weekly competition	13136	Ipswich Little Athletics Centre	01-Oct-2018	31-Dec-2018

LIBPO Limestone Park (Bill Paterson Oval)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Limestone Park - Park Run	12325	Ipswich QLD Parkrun	06-Oct-2018	29-Dec-2018
Seasonal Training	12516	Ipswich And District Athletics Club	01-Oct-2018	31-Dec-2018
Interschool Sports Program - AFL	13119	Ipswich District School Sport	05-Oct-2018	09-Nov-2018
Ipswich Little Athletics Training and Weekly competition	13136	Ipswich Little Athletics Centre	02-Oct-2018	11-Dec-2018
Oval Works - Hammer Throw Installation	13227	Works, Parks & Recreation Department	18-Oct-2018	01-Nov-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	09-Oct-2018	09-Oct-2018
Orienteering	13369	Ugly Gully Orienteering Club	24-Nov-2018	24-Nov-2018
Hand Over of Hammer Throws Cage	13392	Works, Parks & Recreation Department	04-Oct-2018	04-Oct-2018

LIC Limestone Park Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance - DO NOT BOOK	12027	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018



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Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
LICL Limestone Park Clubhouse (Whyte Family)				
<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cricket Training and Competition Matches	13289	Central Districts Cricket Club	01-Oct-2018	31-Dec-2018
LID Limestone Park Oval D				
<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Maintenance - DO NOT BOOK	12027	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
CANCELLED - Fireworks only	13571	Ipswich Central State School	07-Dec-2018	07-Dec-2018
LIM Limestone Park (Personal Trainers)				
<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Children's Fitness Group	12345	Ginger Sport Pty Ltd	02-Oct-2018	25-Dec-2018
Group Outdoor Personal Training	12477	Step Into Life Ipswich Central	01-Oct-2018	31-Dec-2018
Personal Training	12737	Bee-Fit Personal Training Australia	01-Oct-2018	29-Oct-2018
Group Fitness Classes	12869	Mrs Adrianna Warren	04-Oct-2018	30-Dec-2018
Fitness & Personal Training	13115	Competitive Edge Fitness	02-Oct-2018	27-Dec-2018
1 on 1 personal training sessions	13411	Mr Jake Lund	01-Nov-2018	31-Dec-2018
Running Group	13422	Ipswich Hospital Foundation	03-Oct-2018	31-Dec-2018
Group and Personal Training Sessions	13516	Bee-Fit Personal Training Australia	31-Oct-2018	31-Dec-2018
LIME Limestone Park - Coal Miners Memorial				
<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
St Barbara's Day Memorial service	13559	Ipswich Historical Society Inc	04-Dec-2018	04-Dec-2018
LIN Limestone Park Netball Courts				
<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Netball	12782	Ipswich Netball Association	01-Oct-2018	27-Nov-2018
Active Breaks Holiday Program	13210	Works, Parks & Recreation Department	02-Oct-2018	02-Oct-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	02-Oct-2018	04-Oct-2018
CANCELLED - Limestone Park - Annual Memorial Service	13381	Ipswich Hospice Care Inc	06-Oct-2018	06-Oct-2018



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LINCL Limestone Park Netball Court Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Netball	12782	Ipswich Netball Association	01-Oct-2018	27-Nov-2018

Lobley Park

LO2 Lobley Park - Memorial

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
Lobley Park - Annual Community Christmas Carols	13247	Churchill Baptist Church	01-Dec-2018	01-Dec-2018

LOP Lobley Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	11-Oct-2018	13-Dec-2018
Circuit and Boxercise Fitness Session	13424	Ipswich Hospital Foundation	10-Oct-2018	31-Dec-2018

Local Parks - District 1

L1 Local Parks - District 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Market Square - Movember Fundraiser BBQ	13556	Works, Parks & Recreation Department	22-Nov-2018	22-Nov-2018

LD1 Local Parks - District 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Kholo Enviroplan Reserve - Bird Survey	12432	Ms Meg Gordon	04-Oct-2018	04-Oct-2018
Sapling Pocket Reserve - Bird Watching	12801	Mr Peter John Horler	15-Dec-2018	22-Dec-2018
Memorial Gardens (RSL) - Team Building Exercise/BBQ Lunch	13015	SEQ Water	19-Nov-2018	19-Nov-2018
CANCELLED - Bob Gamble Park - Christmas Wonderland and Family Day	13129	Economic Development And Marketing	08-Dec-2018	31-Dec-2018
Queens Park - Free BBQ for Homeless	13166	Abundant Life Initiative T/A Cityhope Care	02-Oct-2018	25-Dec-2018
Morgan Park - Morgan Family Reunion	13207	Mr Jon Somers	04-Nov-2018	04-Nov-2018
Joseph Brady Park - Precious Wings Memorial Service	13282	Precious Wings	15-Oct-2018	15-Oct-2018
Team Building Exercise/BBQ Lunch	13374	SEQWater	10-Oct-2018	10-Oct-2018
The Cricket Pitch - Remembrance Day Service	13413	Pine Mountain & Districts Historical Society	11-Nov-2018	11-Nov-2018



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Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018
Willey Street Park - Birthday Party	13522	Mrs Lucy Stanley	08-Dec-2018	08-Dec-2018
The Cricket Pitch - Carols in the Park	13528	Pine Mountain & District Progress Association	02-Dec-2018	02-Dec-2018
Queens Park (Caretaker's Cottage) - Christmas Party	13529	Yourtown	06-Dec-2018	06-Dec-2018
Memorial Gardens (RSL) and The Pump Yard - Christmas Market	13620	Young Veterans Ipswich	13-Dec-2018	13-Dec-2018
Memorial Gardens (RSL) - RSL Still Photography	13647	The Creative Imagineers Pty Ltd	19-Dec-2018	20-Dec-2018
Kholo Enviroplan Reserve - Bird Research Project	13669	Mr Patrick Webster	22-Dec-2018	27-Dec-2018

Local Parks - District 2

LD2 Local Parks - District 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Goupong Park - Footprints in the Park Free Community BBQs	12022	Footprints In The Park Inc	06-Oct-2018	13-Oct-2018
CANCELLED Lagoon Precinct - Biggest Swim Lesson	12198	Australian Crawl (Goodna) Pty Ltd	08-Dec-2018	08-Dec-2018
2018 Jacaranda Festival	12203	Goodna Community Association Inc	21-Oct-2018	29-Oct-2018
Castle Hill Blackstone Reserve - A Nature Play Program for the Kindergarten Children	12586	Bindarra Childrens Day Care Centre	16-Oct-2018	12-Nov-2018
Parkour Workshops	12626	Works, Parks & Recreation Department	27-Oct-2018	22-Dec-2018
Redbank Plains Memorial Park - Bi-monthly community family fun day	13096	Be Brave Australia	06-Oct-2018	01-Dec-2018
Redbank Plains Recreation Reserve - Christmas Carols	13109	LiveCity Church	09-Dec-2018	09-Dec-2018
Jamboree Park - Disc Golf Event	13112	Swich City Disc Golf	07-Oct-2018	02-Dec-2018
CANCELLED - Movie in the Park with free sausage sizzle	13191	The Potters House Christian Fellowship Church	10-Nov-2018	10-Nov-2018
CANCELLED - Brittain's Road Reserve - Movie in the Park with free sausage sizzle	13233	The Potters House Christian Fellowship Church	24-Nov-2018	24-Nov-2018
Tom Lenihan, Marburg Community, Rotary, Hayden/Maculata, Bob Gibbs, Goupong, Leslie (Skate Clinics)	13236	Works, Parks & Recreation Department	02-Oct-2018	20-Dec-2018
Lowry Park - Kidz Biz School Holiday Program	13256	Gailes Community House	03-Oct-2018	03-Oct-2018



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Diggers Rest - Footprint in the Park	13377	Footprints In The Park Inc	05-Oct-2018	28-Dec-2018
CANCELLED - Limestone Park - Annual Memorial Service	13381	Ipswich Hospice Care Inc	06-Oct-2018	06-Oct-2018
Temporary Access behind 44 Aldinga Street	13399	Mr Anthony Stewart Yarrow	03-Oct-2018	08-Oct-2018
CANCELLED - Temporary Access behind 7 Coutts Street, Goodna	13412	Brisbane Tree Services	09-Oct-2018	09-Oct-2018
Temporary access through Jack Barkley Park - to the back of 33 Gledson Street, North Booval	13429	Mr Lawrence Hull	18-Oct-2018	25-Oct-2018
Temporary Access through Summit Park to the back of 3 Grande South Circuit, Springfield Lakes	13467	Treepeeps Pty Ltd	22-Oct-2018	22-Oct-2018
Old Camira Landfill & Redbank Plains Recreation Reserve - Redbank Summerholm Silent Flyers Seasonal	13470	Redbank Summerholm Silent Flyers	04-Oct-2018	30-Dec-2018
Richardson Park as displayed on map - Martial Arts Club Christmas Party	13488	Camira Chikara Martial Arts	01-Dec-2018	01-Dec-2018
CANCELLED - Grande Park - Birthday Party	13494	Mrs/Ms Caroline Applton	04-Nov-2018	04-Nov-2018
Temporary Access to the rear of 44 Aldinga Street, Redbank Plains	13496	Mr Anthony Stewart Yarrow	02-Nov-2018	12-Nov-2018
Rotary Bicentennial Park - Family movie in the Park with free sausage sizzle	13503	The Potters House Christian Fellowship Church	24-Nov-2018	24-Nov-2018
Temporary Access behind 7 Warburton Street, Collingwood Park	13505	Mrs Johanna Magrietha Campbell	02-Nov-2018	04-Nov-2018
Grande Park - Day Care Christmas Party	13514	Springfield Lakes Early Learning	08-Dec-2018	08-Dec-2018
VERRALL PARK - Community Christmas/Fun Day Event	13520	The Village Building Co. Limited	09-Dec-2018	09-Dec-2018
Hayden & Maculata Parks - Youth Engagement Event	13531	Arts, Social Development And Community Engagement	15-Dec-2018	15-Dec-2018
Rotary Bicentennial Park - Prayer for the Sick, with Free Sausage Sizzle	13534	The Potters House Christian Fellowship Church	08-Dec-2018	08-Dec-2018
Temporary Access behind 22 Woodbine Avenue, Camira	13535	Mr Neville Stephen Lake	09-Nov-2018	09-Nov-2018
Diggers Rest - Footprints in the Park	13548	Footprints In The Park Inc	01-Dec-2018	29-Dec-2018
Rotary Bicentennial Park - Free Food for the Community	13557	El Shaddai Ministries International	08-Dec-2018	08-Dec-2018
Rossner-Gibney Park - Temporary Access	13561	Mr Ayden James Grulke	24-Nov-2018	24-Nov-2018
CANCELLED - Fail Park - Temporary Access	13562	Mr David Graham	29-Nov-2018	30-Nov-2018



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Pan Pacific Peace Gardens - Work Christmas Break Up BBQ	13574	Works, Parks & Recreation Department	08-Dec-2018	08-Dec-2018
Temporary Access to the rear of 44 Aldinga Street, Redbank Plains	13609	Mr Anthony Stewart Yarrow	03-Dec-2018	07-Dec-2018
Temporary Access behind 92 Conte Circuit, Augustine Heights	13626	Mr Benjamin Glen Ross	07-Dec-2018	14-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018
Temporary Access through Fail park	13639	Mr David Graham	17-Dec-2018	31-Dec-2018

Local Parks - District 3

LD3 Local Parks - District 3

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Tom Lenihan, Marburg Community, Rotary, Hayden/Maculata, Bob Gibbs, Goupong, Leslie (Skate Clinics)	13236	Works, Parks & Recreation Department	19-Dec-2018	19-Dec-2018
Lobley Park - Annual Community Christmas Carols	13247	Churchill Baptist Church	01-Dec-2018	01-Dec-2018
Marburg Community Park, Oval, Green Shed Grounds - Black Snake Creek Art Show and Markets	13331	Marburg & District Residents Association Inc	09-Oct-2018	13-Oct-2018
Stirling Road Reserve - Bird Watching following existing tracks	13356	Mr Peter John Horler	09-Oct-2018	23-Oct-2018
Temporary Access - Corner of Kingsley Street and Kinmonth Street, Walloon	13358	Mrs Judith Ann Butler	01-Oct-2018	05-Oct-2018
Brooking Parklands - Fitness Sessions	13425	Ipswich Hospital Foundation	13-Oct-2018	31-Dec-2018
Temporary Access through Worley Park to the rear of 27 Prunda Parade, Raceview	13578	Ms Donna Anderson	24-Nov-2018	27-Nov-2018
Flinders Goolman Conservation Estate & Hardings Paddock- CAN NOT BE USED - Fire Risk	13591	Finance & Corporate Services Department	26-Nov-2018	10-Dec-2018
Community Park Marburg - Community Carols Evening	13635	Marburg Community Carols Committee and Marburg & District Residents Association Inc	16-Dec-2018	22-Dec-2018

Manson Park

MAA Manson Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018



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Marburg Community Oval

MCO Marburg Community Oval

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cricket Matches and Training	13421	Marburg Mt Crosby Thunder Cricket Club	13-Oct-2018	08-Dec-2018

MCOA Marburg Community Oval

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Marburg Community Park, Oval, Green Shed Grounds - Black Snake Creek Art Show and Markets	13331	Marburg & District Residents Association Inc	09-Oct-2018	13-Oct-2018

Memorial Gardens (RSL)

MEA Memorial Gardens (RSL)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
Memorial Gardens (RSL) - Team Building Exercise/BBQ Lunch	13015	SEQ Water	19-Nov-2018	19-Nov-2018
Team Building Exercise/BBQ Lunch	13374	SEQWater	10-Oct-2018	10-Oct-2018
Christmas Lights Run	13583	Ipswich Hospital Foundation	20-Dec-2018	20-Dec-2018
Memorial Gardens (RSL) and The Pump Yard - Christmas Market	13620	Young Veterans Ipswich	13-Dec-2018	13-Dec-2018
Memorial Gardens (RSL) - RSLStill Photography	13647	The Creative Imagineers Pty Ltd	19-Dec-2018	20-Dec-2018

North Ipswich Reserve

NOA North Ipswich Reserve Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Score Board Maintenance	12343	Works, Parks & Recreation Department	29-Nov-2018	29-Nov-2018
Oval Maintenance	12959	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
NYE 2019	13252	Economic Development And Marketing	31-Dec-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	25-Oct-2018	25-Oct-2018
Council End of Year Celebration	13491	Ipswich City Council	12-Dec-2018	15-Dec-2018
Lighting Audit - Ivor Marsden, NIR Oval A & Alan Cumming Oval	13553	Works, Parks & Recreation Department	22-Nov-2018	22-Nov-2018

NOF1 North Ipswich Reserve Function Room 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
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Wedding Reception	11490	Miss Rachel King	26-Oct-2018	29-Oct-2018
Cleaning - North Ipswich Reserve	11978	Works, Parks & Recreation Department	03-Oct-2018	26-Dec-2018
A High Tea Fundraiser	12072	Afternoon Tea With Friends	13-Oct-2018	15-Oct-2018
Year 11 Leadership Conference	12143	St Edmund's College	02-Nov-2018	03-Nov-2018
Annual Stamp Club Fair	12242	Division 4 Office	20-Oct-2018	21-Oct-2018
Ipswich Jets Events	12341	Ipswich Jets Rugby League Football Club Inc	05-Oct-2018	06-Oct-2018
Score Board Maintenance	12343	Works, Parks & Recreation Department	29-Nov-2018	29-Nov-2018
CANCELLED Civic Centre Booking	12399	Ipswich Civic Centre	30-Oct-2018	15-Nov-2018
DECLINED - Cross sector Alliance of government and NGOs to support local families	12408	Kummara Association Incorporated	08-Oct-2018	10-Dec-2018
CANCELLED 2018 Sports Awards	12434	Works, Parks & Recreation Department	08-Nov-2018	11-Nov-2018
Year 6 Dinner/Ceremony	12479	Blair State School	02-Dec-2018	05-Dec-2018
WPR Event	12541	Works, Parks & Recreation Department	13-Dec-2018	17-Dec-2018
Civic Centre Booking	12623	Ipswich Civic Centre	18-Oct-2018	20-Oct-2018

NOF2 North Ipswich Reserve Function Room 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Wedding Reception	11490	Miss Rachel King	26-Oct-2018	29-Oct-2018
Cleaning - North Ipswich Reserve	11978	Works, Parks & Recreation Department	03-Oct-2018	26-Dec-2018
A High Tea Fundraiser	12072	Afternoon Tea With Friends	13-Oct-2018	15-Oct-2018
Year 11 Leadership Conference	12143	St Edmund's College	02-Nov-2018	03-Nov-2018
Annual Stamp Club Fair	12242	Division 4 Office	20-Oct-2018	21-Oct-2018
Ipswich Jets Events	12341	Ipswich Jets Rugby League Football Club Inc	05-Oct-2018	06-Oct-2018
Score Board Maintenance	12343	Works, Parks & Recreation Department	29-Nov-2018	29-Nov-2018
CANCELLED Civic Centre Booking	12399	Ipswich Civic Centre	30-Oct-2018	15-Nov-2018
DECLINED - Cross sector Alliance of government and NGOs to support local families	12408	Kummara Association Incorporated	08-Oct-2018	10-Dec-2018
CANCELLED 2018 Sports Awards	12434	Works, Parks & Recreation Department	08-Nov-2018	11-Nov-2018
Year 6 Dinner/Ceremony	12479	Blair State School	02-Dec-2018	05-Dec-2018



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WPR Event	12541	Works, Parks & Recreation Department	13-Dec-2018	17-Dec-2018
Civic Centre Booking	12623	Ipswich Civic Centre	18-Oct-2018	20-Oct-2018

NOM North Ipswich Reserve Memorial

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Pan Pacific Peace Gardens

PAB Pan Pacific Peace Gardens Bush Chapel

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Wedding Ceremony	12349	Ms Katherine Chmielarski	03-Nov-2018	03-Nov-2018
Wedding Ceremony	13022	Ms Brittney Molloy	20-Oct-2018	20-Oct-2018
Pan Pacific Peace Gardens - Work Christmas Break Up BBQ	13574	Works, Parks & Recreation Department	08-Dec-2018	08-Dec-2018

Queens Park

Q1 Queens Park Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Outreach Program	12537	Rosies Youth Mission Inc	04-Oct-2018	27-Dec-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
Breakfast for the Homeless	13265	Centro Church Ipswich	01-Dec-2018	29-Dec-2018
Orienteering	13369	Ugly Gully Orienteering Club	24-Nov-2018	24-Nov-2018
Footprints in the Park	13378	Footprints In The Park Inc	03-Oct-2018	26-Dec-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018

Q2 Queens Park Zone 2

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
Orienteering	13369	Ugly Gully Orienteering Club	24-Nov-2018	24-Nov-2018
Mums and Bubs Fitness Session	13375	Ipswich Hospital Foundation	04-Oct-2018	27-Dec-2018
Free Food for the Community	13427	El Shaddai Ministries International	13-Oct-2018	13-Oct-2018
Free BBQ for the Community	13447	El Shaddai Ministries International	27-Oct-2018	27-Oct-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018



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QUB Queens Park Bush Chapel

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Simple Wedding Ceremony	12139	Ms Rachelle Smith	20-Oct-2018	20-Oct-2018
CANCELLED Wedding Ceremony	12212	Ms Georgia Dunning	24-Oct-2018	28-Oct-2018
Wedding Ceremony	12416	Mr Kyle Flemming	27-Oct-2018	27-Oct-2018
Wedding Ceremony	12451	Ms Shirley Jones	03-Nov-2018	03-Nov-2018
Wedding Ceremony	12776	Ms Tegan Kate Eaglesham	12-Oct-2018	12-Oct-2018
Wedding Ceremony	12834	Ms Melissa Christie	02-Nov-2018	02-Nov-2018
Wedding Ceremony	12882	Ms Lisa David	31-Oct-2018	31-Oct-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
Wedding Ceremony	13085	Mr John George Leeming	25-Nov-2018	25-Nov-2018
Wedding Ceremony	13164	Ms Wendy Gaye Young	03-Nov-2018	03-Nov-2018
Wedding Ceremony	13286	Mrs/Ms Debbie Eveleigh	12-Oct-2018	12-Oct-2018
Orienteering	13369	Ugly Gully Orienteering Club	24-Nov-2018	24-Nov-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018
Queens Park (Caretaker's Cottage) - Christmas Party	13529	Yourtown	06-Dec-2018	06-Dec-2018
Wedding Ceremony	13536	Mr Prince Williams	24-Nov-2018	24-Nov-2018

QUC Queens Park Croquet Hall and Upper Lawns

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Croquet Club Seasonal Sporting	11756	Ipswich Croquet Club Inc	02-Oct-2018	29-Dec-2018
Wedding Ceremony and Reception	12342	Ms Rachel Elizabeth Vickary	27-Oct-2018	29-Oct-2018
General Information Meetings	12505	Native Plants Queensland - Ipswich Branch	09-Oct-2018	11-Dec-2018
Picnic	12566	Ms Steele Woodstock	07-Oct-2018	07-Oct-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
Maintenance	12938	Works, Parks & Recreation Department	01-Dec-2018	31-Dec-2018
CANCELLED - Australian Foundation for Disability - Activities	13087	Australian Foundation For Disability	01-Oct-2018	12-Nov-2018
Staff training/meeting	13316	Miss Elasha Jackwitz	01-Oct-2018	01-Oct-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	08-Oct-2018	10-Dec-2018
CANCELLED - Birthday Party	13343	Mr Bennett Christensen	20-Oct-2018	20-Oct-2018



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HSRS Christmas Break Up	13371	Health, Security & Regulatory Services Department	24-Dec-2018	24-Dec-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018
Wellbeing Community Event delivered by Neami, funded by PHN	13611	Neami National	05-Dec-2018	19-Dec-2018

QUC2 Queens Park Croquet Lower Lawn

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Ipswich Croquet Club Seasonal Sporting	11756	Ipswich Croquet Club Inc	02-Oct-2018	29-Dec-2018
Wedding Ceremony and Reception	12342	Ms Rachel Elizabeth Vickary	28-Oct-2018	28-Oct-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
Maintenance	12938	Works, Parks & Recreation Department	01-Dec-2018	31-Dec-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018

QUE Queens Park Educational Centre Conference Room

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
2018 Kids go Wild Activities	11569	Works, Parks & Recreation Department	01-Oct-2018	28-Dec-2018
2018 Bremer Catchment Association Monthly Meetings	11714	Bremer Catchment Association Inc	18-Oct-2018	15-Nov-2018
Breastfeeding Education Classes	12094	Australian Breastfeeding Assn - Ipswich Group	21-Oct-2018	11-Nov-2018
QASSP Branch Meetings, Training Events and Professional Development Opportunities	12166	Queensland Association of State School Principals	11-Oct-2018	16-Nov-2018
UnitingCare Program	12314	Uniting Care Queensland	02-Oct-2018	18-Dec-2018
QPEEC Volunteers Meeting	12461	Works, Parks & Recreation Department	07-Nov-2018	07-Nov-2018
BNI Accelerate Weekly Meetings	12689	BNI Accelerate	03-Oct-2018	19-Dec-2018
SeniorNet Committee Meetings, General Meetings and 2 Lunch Meetings	12773	SeniorNet Association Inc	08-Oct-2018	13-Dec-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018
CANCELLED Team Workshop	12928	School Of Health & Wellbeing, Uni Of South QLD	29-Nov-2018	29-Nov-2018
Building & Plumbing Christmas Event	12996	Planning & Development Department	12-Dec-2018	12-Dec-2018
Ipswich HSC Garden Awards	13285	Department Of Housing And Public Works	06-Nov-2018	09-Nov-2018



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South East Queensland Environmental Education Centre Committee meeting	13310	Works, Parks & Recreation Department	28-Nov-2018	28-Nov-2018
Map of Mystery	13312	Works, Parks & Recreation Department	15-Oct-2018	18-Oct-2018
Youth Alcohol and Other Drugs Training	13318	Arts, Social Development And Community Engagement	09-Oct-2018	22-Nov-2018
Enviroplan Photo Comp Exhibition	13328	Works, Parks & Recreation Department	01-Oct-2018	07-Oct-2018
State Govt Attracting Tourism Fund Briefing	13347	Office Of Economic Development	29-Oct-2018	29-Oct-2018
Following the Figs School Program	13398	Works, Parks & Recreation Department	29-Oct-2018	07-Nov-2018
Eat Safe Meeting	13402	Health, Security & Regulatory Services Department	17-Oct-2018	17-Oct-2018
Cancelled - Meeting & Thank You Lunch	13426	U3A Ipswich & West Moreton Inc.	30-Nov-2018	30-Nov-2018
Office Planning Day	13440	Department Of Child Safety - Ipswich South Cssc	05-Dec-2018	05-Dec-2018
Map of Mystery	13449	Works, Parks & Recreation Department	16-Nov-2018	21-Nov-2018
Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	13-Dec-2018	22-Dec-2018
Client Information Update	13509	Jade Financial Group	04-Dec-2018	04-Dec-2018
ICC & Heart Foundation Function	13532	Works, Parks & Recreation Department	08-Dec-2018	08-Dec-2018
Map of Mystery	13570	Ipswich City Council - Works Parks And Recreation	06-Dec-2018	06-Dec-2018
Ipswich West Moreton Health Alliance People and Cultural Workshop	13593	Economic Development And Marketing	07-Dec-2018	07-Dec-2018
Interviews	13612	Works, Parks & Recreation Department	03-Dec-2018	03-Dec-2018

QUM Queens Park Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
Outdoor Classroom Day	12917	Works, Parks & Recreation Department	01-Nov-2018	01-Nov-2018

QUNE Queens Park Nerima Gardens

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Photography for Bridal Party	13443	Miss Allegra Morgan Stevens	26-Oct-2018	26-Oct-2018



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Queens Park Christmas Wonderland Event	13466	Economic Development And Marketing	09-Dec-2018	28-Dec-2018
Senior Formal Photos	13486	Bremer State High School	13-Nov-2018	13-Nov-2018

QUT Queens Park Nerima Gardens Tea House

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Japanese Tea Ceremony Walking Tour	13439	Economic Development And Marketing	27-Oct-2018	24-Nov-2018

Redbank Monument - Bridge St & Brisbane Rd

REDM/ Redbank Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018
Remembrance Day Commemorative Service	13357	Redbank Sub-Branch RSL	11-Nov-2018	11-Nov-2018

Redbank Plains Recreation Reserve

RE1 Redbank Plains Recreation Reserve Zone 1

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED Soccer Training & Coach and Referee Training	12679	Isoccer Australia	01-Oct-2018	01-Nov-2018
Free Food For The Community	13499	El Shaddai Ministries International	10-Nov-2018	10-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

RE2 Redbank Plains Recreation Reserve Zone 2 (Planes)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Old Camira Landfill & Redbank Plains Recreation Reserve - Redbank Summerholm Silent Flyers Seasonal	13470	Redbank Summerholm Silent Flyers	04-Oct-2018	27-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REA Redbank Plains Recreation Reserve Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	24-Oct-2018	25-Oct-2018
CANCELLED Soccer and Multisport Training	12824	W Sports Inc	01-Oct-2018	12-Nov-2018
Maintenance	12939	Works, Parks & Recreation Department	01-Oct-2018	30-Dec-2018



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Maintenance	13090	Works, Parks & Recreation Department	31-Dec-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	20-Nov-2018	20-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REB Redbank Plains Recreation Reserve Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	25-Oct-2018	25-Oct-2018
Maintenance	12939	Works, Parks & Recreation Department	01-Oct-2018	30-Dec-2018
Maintenance	13090	Works, Parks & Recreation Department	31-Dec-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	21-Nov-2018	21-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REC Redbank Plains Recreation Reserve Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	25-Oct-2018	25-Oct-2018
Maintenance	12939	Works, Parks & Recreation Department	25-Oct-2018	25-Nov-2018
Maintenance	13090	Works, Parks & Recreation Department	01-Oct-2018	23-Oct-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	21-Nov-2018	21-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018
Maintenance	13677	Works, Parks & Recreation Department	18-Dec-2018	31-Dec-2018

REC3 AFL-Redbank Plns Recreation Reserve Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Cricket Competition	13321	South East Redbacks Cricket Club Inc	03-Oct-2018	29-Dec-2018

RED Redbank Plains Recreation Reserve Oval D

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	24-Oct-2018	25-Oct-2018



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Active Breaks Holiday Program	13210	Works, Parks & Recreation Department	04-Oct-2018	04-Oct-2018
CANCELLED -Sport Carnival for Youth Community	13277	Mr/Ms Scouja Otim	20-Oct-2018	20-Oct-2018
Weekly Cricket Competition	13321	South East Redbacks Cricket Club Inc	06-Oct-2018	30-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	20-Nov-2018	20-Nov-2018
Provide CASA-Approved "Drone" pilot training	13468	Virtual Edge 4d Pty Ltd T/A Wicked Copters	23-Oct-2018	23-Oct-2018
CANCELLED - CASA-Approved "Drone" pilot training	13515	Virtual Edge 4d Pty Ltd T/A Wicked Copters	20-Nov-2018	29-Nov-2018
Weekly Preseason Training	13543	Collingwood Park Power AFC	13-Nov-2018	18-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REE Redbank Plains Recreation Reserve Oval E

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	24-Oct-2018	25-Oct-2018
Maintenance	12939	Works, Parks & Recreation Department	01-Oct-2018	25-Oct-2018
Softball Club Training	13141	Raiders Softball Club	02-Oct-2018	20-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	19-Nov-2018	19-Nov-2018
Cultural Dance	13610	Queensland Maruun	01-Dec-2018	01-Dec-2018
Social Soccer	13621	Mr James Lewis Miller	03-Dec-2018	31-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REF Redbank Plains Recreation Reserve Oval F

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	24-Oct-2018	25-Oct-2018
Oval Maintenance	13071	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Redbank Plains Recreation Reserve - Christmas Carols	13109	LiveCity Church	09-Dec-2018	09-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	21-Nov-2018	21-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018



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REG Redbank Plains Recreation Reserve Oval G

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Sports Carnival (Touch Football and Futsal)	12433	Christian Community Ministries	24-Oct-2018	25-Oct-2018
Oval Maintenance	13071	Works, Parks & Recreation Department	01-Oct-2018	31-Dec-2018
Redbank Plains Recreation Reserve - Christmas Carols	13109	LiveCity Church	09-Dec-2018	09-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	21-Nov-2018	21-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

REM Redbank Plains Recreation Reserve Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

REP Redbank Plains Recreation Reserve (Personal Traine

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Personal Training	12248	Commit To Fit QLD	01-Oct-2018	03-Dec-2018
Group Fitness Training for Mums	12640	Ms Shea-Lee Carney	02-Oct-2018	25-Dec-2018
Group Fitness Training	12675	Ms Shea-Lee Carney	01-Oct-2018	31-Dec-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	10-Oct-2018	12-Dec-2018

Richardson Park

RIA Richardson Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	17-Oct-2018	17-Oct-2018
Carols By Candlelight	13434	Goodna Rugby League Football Club	08-Dec-2018	08-Dec-2018

Riverheart Parklands

RIV2 Riverheart Parklands - Memorial Stone

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Robelle Domain



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RD1 Robelle Domain The Circle

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Big Screen Fun in the Sun	12060	Australian Crawl (Goodna) Pty Ltd	04-Oct-2018	18-Oct-2018
CANCELLED - 2018 Queensland Diwali - Indian Festival of Lights	12081	Indian Cultural & Sports Club Inc	12-Oct-2018	14-Oct-2018
CANCELLED Lagoon Precinct - Biggest Swim Lesson	12198	Australian Crawl (Goodna) Pty Ltd	08-Dec-2018	08-Dec-2018
Children's Festival 2018	12270	World Harmony Society	27-Oct-2018	10-Nov-2018
Annual event of Dewali Celebration for the BSQ members	12781	Bengali Society Of Queensland (BSQ)	17-Nov-2018	27-Dec-2018
Cultural Festival	13010	Lupang Hinirang Pty Ltd	25-Nov-2018	25-Nov-2018
Community Carols 2018	13033	Springfield Christian Family	07-Dec-2018	15-Dec-2018
2018 NYE Event	13060	ICON Community Incorporated	30-Dec-2018	31-Dec-2018
CDH Sunflower Sunday	13122	CDH Australia	11-Nov-2018	11-Nov-2018
CANCELLED - Family Fun Day	13135	Headspace Ipswich	07-Oct-2018	07-Oct-2018
Fundraiser fun run for the Trail to Triumph charity, through the local NFP community group SRG	13376	Springfield Runners Group	14-Oct-2018	14-Oct-2018
CANCELLED - Markets for Dog People - Christmas Ipswich Dog Celebration	13419	Bad Wolf Boutique	24-Nov-2018	24-Nov-2018
Remembrance Day Service (100 Years - World War 1 1914 to 1918)	13463	Springfield Light Tower Inc	11-Nov-2018	11-Nov-2018
Springfield Central State High School Events	13592	Springfield Central State High School	10-Dec-2018	12-Dec-2018
Christmas Party for Kids in Foster Care	13601	Inala Community House	19-Dec-2018	19-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018
Worship (singing and dancing)	13649	Free Pentecostal Church Of Australia	16-Dec-2018	16-Dec-2018

RD3 Robelle Domain Pyramid Lawn

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED Lagoon Precinct - Biggest Swim Lesson	12198	Australian Crawl (Goodna) Pty Ltd	08-Dec-2018	08-Dec-2018
Children's Festival 2018	12270	World Harmony Society	27-Oct-2018	10-Nov-2018
Cultural Festival	13010	Lupang Hinirang Pty Ltd	25-Nov-2018	25-Nov-2018
Community Carols 2018	13033	Springfield Christian Family	08-Dec-2018	15-Dec-2018
2018 NYE Event	13060	ICON Community Incorporated	30-Dec-2018	31-Dec-2018



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Fundraiser fun run for the Trail to Triumph charity, through the local NFP community group SRG	13376	Springfield Runners Group	14-Oct-2018	14-Oct-2018
CANCELLED - Markets for Dog People - Christmas Ipswich Dog Celebration	13419	Bad Wolf Boutique	24-Nov-2018	24-Nov-2018
Health and Wellness Expo	13493	Mrs Chelsea Renee Cooper	11-Nov-2018	11-Nov-2018
Family Gathering	13502	Ms Leeanne Fox	18-Nov-2018	18-Nov-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

RD4 Robelle Domain White Gum Terrace

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED Lagoon Precinct - Biggest Swim Lesson	12198	Australian Crawl (Goodna) Pty Ltd	08-Dec-2018	08-Dec-2018
Children's Festival 2018	12270	World Harmony Society	27-Oct-2018	10-Nov-2018
Community Carols 2018	13033	Springfield Christian Family	08-Dec-2018	15-Dec-2018
2018 NYE Event	13060	ICON Community Incorporated	30-Dec-2018	31-Dec-2018
5th Birthday Party	13254	Ms Telsa Hardy	21-Oct-2018	21-Oct-2018
Fundraiser fun run for the Trail to Triumph charity, through the local NFP community group SRG	13376	Springfield Runners Group	14-Oct-2018	14-Oct-2018
CANCELLED - Markets for Dog People - Christmas Ipswich Dog Celebration	13419	Bad Wolf Boutique	24-Nov-2018	24-Nov-2018
End of Year Party for Childcare Centre	13433	Kidikingdom Childcare	09-Dec-2018	09-Dec-2018
Ugly Gully Orienteering	13489	Ugly Gully Orienteering Club	04-Nov-2018	04-Nov-2018
Springfield Central State High School Events	13592	Springfield Central State High School	10-Dec-2018	12-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

RD6 Robelle Domain Eucalypt Avenue

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED Lagoon Precinct - Biggest Swim Lesson	12198	Australian Crawl (Goodna) Pty Ltd	08-Dec-2018	08-Dec-2018
Children's Festival 2018	12270	World Harmony Society	27-Oct-2018	10-Nov-2018
1st Birthday Party	12963	Ms Logoipule Suemai	06-Oct-2018	06-Oct-2018
Community Carols 2018	13033	Springfield Christian Family	08-Dec-2018	15-Dec-2018
2018 NYE Event	13060	ICON Community Incorporated	30-Dec-2018	31-Dec-2018
Baby Shower	13329	Ms Erin Sharp	04-Nov-2018	04-Nov-2018



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Fundraiser fun run for the Trail to Triumph charity, through the local NFP community group SRG	13376	Springfield Runners Group	14-Oct-2018	14-Oct-2018
Team Building Day	13385	Dominos Pizza	04-Oct-2018	04-Oct-2018
Christmas Gathering for Child Protection Organisation Staff	13492	Unitingcare	24-Nov-2018	24-Nov-2018
Christmas Party	13600	Inala Community House	19-Dec-2018	19-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

RD8 Robelle Domain Market/Stall Area

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Monthly Markets	13204	Springfield Markets & Australian Crawl Springfield	05-Oct-2018	28-Dec-2018

RDM Robelle Domain Memorial

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

RDP Robelle Domain (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Boot camp	11899	Adam McGuire	04-Oct-2018	11-Oct-2018
Hoola Hooping Classes	12253	Duck For Cover Entertainers Group	02-Oct-2018	04-Dec-2018
Boxing Boot Camp	12265	O and M Health and Fitness	01-Oct-2018	10-Dec-2018
Ginger Sport Coaching Sessions	12300	Ginger Sport Pty Ltd	01-Oct-2018	29-Dec-2018
Personal Training	12301	Real You Fitness Training	01-Oct-2018	31-Dec-2018
Yoga Classes	12474	Ms Mei-Fong Chung	06-Oct-2018	15-Dec-2018
Fitness Group / Personal Training	12577	Mr Wayne Booth	01-Oct-2018	31-Dec-2018
Parkour Workshops	12626	Works, Parks & Recreation Department	24-Nov-2018	24-Nov-2018
Outdoor Group Training Sessions	12965	Healthy You HQ	01-Oct-2018	31-Dec-2018
Personal Training	12988	Mrs Katrina Anne Mataruarua	06-Oct-2018	30-Dec-2018
CANCELLED - Fitness Class for Mum and Bubs	13275	Ms Chi Nguyen	02-Oct-2018	02-Oct-2018
Bootcamp Training (PT)	13333	Alefaio Tito	06-Oct-2018	24-Nov-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	13-Oct-2018	15-Dec-2018
Mums and Bubs Fitness Session	13423	Ipswich Hospital Foundation	05-Oct-2018	28-Dec-2018
Fitness Group & Personal Training	13537	Mr Grant Schmidt	04-Nov-2018	31-Dec-2018



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Hoola Hooping Classes	13690	Gypsy Hooping	22-Dec-2018	29-Dec-2018
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Roseberry Parade Monument

RPA Roseberry Parade Monument

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
WPR BLANKET BK - ANZAC & Remembrance Day	9528	Works, Parks & Recreation Department	11-Nov-2018	11-Nov-2018

Rosewood Showgrounds

ROCC Rosewood Showgrounds Cultural Centre

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
2018 Meetings, Dances, Cent Auctions and Show	11498	Rosewood Show Society	01-Oct-2018	10-Dec-2018
2018 Tae Kwon Do Events	11950	QLD Regional Tae Kwon Do	02-Oct-2018	13-Dec-2018
Cleaning - Rosewood Cultural Centre	11970	Works, Parks & Recreation Department	04-Oct-2018	27-Dec-2018
South East QLD Penning 2018 Dates	11972	S.E.Q Team Penning Association	27-Oct-2018	27-Oct-2018
Rosewood Craft & Quilters	12036	Rosewood Craft & Quilters	03-Oct-2018	12-Dec-2018
Rosewood Pony Club 2018 Dates	12042	Rosewood Pony Club	17-Nov-2018	18-Nov-2018
Rosewood Trail & Working Horse 2018 Dates	12043	Rosewood Trail And Working Horse Association	15-Dec-2018	15-Dec-2018
End of Year Awards	13113	National Rodeo Association	08-Dec-2018	10-Dec-2018
Year 6 Primary School Graduation Ceremony	13197	St. Brigid's Catholic Primary School	06-Dec-2018	07-Dec-2018
CANCELLED Year 12 Valedictory Dinner	13222	Rosewood State High School	14-Nov-2018	15-Nov-2018
CANCELLED - Wedding	13249	Mr Wayne Robert Gamble	03-Nov-2018	04-Nov-2018
CANCELLED - Breast Cancer Awareness Morning Tea	13373	Able Australia Services	29-Oct-2018	29-Oct-2018
Seniors Christmas Party	13436	Rosewood & District Support Centre Inc	13-Dec-2018	13-Dec-2018
Inspection at Rosewood Cultural Centre with Robyn McCarthy	13526	Works, Parks & Recreation Department	08-Nov-2018	08-Nov-2018

ROE Rosewood Showgrounds Exhibition Pavillion

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Country District Darts - Darts Social	11872	Country District Darts Association	02-Oct-2018	08-Dec-2018
Fire Boar	13525	Health, Security & Regulatory Services Department	07-Nov-2018	07-Nov-2018



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ROM Rosewood Showgrounds Main Arena

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
South East QLD Penning 2018 Dates	11972	S.E.Q Team Penning Association	27-Oct-2018	28-Oct-2018
Rosewood Pony Club 2018 Dates	12042	Rosewood Pony Club	06-Oct-2018	18-Nov-2018
Rosewood Trail & Working Horse 2018 Dates	12043	Rosewood Trail And Working Horse Association	13-Oct-2018	15-Dec-2018

ROS Rosewood Showground Sand Arena

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
National Barrell Horse Association	11733	National Barrel Horse Association	31-Oct-2018	15-Nov-2018
South East QLD Penning 2018 Dates	11972	S.E.Q Team Penning Association	27-Oct-2018	28-Oct-2018
Rosewood Pony Club 2018 Dates	12042	Rosewood Pony Club	06-Oct-2018	18-Nov-2018
Rosewood Trail & Working Horse 2018 Dates	12043	Rosewood Trail And Working Horse Association	13-Oct-2018	15-Dec-2018
2018 Barrel Racing	12063	QLD Barrel Racing Association	07-Oct-2018	19-Dec-2018
CANCELLED - Small Horse Clinic	12984	Ipswich & District Trail Horse Riders Club	14-Oct-2018	14-Oct-2018

Sam's Reserve

SAMA Sam's Reserve Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Cricket Training and Competition	13322	South East Redbacks Cricket Club Inc	01-Oct-2018	31-Dec-2018

SAMC Sam's Reserve Cricket Nets

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Cricket Training and Competition	13322	South East Redbacks Cricket Club Inc	01-Oct-2018	31-Dec-2018

SAMC/ Sam's Reserve Canteen/Change Room

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Weekly Cricket Training and Competition	13322	South East Redbacks Cricket Club Inc	01-Oct-2018	31-Dec-2018

Spring Lake Park

SPL Spring Lake Park Lawn

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Wedding Ceremony	11913	Ms Krystle-Marie May	20-Oct-2018	20-Oct-2018
Wedding Ceremony	12860	Mrs Donna Rijken	06-Oct-2018	06-Oct-2018
Pest Fishing Competition and Education Day	12961	2 Bent Rods	13-Oct-2018	17-Nov-2018
Naming Day	12989	Mr Benjamin John Ness	06-Oct-2018	06-Oct-2018



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Wedding Ceremony	13272	Ms Aimee Rickard-Simms	21-Dec-2018	21-Dec-2018
Wedding Ceremony	13291	Mr Rehana Khan	25-Nov-2018	25-Nov-2018
Baby Shower	13308	Mrs/Ms Rachel Mulder	03-Nov-2018	03-Nov-2018
Wedding Ceremony	13348	Ms Kerri Ann Grams	10-Nov-2018	10-Nov-2018
End Of Year Picnic	13588	Nigerian Community Association In Queensland	15-Dec-2018	15-Dec-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

SPPT Spring Lake Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Boot camp	11899	Adam McGuire	01-Oct-2018	08-Oct-2018
Personal Training	12301	Real You Fitness Training	02-Oct-2018	27-Dec-2018
Pest Fishing Competition and Education Day	12961	2 Bent Rods	13-Oct-2018	17-Nov-2018
Group fitness training	12972	Healthy You HQ	01-Oct-2018	31-Dec-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	13-Oct-2018	15-Dec-2018
Fitness Group & Personal Training	13538	Mr Grant Schmidt	02-Nov-2018	31-Dec-2018
Boxing Fitness Sessions	13580	Mr Andrew David Williams	25-Nov-2018	30-Dec-2018

SPT Spring Lake Park Tennis Courts

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Pest Fishing Competition and Education Day	12961	2 Bent Rods	13-Oct-2018	17-Nov-2018

SPTB Spring Lake Park The Boardwalk

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Pest Fishing Competition and Education Day	12961	2 Bent Rods	13-Oct-2018	17-Nov-2018
Wedding Ceremony	13195	Ms Nicole Hockey	06-Oct-2018	06-Oct-2018
Filming - Opossum Creek Park, Pieter Greeff Park, Augusta Green Park, Jane Gorry Park	13632	Zanzibar Family Trust	12-Dec-2018	13-Dec-2018

Stallard Park

STB Stallard Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Junior Cricket Matches	13140	Central Districts Cricket Club	06-Oct-2018	29-Dec-2018



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Sutton Park

SUA Sutton Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Oval Maintenance	13073	Works, Parks & Recreation Department	01-Oct-2018	30-Dec-2018
Weekly Junior Cricket Games - IWMCA Junior Competition	13213	Northsiders Cricket Club	19-Oct-2018	30-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	24-Oct-2018	24-Oct-2018
CANCELLED - Annual Christmas Carols	13408	Brassall Christmas In The Park Inc	29-Nov-2018	01-Dec-2018

SUB Sutton Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Oval Maintenance	13073	Works, Parks & Recreation Department	01-Oct-2018	30-Dec-2018
Weekly Junior Cricket Games - IWMCA Junior Competition	13213	Northsiders Cricket Club	19-Oct-2018	30-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	24-Oct-2018	24-Oct-2018
CANCELLED - Annual Christmas Carols	13408	Brassall Christmas In The Park Inc	29-Nov-2018	01-Dec-2018

SUC Sutton Park Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Active Breaks Holiday Program	13210	Works, Parks & Recreation Department	02-Oct-2018	02-Oct-2018
CANCELLED - Annual Christmas Carols	13408	Brassall Christmas In The Park Inc	29-Nov-2018	29-Nov-2018
CANCELLED Free BBQ for the community	13410	El Shaddai Ministries International	13-Oct-2018	13-Oct-2018
BBQ for Cancer Families Assisted Throughout the Year	13455	Team Cupcake Inc	15-Dec-2018	15-Dec-2018

SUCC Sutton Park Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Football Season	12230	Ipswich City Soccer Allsports Club Inc.	01-Oct-2018	31-Dec-2018

SUP Sutton Park (Personal Trainers)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED - Personal Training Session	12290	Mr Luke Galm	06-Oct-2018	29-Dec-2018
Commit to Fit Personal Training	12504	Commit To Fit QLD	01-Oct-2018	31-Dec-2018
CANCELLED - Weekly Bootcamps	12651	Mr Aidan Horler	07-Oct-2018	30-Dec-2018
Active Parks Program - PT Training	13338	Works, Parks & Recreation Department	10-Oct-2018	12-Dec-2018



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Note: Data is current as at close of business on the previous working day.

Group and Personal Training Sessions	13521	Bee-Fit Personal Training Australia	31-Oct-2018	31-Dec-2018
Kids Fitness Classes	13558	Ms Georgina Louise Davis	13-Nov-2018	13-Dec-2018

The Cricket Pitch

TC The Cricket Pitch

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
The Cricket Pitch - Carols in the Park	13528	Pine Mountain & District Progress Association	02-Dec-2018	02-Dec-2018

Tivoli Sports Complex

TIA Tivoli Sports Complex Oval A (J P Hogan Field)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Baseball training and games	13481	Musketeers Sports Club Inc	02-Oct-2018	16-Dec-2018

TIB Tivoli Sports Complex Oval B (T C McDonald Field)

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Dog Agility Training, Workshops & Competitions	12590	Agility Dog Club of Qld Inc	03-Oct-2018	28-Oct-2018
Dog Agility Training, Workshops & Competitions	13362	Agility Dog Club Of Queensland Inc	31-Oct-2018	19-Dec-2018
Baseball training and games	13481	Musketeers Sports Club Inc	02-Oct-2018	16-Dec-2018
Maintenance	13569	Works, Parks And Recreation Department	23-Nov-2018	26-Nov-2018

TIC Tivoli Sports Complex Oval C

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Junior and Senior Oztag Tournament	12312	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	04-Oct-2018	30-Dec-2018
Oztag	13175	Ipswich Oztag	11-Nov-2018	18-Nov-2018
Club Soccer Trials	13258	Western Pride Football Club	08-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	23-Oct-2018	23-Oct-2018

TICL Tivoli Sports Complex Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Baseball training and games	13481	Musketeers Sports Club Inc	02-Oct-2018	16-Dec-2018

TICN Tivoli Sports Complex Cricket Nets

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	02-Oct-2018	27-Dec-2018



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Note: Data is current as at close of business on the previous working day.

Light Audit Maintenance	13344	Works, Parks & Recreation Department	23-Oct-2018	23-Oct-2018
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TID Tivoli Sports Complex Oval D

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Junior and Senior Oztag Tournament	12312	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	04-Oct-2018	30-Dec-2018
Oztag	13175	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Club Soccer Trials	13258	Western Pride Football Club	08-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	23-Oct-2018	23-Oct-2018

TIE Tivoli Sports Complex Oval E

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	04-Oct-2018	30-Dec-2018
Oztag	13175	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Club Soccer Trials	13258	Western Pride Football Club	08-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	23-Oct-2018	23-Oct-2018

TIF Tivoli Sports Complex Oval F

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	04-Oct-2018	30-Dec-2018
Oztag	13175	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Club Soccer Trials	13258	Western Pride Football Club	08-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	23-Oct-2018	23-Oct-2018
Club Training during Maintenance at Cribb Park	13603	Tigers Softball Club	12-Dec-2018	12-Dec-2018

TISF Tivoli Sports Complex Sports Facility

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Junior and Senior Oztag Tournament	12312	Ipswich Oztag	03-Oct-2018	19-Dec-2018
Training and Weekly Competition	13174	Marburg Mt Crosby Thunder Cricket Club	02-Oct-2018	30-Dec-2018
Club Soccer Trials	13258	Western Pride Football Club	08-Oct-2018	08-Oct-2018

Tofa Mamao a Samoa Park

TOA Tofa Mamao a Samoa Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
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Note: Data is current as at close of business on the previous working day.

CANCELLED - Cricket & Volley Ball	13330	Fasitootai Village Fellowship	01-Oct-2018	01-Oct-2018
Youth Fellowship Games	13469	Inala Samoan Methodist Church Of Queensland Inc	01-Dec-2018	01-Dec-2018
Annual Youth Day	13530	QLD Sisdac Youth	02-Dec-2018	09-Dec-2018

TOB Tofa Mamao a Samoa Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
CANCELLED - Cricket & Volley Ball	13330	Fasitootai Village Fellowship	01-Oct-2018	01-Oct-2018
Youth Fellowship Games	13469	Inala Samoan Methodist Church Of Queensland Inc	01-Dec-2018	01-Dec-2018
Annual Youth Day	13530	QLD Sisdac Youth	02-Dec-2018	09-Dec-2018

White Rock Conservation Estate

WHC White Rock Conservation Estate

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Team Building Activity	13354	RAAF Security & Fire School	25-Oct-2018	25-Oct-2018
CANCELLED Filming Corporate Video - FYI	13432	Mr Daniel Overend	15-Oct-2018	20-Oct-2018
Checking Route for Guided Night Bushwalks & Guided Night Bushwalks	13454	Works, Parks & Recreation Department	20-Oct-2018	26-Oct-2018
Filming Corporate Video FYI	13479	Mr Daniel Overend	07-Nov-2018	07-Nov-2018

WHDU White Rock Day Use Area

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Kids Go Wild School Holiday Session	13332	Works, Parks & Recreation Department	05-Oct-2018	05-Oct-2018
Team Building Activity	13354	RAAF Security & Fire School	25-Oct-2018	25-Oct-2018
CANCELLED Filming Corporate Video - FYI	13432	Mr Daniel Overend	15-Oct-2018	20-Oct-2018
Checking Route for Guided Night Bushwalks & Guided Night Bushwalks	13454	Works, Parks & Recreation Department	20-Oct-2018	26-Oct-2018
Filming Corporate Video FYI	13479	Mr Daniel Overend	07-Nov-2018	07-Nov-2018

WHY White Rock Yaddamun Trail

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
5km Park Run	13017	Parkrun Australia	06-Oct-2018	29-Dec-2018
Team Building Activity	13354	RAAF Security & Fire School	25-Oct-2018	25-Oct-2018
CANCELLED Filming Corporate Video - FYI	13432	Mr Daniel Overend	15-Oct-2018	20-Oct-2018
Checking Route for Guided Night Bushwalks & Guided Night Bushwalks	13454	Works, Parks & Recreation Department	20-Oct-2018	26-Oct-2018
Filming Corporate Video FYI	13479	Mr Daniel Overend	07-Nov-2018	07-Nov-2018



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Wiley Street Park (BMX Track)

WIBT Wiley Street Park BMX Track

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Use	12857	Ipswich & West Moreton BMX Club Inc	01-Oct-2018	31-Dec-2018
Landfill Monitoring - Various Locations	13271	Works, Parks & Recreation Department	05-Nov-2018	05-Nov-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	11-Oct-2018	11-Oct-2018
Wiley Street Park - Birthday Party	13522	Mrs Lucy Stanley	08-Dec-2018	08-Dec-2018

WIC Wiley Street Park Canteen

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Seasonal Use	12857	Ipswich & West Moreton BMX Club Inc	01-Oct-2018	31-Dec-2018

Woodcrest College

WCA Woodcrest College Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Oval Maintenance	13240	Works, Parks & Recreation Department	17-Dec-2018	31-Dec-2018
Cricket Training & Matches	13274	Greater Springfield Sports	02-Oct-2018	27-Dec-2018
Off Season Program, Trials and Pre-Season Training	13334	Springfield United Football Club	02-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	10-Oct-2018	10-Oct-2018
Light Maintenance	13641	Works, Parks & Recreation Department	20-Dec-2018	20-Dec-2018

WCB Woodcrest College Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Oval Maintenance	13240	Works, Parks & Recreation Department	17-Dec-2018	31-Dec-2018
Cricket Training & Matches	13274	Greater Springfield Sports	02-Oct-2018	27-Dec-2018
Off Season Program, Trials and Pre-Season Training	13334	Springfield United Football Club	02-Oct-2018	31-Dec-2018
Light Audit Maintenance	13344	Works, Parks & Recreation Department	10-Oct-2018	10-Oct-2018
Light Maintenance	13641	Works, Parks & Recreation Department	20-Dec-2018	20-Dec-2018



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WCCA Woodcrest College Canteen

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Cricket Training & Matches	13274	Greater Springfield Sports	02-Oct-2018	27-Dec-2018
Off Season Program, Trials and Pre-Season Training	13334	Springfield United Football Club	02-Oct-2018	31-Dec-2018

Woodend Nature Centre

WNC Woodend Nature Centre

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Community Education Program	12891	U3A Ipswich & West Moreton Inc.	01-Oct-2018	31-Dec-2018

Woodend Park

WOA Woodend Park Oval A

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	24-Oct-2018	24-Oct-2018
Training and Weekly Competition	13450	Ipswich Knights Soccer Club Inc	05-Nov-2018	31-Dec-2018
Club Training during Maintenance at Cribb Park	13603	Tigers Softball Club	29-Nov-2018	13-Dec-2018

WOB Woodend Park Oval B

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Light Audit Maintenance	13344	Works, Parks & Recreation Department	24-Oct-2018	24-Oct-2018
Training and Weekly Competition	13450	Ipswich Knights Soccer Club Inc	05-Nov-2018	31-Dec-2018

WOC Woodend Park Clubhouse

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Training and Weekly Competition	13450	Ipswich Knights Soccer Club Inc	05-Nov-2018	31-Dec-2018

Worley Park

WOR Worley Park

<u>Event Name</u>	<u>Booking No.</u>	<u>Customer Name</u>	<u>Start Date</u>	<u>End Date</u>
Temporary Access through Worley Park to the rear of 27 Prunda Parade, Raceview	13578	Ms Donna Anderson	24-Nov-2018	27-Nov-2018

Communities Committee	
Mtg Date: 22.01.2019	OAR: YES
Authorisation: Caroline McMahon	

11 December 2018

MEMORANDUM

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

FROM: COMMUNITY GRANTS COORDINATOR

RE: COMMUNITY DONATIONS PROGRAM – ADMINISTRATIVE GUIDELINES

INTRODUCTION:

This is a report by the Community Grants Coordinator dated 11 December 2018 concerning changes to the Community Donations Program Administrative Guidelines.

BACKGROUND:

The community donations program framework was reviewed in May 2018 to align Council's community donations practice with legislative requirements concerning Council's discretionary funds. The review also achieved the following:

- Public advertisement of the program;
- Publication of Administrative Guidelines for potential applicants which align to the Community Donations Policy
- Introduction of an online application process
- Centralised assessment of applications against eligibility criteria
- Robust acquittal process

This report proposes amendments to the Community Donations Program Administrative Guidelines to remove opportunities for misinterpretation of criteria, and provide clarity to applicants, particularly in terms of applicant and project eligibility.

RECOMMENDED CHANGES

The recommended changes to the Community Donations Program Administrative Guidelines are summarised below. The original document (Attachment B) and the updated document (Attachment C) are also provided. Changes to wording are highlighted in bold.

1. Timeframe (page 1 of the Community Donations Program Administrative Guidelines) – additional wording has been added:

“Council encourages applicants to apply at least 6 weeks before the project commences.”

This timeframe is not compulsory and intended to be a guide only to allow for any delays to the approval process such as the requirement for further information.

2. Funding Range (page 1 of the Community Donations Program Administrative Guidelines). The following wording has been removed as it is no longer applicable.

“The minimum amount of funding to an applicant organisation is \$100.”

3. The bullet point noted in ‘Eligibility Criteria’ on page 1 of the Community Donations Program Administrative Guidelines has been amended. The bullet point now reads:

*“have satisfactorily accounted to Council for the expenditure of any previous ~~donations or contributions~~ **funding** (for example community grants or other community donations);”*

4. The bullet point noted in ‘Exclusions’ on page 1 of the Community Donations Program Administrative Guidelines has been amended, as schools are eligible to apply for donations for extra-curricular activities. The bullet point now reads:

*“Government agencies or departments of local, state or federal government, **with the exception of schools;**”*

5. The bullet point noted in ‘Exclusions’ on page 1 of the Community Donations Program Administrative Guidelines has been amended, and now reads:

“Organisations who have outstanding, incomplete or unsatisfactory acquittals for ~~other~~ funding provided by Council or outstanding debts with Council.

6. The bullet point noted in ‘Eligible Projects/Programs’ on page 2 of the Community Donations Program Administrative Guidelines has been amended and now reads:

“Applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or the payment of personal expenses including those associated with ~~interstate or overseas~~ travel and accommodation;”

7. The bullet point noted in ‘Eligible Projects/Programs’ on page 2 of the Community Donations Program Administrative Guidelines has been amended and now reads:

*“Initiatives or activities that have already commenced or have been completed prior to the application being made **Council approval;**”*

8. Assessment Process (page 2) will include the scoring process as outlined below:

“Scoring is outlined below:

<i>Score</i>	<i>Explanation</i>
<i>1</i>	<i>Application is non-responsive to the question</i>
<i>2</i>	<i>Limited response to the question</i>
<i>3</i>	<i>Satisfactory response to the question</i>
<i>4</i>	<i>Strong response to the question</i>
<i>5</i>	<i>Outstanding response to the question</i>

The score which an application receives out of 100 determines the amount of funding recommended as follows:



<i>Score</i>	<i>Explanation</i>
<i>80-100</i>	<i>Recommended funding is 100% of the requested amount</i>
<i>60-79</i>	<i>Recommended funding is 75% of the requested amount</i>
<i>40-59</i>	<i>Recommended funding is 50% of the requested amount</i>
<i>Less than 40</i>	<i>Application is declined</i>

BENEFITS TO COMMUNITY AND CUSTOMERS:

The Community Donations Program provides funding and support to community based non-profit organisations. To align with the actions of Advance Ipswich and the Corporate Plan 2017–2022, projects are required to contribute to one or more of the following funding objectives:

- Encourage community activities that promote and celebrate a sense of belonging.
- Engage the community in the creation of local projects and programs that encourage inclusion and participation and promote and demonstrate a sense of belonging as it relates to the whole of community.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Community Donations Policy	Attachment A
Attachment B – Community Donations Program Administrative Guidelines - Current	 Attachment B
Attachment C – Community Donations Program Administrative Guidelines - Updated	 Attachment C

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

That the Community Donations Program – Administrative Guidelines be amended as outlined in the report by the Community Grants Coordinator dated 11 December 2018.

Josie Berry


COMMUNITY GRANTS COORDINATOR

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

Caroline McMahon

CHIEF OPERATING OFFICER

(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

	<p>COMMUNITY DONATIONS POLICY</p>	<p>Document No: A5086352</p>
<p>Objective:</p> <p>The purpose of this policy is to provide a framework which guides the administration of Council’s Community Donations Program in a manner consistent with council’s Community Grants Policy and corporate priorities; and complies with the <i>Local Government Act 2009</i> and the Local Government Regulation 2012.</p> <p>This policy is to be read in conjunction with the Community Donations Administrative Guidelines.</p>		
<p>Related Links:</p> <p><i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> Citywide and Divisional Funds Allocations Policy Corporate Plan 2017-2022 Advance Ipswich Community Plan</p> <p>Outcomes:</p> <p>The outcomes of this policy include:</p> <ul style="list-style-type: none"> • an ability for community donations to be budgeted for community purposes and allocated by Council at its discretion, including community donations for capital works that are for a community purpose; • achieving the objectives of council’s Corporate Plan, long-term asset management plan and annual budget; • providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and • distributing funds in an equitable, transparent and sustainable manner. <p>Scope:</p> <p>This policy applies to the community donations made available from Council to community organisations.</p> <p>This policy does not apply to Council’s grants, sponsorships, scholarships or bursaries made by resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.</p>		

This Policy takes effect from **23 August 2018**.

Statement:

This funding program provides Council with an annual amount (subject to annual budget allocations) for the allocation of community donations to spend for community purposes to benefit Ipswich residents. With an emphasis on community development and social infrastructure this policy aims to build community capacity, encourage participation, and develop vibrant, engaged and more resilient local communities.

This policy ensures an equitable, open and transparent process which complies with relevant legislation for community organisations to seek financial assistance. The policy and associated Administrative Guidelines act as tools to ensure that decision-making around the provision of community donations is transparent, accountable and contributes to the Council's corporate objectives.

Council's funding for community donations cannot be:

- carried over for more than one financial year;
- utilised for administration support service for Councillors;
- used for land acquisitions without a supporting council resolution;
- used for any purposes contrary to the Corporate Plan, strategy, policy or adopted Resolution; or
- used for purposes not consistent with the adopted eligibility criteria.

Guiding Principles:

The following principles provide a consistent approach to the administering of this policy and the delivery of Council's Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the Local Government Regulation 2012.

Eligibility Criteria:

Community organisations may apply for a community donation provided they meet the eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous donations or contributions (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or able to demonstrate that the project or program will benefit residents of Ipswich.

Who may not apply?

The following will not be considered for funding under this policy:

- government agencies or departments of local, state or federal government;
- Individuals and private profit-making organisations; and
- organisations who have outstanding, incomplete or unsatisfactory acquittals for other funding provided by Council or outstanding debts with Council.

Project / Program Eligibility:

To be eligible to be assessed for funding under this policy a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the Administrative Guidelines.

The following will not be eligible for funding consideration under this policy:

- Funding requests that are considered by Council to be solely the funding responsibility

of other levels of government.

- Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations).
- Applications for funding of the direct payment of cash competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with interstate or overseas travel and accommodation.
- Initiatives or activities that have already commenced or have been completed prior to the application being made.
- Normal operational expenses of community organisations, such as insurances or rental subsidies.
- Initiatives or activities whose funding is already sufficient to cover expected outlays.
- Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents.
- Funding requests made retrospectively (i.e. for a project or program that has already occurred).
- Projects or programs which have already received funding or in-kind support from Council.
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.

Application Process:

The process for receiving and assessing applications will be defined by the administrative procedure approved from time to time by the Council's Chief Executive Officer.

Timing of Applications:

Applications for community donations may be lodged at any time during the year. The approval of any application will be subject to the availability of funding allocated and available at the discretion of Council at any particular time of the year. That is, Council may choose to allocate such portion of the available funds as are deemed appropriate for different periods of the year e.g. quarterly. When available funding for a period has been fully allocated any outstanding applications may be held over until the next period when funding is available.

Applying for a community donation:

Applications of a localised nature (local community benefit) should be submitted for allocation from the relevant divisional discretionary fund where the community organisation is located or where there will be most benefit.

Applications which have broader regional community benefits (within the Ipswich region only) should be submitted for allocation from the City-wide fund.

The preferred method for submitting applications is online. Divisional support officers and

Community Grants Officers can assist community organisations in lodging their online application.

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.

Applications may be made at any time during the year.

Assessing discretionary applications:

- This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of Council's Community Donations Program.
- Applications are checked against eligibility and exclusion criteria and the community organisations ability to meet the funding programs terms and conditions.
-
- Eligible applications will also be assessed against weighted criteria.

Acquittal Requirements:

- All community donation funding must be acquitted within eight weeks of project or expenditure completion.
- Applicants must use funds for the purpose for which the funding was awarded, unless written permission for a variation has been obtained prior to activities being undertaken.
- If expenditure of the funds has not been commenced within three-months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced.

Decisions about community donations:

In addition to the detailed eligibility criteria provided for in the Administrative Guidelines for this program the following requirements will inform allocation decisions:

The total amount of funding which may be allocated to an organisation in any one financial year will be a maximum of \$15,000 unless otherwise approved in a specific case by Council resolution.

Roles and responsibilities:

Assessment

The Council's Arts, Social Development and Community Engagement Department is the primary assessor of eligibility under Council's Community Donations Program, working in

collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

Financial Probity

Council's Finance Branch is responsible for the financial administration of Council's Community Donation Program and for the payment, recording and follow-up of acquittal of funds distributed under the program.

Executive Direction

The Office of the Chief Executive Officer provides direction and, where required, approval for community donation applications where a potential councillor conflict of interest exists to ensure organisational transparency.

Definitions:

Acquittal

The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Business

A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.

Community Organisation

"An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit", i.e. not-for-profit organisation. "Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members". A community organisation operates with a primary purpose of providing services to the community.

Community Purpose

A purpose that is in the public interest to residents of the City of Ipswich.

Discretionary Funds

"Discretionary funds are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion" for the benefit of the community, in accordance with Section 202 of the Local Government Regulation.

Community Donation

A Community Donation is the gifting of funds to an eligible organisation to be spent for a community purpose. A Community Donation is provided to an eligible organisation

without expectation of reciprocated benefits.

Individual

A person which is not a community organisation.

In-Kind Support

In-kind support includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services.

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 18 September 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(10) of 11 September 2018

No. of Resolution: 12

Date to be Reviewed: 18 September 2020

Administrative Guidelines

Community Donations Program

Guidelines

These guidelines are to be read in conjunction with Ipswich City Council's Community Donations Policy.

Community Donations Program Overview

Through the provision of community donations, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

The Community Donations Program allows for funds to be allocated to not-for-profit community organisations for community purposes.

Community Donations support community organisations to deliver initiatives that address identified local community needs.

Timeframe

Applications for Community Donations can be submitted at any time during the year.

Applications received after commencement or completion of an event or activity are ineligible and will not be considered.

Funding Range

The minimum amount of funding to an applicant organisation is \$100.00. The maximum amount of funding available to an applicant community organisation in any one financial year (whether single or cumulative, and including all categories of available community donations) is \$15,000.00, unless otherwise approved by resolution of Council.

Funding Availability

The total funding available for Community Donations is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Community Donation may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility Criteria

To be eligible for a Community Donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous donations or contributions (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

Exclusions

The following will not be considered eligible for a Community Donation:

- Government agencies or departments of local, state or federal government;
- Individuals and private profit-making organisations; and
- Organisations who have outstanding, incomplete or unsatisfactory acquittals for other funding provided by Council or outstanding debts with Council.



Eligible Projects/Programs

To be eligible to be assessed for a Community Donation a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's Corporate Plan; and
- adheres to the specific terms and conditions as set out in the Community Donations Administrative Guidelines.

The following will not be eligible for a Community Donation:

- Funding requests that are considered by Council to be solely the funding responsibility of other levels of government;
- Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations);
- Applications for funding of the direct payment of cash competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with interstate or overseas travel and accommodation;
- Initiatives or activities that have already commenced or have been completed prior to the application being made;
- Normal operational expenses of community organisations, such as insurances or rental subsidies;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents;
- Funding requests made retrospectively (i.e. for a project or program that has already occurred);
- Projects or programs which have already received funding or in-kind support from Council; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.

Funding Principles

Ipswich City Council applies the following principles when providing support through its Community Donations Program:

- Building on the strengths that exist within the local community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Maintaining and providing basic community infrastructure
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the efficient and effective delivery of the Community Donations Program and transparency and accountability in decision making.

Assessment Process

All applications will initially be assessed against the eligibility and exclusion criteria as detailed above and this assessment will include consideration of the Ethics Framework discussed below.

Eligible applications will also be assessed against weighted criteria including:

- How the project/program aligns with Council's Corporate Plan – 10% weighting
- How the applicant determined the need for the project – 30% weighting
- The expected outcomes of the proposed project – 35%
- The sustainability of the project beyond Council funding – 25% weighting

Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

Importantly, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

Approval Process

Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the Interim Administrator or his delegate.

Terms and Conditions

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- All community donation funding must be acquitted within eight (8) weeks of project or expenditure completion;
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within eight (8) weeks of the expenditure of the funds;
- Applicants must use funds for the purpose for which funding was awarded;
- If expenditure of the funds has not commenced within three months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced;
- If the funds are not fully spent, all remaining funds must be returned to Council; and
- Again, as noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

Making an Application

Applications for funding through the Community Donations Program must be made using the online Community Donations Application Form. Community Officers and Grants Officers can assist community organisations in lodging their online application. Council staff however may not act on behalf of applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Additional information supporting applications can be attached as required throughout the online application process, for example:

- Research to demonstrate identified needs/emerging community issues
- Letters of support which demonstrate community support for the initiative proposed

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.

Please note: applications which propose to purchase goods or services **must** include copies of quotes received and/or appropriate permits, approvals, insurances etc. Further, wherever possible, goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered. This includes applications which have failed to provide relevant documentation.

Applications must be submitted using the [online application form](#).

Once submitted applicants will receive a confirmation notice.

Notification of Funding Approval

Once an application has been decided the applicant will be provided with written advice of the outcome.

Where an application is approved the applicant will be provided with details of any conditions of the approval and any specific requirements which are prerequisite to the payment of the funding.

In accordance with section 202 of the *Local Government Regulation 2012* notice of the approval will be published on Council's website and displayed in a conspicuous place within Council's public office.

Request for Review

Applicants who believe there has been an administrative error in the assessment of the application may request a review of the decision.

Join us online:



ipswich.qld.gov.au



Administrative Guidelines

Community Donations Program

Guidelines

These guidelines are to be read in conjunction with Ipswich City Council's Community Donations Policy.

Community Donations Program Overview

Through the provision of community donations, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

The Community Donations Program allows for funds to be allocated to not-for-profit community organisations for community purposes.

Community Donations support community organisations to deliver initiatives that address identified local community needs.

Timeframe

Applications for Community Donations can be submitted at any time during the year. Council encourages applicants to apply at least 6 weeks before their project commences.

Applications received after commencement or completion of an event or activity are ineligible and will not be considered.

Funding Range

The maximum amount of funding available to an applicant community organisation in any one financial year (whether single or cumulative, and including all categories of available community donations) is \$15,000.00, unless otherwise approved by resolution of Council.

Funding Availability

The total funding available for Community Donations is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Community Donation may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility Criteria

To be eligible for a Community Donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous funding (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

Exclusions

The following will not be considered eligible for a Community Donation:

- Government agencies or departments of local, state or federal government; with the exception of schools
- Individuals and private profit-making organisations; and
- Organisations who have outstanding, incomplete or unsatisfactory acquittals for funding provided by Council or outstanding debts with Council.

Eligible Projects/Programs

To be eligible to be assessed for a Community Donation a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's Corporate Plan; and
- adheres to the specific terms and conditions as set out in the Community Donations Administrative Guidelines.

The following will not be eligible for a Community Donation:

- Funding requests that are considered by Council to be solely the funding responsibility of other levels of government;
- Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations);
- Applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with travel and accommodation;
- Initiatives or activities that have already commenced or have been completed prior to Council approvals;
- Normal operational expenses of community organisations, such as insurances or rental subsidies;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents;
- Funding requests made retrospectively (i.e. for a project or program that has already occurred);
- Projects or programs which have already received funding from Council; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.

Funding Principles

Ipswich City Council applies the following principles when providing support through its Community Donations Program:

- Building on the strengths that exist within the local community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Maintaining and providing basic community infrastructure
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the efficient and effective delivery of the Community Donations Program and transparency and accountability in decision making.

Assessment Process

All applications will initially be assessed against the eligibility and exclusion criteria as detailed above and this assessment will include consideration of the Ethics Framework discussed below.

Eligible applications will also be assessed against weighted criteria including:

- How the project/program aligns with Council's Corporate Plan – 10% weighting
- How the applicant determined the need for the project – 30% weighting
- The expected outcomes of the proposed project – 35%
- The sustainability of the project beyond Council funding – 25% weighting

Scoring is outlined below:

Score	Explanation
1	Application is non-responsive to the question
2	Limited response to the question
3	Satisfactory response to the question
4	Strong response to the question
5	Outstanding response to the question

The score which an application receives out of 100 determines the amount of funding recommended as follows:

Score	Explanation
80–100	Recommended funding is 100% of the requested amount
60–79	Recommended funding is 75% of the requested amount
40–59	Recommended funding is 50% of the requested amount
Less than 40	Application is declined

Ethics Framework

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- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
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Importantly, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

Approval Process

Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the Interim Administrator or his delegate.

Assessment Process

Terms and Conditions

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- All community donation funding must be acquitted within eight (8) weeks of project or expenditure completion;
 - To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within eight (8) weeks of the expenditure of the funds;
 - Applicants must use funds for the purpose for which funding was awarded;
 - If expenditure of the funds has not commenced within three months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced;
 - If the funds are not fully spent, all remaining funds must be returned to Council; and
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-

Making an Application

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applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Additional information supporting applications can be attached as required throughout the online application process, for example:

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Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.

Please note: applications which propose to purchase goods or services **must** include copies of quotes received and/or appropriate permits, approvals, insurances etc. Further, wherever possible, goods and services should be purchased from Ipswich-based providers.

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In accordance with section 202 of the *Local Government Regulation 2012* notice of the approval will be published on Council's website and displayed in a conspicuous place within Council's public office.

Request for Review

Applicants who believe there has been an administrative error in the assessment of the application may request a review of the decision.

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Communities Committee	
Mtg Date: 22.01.2019	OAR: YES
Authorisation: Caroline McMahon	

13 December 2018

MEMORANDUM

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

FROM: COMMUNITY GRANTS COORDINATOR

RE: COMMUNITY DONATIONS POLICY

INTRODUCTION:

This is a report by the Community Grants Coordinator dated 13 December 2018 concerning changes to the Community Donations Policy.

BACKGROUND:

The community donations program framework was reviewed in May 2018 to align Council's community donations practice with legislative requirements concerning Council's discretionary funds. The review also achieved the following:

- Public advertisement of the program;
- Publication of Administrative Guidelines for potential applicants which align to the Community Donations Policy
- Introduction of an online application process
- Centralised assessment of applications against eligibility criteria
- Robust acquittal process

UPDATED POLICY DOCUMENT:

The Community Donations Policy currently contains administrative details which are duplicated from the Community Donations Program Administrative Guidelines. It has been identified that this presents some version control risk and inefficiency for applicants and administrators. The Community Donations Policy and the Community Donations Program Administrative Guidelines are co-located on Council's community funding website.




This report proposes that the Community Donations Policy be amended to remove duplication between documents (Attachments B and C).

BENEFITS TO COMMUNITY AND CUSTOMERS:

The Community Donations Program provides funding and support to community based non-profit organisations. To align with the actions of Advance Ipswich and the Corporate Plan 2017–2022, projects are required to contribute to one or more of the following funding objectives:

- Encourage community activities that promote and celebrate a sense of belonging.
- Engage the community in the creation of local projects and programs that encourage inclusion and participation and promote and demonstrate a sense of belonging as it relates to the whole of community.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Community Donations Policy - Original	 Attachment A
Attachment B – Community Donations Policy – Tracked Changes	 Attachment B
Attachment C – Community Donations Policy – Cleanskin	 Attachment C

RECOMMENDATION:


That the Interim Administrator of Ipswich City Council resolve:

That the policy titled “Community Donations” be amended as detailed in Attachment B of the report by the Community Grants Coordinator dated 13 December 2018.

Josie Berry
COMMUNITY GRANTS COORDINATOR

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

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

	COMMUNITY DONATIONS POLICY	Document No: A5086352
<p>Objective:</p> <p>The purpose of this policy is to provide a framework which guides the administration of Council's Community Donations Program in a manner consistent with council's Community Grants Policy and corporate priorities; and complies with the <i>Local Government Act 2009</i> and the Local Government Regulation 2012.</p> <p>This policy is to be read in conjunction with the Community Donations Administrative Guidelines.</p>		
<p>Related Links:</p> <p><i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> Citywide and Divisional Funds Allocations Policy Corporate Plan 2017-2022 Advance Ipswich Community Plan</p> <p>Outcomes:</p> <p>The outcomes of this policy include:</p> <ul style="list-style-type: none"> • an ability for community donations to be budgeted for community purposes and allocated by Council at its discretion, including community donations for capital works that are for a community purpose; • achieving the objectives of council's Corporate Plan, long-term asset management plan and annual budget; • providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and • distributing funds in an equitable, transparent and sustainable manner. <p>Scope:</p> <p>This policy applies to the community donations made available from Council to community organisations.</p> <p>This policy does not apply to Council's grants, sponsorships, scholarships or bursaries made by resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.</p>		

This Policy takes effect from **23 August 2018**.

Statement:

This funding program provides Council with an annual amount (subject to annual budget allocations) for the allocation of community donations to spend for community purposes to benefit Ipswich residents. With an emphasis on community development and social infrastructure this policy aims to build community capacity, encourage participation, and develop vibrant, engaged and more resilient local communities.

This policy ensures an equitable, open and transparent process which complies with relevant legislation for community organisations to seek financial assistance. The policy and associated Administrative Guidelines act as tools to ensure that decision-making around the provision of community donations is transparent, accountable and contributes to the Council's corporate objectives.

Council's funding for community donations cannot be:

- carried over for more than one financial year;
- utilised for administration support service for Councillors;
- used for land acquisitions without a supporting council resolution;
- used for any purposes contrary to the Corporate Plan, strategy, policy or adopted Resolution; or
- used for purposes not consistent with the adopted eligibility criteria.

Guiding Principles:

The following principles provide a consistent approach to the administering of this policy and the delivery of Council's Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the Local Government Regulation 2012.

Eligibility Criteria:

Community organisations may apply for a community donation provided they meet the eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous donations or contributions (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or able to demonstrate that the project or program will benefit residents of Ipswich.

Who may not apply?

The following will not be considered for funding under this policy:

- government agencies or departments of local, state or federal government;
- Individuals and private profit-making organisations; and
- organisations who have outstanding, incomplete or unsatisfactory acquittals for other funding provided by Council or outstanding debts with Council.

Project / Program Eligibility:

To be eligible to be assessed for funding under this policy a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the Administrative Guidelines.

The following will not be eligible for funding consideration under this policy:

- Funding requests that are considered by Council to be solely the funding responsibility

of other levels of government.

- Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations).
- Applications for funding of the direct payment of cash competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with interstate or overseas travel and accommodation.
- Initiatives or activities that have already commenced or have been completed prior to the application being made.
- Normal operational expenses of community organisations, such as insurances or rental subsidies.
- Initiatives or activities whose funding is already sufficient to cover expected outlays.
- Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents.
- Funding requests made retrospectively (i.e. for a project or program that has already occurred).
- Projects or programs which have already received funding or in-kind support from Council.
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.

Application Process:

The process for receiving and assessing applications will be defined by the administrative procedure approved from time to time by the Council's Chief Executive Officer.

Timing of Applications:

Applications for community donations may be lodged at any time during the year. The approval of any application will be subject to the availability of funding allocated and available at the discretion of Council at any particular time of the year. That is, Council may choose to allocate such portion of the available funds as are deemed appropriate for different periods of the year e.g. quarterly. When available funding for a period has been fully allocated any outstanding applications may be held over until the next period when funding is available.

Applying for a community donation:

Applications of a localised nature (local community benefit) should be submitted for allocation from the relevant divisional discretionary fund where the community organisation is located or where there will be most benefit.

Applications which have broader regional community benefits (within the Ipswich region only) should be submitted for allocation from the City-wide fund.

The preferred method for submitting applications is online. Divisional support officers and

Community Grants Officers can assist community organisations in lodging their online application.

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.

Applications may be made at any time during the year.

Assessing discretionary applications:

- This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of Council's Community Donations Program.
- Applications are checked against eligibility and exclusion criteria and the community organisations ability to meet the funding programs terms and conditions.
-
- Eligible applications will also be assessed against weighted criteria.

Acquittal Requirements:

- All community donation funding must be acquitted within eight weeks of project or expenditure completion.
- Applicants must use funds for the purpose for which the funding was awarded, unless written permission for a variation has been obtained prior to activities being undertaken.
- If expenditure of the funds has not been commenced within three-months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced.

Decisions about community donations:

In addition to the detailed eligibility criteria provided for in the Administrative Guidelines for this program the following requirements will inform allocation decisions:

The total amount of funding which may be allocated to an organisation in any one financial year will be a maximum of \$15,000 unless otherwise approved in a specific case by Council resolution.

Roles and responsibilities:

Assessment

The Council's Arts, Social Development and Community Engagement Department is the primary assessor of eligibility under Council's Community Donations Program, working in

collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

Financial Probity

Council's Finance Branch is responsible for the financial administration of Council's Community Donation Program and for the payment, recording and follow-up of acquittal of funds distributed under the program.

Executive Direction

The Office of the Chief Executive Officer provides direction and, where required, approval for community donation applications where a potential councillor conflict of interest exists to ensure organisational transparency.

Definitions:

Acquittal

The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Business

A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.

Community Organisation

"An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit", i.e. not-for-profit organisation. "Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members". A community organisation operates with a primary purpose of providing services to the community.

Community Purpose

A purpose that is in the public interest to residents of the City of Ipswich.

Discretionary Funds

"Discretionary funds are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion" for the benefit of the community, in accordance with Section 202 of the Local Government Regulation.

Community Donation

A Community Donation is the gifting of funds to an eligible organisation to be spent for a community purpose. A Community Donation is provided to an eligible organisation

without expectation of reciprocated benefits.

Individual

A person which is not a community organisation.

In-Kind Support

In-kind support includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services.

Policy Author:


The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 18 September 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(10) of 11 September 2018

No. of Resolution: 12

Date to be Reviewed: 18 September 2020

	<p>COMMUNITY DONATIONS POLICY</p>	<p>Document No: A5086352</p>
<p>Objective:</p> <p>The purpose of this policy is to provide a framework which guides the administration of Council’s Community Donations Program in a manner consistent with council’s Community Grants Policy and corporate priorities; and complies with the <i>Local Government Act 2009</i> and the Local Government Regulation 2012.</p> <p>This policy is to be read in conjunction with the Community Donations Administrative Guidelines.</p>		
<p>Related Links:</p> <p><i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> Citywide and Divisional Funds Allocations Policy Corporate Plan 2017-2022 Advance Ipswich Community Plan</p> <p>Outcomes:</p> <p>The outcomes of this policy include:</p> <ul style="list-style-type: none"> • an ability for community donations to be budgeted for community purposes and allocated by Council at its discretion, including community donations for capital works that are for a community purpose; • achieving the objectives of council’s Corporate Plan, long-term asset management plan and annual budget; • providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and • distributing funds in an equitable, transparent and sustainable manner. <p>Scope:</p> <p>This policy applies to the community donations made available from Council to community organisations.</p> <p>This policy does not apply to Council’s grants, sponsorships, scholarships or bursaries made by resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.</p>		

This Policy takes effect from ~~23 August 2018~~ 29 January 2019.

Statement:

This funding program provides Council with an annual amount (subject to annual budget allocations) for the allocation of community donations to spend for community purposes to benefit Ipswich residents. With an emphasis on community development and social infrastructure this policy aims to build community capacity, encourage participation, and develop vibrant, engaged and more resilient local communities.

This policy ensures an equitable, open and transparent process which complies with relevant legislation for community organisations to seek financial assistance. The policy and associated Administrative Guidelines act as tools to ensure that decision-making around the provision of community donations is transparent, accountable and contributes to the Council's corporate objectives.

Council's funding for community donations cannot be:

- carried over for more than one financial year;
- utilised for administration support service for Councillors;
- used for land acquisitions without a supporting council resolution;
- ~~used~~ used for any purposes contrary to the Corporate Plan, strategy, policy or adopted Rresolution; or
- used for purposes not consistent with the adopted eligibility criteria.

Guiding Principles:

The following principles provide a consistent approach to the administering of this policy and the delivery of Council's Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.
- ~~Funds~~ Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the Local Government Act 2009 and the Local Government Regulation 2012.

Eligibility Criteria:

~~Community organisations may apply for a community donation provided they meet the~~

eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not for profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous donations or contributions (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or able to demonstrate that the project or program will benefit residents of Ipswich.

Who may not apply?

The following will not be considered for funding under this policy:

- government agencies or departments of local, state or federal government;
- Individuals and private profit-making organisations; and
- organisations who have outstanding, incomplete or unsatisfactory acquittals for other funding provided by Council or outstanding debts with Council.

Project / Program Eligibility:

To be eligible to be assessed for funding under this policy a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the Administrative Guidelines.

The following will not be eligible for funding consideration under this policy:

- ~~Funding requests that are considered by Council to be solely the funding responsibility of other levels of government.~~
- ~~Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations).~~
- ~~Applications for funding of the direct payment of cash competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with interstate or overseas travel and accommodation.~~
- ~~Initiatives or activities that have already commenced or have been completed prior to the application being made.~~
- ~~Normal operational expenses of community organisations, such as insurances or rental subsidies.~~
- ~~Initiatives or activities whose funding is already sufficient to cover expected outlays.~~
- ~~Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents.~~
- ~~Funding requests made retrospectively (i.e. for a project or program that has already occurred).~~
- ~~Projects or programs which have already received funding or in-kind support from Council.~~
- ~~Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.~~

Application Process:

~~The process for receiving and assessing applications will be defined by the administrative procedure approved from time to time by the Council's Chief Executive Officer.~~

Timing of Applications:

~~Applications for community donations may be lodged at any time during the year. The approval of any application will be subject to the availability of funding allocated and available at the discretion of Council at any particular time of the year. That is, Council may choose to allocate such portion of the available funds as are deemed appropriate for different periods of the year e.g. quarterly. When available funding for a period has been fully allocated any outstanding applications may be held over until the next period when funding is available.~~

Applying for a community donation:

~~Applications of a localised nature (local community benefit) should be submitted for allocation from the relevant divisional discretionary fund where the community organisation is located or where there will be most benefit.~~

~~Applications which have broader regional community benefits (within the Ipswich region only) should be submitted for allocation from the City-wide fund.~~

~~The preferred method for submitting applications is online. Divisional support officers and Community Grants Officers can assist community organisations in lodging their online application.~~

~~Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.~~

~~Applications may be made at any time during the year.~~

Assessing discretionary applications**Assessment Criteria:**

This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of Council's Community Donations Program.

- ~~• Applications are checked against eligibility and exclusion criteria and the community organisations ability to meet the funding programs terms and conditions.~~
- ~~• Eligible applications will also be assessed against weighted criteria.~~

Acquittal Requirements:

- ~~• All community donation funding must be acquitted within eight weeks of project or expenditure completion.~~
- ~~• Applicants must use funds for the purpose for which the funding was awarded, unless written permission for a variation has been obtained prior to activities being undertaken.~~
- ~~• If expenditure of the funds has not been commenced within three months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced.~~

Decisions about community donations:

~~In addition to the detailed eligibility criteria provided for in the Administrative Guidelines for this program the following requirements will inform allocation decisions:~~

~~The total amount of funding which may be allocated to an organisation in any one financial year will be a maximum of \$15,000 unless otherwise approved in a specific case by Council resolution.~~

Roles and responsibilities:

Assessment

The Council's Arts, Social Development and Community Engagement Department is the primary assessor of eligibility under Council's Community Donations Program, working in collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

Financial Probity

Council's Finance-Community Engagement Branch is responsible for the ~~financial~~ administration of Council's Community Donation Program and for ~~the the payment,~~ recording and follow-up of acquittal of funds distributed under the Community Donations ~~Program~~.

Council's Finance Branch is responsible for the payment of funds allocated under the Community Donations Program.

Executive Direction

The Office of the Chief Executive Officer provides direction and, where required, approval for community donation applications where a potential councillor conflict of interest exists to ensure organisational transparency.

Definitions:

Acquittal

The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Business

A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.

Community Organisation

"An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit", i.e. not-for-profit organisation. "Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members". A community organisation operates with a primary purpose of providing services to the community.

Community Purpose

A purpose that is in the public interest to residents of the City of Ipswich.

Discretionary Funds

“Discretionary funds are funds in the local government’s operating fund that are budgeted for use by a Councillor at the Councillor’s discretion” for the benefit of the community, in accordance with Section 202 of the Local Government Regulation.

Community Donation

A Community Donation is the gifting of funds to an eligible organisation to be spent for a community purpose. A Community Donation is provided to an eligible organisation without expectation of reciprocated benefits.

Individual

A person which is not a community organisation.

In-Kind Support

In-kind support includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services.

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 18 September 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(10) of 11 September 2018

No. of Resolution: 12

Date to be Reviewed: 18 September 2020

COMMUNITY DONATIONS POLICY	Version: Document No.:
<p>Objectives:</p> <p>The purpose of this policy is to provide a framework which guides the administration of Council’s Community Donations Program in a manner consistent with council’s Community Grants Policy and corporate priorities; and complies with the <i>Local Government Act 2009</i> and the Local Government Regulation 2012.</p> <p>This policy is to be read in conjunction with the Community Donations Administrative Guidelines.</p>	
<p>1.1 Regulatory Authority:</p> <p><i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> Citywide and Divisional Funds Allocations Policy Corporate Plan 2017-2022 Advance Ipswich Community Plan</p> <p>1.2 Outcomes</p> <p>The outcomes of this policy include:</p> <ul style="list-style-type: none"> • an ability for community donations to be budgeted for community purposes and allocated by Council at its discretion, including community donations for capital works that are for a community purpose • achieving the objectives of council’s Corporate Plan, long-term asset management plan and annual budget; • providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and • distributing funds in an equitable, transparent and sustainable manner. <p>1.3 Scope:</p> <p>This policy applies to the community donations made available from Council to community organisations.</p> <p>This policy does not apply to Council’s grants, sponsorships, scholarships or bursaries made by</p>	

resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.

This Policy takes effect from **29 January 2019**

1.4 Policy Statement:

This funding program provides Council with an annual amount (subject to annual budget allocations) for the allocation of community donations to spend for community purposes to benefit Ipswich residents. With an emphasis on community development and social infrastructure this policy aims to build community capacity, encourage participation, and develop vibrant, engaged and more resilient local communities.

This policy ensures an equitable, open and transparent process which complies with relevant legislation for community organisations to seek financial assistance. The policy and associated Administrative Guidelines act as tools to ensure that decision-making around the provision of community donations is transparent, accountable and contributes to the Council's corporate objectives.

Council's funding for community donations cannot be:

- carried over for more than one financial year;
- utilised for administration support service for Councillors;
- used for land acquisitions without a supporting council resolution;
- used for any purposes contrary to the Corporate Plan, strategy, policy or adopted resolution; or
- used for purposes not consistent with the adopted eligibility criteria

1.5 Guiding Principles

The following principles provide a consistent approach to the administering of this policy and the delivery of Council's Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the Local Government Act 2009 and the Local Government Regulation 2012.

1.6 Assessment Criteria:

This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of Council's Community Donations Program.

1.7 Roles and responsibilities:

Assessment

The Council's Arts, Social Development and Community Engagement Department is the primary assessor of eligibility under Council's Community Donations Program, working in collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

Financial Probity

Council's Community Engagement Branch is responsible for the administration of Council's Community Donation Program and for the recording and follow-up of acquittal of funds distributed under the Community Donations Program.

Council's Finance Branch is responsible for the payment of funds allocated under the Community Donations Program.

Executive Direction

The Office of the Chief Executive Officer provides direction and, where required, approval for community donation applications where a potential councillor conflict of interest exists to ensure organisational transparency.

1.8 Definitions:

Acquittal

The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Business

A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.

Community Organisation

"An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit", i.e. not-for-profit organisation. "Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members". A community organisation operates with a primary purpose of providing services to the community.

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Councillor at the Councillor’s discretion” for the benefit of the community, in accordance with Section 202 of the Local Government Regulation.

Community Donation

A Community Donation is the gifting of funds to an eligible organisation to be spent for a community purpose. A Community Donation is provided to an eligible organisation without expectation of reciprocated benefits.

Individual

A person which is not a community organisation.

In-Kind Support

In-kind support includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services.

1.9 Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

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

Communities Committee	
Mtg Date: 22.01.2019	OAR: YES
Authorisation: Caroline McMahon	

3 December 2018

MEMORANDUM

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

FROM: COMMUNITY GRANTS COORDINATOR

RE: COMMUNITY FUNDING AND IN-KIND ASSISTANCE PROGRAM APPLICANT GUIDELINES

INTRODUCTION:

This is a report by the Community Grants Coordinator dated 3 December 2018 concerning changes to the Community Grants and In-Kind Assistance Program Applicant Guidelines.

BACKGROUND:

The Community Grants and In Kind Assistance Program framework and policy was overhauled in June 2018 resulting in the introduction of a new community grants program, a new Policy and a comprehensive "Applicant Guidelines" document. This document is guided by the Community Grants and In-Kind Assistance Policy (Attachment A).

The first funding rounds for the new Community Grant Program, including Community Development Grants, Christmas/Festive Season Grants and Triennial Grants opened in July 2018. The Community Grants and In-Kind Assistance Program Applicant Guidelines have been reviewed following the first funding round, and in anticipation of the next grant rounds due to open on 1 February 2019, the Applicant Guidelines have been revised, with some amendments.

The purpose of the amendments is to provide clarity to applicants, particularly in terms of applicant and project eligibility.

RECOMMENDED CHANGES

The recommended changes to the Community Grants and In-Kind Assistance Program Applicant Guidelines are summarised below, and the original document (Attachment B) and the updated document (Attachment C) are attached. Changes to wording are highlighted in bold.

1. The 'Eligibility Criteria' on pages 4, 5, 7, 8 and 13 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to include an additional bullet point that community organisations must:

“not have any outstanding debts with Council (e.g. facility hire, rates etc)”

2. The bullet point noted in 'Exclusions' on pages 4, 6, 7, and 9 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to include bursaries.

*“Funding of competitions, prizes, sponsorships, **bursaries**, donations, gifts or fundraising activities”.*

3. The bullet point noted in 'Exclusions' on pages 4, 6, 7 and 9 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to include the words *“prior to Council approval”*. The bullet point now reads:

“Initiatives or activities that have already started or have been completed **prior to Council approval”**.

4. The bullet point noted in 'Exclusions' on pages 4, 6, 7 and 9 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended and now reads:

“Organisations that have outstanding **Council** acquittals or have not satisfactorily acquitted Council funds”.

5. The wording for the Community Development Grants Timeframe on page 5 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines has been amended as follows:

“Applications will open ~~on~~ **for one month from** 1 February ~~and close in mid-March for the first funding round~~ each year to be considered at Council's April meeting. Applications will open **for one month from** ~~on~~ 1 July, ~~and close in mid-August~~ for the second funding round each year to be considered at Council's ~~October~~ **September** meeting.”

6. The wording for Christmas/Festive Season Grants Timeframe on page 8 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines has been amended as follows.

*“One funding round per year (July). Applications will open on 1 July and close on 31 July each year to be considered at Council’s ~~October~~ **September** meeting.”*

7. The ‘Exclusions’ for Christmas/Festive Seasons Grants on page 9 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to include the following bullet point to align exclusions within the other grant programs outlined in the document and now reads:

“Applications where the financial budget has positive income (i.e. income exceeds expenditure.”

8. The section ‘Terms and Conditions That Apply to Successful Applicants’ of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document on page 12 has been amended and the following bullet points have been deleted, as they are duplicated in the following section ‘Grant Evaluation and Acquittal’.

“The applicant is required to provide a written initiative evaluation of the initiative/program on completion of the activity. Council will provide an evaluation form to all groups.

Applicants are required to provide an expenditure budget or an audited statement at completion of the funding period. If Council’s grant funds are not spent, all remaining funds must be returned to Council.”

9. The section ‘Grant Evaluation and Acquittal’ of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to include the following statement.

“Organisations that have not satisfactorily acquitted Council funds within an appropriate timeframe agreed by Council will be deemed ineligible for Council funding or In-Kind Assistance for 12 months from the acquittal due date.”

There have been a number of occasions where applicants have not completed their acquittals until they require further Council funding. The purpose of this statement is to encourage grant applicants to acquit their funding applications within the correct timeframe.

10. The ‘Funding range’ in In-Kind Assistance on page 13 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been deleted, as the wording is duplicated in the ‘Funding available’ section on page 13 as follows:

~~“Funding range~~

~~“Funding is not available within this grant category, only in-kind assistance”~~

“Funding available

Funding is not available within this grant category, only in-kind assistance.”

11. The bullet point noted in ‘Eligibility criteria’ for In-Kind Assistance on page 13 of the Community Grants and In-Kind Assistance Program – Applicant Guidelines document has been amended to align with the other grant programs outlined in the document and now reads:

*“have satisfactorily accounted to Council for the expenditure of any previous Council grants **or other funding** (if relevant)”.*

ADDITIONAL SUPPORT FOR APPLICANTS




The Community Engagement Branch is currently developing online resources to assist community organisations to develop strong grant proposals, and will also be coordinating free grant writing workshops in February 2019.

BENEFITS TO COMMUNITY AND CUSTOMERS:

The Community Grants and In-Kind Assistance Program provides funding and support to community based non-profit organisations. To align with the actions of Advance Ipswich and the Corporate Plan 2017–2022, projects are required to contribute to one or more of the following funding objectives:

- Encourage community activities that promote and celebrate a sense of belonging.
- Engage the community in the creation of local projects and programs that encourage inclusion and participation and promote and demonstrate a sense of belonging as it relates to the whole of community.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Community Grants and In-Kind Assistance Policy	 Attachment A
Attachment B – Community Grants and In-Kind Assistance Applicant Guidelines – Current	 Attachment B
Attachment C – Community Grants and In-Kind Assistance Program Applicant Guidelines – Updated	 Attachment C

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

That the Grants and In-Kind Assistance Program Applicant Guidelines be amended as detailed in the report by the Community Grants Coordinator dated 3 December 2018.

Josie Berry

COMMUNITY GRANTS COORDINATOR

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

Caroline McMahon

CHIEF OPERATING OFFICER

(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

	<p>COMMUNITY GRANTS AND IN-KIND ASSISTANCE POLICY</p>	<p>DOCUMENT NO: A4935598</p>
<p>1.1 Objectives:</p> <p>The objective of this policy is to outline how Ipswich City Council provides funding to support community organisations through its Community Grants and In-Kind Assistance Program.</p>		
<p>1.2 Introduction:</p> <p>The City of Ipswich is home to over 200,000 people with the population expected to double to approximately 520,000 by 2041, making it the fastest growing local government in Queensland. This population growth brings opportunities, but also challenges for our community and for Council.</p> <p>Ipswich City Council acknowledges and respects the significant role played by local community organisations and groups in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.</p> <p>1.3 Regulatory Authority:</p> <p><i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012(Qld)</i> Ipswich City Council - Advance Ipswich Ipswich City Council - Corporate Plan 2017-2022</p>		
<p>1.4 Policy Statement:</p> <p>The purpose of this policy is to outline how Ipswich City Council invests in community outcomes by providing funding to support community organisations through its Community Grants and In-Kind Assistance Program. This policy will be a tool for community organisations, clearly articulating Council’s funding priorities and the resourcing opportunities available.</p> <p>This policy establishes clear expectations around Council and community roles, sets out an accessible yet rigorous and robust approach to governance and accountability and ensures the process of allocating and monitoring the Community Grants and In-Kind Assistance Program will be fair, transparent and inclusive.</p> <p>Council’s Community Grants and In-Kind Assistance Program is administered by the Arts, Social Development and Community Engagement Department.</p>		

1.4.1 Policy Context:

Section 195 of the *Local Government Regulation 2012* (Qld) states:

*“A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.”*

Further, section 194 of the *Local Government Regulation 2012* (Qld) states:

“A local government may give a grant to a community organisation only –

- (a) if the local government is satisfied –*
 - (i) the grant will be used for a purpose that is in the public interest; and*
 - (ii) the community organisation meets the criteria stated in the local government’s community grants policy; and*
- (b) in a way that is consistent with the local government’s community grants policy.”*

This policy complies with the above legislative requirements.

This policy also supports Ipswich City Council’s vision for the future and the key themes identified in [Advance Ipswich](#):

1. Strengthening our Local Economy and Building Prosperity (Jobs)
2. Managing Growth and Delivering Key Infrastructure
3. Caring for Our Community
4. Caring for Our Environment
5. Listening, Leading and Financial Management.

This policy specifically reflects Council’s approach to grant making within the Ipswich Local Government Area with consideration to local government’s role in achieving community cohesion, civic participation and capacity building.

Ipswich City Council’s Community Grants and In-Kind Assistance Policy has also been developed in the context of Council’s strategic planning framework, which allows Council and the community to identify community needs and aspirations on an ongoing basis.

1.5 Scope:

Ipswich City Council’s Community Grants Program includes four categories of grants, each category seeking to support the development and implementation of innovative initiatives that deliver targeted social, cultural and community outcomes:

1. Triennial Grants

Triennial Grants support community organisations to pilot or trial innovative programs that address gaps in services within the Ipswich community. Triennial Grants are allocated over a 3 year period and designed to support community

organisations to attract further ongoing funding to assist the initiative to become sustainable.

2. Community Development Grants

Community Development Grants support community organisations developing and delivering a one-off community initiative that addresses local needs and achieves community development outcomes.

3. Quick-Response Grants

Quick-Response Grants support community organisations in delivering small community initiatives that address local needs and achieve community development outcomes.

4. Christmas/Festive Season Grants

Christmas/Festive Season Grants support community organisations developing and delivering a community Christmas event or activity or other celebratory event relevant for the broader community.

In-Kind Assistance is also available within Council's Community Grants and In-Kind Assistance Program. In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events within the City of Ipswich that engage the broader community and improve the social, economic and/or environmental outcomes of the community.

An Applicant Guidelines document will be available each year. This guidelines document will outline eligibility and exclusion criteria, assessment criteria and required documentation to be submitted with applications.

1.6 Funding Principles:

Ipswich City Council applies the following principles when providing support through its four grant categories:

- Asset based thinking and building on the strengths that exist within community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the efficient and effective delivery of the Community Grants and In-Kind Assistance Program and transparency and accountability in decision making.

1.7 Funding Priorities:

Ipswich City Council's four grant categories support initiatives that:

Connect People

Build diverse, cohesive and connected communities

- Increase participation of people who are at risk of isolation
- Increase trust, awareness and understanding between people and across community groups
- Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- Provide access to information and training

Increase Opportunity

Reduce vulnerability and disadvantage

- Facilitate access to education, training and employment opportunities
- Improve social and physical wellbeing through a prevention and early intervention approach
- Encourage participation in civic and community activity for marginalized community members
- Facilitate engagement with and/or self-determination of vulnerable and disadvantaged community members

Build Community Capacity

Build Community Capacity

- Increase capability and coordination of community services and participation in decision making
- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity
- Share knowledge through the creative use of existing resources, new technologies and/or the knowledge and experiences of our diverse communities

Appreciation of Arts & Culture

Appreciation of Arts & Culture

- Increase cultural education
- Increase access to and participation in creative expression and arts and cultural experiences

- Raise awareness about the value and importance of the arts and culture
- Improve collaboration and coordination within the arts and cultural community
- Contribute to artistic and cultural outcomes for marginalized community members

An Applicant Guidelines document will be available each year. This document, in addition to outlining eligibility criteria, assessment criteria and required documentation, may also outline further community priorities (in addition to those mentioned above) that grant applications will be required to align proposed initiatives with.

1.8 Expected Program Outcomes:

Ipswich City Council expects that initiatives for which a grant is provided will have measureable social, cultural and community outcomes. Examples of measurable outcomes are detailed in the relevant Applicant Guidelines document available each year.

1.9 Assessment Process:

An Applicant Guidelines document will be available each year and this document will outline the assessment criteria and process that will be used to assess applications. The assessment process will also be supported by an internal procedure document.

1.10 Terms and Conditions That Apply to Successful Applicants:

All successful applicants will receive the approved funding or assistance from Council subject to terms and conditions which are outlined in the relevant Applicant Guidelines document.

1.11 Ethics Framework:

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to impinge upon the ethical framework of Ipswich City Council.

1.12 Roles and responsibilities:

All relevant Council Officers are responsible for adhering to this policy.

1.13 Policy Author:

The Community Engagement Manager is responsible for the reviewing this policy.

Date of Council Resolution: 26 June 2018

Committee Reference and Date: City Management, Finance and Community Engagement Committee No. 2018(06) of 19 June 2018

No. of Resolution: 13

Date to be Reviewed: 26 June 2020

Community Grants and In-Kind Assistance Program

Applicant Guidelines



Messages

Message from the Mayor and Chairperson of Arts and Community Development Committee

Ipswich City Council is proud to support our local community organisations and recognises their commitment to creating a strong and vibrant Ipswich community.

Council's Community Grants and In-Kind Assistance Program is a partnership between Council and community-based organisations for projects and activities that respond to local needs.

We invite you to participate in this program and we look forward to strengthening the partnerships between Ipswich City Council and the community.



Acting Mayor
Wayne Wendt
City of Ipswich



Cr Kylie Stoneman
Chairperson
Arts and Community
Development Committee

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Guidelines

Grants Program Overview

Through the provision of Community Grants, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

Ipswich City Council's Community Grants Program includes four categories of grants, each category seeking to support the development and implementation of innovative initiatives that deliver targeted social, cultural and community outcomes:

1. Triennial Grants;
2. Community Development Grants;
3. Quick Response Grants;
4. Christmas/Festive Season Grants.

In addition to the above four categories, In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events in the city, discussed on page 13.

1. Triennial Grants

Triennial Grants support community organisations to pilot or trial innovative programs that address gaps in services within the Ipswich community. Triennial Grants are allocated over a three-year period and designed to support community organisations to attract further ongoing funding to assist the initiative to become sustainable.

Timeframe

Applications will open on 1 July and close on 31 August each year to be considered at Council's October meeting.

Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Year 1 – maximum funding of up to \$10,000 is available

Year 2 – maximum funding of up to \$5,000 is available

Year 3 – maximum funding of up to \$2,500 is available

Funding Available

The total funding available for Triennial Grants each year is subject to variation, depending on Council's annual budget allocation.



Eligibility Criteria

To be eligible for Triennial Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place for the initiative or program (as required)

Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Initiatives or activities run by, or involved with, political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same initiatives, activities and/or equipment where evidence of efforts made to ensure the sustainability of the initiative, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, donations, gifts or fundraising activities
- Interstate or overseas travel
- Initiatives or activities that have already started or have been completed
- Initiatives where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)



2. Community Development Grants

Community Development Grants support community organisations developing and delivering a one-off community initiative that addresses local needs and achieves community development outcomes.

Timeframe

Two funding rounds per year (February and July).

Applications will open on 1 February and close in mid-March for the first funding round each year to be considered at Council's April meeting. Applications will open on 1 July and close in mid-August for the second funding round each year to be considered at Council's October meeting.

Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$5,000 is available per initiative per funding round.

Funding Available

The total funding available for Community Development Grants each year is subject to variation, depending on Council's annual budget allocation.

Eligibility Criteria

To be eligible for Community Development Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)
- Applicants and associated entities are eligible to apply for a maximum \$10,000 per financial year



Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g P&Cs), but the community organisation must be the applicant)
- Initiatives or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same initiatives, activities and/or equipment where evidence of efforts made to ensure the sustainability of the initiative, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Funding of competitions, prizes, sponsorships, donations, gifts or fundraising activities
- Interstate or overseas travel
- Initiatives or activities that have already started or have been completed
- Initiatives where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)

3. Quick Response Grants

Quick Response Grants support community organisations delivering small community initiatives that address local needs and achieve community development outcomes.

Timeframe

There are no application deadlines for this grant category and applications are assessed on an ongoing basis.

Applications must be submitted at least three (3) weeks before the proposed activity commences to allow sufficient time for the assessment process.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$1,000 is available per initiative.

Funding Available

The total funding available for Quick Response Grants each year is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Quick Response Grant may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Only one successful application (relating to one individual initiative) per financial year is permitted per community organisation.



Eligibility Criteria

To be eligible for Quick Response Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Initiatives or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same initiatives, activities and/or equipment where evidence of efforts made to ensure the sustainability of the initiative, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, donations, gifts or fundraising activities
- Interstate or overseas travel
- Initiatives or activities that have already started or have been completed
- Initiatives where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Applications where the financial budget has positive income (i.e. income exceeds expenses)



4. Christmas/Festive Season Grants

Christmas/Festive Season Grants support community organisations developing and delivering a community Christmas event or activity or other celebratory event relevant for the broader community.

Timeframe

One funding round per year (July). Applications will open on 1 July and close on 31 July each year to be considered at Council's October meeting. Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$2,000 is available per initiative per funding round.

Funding Available

The total funding available for Christmas/Festive Season Grants each year is subject to variation, depending on Council's annual budget allocation.

Eligibility Criteria

To be eligible for Christmas/Festive Season Grant funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)



Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Initiatives or activities run by or involved with political groups seeking to promote their core beliefs
- Funding of competitions, prizes, sponsorships, donations, gifts or fundraising activities
- Interstate or overseas travel
- Initiatives or activities that have already started or have been completed
- Initiatives where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes

Grant Funding Principles

Ipswich City Council applies the following principles when providing support through its four Community Grants Programs:

- Asset based thinking and building on the strengths that exist within our community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City

In addition, Council is committed to the efficient and effective delivery of the Community Grants Program and transparency and accountability in decision making.



Grant Funding Priorities

Ipswich City Council's Community Grants Programs support initiatives that:

Connect People

- Increase participation of people who are at risk of isolation
- Increase trust, awareness and understanding between people and across community groups
- Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- Provide access to information and training

Increase Opportunity

- Facilitate access to education, training and employment opportunities
- Improve social and physical wellbeing through a prevention and early intervention approach
- Encourage participation in civic and community activity for marginalised community members
- Encourage engagement with and/or self determination of vulnerable and disadvantaged community members

Build Community Capacity

- Increase capability and coordination of community services and participation in decision making
- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity
- Share knowledge through the creative use of existing resources, new technologies and/or the knowledge and experiences of our diverse communities

Appreciation of Arts and Culture

- Increase cultural education
- Increase access to and participation in creative expression and arts and cultural experiences
- Raise awareness about the value and importance of the arts and culture
- Improve collaboration and coordination within the arts and cultural community
- Contribute to artistic and cultural outcomes for marginalised community members



Grant Assessment Process

All grant applications will initially be assessed against the eligibility and exclusion criteria as detailed above. Council Officers will then assess grant applications against funding priorities and the following assessment criteria:

1. Alignment to community outcomes (30% weighting)

- Are the aims and expected outcomes of the proposed initiative clearly identified?
- Has the application articulated a measurement and evaluation plan (that is, has the application detailed how the aims and expected outcomes will be measured)?

2. Community need (30% weighting)

- Is there a clearly identified and demonstrated local need for the proposed initiative?
- Does the proposed initiative clearly and effectively address this need?
- Is there a clear link between the community need, community outcomes and the initiative proposed?
- Is there community support for the proposed initiative?

3. Organisational capacity (20% weighting)

- Is the application well planned and achievable within the allotted timeframe?
- Does the proposed initiative encourage connectedness and/or develop partnerships and collaborations with other organisations?
- Does the applicant have the expertise and capacity to successfully manage and evaluate the initiative?
- Will the project be sustainable beyond Council funding?

4. Financial viability (20% weighting)

- Does the proposed budget accurately reflect the scope and scale of the application?
- Have other funding sources been identified?
- Have the resources that are required to deliver the initiative been clearly identified?
- Is the application financially viable and does it demonstrate sound management?

Additionally, due consideration will be given to the following matters when assessing grant applications:

Expected Program Outcomes

Ipswich City Council expects that initiatives for which a grant is provided will have measureable social, cultural and community outcomes, including, for example:

- Development of new skills and capabilities within the community
- Development of strong networks where organisations share resources and acquire new knowledge and skills
- Strengthened local connections
- Increased awareness and opportunities for residents and others to participate in social, cultural and sustainable grassroots initiatives
- Improved social wellbeing, reduced isolation and increased cultural participation
- Enhanced positive social, cultural and sustainable outcomes for local communities
- More sustainable creative organisations through greater emphasis on self-generated income
- Public spaces activated with cultural and creative initiatives and greater public participation in arts and creative initiatives



Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behavior, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

Grant Funding Approval Process

Final decisions and approval of successful applications are made by Council at a designated Council meeting.

Terms and Conditions That Apply to Successful Applicants

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- With the exception of Triennial Grants, the applicant's proposed initiative must be completed within 12 months
- The applicant will be required to become a signatory to a standard funding agreement which details all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- The applicant is required to provide a written initiative evaluation of the initiative/program on completion of the activity. Council will provide an evaluation form to all groups
- Applicants are required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

Grant Evaluation and Acquittal

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an evaluation report and financial acquittal, outlining the use of the funds (including proof of expenditure) and the achieved outcomes of the activity.

Specific evaluation requirements will be outlined in each individual funding agreement and will depend on the nature and size of the grant.



In-Kind Assistance

In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events within the City of Ipswich that engage the broader community and improve the social, economic and/or environmental outcomes of the community.

In-Kind Assistance is limited to Council store items (including star pickets, star picket rammers, barrier mesh, cable ties, and witches hats), provision of refuse bins and portable toilets.

Timeframe

Applications can be submitted at any time during the year.

Any application **must be lodged at least six weeks before the proposed assistance is required**. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Operating Officer, Arts, Social Development and Community Engagement Department, however, any late fees incurred (including delivery or cleaning charges), will be the responsibility of the applicant community organisation, and/or associated entities.

Applicants and associated entities may receive either two successful applications a maximum value of \$10,000 per financial year.

Recipients

This is a non-competitive category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding range

Funding is not available within this grant category, only in-kind assistance.

Funding available

Funding is not available within this grant category, only in-kind assistance. Council's ability to provide in-kind assistance each year is subject to variation, depending on Council's annual budget allocation. Further, while in-kind assistance may be requested at any time during the year, in-kind assistance will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility criteria

To be eligible for In-Kind Assistance, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

Exclusions

The following will not be provided In-Kind Assistance:

- Individuals and private profit-making organisations
- Requests that are considered by Council to be the funding responsibility of other levels of government
Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Initiatives or activities run by or involved with political or religious groups seeking to promote their core beliefs
- If the applicant group/organization has been successful in receiving a grant for the initiative in question, In-Kind Assistance can only be provided out of the grant funding provided (not in addition to the grant funding provided)
- Applications received outside of the application timeframes, unless in extenuating circumstances, where the application has been approved by the Chief Operating Officer, Arts, Social Development and Community Engagement
- Applicants and associated entities may receive either the maximum two successful applications for per financial year with each application relating to one individual initiative) or to a maximum value of \$10,000 per financial year

Grant and In-Kind Assistance Applications

Applications must be made using the online Community Grants and In-Kind Assistance Program application forms. Additional information can be attached as required.

Additional information supporting your application may be included such as:

- research to demonstrate identified needs/emerging issues
- letters of support which demonstrate community support for your project

PLEASE NOTE: Ipswich City Councillors participate in the assessment and decision making process for the Community Grants Program, and it is not recommended that you seek letters of support from Councillors as it may be perceived as a 'conflict of interest'.

Submissions **must** include:

- Copies of quotes received where the purchase of goods and services form part of your proposal. Wherever possible goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered for funding. This includes applications **without** essential documentation.

If you require assistance in preparing your application, please contact the Community Grants Officer on (07) 3810 6657 or email: Josie.Berry@ipswich.qld.gov.au

Funding applications must be submitted via the [online application form](#)

Once submitted you will receive an electronic confirmation notice.

Join us online:



Community Grants and In-Kind Assistance Program

Applicant Guidelines





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Grants Program Overview

Through the provision of Community Grants, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering projects that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

Ipswich City Council's Community Grants Program includes four categories of grants, each category seeking to support the development and implementation of innovative projects that deliver targeted social, cultural and community outcomes:

1. Triennial Grants;
2. Community Development Grants;
3. Quick Response Grants;
4. Christmas/Festive Season Grants.

In addition to the above four categories, In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events in the city, discussed on page 13.

1. Triennial Grants

Triennial Grants support community organisations to pilot or trial innovative programs that address gaps in services within the Ipswich community. Triennial Grants are allocated over a three-year period and designed to support community organisations to attract further ongoing funding to assist the initiative to become sustainable.

Timeframe

Applications will open on 1 July and close on 31 August each year to be considered at Council's October meeting.

Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Year 1 – maximum funding of up to \$10,000 is available

Year 2 – maximum funding of up to \$5,000 is available

Year 3 – maximum funding of up to \$2,500 is available

Funding Available

The total funding available for Triennial Grants each year is subject to variation, depending on Council's annual budget allocation.



Eligibility Criteria

To be eligible for Triennial Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place for the initiative or program (as required)

Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by, or involved with, political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same initiatives, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)



2. Community Development Grants

Community Development Grants support community organisations developing and delivering a one-off community project that addresses local needs and achieves community development outcomes.

Timeframe

Two funding rounds per year (February and July).

Applications will open for one month from 1 February, for the first funding round each year to be considered at Council's April meeting. Applications will open for one month from 1 July, for the second funding round each year to be considered at Council's September meeting.

Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$5,000 is available per project per funding round.

Applicants and associated entities are eligible to apply for a maximum \$10,000 per financial year

Funding Available

The total funding available for Community Development Grants each year is subject to variation, depending on Council's annual budget allocation.

Eligibility Criteria

To be eligible for Community Development Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)



Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same projects, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)

3. Quick Response Grants

Quick Response Grants support community organisations delivering small community projects that address local needs and achieve community development outcomes.

Timeframe

There are no application deadlines for this grant category and applications are assessed on an ongoing basis.

Applications must be submitted at least three (3) weeks before the proposed activity commences to allow sufficient time for the assessment process.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$1,000 is available per initiative.

Funding Available

The total funding available for Quick Response Grants each year is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Quick Response Grant may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Only one successful application (relating to one individual initiative) per financial year is permitted per community organisation.



Eligibility Criteria

To be eligible for Quick Response Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same projects, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications where the financial budget has positive income (i.e. income exceeds expenses)



4. Christmas/Festive Season Grants

Christmas/Festive Season Grants support community organisations developing and delivering a community Christmas event or activity or other celebratory event relevant for the broader community.

Timeframe

One funding round per year (July). Applications will open on 1 July and close on 31 July each year to be considered at Council's September meeting. Applications must be received by close of business on the identified closure date.

Recipients

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding Range

Maximum funding of up to \$2,000 is available per initiative per funding round.

Funding Available

The total funding available for Christmas/Festive Season Grants each year is subject to variation, depending on Council's annual budget allocation.

Eligibility Criteria

To be eligible for Christmas/Festive Season Grant funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)



Exclusions

The following will not be funded:

- Individuals and private profit-making organisations
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political groups seeking to promote their core beliefs
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes
- Applications where financial budget has positive income (i.e. income exceeds expenditure)

Grant Funding Principles

Ipswich City Council applies the following principles when providing support through its four Community Grants Programs:

- Asset based thinking and building on the strengths that exist within our community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City

In addition, Council is committed to the efficient and effective delivery of the Community Grants Program and transparency and accountability in decision making.



Grant Funding Priorities

Ipswich City Council's Community Grants Programs support projects that:

Connect People

- Increase participation of people who are at risk of isolation
- Increase trust, awareness and understanding between people and across community groups
- Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- Provide access to information and training

Increase Opportunity

- Facilitate access to education, training and employment opportunities
- Improve social and physical wellbeing through a prevention and early intervention approach
- Encourage participation in civic and community activity for marginalised community members
- Encourage engagement with and/or self determination of vulnerable and disadvantaged community members

Build Community Capacity

- Increase capability and coordination of community services and participation in decision making
- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity
- Share knowledge through the creative use of existing resources, new technologies and/or the knowledge and experiences of our diverse communities

Appreciation of Arts and Culture

- Increase cultural education
- Increase access to and participation in creative expression and arts and cultural experiences
- Raise awareness about the value and importance of the arts and culture
- Improve collaboration and coordination within the arts and cultural community
- Contribute to artistic and cultural outcomes for marginalised community members



Grant Assessment Process

All grant applications will initially be assessed against the eligibility and exclusion criteria as detailed above. Council Officers will then assess grant applications against funding priorities and the following assessment criteria:

1. Alignment to community outcomes (30% weighting)

- Are the aims and expected outcomes of the proposed project clearly identified?
- Has the application articulated a measurement and evaluation plan (that is, has the application detailed how the aims and expected outcomes will be measured)?

2. Community need (30% weighting)

- Is there a clearly identified and demonstrated local need for the proposed project?
- Does the proposed project clearly and effectively address this need?
- Is there a clear link between the community need, community outcomes and the project proposed?
- Is there community support for the proposed initiative?

3. Organisational capacity (20% weighting)

- Is the application well planned and achievable within the allotted timeframe?
- Does the proposed initiative encourage connectedness and/or develop partnerships and collaborations with other organisations?
- Does the applicant have the expertise and capacity to successfully manage and evaluate the project?
- Will the project be sustainable beyond Council funding?

4. Financial viability (20% weighting)

- Does the proposed budget accurately reflect the scope and scale of the application?
- Have other funding sources been identified?
- Have the resources that are required to deliver the project been clearly identified?
- Is the application financially viable and does it demonstrate sound management?

Additionally, due consideration will be given to the following matters when assessing grant applications:

Expected Program Outcomes

Ipswich City Council expects that projects for which a grant is provided will have measureable social, cultural and community outcomes, including, for example:

- Development of new skills and capabilities within the community
- Development of strong networks where organisations share resources and acquire new knowledge and skills
- Strengthened local connections
- Increased awareness and opportunities for residents and others to participate in social, cultural and sustainable grassroots initiatives
- Improved social wellbeing, reduced isolation and increased cultural participation
- Enhanced positive social, cultural and sustainable outcomes for local communities
- More sustainable creative organisations through greater emphasis on self-generated income
- Public spaces activated with cultural and creative projects and greater public participation in arts and creative projects



Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behavior, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

Grant Funding Approval Process

Final decisions and approval of successful applications are made by Council at a designated Council meeting.

Terms and Conditions That Apply to Successful Applicants

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- With the exception of Triennial Grants, the applicant's proposed project must be completed within 12 months
- The applicant will be required to become a signatory to a standard funding agreement which details all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- Council may make funding conditional on other specific conditions being met
- If Council's grant funds are not spent, all remaining funds must be returned to Council

Grant Evaluation and Acquittal

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an evaluation report and financial acquittal, outlining the use of the funds (including proof of expenditure) and the achieved outcomes of the activity.

Specific evaluation requirements will be outlined in each individual funding agreement and will depend on the nature and size of the grant.

Organisations that have not satisfactorily acquitted Council funds within an appropriate timeframe agreed by Council will be deemed ineligible for Council funding or in-kind assistance for 12 months from the acquittal due date.



In-Kind Assistance

In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events within the City of Ipswich that engage the broader community and improve the social, economic and/or environmental outcomes of the community.

In-Kind Assistance is limited to Council store items (including star pickets, star picket rammers, barrier mesh, cable ties, and witches hats), provision of refuse bins and portable toilets.

Timeframe

Applications can be submitted at any time during the year.

Any application **must be lodged at least six weeks before the proposed assistance is required**. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Operating Officer, Arts, Social Development and Community Engagement Department, however, any late fees incurred (including delivery or cleaning charges), will be the responsibility of the applicant community organisation, and/or associated entities.

Applicants and associated entities may receive two successful applications to a maximum value of \$10,000 per financial year.

Recipients

This is a non-competitive category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

Funding available

Funding is not available within this grant category, only in-kind assistance. Council's ability to provide in-kind assistance each year is subject to variation, depending on Council's annual budget allocation. Further, while in-kind assistance may be requested at any time during the year, in-kind assistance will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility criteria

To be eligible for In-Kind Assistance, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (if relevant)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)



Exclusions

The following will not be provided In-Kind Assistance:

- Individuals and private profit-making organisations
- Requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Applications received outside of the application timeframes, unless in extenuating circumstances, where the application has been approved by the Chief Operating Officer, Arts, Social Development and Community Engagement
- Applicants and associated entities may receive either the maximum two successful applications per financial year with each application relating to one individual project) or to a maximum value of \$10,000 per financial year

Grant and In-Kind Assistance Applications

Applications must be made using the online Community Grants and In-Kind Assistance Program application forms. Additional information can be attached as required.

Additional information supporting your application may be included such as:

- research to demonstrate identified needs/emerging issues
- letters of support which demonstrate community support for your project

Submissions **must** include:

- Copies of quotes received where the purchase of goods and services form part of your proposal. Wherever possible goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered for funding. This includes applications **without** essential documentation.

If you require assistance in preparing your application, please contact the Community Grants Team on (07) 3810 6666 or email: communityfunding@ipswich.qld.gov.au

Funding applications must be submitted via the [online application form](#)

Once submitted you will receive an electronic confirmation notice.

Join us online:



Communities Committee	
Mtg Date: 22.01.2019	OAR: YES
Authorisation: Caroline McMahon	

12 December 2018

MEMORANDUM

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS COORDINATOR

RE: ALLOCATION OF COMMUNITY DONATIONS TO 30 NOVEMBER 2018

INTRODUCTION:

This is a report by the Community Grants Coordinator dated 12 December 2018 concerning the allocation of community donations as at 30 November 2018 (Attachment A). In addition, the report provides a summary of the same donations categorised by recipient type (Attachment B).

Community donations received and endorsed by Councillors prior to 30 June 2018 were assessed under the Community Donations Policy, on the basis that they were submitted before the Mayoral and Councillor Discretionary Funding Policy came into effect on 1 July 2018. Those community donation applications received and endorsed by Councillors post-1 July 2018 have been assessed under the Mayoral and Councillor Discretionary Funding Policy.

All community donation funding must be acquitted within eight (8) weeks of project expenditure completion, outlining the use of funds and include proof of expenditure such as invoices or receipts.

In accordance with section 202 of the *Local Government Regulation 2012*, information relating to allocated discretionary funds will be published on Council's website and publicly displayed, as required (Attachment A).

BENEFITS TO COMMUNITY AND CUSTOMERS:



Provision of community donations supports Council’s commitment to enhancing the quality of life of its community, and is consistent with and complements Advance Ipswich and Corporate Plan 2017–2022 Strategies and Goals 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 and provide a caring environment with particular attention to youth, families, people with a disability, older people, and people from cultural and linguistically diverse backgrounds.
- Increasing opportunities for active participation in community life.
- Enhancing community belonging and pride.
- Enhancing community capacity.

FINANCIAL IMPLICATIONS:

Funding for provision of community donations is contained in the Community Engagement Branch 2018–2019 budget.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A - Community Donations Report	 Attachment A
Attachment B – Community Donation Recipient Type	 Attachment B

RECOMMENDATION:

That the report be received and the contents noted.

Josie Berry
COMMUNITY GRANTS COORDINATOR

I concur with the recommendation contained in this report.

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

Community Donations Register

ATTACHMENT A

Year	Mayor/Division	Approval Date	Recipient	Purpose of Funding	Funded Amount
2018	Citywide	3/07/2018	Bremer State High School	2018 Instrumental Music Tour	\$500.00
2018	Division 1	3/07/2018	Bremer State High School	2018 Instrumental Music Tour	\$500.00
2018	Division 10	3/07/2018	Mount Marrow State School P&C Association	Year 6 Graduation Books	\$198.00
2018	Division 10	3/07/2018	Purga Elders and Descendants Aboriginal Corporation	Mowing for Fireworks Safety	\$550.00
2018	Division 10	3/07/2018	Artisan's Co-op Rosewood Ltd	Set-Up Costs for Not-For-Profit Co-op	\$500.00
2018	Division 2	3/07/2018	Kruger State School P&C	Kruger's Got Talent Fundraising Event	\$2,000.00
2018	Division 4	3/07/2018	Blackstone Girl Guides	Guide Trip to Bundaberg	\$3,990.00
2018	Division 9	3/07/2018	Springfield Malayalee Association Inc	Organisation's Website Annual Maintenance Expenses	\$250.00
2018	Citywide	17/07/2018	Ipswich Junior Grammar School	Bright Sparks Program	\$2,500.00
2018	Citywide	17/07/2018	Redbank Plains Bears JRLFC	Laurie Spinner Shield U11s Townsville	\$250.00
2018	Citywide	17/07/2018	VITAL ProJeX	Culture Change Program - Rosewood State High School	\$500.00
2018	Division 1	17/07/2018	VITAL ProJeX	Culture Change Program - Rosewood State High School	\$250.00
2018	Division 10	17/07/2018	VITAL ProJeX	Culture Change Program - Rosewood State High School	\$750.00
2018	Division 2	17/07/2018	Goodna Community Association	Goodna Jacaranda Festival 2018	\$4,000.00
2018	Division 2	17/07/2018	Redbank Plains Bears JRLFC	Laurie Spinner Shield U11s Townsville	\$200.00
2018	Division 2	17/07/2018	Ipswich State High School	Met West State Championships - Rugby Union	\$900.00
2018	Division 3	17/07/2018	Redbank Plains Bears JRLFC	Laurie Spinner Shield U11s Townsville	\$300.00
2018	Division 5	17/07/2018	Tivoli State School P&C	Driveways for Drop off / Pick up Zone	\$10,000.00
2018	Division 7	17/07/2018	Raceview Congregational Kindergarten	Shade for Playground	\$500.00
2018	Division 7	17/07/2018	VITAL ProJeX	Culture Change Program - Rosewood State High School	\$500.00
2018	Division 9	17/07/2018	Redbank Plains Bears JRLFC	Laurie Spinner Shield U11s Townsville	\$250.00
2018	Division 9	17/07/2018	Western Pride Football Club	Purchase of practice equipment	\$5,000.00
2018	Division 5	18/07/2018	Rivers of Life Christian Church	WHS Upgrade Community Sign	\$930.00
2018	Division 6	18/07/2018	Jubilee Ranger Guides	Jubilee Rangers' Great Victorian Adventure	\$1,000.00
2018	Division 9	23/07/2018	LiveCity Church	Redbank Plains Community Christmas Carols	\$14,995.00
2018	Division 1	25/07/2018	Springfield Christian Family Church Limited	Community Funday - in Support of Anti-bullying	\$500.00
2018	Division 9	25/07/2018	Springfield Christian Family Church Limited	Community Funday - in Support of Anti-bullying	\$500.00
2018	Citywide	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$500.00
2018	Citywide	1/08/2018	Tivoli Social Enterprises Limited	Ipswich Community Christmas Spectacular	\$5,000.00
2018	Division 1	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$250.00
2018	Division 10	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$400.00
2018	Division 2	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$250.00
2018	Division 2	1/08/2018	Shiloh Church (Shiloh Christian Family Centre)	Western Gateway Christmas Carols	\$10,000.00
2018	Division 3	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$1,000.00
2018	Division 4	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$500.00
2018	Division 5	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$500.00
2018	Division 5	1/08/2018	Tivoli Social Enterprises Limited	Ipswich Community Christmas Spectacular	\$10,000.00
2018	Division 6	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$100.00
2018	Division 6	1/08/2018	No. 225 Squadron - Australian Air Force Cadets	Radio Replacement	\$1,741.00
2018	Division 7	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$1,050.00
2018	Division 8	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$200.00
2018	Division 9	1/08/2018	Cure Brain Cancer Foundation	Walk4brain Cancer 2018	\$250.00
2018	Citywide	8/08/2018	Apprenticeships Queensland Limited	Apprenticeships Queensland 2018 Awards Night	\$1,500.00
2018	Citywide	8/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$250.00

2018	Citywide	8/08/2018	Ipswich West State School P&C Association	Native Stingless Bees	\$998.00
2018	Citywide	8/08/2018	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	Homework Club and Other activities	\$500.00
2018	Division 1	8/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$250.00
2018	Division 1	8/08/2018	Springfield Light Tower	ANZAC Day	\$3,000.00
2018	Division 10	8/08/2018	St Vincent de Paul Society Queensland	Pilgrimage walk of the Ipswich Catholic Community	\$250.00
2018	Division 2	8/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$250.00
2018	Division 2	8/08/2018	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	Homework Club and other activities	\$500.00
2018	Division 3	8/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$650.00
2018	Division 5	8/08/2018	Apprenticeships Queensland Limited	Apprenticeships Queensland 2018 Awards Night	\$1,000.00
2018	Division 5	8/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$250.00
2018	Division 5	8/08/2018	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	Homework Club and other activities	\$250.00
2018	Division 7	8/08/2018	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	Homework Club and other activities	\$200.00
2018	Division 8	8/08/2018	Leichhardt Baptist Church	Painting of Church Ministry Centre	\$4,000.00
2018	Division 8	8/08/2018	Ipswich Arts Foundation Trust	Fundraising for the Collection Growth	\$10,000.00
2018	Division 9	8/08/2018	Springfield Light Tower	ANZAC Day	\$1,582.50
2018	Citywide	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$500.00
2018	Citywide	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$1,000.00
2018	Division 1	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$5,000.00
2018	Division 1	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$500.00
2018	Division 10	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$400.00
2018	Division 10	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$1,000.00
2018	Division 2	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$2,000.00
2018	Division 2	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$200.00
2018	Division 3	15/08/2018	Occasionals Vigoro Club	Junior development program	\$805.88
2018	Division 3	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$1,500.00
2018	Division 4	15/08/2018	Raceview State School P&C Association	Catchbox Microphone	\$740.00
2018	Division 4	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$2,000.00
2018	Division 5	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$500.00
2018	Division 5	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$1,000.00
2018	Division 7	15/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$250.00
2018	Division 7	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$1,000.00
2018	Division 8	15/08/2018	Music Heritage Group Ipswich Inc.	Festival Gala 2019	\$5,000.00
2018	Division 8	15/08/2018	Leichhardt Community Group Inc.	Community Resources	\$11,000.00
2018	Division 8	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$250.00
2018	Division 8	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$2,000.00
2018	Division 9	15/08/2018	Friends Of Lakes Cultural Association Inc	Cultural and Sporting Activities	\$2,000.00
2018	Division 9	15/08/2018	Riverview Neighbourhood House Ass Inc	Springfield Mini Show Day	\$100.00
2018	Division 9	15/08/2018	Greater Springfield Combined Churches	2018 Christmas Carols at Robelle Domain	\$1,000.00
2018	Division 9	15/08/2018	Ipswich Musical Theatre Company	Production of Strictly Ballroom	\$500.00
2018	Division 6	20/08/2018	Western Pride Football Club	Junior Strip	\$5,000.00
2018	Division 3	21/08/2018	Riverview State School	African Nations Cultural Group	\$251.00
2018	Division 9	21/08/2018	Springfield Central State School P&C Assoc	Moving Forward Project	\$3,935.00
2018	Citywide	22/08/2018	Brisbane Super Kings Cricket Club Inc	Multicultural T20 Tournament	\$250.00
2018	Citywide	22/08/2018	Goodna Little Athletics	Line Marker	\$200.00
2018	Citywide	22/08/2018	Ipswich Veteran & Vintage Vehicle Club Inc	2018 Swap Meet	\$996.00
2018	Division 1	22/08/2018	Goodna Little Athletics	Line Marker	\$300.00
2018	Division 10	22/08/2018	Lions Club of Rosewood Inc.	Lions Club of Rosewood Christmas Street Carnival 2018	\$2,838.00
2018	Division 2	22/08/2018	Goodna Little Athletics	Line Marker	\$905.00
2018	Division 2	22/08/2018	Gailes Residents Committee Inc	Christmas on Karina	\$1,737.11
2018	Division 3	22/08/2018	Dinmore Bushrats Soccer & Sports Club Inc.	R2R Return to Riverview Family Fun Day	\$1,425.00

2018	Division 3	22/08/2018	Goodna Little Athletics	Line Marker	\$200.00
2018	Division 4	22/08/2018	Rotary Club of Booval (Ipswich) Inc.	Footprints in the Park Program	\$4,000.00
2018	Division 5	22/08/2018	Goodna Little Athletics	Line Marker	\$200.00
2018	Division 7	22/08/2018	Goodna Little Athletics	Line Marker	\$200.00
2018	Division 9	22/08/2018	Springfield Lakes Nature Care INC	Detect & protect	\$1,388.00
2018	Division 9	22/08/2018	Goodna Little Athletics	Line Marker	\$200.00
2018	Citywide	28/08/2018	Harvest Rain Christian Care Limited	Ipswich Christmas Day Community Dinner	\$2,000.00
2018	Citywide	28/08/2018	White Rock Warriors Inc	Capital purchase	\$500.00
2018	Citywide	28/08/2018	Riverview Neighbourhood House Ass Inc	Community Shed	\$1,000.00
2018	Division 2	28/08/2018	White Rock Warriors Inc	Capital purchase	\$3,500.00
2018	Division 3	28/08/2018	Riverview Neighbourhood House Ass Inc	Community Shed	\$11,000.00
2018	Division 3	28/08/2018	Redbank Plains State High School	2018 Mystery Tour	\$350.00
2018	Division 4	28/08/2018	Brothers Football Club Ipswich Inc	Ladies Football Program	\$5,101.60
2018	Division 5	28/08/2018	Harvest Rain Christian Care Limited	Ipswich Christmas Day Community Dinner	\$2,000.00
2018	Division 5	28/08/2018	Riverview Neighbourhood House Ass Inc	Community Shed	\$500.00
2018	Division 6	28/08/2018	Rugby League Ipswich	Rugby League Ipswich Grand Final	\$5,000.00
2018	Division 7	28/08/2018	Music Heritage Group Ipswich Inc.	Festival Gala 2019	\$3,000.00
2018	Division 9	28/08/2018	White Rock Warriors Inc	Capital purchase	\$2,000.00
2018	Division 9	28/08/2018	Music Heritage Group Ipswich Inc.	Festival Gala 2019	\$3,000.00
2018	Citywide	22/09/2018	St Mary's College Ipswich P&F	St Mary's College 2018 Gala Dinner	\$5,000.00
2018	Citywide	22/09/2018	Riverview State School	Indigenous Cultural Garden	\$4,305.00
2018	Division 1	22/09/2018	Springfield Lakes State School P&C	Springfield Lakes State School Spring Fair	\$4,009.00
2018	Division 2	22/09/2018	Goodna Community Assoc Inc.	Goodna Jacaranda Festival	\$7,500.00
2018	Division 3	22/09/2018	Ipswich Genealogical Society Inc	Sanding and Sealing Ramp and Deck of Brigg House	\$570.00
2018	Division 3	22/09/2018	Riverview State School	Indigenous Cultural Garden	\$8,000.00
2018	Division 3	22/09/2018	Redbank Primary P&C	Garden Club - Garden Sprinklers	\$1,108.00
2018	Division 4	22/09/2018	Ipswich Cycling Club	State Mountain Bike Championships	\$2,871.75
2018	Division 4	22/09/2018	ICYS Ipswich Community Youth Service Inc.	Ipswich & West Moreton Region Child Protection Week Symposium	\$2,000.00
2018	Division 4	22/09/2018	ArtsConnect Ipswich Inc	Connecting with Community	\$772.50
2018	Division 4	22/09/2018	Silkstone Baptist Church	Community Birthday Party Event	\$750.00
2018	Division 5	22/09/2018	St Edmund's Old Boys Assoc	St Edmund's Old Boys Golf Day	\$300.00
2018	Division 6	22/09/2018	Jets Rugby League Club Inc	Jets Junior Development Program	\$5,000.00
2018	Division 7	22/09/2018	Jets Rugby League Club Inc	Jets Junior Ballboy Program	\$554.00
2018	Division 7	22/09/2018	Ipswich Grammar School Junior School Parent Support Group	2018 Colour Fun Run	\$675.00
2018	Division 9	22/09/2018	Redbank Plains State High School P&C	Canoeing / Camping	\$2,357.85
2018	Division 3	13/10/2018	Riverview State School	Graduation	\$1,125.00
2018	Division 7	13/10/2018	Ipswich Hospice Care Inc	Adopt A Room	\$15,000.00
2018	Division 7	13/10/2018	Raceview Congregational Fellowship Inc	Upgrade of External Security Lighting	\$372.75
2018	Division 10	13/10/2018	Marburg & District Agricultural & Industrial Assoc Inc	Marburg Show Schoolwork Section	\$562.50
2018	Citywide	13/10/2018	Blair State School Parents and Citizens Assoc	Blair Arts Showcase and End of Year Concert	\$2,565.00
2018	Division 4	13/10/2018	Y-Care (South East Queensland) Inc	Year 12 Graduation -Formal	\$2,000.00
2018	Citywide	16/10/2018	Western Pride Football Club	Assistance with loss of club house facilities	\$5,929.50
2018	Division 6	24/10/2018	Ipswich Triathlon Club inc.	Volunteer Training, Equipment & Training Camp	\$2,050.00
2018	Division 4	16/11/2018	Ipswich & District Lapidary Club Inc	Annual Gem Show	\$191.25
2018	Division 2	21/11/2018	Goodna Street Life Inc	Goodna Street Life Carols in The Park	\$1,650.00
2018	Division 6	21/11/2018	St Joseph's North Ipswich P & F Association	School Christmas Carols	\$1,075.00
2018	Division 10	21/11/2018	Rosewood Masonic Lodge	Commemorative Plaque and Storage Cabinet	\$206.25
2018	Division 1	21/11/2018	Goodna-Springfield Combined Probus Club Inc	10th Birthday Celebration	\$375.00

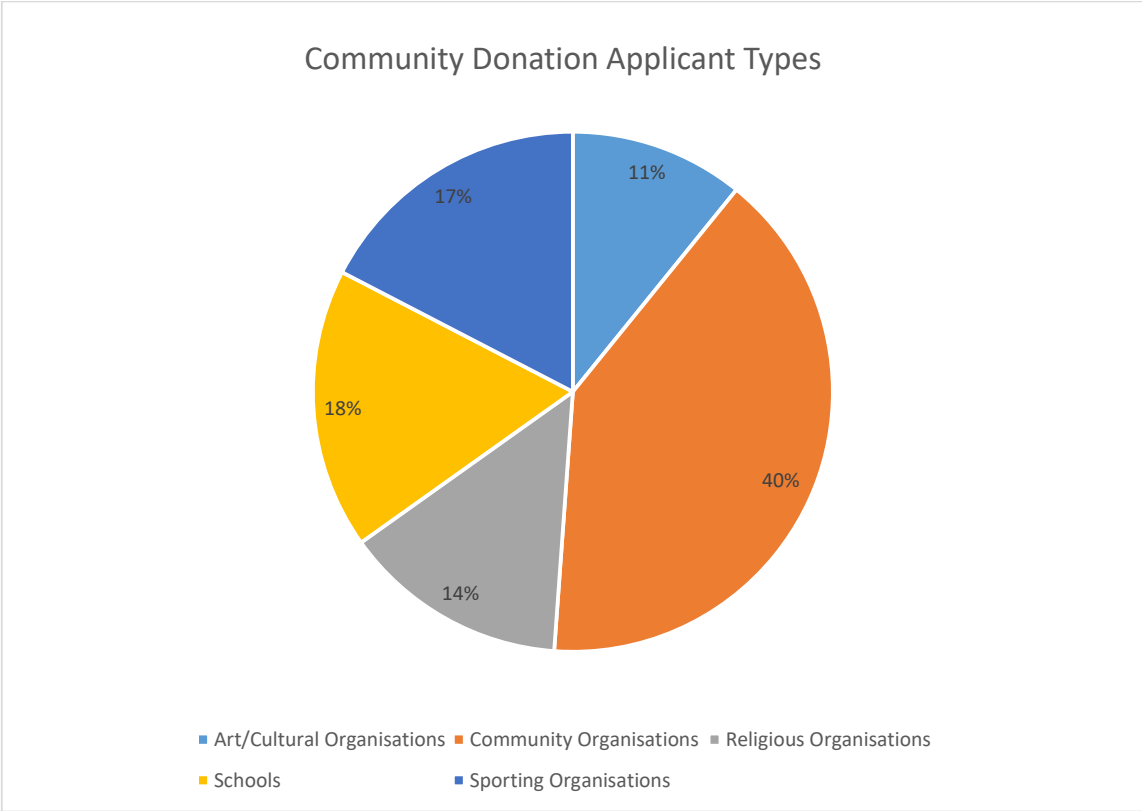
2018	Citywide	21/11/2018	CRI Network Ltd	Religious Instruction in State Primary Schools	\$6,855.00
2018	Division 3	21/11/2018	Collingwood Park Primary P&C Association	2018 School Year Book	\$500.00
2018	Division 3	26/11/2018	Ipswich Community Care Fund	Volunteer Xmas luncheon	\$459.25
2018	Division 5	26/11/2018	Able Australia	Community Seniors Christmas Party	\$785.77
2018	Division 4	26/11/2018	Queensland Pathways State College	Holiday Engagement Program	\$1,750.50
2018	Citywide	26/11/2018	Football Queensland	Football for All' Project	\$2,377.00
					\$ 304,309.96

Categorised Recipient Types

Council approved community donations totalling \$304,309 to various community groups during the period 1 July 2018 to 30 November 2018.

Recipients of Council community donations have been categorised into applicant types, as outlined below:

- Art/Cultural Organisations \$32,972.50
- Community Organisations \$122,677.63
- Religious Organisations \$42,622.75
- Schools \$53,109.50
- Sporting Organisations \$52,927.58



Communities Committee	
Mtg Date: 22.01.2019	OAR: YES
Authorisation: Caroline McMahon	

2 January 2019

MEMORANDUM

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

FROM: DIRECTOR, IPSWICH ART GALLERY

RE: QUOTE OR TENDER CONSIDERATION PLAN: ACQUISITION AND COMMISSIONING OF ARTWORKS, OBJECTS AND PUBLIC ART

INTRODUCTION:

This is a report by the Director, Ipswich Art Gallery dated 2 January 2019 concerning the Quote or Tender Consideration Plan for the Acquisition and Commissioning of Artworks, Objects and Public Art.

BACKGROUND:

The Ipswich Art Gallery presents a dynamic program of exhibitions and heritage displays with complementary workshops, performances and an extensive program for children and families. The Gallery achieves an average annual visitation of around 120,000 made up of approximately 55-65% local residents with the remainder of visitors mostly drawn from across South East Queensland. The program appeals to a broad cross section of the population with a particular focus on family visitation. The additional engagement of specific niche audiences such as colonial historians and decorative arts enthusiasts, makes the Ipswich Art Gallery a significant cultural tourism destination for Ipswich.

The Gallery's goals for the next three (3) calendar years include: sustaining the vibrancy of the program, growing the audience, promoting the work of local artists and developing the City of Ipswich Collection.

Further, Council's Arts and Cultural Strategy 2018-2023 outlines in goal #2 'Activating and engaging whole of our city'

"Our objective: Locally and nationally, Ipswich will have a reputation as a culturally vibrant destination. Arts and culture will be an integral part of our lives.

"Our actions: Develop a coordinated strategy to generate a lively, activated streetscape both day and night, through outdoor performance and festival programming, street art and mural installations; Develop and adopt a Public Art Strategy which stimulates the generation of new work in public spaces, commercial buildings and civic buildings as spaces throughout the year; and Integrate creative lighting and public art to create safe, and lively city spaces, parks and precincts."

To achieve these goals, Ipswich City Council needs to continue to procure a range of unique goods and services. To achieve this, the attached memos detail the Quote or Tender Consideration Plan for Exhibitions (Attachment A) and the Quote or Tender Consideration Plan for the Acquisition and Commissioning of Artworks, Objects and Public Art (Attachment B) have been prepared in accordance with section 230(1) (b) of the *Local Government Regulation 2012* to apply for a three (3) year term.

BENEFITS TO COMMUNITY AND CUSTOMERS:

The Quote or Tender Consideration Plans align with the Ipswich City Council 5-Year Corporate Plan 2017-2022:

Goal 2 Strategy 4 The city's heritage is conserved.

Key Action - Places and items of cultural heritage significance are identified, protected and used appropriately.

Outcome: Preservation and accessibility of primary cultural heritage material.

Goal 3 Strategy 1 Inform, educate and celebrate with the community those elements of our history that have shaped our identity.

Key Action - Develop a clear understanding of what unites us and forms the city's identity.

Outcome: Celebration of the contribution of diverse communities.

Goal 3 Strategy 5 Foster a diverse range of activities to promote sustainable, healthy lifestyles and community well-being.

Key Action - Implement a Community Events Program across the city that includes community and family activities.



Outcome: Greater family participation in public programs.

Goal 3 Strategy 3 Adopt and deliver an explicit Community Development framework tailored to the needs of our varied communities.

Key Action - 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.

Outcome: Closer alignment to child friendly city principles.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Quote or Tender Consideration Plan: Exhibitions	 Attachment A
Attachment B – Quote or Tender Consideration Plan: Acquisition and Commissioning of Artworks, Objects and Public Art	 Attachment B

RECOMMENDATIONS:

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to prepare a Quote or Tender Consideration Plan to enter into contracts for exhibitions in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- B. That Council resolve to adopt the Tender Consideration Plan to enter into contracts for exhibitions as set out in Attachment A to the report by the Director, Ipswich Art Gallery in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- C. To prepare a Quote or Tender Consideration Plan to enter into contracts for the acquisition and commissioning of artworks, objects and public art in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- D. To adopt the Tender Consideration Plan to enter into contracts for the acquisition and commissioning of artworks, objects and public art as set out in Attachment B to the report by the Director, Ipswich Art Gallery in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

Michael Beckmann
DIRECTOR, IPSWICH ART GALLERY

I concur with the recommendation contained in this report.

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

19 December 2018

MEMORANDUM

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

FROM: DIRECTOR, IPSWICH ART GALLERY

RE: QUOTE OR TENDER CONSIDERATION PLAN: EXHIBITIONS

The development and delivery of the Ipswich Art Gallery's exhibition program presents complex procurement situations where it is not possible to obtain three (3) written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Framework.

For such situations, the Local Government Regulation 2012 Section 230 allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

This Quote or Tender Consideration Plan provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

EXHIBITION PROGRAM DEVELOPMENT AND DELIVERY



[Ipswich Art Gallery
Exhibition Policy.pdf](#)

The Ipswich Art Gallery Exhibition Policy (embedded above) outlines the following expectation:

The Ipswich Art Gallery will effectively develop and present a balanced program of entertaining, educational, and culturally significant exhibitions which promote Ipswich's identity while celebrating the cultural life of the region.

Key considerations of the program include:

- *Artistic excellence and integrity*
- *Audience development targets*
- *Ipswich community aspirations and characteristics*
- *Financial viability and scheduling opportunities*
- *Interpretation opportunities including the use of new technologies*
- *Ability to contribute to the local, regional and national debate and the broader cultural industry*

The development and presentation of a dynamic and balanced program creates the following procurement scenarios:

- A quality exhibition (such as 'Playing with Light' or 'Art Deco') is developed for tour and offered for hire by a government cultural organisation such as the SciTech Discovery Centre or the National Gallery of Australia. The Ipswich Art Gallery is a competitor in the market to attract quality touring exhibitions to in-turn attract cultural tourists to Ipswich. In each case, the exhibition is a unique product with only one supplier available so it is not possible to obtain additional, comparable written quotes for the same product.
- A freelance curator or avid collector with an industry-recognised reputation for specialist knowledge of a particular art style, movement, medium or artist is commissioned to curate and develop an exhibition on their specialist topic. An example of this would be commissioning notable Australian Quilt Historian Dr Annette Gero to develop an exhibition on 'War-time Quilts'. While it may be possible to request quotes from several different freelance curators, to do so disrespects the reputation and specific talents of the noted industry expert. It also negates the Gallery's ability to develop a positive relationship with the freelance curator in order to negotiate an appropriate fee for the exhibition and also to foster collaborations for future benefits (such as notification when a quilt of historical value to Ipswich may come on the market). Curators charge fees based on their experience, knowledge and collector contacts so an 'inexpensive' curator will not necessarily deliver the standard of exhibition required. To call an open tender also comes with the disadvantage of notifying the Gallery's competitor museums of our programming intentions which would potentially diminish any strategic advantage in attracting visitors to Ipswich.
- A professional artist with an international reputation negotiates with the Ipswich Art Gallery to present an exhibition as the only Australian venue. An example of this would be notable American artist/ designer/ architect Eric Lennartson developing and presenting on his child-friendly, interactive 'TapeScape' work in the Ipswich Art Gallery. Of note, this was the highest attended exhibition held to date (December 2016-February 2017) with over 44,000 visitors in 3 months. In this situation it is again a unique product attributed to the specific talents and artistic reputation of the sole supplier and as such it is not possible to obtain additional, comparable quotes.

- A professional performing arts troupe has been contracted to present a holiday performance program which is a ticketed event for revenue generation. An example of this is the presentation of 'SlapDash Galaxy' shadow puppet performance by the family-favourite Bunk Puppets troupe with the aim of the program to engage in entertaining visual and aural spectacle as both a learning tool and visitation driver. The performance/ and or performance program is a unique product with only one supplier available so it is not possible to obtain additional, comparable quotes.
- A reputable arts education group has been engaged to present a program for school groups. An example of this would be engaging the scientists and artists of the Scale Free Network group to deliver their micro-draw workshops, with links to primary science and art curriculum, as part of the Gallery's education program for schools. Again, the program is a unique product with only one supplier available so it is not possible to obtain additional, comparable quotes.

These typical scenarios outline the difficulty in providing additional comparable written quotes or calling for tenders. In each situation the 'value for money' proposition is not driven by price but rather by the identifiable quality of the offer, its fit within a broad Gallery program and/or the uniqueness of the product or experience the Gallery can present to attract visitors.

1. The objectives of the plan

Scope

This plan has been prepared to assist Council Officers to conduct effective procurement of unique products and services in order to develop and present the best possible balanced program of entertaining, educational, and culturally significant exhibitions which promote Ipswich's identity while celebrating the cultural life of the region.

Plan objective

This quote or tender consideration plan is intended to fulfil the following objectives:

1. Support the Council's objectives as outlined in the Ipswich Art Gallery Exhibition Policy;
2. Provide an approach for evaluating the quality, relevance and suitability of products and services to enable strategic decision making in creating a dynamic programs; and
3. Guide the Director, Ipswich Art Gallery and designated Council Officers in procuring unique products and services with regard for the five (5) sound contracting principles:
 - a. Open and effective competition;
 - b. Best value for money
 - c. Enhancement of the development of local business and industry;
 - d. Environmental protection; and
 - e. Ethical behaviour and fair dealing.

While this plan provides an exemption for Council officers sourcing competitive quotes, all other areas of the process will proceed in accordance with the Ipswich City Council Procurement Framework.

2. How the objectives will be achieved

Process for exhibition and event program procurement

1. The annual program of exhibitions and events is developed continuously by the Director, Ipswich Art Gallery and designated Gallery Officers.
 2. Exhibition and activity proposals and ideas will be evaluated by the Exhibition Panel as outlined in the Ipswich Art Gallery Exhibition Policy, against the key considerations identified as:
 - a. Artistic excellence and integrity
 - b. Audience development targets
 - c. Ipswich community aspirations and characteristics
 - d. Financial viability and scheduling opportunities
 - e. Interpretation opportunities including the use of new technologies
 - f. Ability to contribute to the local, regional and national debate and the broader cultural industry.
 3. The primary goal in the inclusion of an exhibition or activity in the Gallery's program is to:
 - a. Further the Gallery's reputation for innovative museum practice and high quality exhibitions and events;
 - b. Enhance the Gallery's importance and relevance as a cultural institution; and
 - c. Assist the city's cultural development and regional tourism potential.
 4. In assessing proposals, consideration must be given to the governing principles of the public gallery and museum sector as articulated in the International Council of Museums Code of Ethics (embedded below).
- A small icon of a PDF document with a red 'PDF' label and a blue link text 'ICOM-code.pdf' below it.
5. The relevant consideration/s should be quoted in the Note to Buyer on the purchase order or in Justification section of the credit card costing form; IE *'This exhibition from the National Gallery of Australia demonstrates Artistic Excellence and Integrity and will assist the Gallery in developing additional audiences.'*
 6. Once confirmed as suitable for the program by the Director, Ipswich Art Gallery, the Director or designated Council Officer may negotiate with the other party in respect of the development and delivery details including milestones, fees and payments, accountability and responsibilities in order to secure the unique product or service. These negotiations will be guided by established industry standards and Council's procurement guidelines.
 7. It is the responsibility of the Director, Ipswich Art Gallery or designated Council Officer to ensure that negotiations and communication with organisations and individuals are fair, equitable and that any conflicts of interest are declared and dealt with in accordance with Council policy.

3. How the objectives will be measured

Indicators for measuring the delivery of outcomes and success of use of this quote or tender consideration plan include:

1. The number of visitors attracted to the Gallery's exhibitions and events
2. Feedback from visitors gathered through visitor surveys and anecdotal responses
3. Amount of positive media coverage and social media engagement

4. Any alternative ways of achieving the objectives and why the alternative ways were not adopted

In the current circumstance there are no known efficient or effective methods of achieving the objectives, outside of this contracting plan.

5. The proposed terms of the contract for the goods or services

The terms of contract for the procurement of these unique products and services will be in accordance with established industry standards and Council's Procurement Framework in respect of payment terms and Council's standard work health and safety requirements. Any non-standard terms will be subject to advice from Legal Branch. Of note, contracts regarding the loan of work will be in accordance with the existing Delegation to the Director, Ipswich Art Gallery (embedded below).



[DELEGATION Loan](#)
Agreements for Artwork

6. A risk analysis of the market from which the goods or services are to be obtained

The following general risks and mitigation strategies have been identified in relation to procurement of unique services and products for the Gallery's program. Each proposed unique product or service should be assessed for specific and detailed risk as an ongoing process through the development of the Gallery's program.

Financial Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

A financial risk exists in the event of the service or product falling below expectations, or requiring additional budget in order to be delivered as expected.

Mitigation:

Expenditure on individual products or services is frequently below \$50K therefore posing minimal risk. In negotiating the delivery of a product or service, Gallery officers will ensure the inclusion of documentary evidence (photographs, video, and examples of works) that will form part of the contract. Payments to suppliers will be linked to the satisfactory achievement of milestones. All expenditure including project contingency budgets will be contained within the Gallery's overall annual budget allocation.

Legal/ Governance Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There may be a low level legal risk in relation of breach of contract.

Mitigation:

Clear and open communication between the Gallery and contractor/ supplier will alleviate most disputes. All contracts contain clauses for dispute resolution and contract termination.

Political/ Reputation Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

There is inherent political and reputation risk in determining the Gallery's program, as not every exhibition or event will meet with the expectations of every visitor. Individuals may on occasion find an exhibition to be offensive, when it is judged to be acceptable or entertaining by the broad majority of the community or an underwhelming exhibition experience may damage the reputation of the Gallery and negatively impact on perceptions of the Council or the City.

Mitigation:

As outlined in the Exhibition Policy, the Gallery strives to present a dynamic program of exhibitions, which includes displays of visual art, craft, design, social history and related areas of interest, including both historical and contemporary material. The range of exhibitions will reflect a commitment to presenting a diversity of artists and artistic media, including painting, printmaking, drawing, sculpture, decorative arts, installation, photography, video, film and digital media.

Exhibitions will actively explore a broad range of social, historical, artistic and cultural themes, and in doing so, endeavour to offer something of interest to most people. It is also recommended that Gallery Officers keep abreast of prevailing community standards and consult Legal Branch where doubts about the handling of sensitive issues may arise.

Where public art is concerned, Council will engage with the local community in the development of its Public Art Strategy. From that point, public art installations will reflect the goals of that strategy.

Environmental/ Public Health Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

In very rare circumstances, a product or service for the Gallery’s program may pose a risk to the environment or public health.

Mitigation:

Detailed risk assessments will be undertaken in consultation with relevant experts on any unique product or service that is deemed to pose an environmental or public health risk.

Workplace Health & Safety Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minor	

There may be WH&S risk in relation to some exhibitions or the delivery of unique products and services.

Mitigation:

Detailed risk assessments will be undertaken on any exhibitions or unique product/ service that pose a WH&S risk. The Gallery will seek special permission to close to the public to allow for the safe installation and demount of large-scale exhibitions, as a means to mitigate risk.

In addition, Council’s Procurement Framework requires that suppliers be assessed and approved by Council’s WH&S prior to being contracted to supply products or services.

Service Delivery/ Business Continuity Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There may be a low level service delivery/ business continuity risk due to delays in the delivery or realisation of an exhibition or event.

Mitigation:


Frequent communication between the Gallery and contractor/ supplier in relation to timelines and payments linked to the satisfactory achievement of milestones will assist in mitigating delivery delays.

Cyber Security, security & Confidentiality Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There may be a very low risk in relation of breach of confidentiality or unauthorised access to Council’s network by a contractor.

Mitigation:

Contractors are rarely granted access to Council’s corporate data and where this is required it is always supervised by a Gallery Officer. All contracts contain clauses in relation to confidentiality.

	IPSWICH ART GALLERY EXHIBITIONS POLICY	Document No: A4595588
<p>1.1 Objectives: The objective of this policy is to guide and direct the conceptual development and implementation of exhibitions at Ipswich Art Gallery.</p>		
<p>1.2 Policy Statement:</p> <p>1.2.1 Ipswich Art Gallery Vision The Ipswich Art Gallery will, through display, collection, documentation and interpretation, play a vital role in the public life of the region, making a sufficient contribution to the city's cultural capital and civic pride.</p> <p>1.2.2 Exhibition Policy Vision The Ipswich Art Gallery will effectively develop and present a balanced program of entertaining, educational, and culturally significant exhibitions which promote Ipswich's identity while celebrating the cultural life of the region.</p> <p>Key considerations of the program include:</p> <ul style="list-style-type: none"> • Artistic excellence and integrity • Audience development targets • Ipswich community aspirations and characteristics • Financial viability and scheduling opportunities • Interpretation opportunities including the use of new technologies • Ability to contribute to the local, regional and national debate and the broader cultural • industry <p>1.3 Scope:</p> <p>1.3.1 Exhibitions Panel The Ipswich Art Gallery exhibition panel, which includes the Director, Ipswich Art Gallery and selected senior staff, is responsible for the development and implementation of the exhibition program. The panel is to be guided by the Exhibition Policy when appraising exhibition proposals, and when determining the rationales, themes, goals and target audiences for exhibitions, including key exhibits and public programs, and promotional and commercial opportunities.</p> <p>Where possible, the exhibitions panel shall seek to further the Ipswich Art Gallery's reputation for innovative museum practice and high quality exhibitions, and enhance its importance and relevance as a cultural institution.</p> <p>The Ipswich Art Gallery exhibitions should be considered as resources for cultural development and regional tourism.</p>		

1.3.2 Exhibition Program

The Ipswich Art Gallery will present a dynamic program of exhibitions, which includes displays of visual art, craft, design, social history and related areas of interest, including both historical and contemporary material. The range of exhibitions will reflect a commitment to presenting a diversity of artists and artistic media, including painting, printmaking, drawing, sculpture, decorative arts, installation, photography, video, film and digital media.

Exhibitions will actively explore a broad range of social, historical, artistic and cultural themes. The themes chosen for exhibitions will reflect the Gallery's commitment to educating and informing the community.

The exhibition program will comprise exhibitions which are curated by Ipswich Art Gallery staff, developed in partnership with independent curators, or on loan from other institutions. Where appropriate, exhibitions will be developed to complement activities and events of local, national or international significance.

Ipswich Art Gallery will present touring exhibitions from other institutions which broaden the overall program, with preference given to exhibitions that relate to themes of community interest, relate to the City of Ipswich Collection, feature artistic excellence, augment local art practice, or celebrate cultural diversity and understanding.

1.3.3 City of Ipswich Collection

Selected gallery spaces within Ipswich Art Gallery are used to display exhibitions drawn from the City of Ipswich Collection. These exhibitions will rotate regularly to highlight different aspects of the Collection, feature the depth and diversity of objects within the Collection, and improve the public's access to, and understanding of, the Collection.

The exhibitions panel will ensure that a representative selection of outstanding works of art from the Collection is on display at any given time.

1.3.4 Local Artists

The exhibition program will aim to support talented and professional artists from the Ipswich region by periodically presenting survey or thematic group exhibitions of their work, and by featuring individual artist exhibitions in the Spotlight program. Further exhibition opportunities for local artists are to be made available on an equitable and merit-based basis at the discretion of the Director, Ipswich Art Gallery.

Ipswich Art Gallery is a public gallery, and therefore, will not present exhibitions of artwork for sale.

Artists or groups seeking to exhibit in the Ipswich Art Gallery are required to submit an exhibition proposal to the Director, Ipswich Art Gallery. Exhibition proposals will be considered on merit by the exhibitions panel, with reference to budget and scheduling considerations.

1.3.5 Community

Ipswich Art Gallery maintains close links to the Ipswich community, and wherever possible, exhibitions are developed in close consultation with the community, or with specific groups in the community (ie people who share a particular history, place, culture or interest).

Ipswich Art Gallery exhibitions:

- assist the community to preserve and explore its heritage;
- creatively tell stories that define the community's shared identity and the unique experiences of the individuals who belong to it;
- provide opportunity for community reflection, conversation and debate on the community's identity and cultural life;
- help the community to interpret its past and present, and question its future;
- encourage visitors from outside the community to understand and relate to the Ipswich region.

1.3.6 Community Standards

In its endeavours to maintain good relations with the community, the Ipswich Art Gallery will be mindful when developing and scheduling exhibitions that the content, theme or timing of exhibitions does not cause undue offence to the community or to particular community groups.

This does not infringe the right of the exhibition curator to free and independent thought to be presented in exhibitions and accompanying label texts and essays. However, critical opinions must be expressed as opinion and factual information must be accurate. Where necessary appropriate warning of explicit material is to be provided to visitors through signage and guided tour scripts.

Ipswich Art Gallery exhibitions will actively explore a broad range of social, historical, artistic and cultural themes, with exhibition themes being chosen to reflect the Gallery's commitment to educating and informing the community. It is noted that individuals may on occasion find an exhibition to be offensive, when it is judged to be acceptable or entertaining by the broad majority of the community.

It is recommended that Ipswich Art Gallery staff keep abreast of prevailing community standards and consult the legal department of Council where doubts about the handling of issues may arise.

1.3.7 Exhibition Sponsorship

Opportunities to receive exhibition sponsorship should be considered subordinate to the presentation of exhibitions for the reasons outlined above. It is recognised that it is likely to be an interactive process between these considerations and the practical issues of funding however the program should be consistent with these objectives. The presentation of sponsored exhibitions will be consistent with Council's 'Ipswich Arts Foundation Corporate Sponsorship Policy'.

In the case of an exhibition that has been developed, either in collaboration with a company or sponsor, the association is described in either the exhibition title or credit line. When the association is described in the exhibition title, the general practice is that

the company or brand should appear in the title sub-heading.

1.3.8 Nomenclature

Naming rights may take a variety of forms and may include but are not limited to the following examples.

1.3.8.1 Primary Naming Rights

- The **Company, Exhibition Name**
- The **Company**, gallery of **Exhibition Name**
- The **Company** presents **Exhibition Name**

1.3.8.2 Secondary Naming Rights

- The **Exhibition Name**, sponsored by **Company**

1.3.8.3 Joint naming rights

- Ipswich Art Gallery and **Company** present **Exhibition Name**
- **Company** and **Company** present **Exhibition Name**

The implementation of naming rights will be consistent with Council's 'Ipswich Arts Foundation Corporate Sponsorship Policy'.

1.3.9 Display

Ipswich Art Gallery will maintain a consistent high standard of display in the presentation and interpretation of exhibitions, including display and directional signage, in accordance with current museological standards and practices. Appropriate consideration will be given to visitor requirements in the placement, size and clarity of all signage and supporting material.

Exhibitions are supported by the provision of explanatory and interpretative information that assists public access to, and understanding of, the displays.

1.3.10 Support Activities

The Ipswich Art Gallery will present opening events to launch and promote selected exhibitions at which Council officials, Sponsors, Ipswich Art Foundation Executive members and Gallery volunteers will receive appropriate recognition.

Public programs will be presented to contextualise and interpret selected exhibitions for specific audiences and to enhance the relevance of exhibitions to the local community.

Catalogues or publications will be developed to support selected major projects.

1.4 Policy Author: Director, Ipswich Art Gallery.

Date of Review: 16 January 2018

Date of Council Resolution: 27 January 2005

Committee Reference and Date: Arts, Community and Cultural Services Committee No. 2005 (01) of 17 January 2005

No. of Resolution: 09.14

Date to be Reviewed: 16 January 2020

The cornerstone of ICOM is the *ICOM Code of Ethics for Museums*. It sets minimum standards of professional practice and performance for museums and their staff. In joining the organisation, ICOM members undertake to abide by this Code.

The *ICOM Code of Professional Ethics* was adopted unanimously by the 15th General Assembly of ICOM in Buenos Aires (Argentina) on 4 November, 1986. It was amended by the 20th General Assembly in Barcelona (Spain) on 6 July 2001, retitled *ICOM Code of Ethics for Museums*, and revised by the 21st General Assembly in Seoul (Republic of Korea) on 8 October, 2004.

First published in the three official languages of ICOM, the Code of Ethics has been translated into numerous other languages by ICOM's committees.



ICOM Code of
ETHICS
for Museums



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PREAMBLE

The *ICOM Code of Ethics for Museums* has been prepared by the International Council of Museums. It is the statement of ethics for museums referred to in the ICOM Statutes.

The Code reflects principles generally accepted by the international museum community. Membership of ICOM and the payment of the annual subscription to ICOM are an affirmation of the *ICOM Code of Ethics for Museums*.

The ICOM Code presents a minimum standard for museums. It is presented as a series of principles supported by guidelines for desirable professional practice. In some countries, certain minimum standards are defined by law or government regulation. In others, guidance on and assessment of minimum professional standards may be available in the form of 'Accreditation', 'Registration', or similar evaluative schemes. Where such standards are not defined, guidance can be obtained through the ICOM Secretariat, a relevant National Committee of ICOM, or the appropriate International Committee of ICOM. It is also intended that individual nations and the specialised organisations connected with museums should use this Code as a basis for developing additional standards.

The *ICOM Code of Ethics for Museums* was first published in the three official languages of the organisation: English, French and Spanish. ICOM welcomes the translation of the Code into other languages and has set translation guidelines that can be obtained through its General Secretariat.

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Ethical issues that require the attention and/or consideration of the ICOM Ethics Committee may be addressed to its Chair by e-mail: ethics@icom.museum

— I —

**MUSEUMS PRESERVE, INTERPRET
AND PROMOTE THE NATURAL
AND CULTURAL INHERITANCE
OF HUMANITY.**

PRINCIPLE

Museums are responsible for the tangible and intangible natural and cultural heritage. Governing bodies and those concerned with the strategic direction and oversight of museums have a primary responsibility to protect and promote this heritage as well as the human, physical and financial resources made available for that purpose.

INSTITUTIONAL STANDING

1.1 Enabling Documentation

The governing body should ensure that the museum has a written and published constitution, statute, or other public document in accordance with national laws, which clearly states the museum's legal status, mission, permanence and non-profit nature.

1.2 Statement of the Mission, Objectives and Policies

The governing body should prepare, publicise and be guided by a statement of the mission, objectives and policies of the museum and of the role and composition of the governing body.

PHYSICAL RESOURCES

1.3 Premises

The governing body should ensure adequate premises with a suitable environment for the museum to fulfil the basic functions defined in its mission.

1.4 Access

The governing body should ensure that the museum and its collections are available to all during reasonable hours and for regular periods. Particular regard should be given to those persons with special needs.

1.5 Health and Safety

The governing body should ensure that institutional standards of health, safety and accessibility apply to its personnel and visitors.

1.6 Protection Against Disasters

The governing body should develop and maintain policies to protect the public and personnel, the collections and other resources against natural and human-made disasters.

1.7 Security Requirements

The governing body should ensure appropriate security to protect collections against theft or damage in displays, exhibitions, working or storage areas and while in transit.

1.8 Insurance and Indemnity

Where commercial insurance is used for collections, the governing body should ensure that such cover is adequate and includes objects in transit or on loan and other items that are the responsibility of the museum. When an indemnity scheme is in use, it is necessary that material not in the ownership of the museum be adequately covered.

FINANCIAL RESOURCES

1.9 Funding

The governing body should ensure that there are sufficient funds to carry out and develop the activities of the museum. All funds must be accounted for in a professional manner.

1.10 Income-generating Policy

The governing body should have a written policy regarding sources of income that it may generate through its activities or accept from outside sources. Regardless of funding source, museums should maintain control of the content and integrity of their programmes, exhibitions and activities. Income-generating activities should not compromise the standards of the institution or its public (see 6.6).

PERSONNEL

1.11 Employment Policy

The governing body should ensure that all action concerning personnel is taken in accordance with the policies of the museum as well as the proper and legal procedures.

1.12 Appointment of the Director or Head

The director or head of the museum is a key post and when making an appointment, governing bodies should have regard for the knowledge and skills required to fill the post effectively. These qualities should include adequate intellectual ability and professional knowledge, complemented by a high standard of ethical conduct.

1.13 Access to Governing Bodies

The director or head of a museum should be directly responsible, and have direct access, to the relevant governing bodies.

1.14 Competence of Museum Personnel

The employment of qualified personnel with the expertise required to meet all responsibilities is necessary (see also 2.19; 2.24; section 8).

1.15 Training of Personnel

Adequate opportunities for the continuing education and professional development of all museum personnel should be arranged to maintain an effective workforce.

1.16 Ethical Conflict

The governing body should never require museum personnel to act in a way that could be considered to conflict with the provisions of this Code of Ethics, or any national law or specialist code of ethics.

1.17 Museum Personnel and Volunteers

The governing body should have a written policy on volunteer work that promotes a positive relationship between volunteers and members of the museum profession.

1.18 Volunteers and Ethics

The governing body should ensure that volunteers, when conducting museum and personal activities, are fully conversant with the *ICOM Code of Ethics for Museums* and other applicable codes and laws.

— II —
MUSEUMS THAT
MAINTAIN COLLECTIONS
HOLD THEM IN TRUST
FOR THE BENEFIT OF SOCIETY
AND ITS DEVELOPMENT.

PRINCIPLE

Museums have the duty to acquire, preserve and promote their collections as a contribution to safeguarding the natural, cultural and scientific heritage. Their collections are a significant public inheritance, have a special position in law and are protected by international legislation. Inherent in this public trust is the notion of stewardship that includes rightful ownership, permanence, documentation, accessibility and responsible disposal.

ACQUIRING COLLECTIONS

2.1 Collections Policy

The governing body for each museum should adopt and publish a written collections policy that addresses the acquisition, care and use of collections. The policy should clarify the position of any material that will not be catalogued, conserved, or exhibited (see 2.7; 2.8).

2.2 Valid Title

No object or specimen should be acquired by purchase, gift, loan, bequest, or exchange unless the acquiring museum is satisfied that a valid title is held. Evidence of lawful ownership in a country is not necessarily valid title.

2.3 Provenance and Due Diligence

Every effort must be made before acquisition to ensure that any object or specimen offered for purchase, gift, loan, bequest, or exchange has not been illegally obtained in, or exported from its country of origin or any intermediate country in which it might have been owned legally (including the museum's own country). Due diligence in this regard should establish the full history of the item since discovery or production.

2.4 Objects and Specimens from Unauthorised or Unscientific Fieldwork

Museums should not acquire objects where there is reasonable cause to believe their recovery involved unauthorised or unscientific fieldwork, or intentional destruction or damage of monuments, archaeological or geological sites, or of species and natural habitats. In the same way, acquisition should not occur if there has been a failure to disclose the finds to the owner or occupier of the land, or to the proper legal or governmental authorities.

2.5 Culturally Sensitive Material

Collections of human remains and material of sacred significance should be acquired only if they can be housed securely and cared for respectfully. This must be accomplished in a manner consistent with professional standards and the interests and beliefs of members of the community, ethnic or religious groups from which the objects originated, where these are known (see also 3.7; 4.3).

2.6 Protected Biological or Geological Specimens

Museums should not acquire biological or geological specimens that have been collected, sold, or otherwise transferred in contravention of local, national, regional or international law or treaty relating to wildlife protection or natural history conservation.

2.7 Living Collections

When the collections include live botanical or zoological specimens, special consideration should be given to the natural and social environment from which they are derived as well as any local, national, regional or international law or treaty relating to wildlife protection or natural history conservation.

2.8 Working Collections

The collections policy may include special considerations for certain types of working collections where the emphasis is on preserving cultural, scientific, or technical process rather than the object, or where objects or specimens are assembled for regular handling and teaching purposes (see also 2.1).

2.9 Acquisition Outside Collections Policy

The acquisition of objects or specimens outside the museum's stated policy should only be made in exceptional circumstances. The governing body should consider the professional opinions available to it and the views of all interested parties. Consideration will include the significance of the object or specimen, including its context in the cultural or natural heritage, and the special interests of other museums collecting such material. However, even in these circumstances, objects without a valid title should not be acquired (see also 3.4).

2.10 Acquisitions Offered by Members of the Governing Body or Museum Personnel

Special care is required in considering any item, whether for sale, as a donation, or as a tax-benefit gift, from members of governing bodies, museum personnel, or the families and close associates of these persons.

2.11 Repositories of Last Resort

Nothing in this Code of Ethics should prevent a museum from acting as an authorised repository for unprovenanced, illicitly collected or recovered specimens or objects from the territory over which it has lawful responsibility.

REMOVING COLLECTIONS

2.12 Legal or Other Powers of Disposal

Where the museum has legal powers permitting disposals, or has acquired objects subject to conditions of disposal, the legal or other requirements and procedures must be complied with fully. Where the original acquisition was subject to mandatory or other restrictions these conditions must be observed, unless it can be shown clearly that adherence to such restrictions is impossible or substantially detrimental to the institution and, if appropriate, relief may be sought through legal procedures.

2.13 Deaccessioning from Museum Collections

The removal of an object or specimen from a museum collection must only be undertaken with a full understanding of the significance of the item, its character (whether renewable or non-renewable), legal standing, and any loss of public trust that might result from such action.

2.14 Responsibility for Deaccessioning

The decision to deaccession should be the responsibility of the governing body acting in conjunction with the director of the museum and the curator of the collection concerned. Special arrangements may apply to working collections (see 2.7; 2.8).

2.15 Disposal of Objects Removed from the Collections

Each museum should have a policy defining authorised methods for permanently removing an object from the collections through donation, transfer, exchange, sale, repatriation, or destruction, and that allows the transfer of unrestricted title to any receiving agency. Complete records must be kept of all deaccessioning decisions, the objects involved, and the disposal of the object. There will be a strong presumption that a deaccessioned item should first be offered to another museum.

2.16 Income from Disposal of Collections

Museum collections are held in public trust and may not be treated as a realisable asset. Money or compensation received from the deaccessioning and disposal of objects and specimens from a museum collection should be used solely for the benefit of the collection and usually for acquisitions to that same collection.

2.17 Purchase of Deaccessioned Collections

Museum personnel, the governing body, or their families or close associates, should not be permitted to purchase objects that have been deaccessioned from a collection for which they are responsible.

CARE OF COLLECTIONS

2.18 Collection Continuity

The museum should establish and apply policies to ensure that its collections (both permanent and temporary) and associated information, properly recorded, are available for current use and will be passed on to future generations in as good and safe a condition as practicable, having regard to current knowledge and resources.

2.19 Delegation of Collection Responsibility

Professional responsibilities involving the care of the collections should be assigned to persons with appropriate knowledge and skill or who are adequately supervised (see also 8.11).

2.20 Documentation of Collections

Museum collections should be documented according to accepted professional standards. Such documentation should include a full identification and description of each item, its associations, provenance, condition, treatment and present location. Such data should be kept in a secure environment and be supported by retrieval systems providing access to the information by the museum personnel and other legitimate users.

2.21 Protection Against Disasters

Careful attention should be given to the development of policies to protect the collections during armed conflict and other human-made or natural disasters.

2.22 Security of Collection and Associated Data

The museum should exercise control to avoid disclosing sensitive personal or related information and other confidential matters when collection data is made available to the public.

2.23 Preventive Conservation

Preventive conservation is an important element of museum policy and collections care. It is an essential responsibility of members of the museum profession to create and maintain a protective environment for the collections in their care, whether in store, on display, or in transit.

2.24 Collection Conservation and Restoration

The museum should carefully monitor the condition of collections to determine when an object or specimen may require conservation-restoration work and the services of a qualified conservator-restorer. The principal goal should be the stabilisation of the object or specimen. All conservation procedures should be documented and as reversible as possible, and all alterations should be clearly distinguishable from the original object or specimen.

2.25 Welfare of Live Animals

A museum that maintains living animals should assume full responsibility for their health and well-being. It should prepare and implement a safety code for the protection of its personnel and visitors, as well as of the animals, that has been approved by an expert in the veterinary field. Genetic modification should be clearly identifiable.

2.26 Personal Use of Museum Collections

Museum personnel, the governing body, their families, close associates, or others should not be permitted to expropriate items from the museum collections, even temporarily, for any personal use.

— III —

**MUSEUMS HOLD PRIMARY
EVIDENCE FOR ESTABLISHING
AND FURTHERING KNOWLEDGE.**

PRINCIPLE

Museums have particular responsibilities to all for the care, accessibility and interpretation of primary evidence collected and held in their collections.

PRIMARY EVIDENCE

3.1 Collections as Primary Evidence

The museum collections policy should indicate clearly the significance of collections as primary evidence. The policy should not be governed only by current intellectual trends or present museum usage.

3.2 Availability of Collections

Museums have a particular responsibility for making collections and all relevant information available as freely as possible, having regard to restraints arising for reasons of confidentiality and security.

MUSEUM COLLECTING AND RESEARCH

3.3 Field Collecting

Museums undertaking field collecting should develop policies consistent with academic standards and applicable national and international laws and treaty obligations. Fieldwork should only be undertaken with respect and consideration for the views of local communities, their environmental resources and cultural practices as well as efforts to enhance the cultural and natural heritage.

3.4 Exceptional Collecting of Primary Evidence

In exceptional cases an item without provenance may have such an inherently outstanding contribution to knowledge that it would be in the public interest to preserve it. The acceptance of such an item into a museum collection should be the subject of a decision by specialists in the discipline concerned and without national or international prejudice (see also 2.11).

3.5 Research

Research by museum personnel should relate to the museum's mission and objectives and conform to established legal, ethical and academic practices.

3.6 Destructive Analysis

When destructive analytical techniques are undertaken, a complete record of the material analysed, the outcome of the analysis and the resulting research, including publications, should become a part of the permanent record of the object.

3.7 Human Remains and Materials of Sacred Significance

Research on human remains and materials of sacred significance must be accomplished in a manner consistent with professional standards and take into account the interests and beliefs of the community, ethnic or religious groups from whom the objects originated, where these are known (see also 2.5; 4.3).

3.8 Retention of Rights to Research Materials

When museum personnel prepare material for presentation or to document field investigation, there must be clear agreement with the sponsoring museum regarding all rights to such work.

3.9 Shared Expertise

Members of the museum profession have an obligation to share their knowledge and experience with colleagues, scholars and students in relevant fields. They should respect and acknowledge those from whom they have learned and should pass on such advancements in techniques and experience that may be of benefit to others.

3.10 Cooperation between Museums and Other Institutions

Museum personnel should acknowledge and endorse the need for cooperation and consultation between institutions with similar interests and collecting practices. This is particularly so with institutes of higher education and certain public utilities where research may generate important collections for which there is no long-term security.

— IV —

**MUSEUMS PROVIDE
OPPORTUNITIES
FOR THE APPRECIATION,
UNDERSTANDING
AND MANAGEMENT
OF THE NATURAL
AND CULTURAL HERITAGE.**

PRINCIPLE

Museums have an important duty to develop their educational role and attract wider audiences from the community, locality, or group they serve. Interaction with the constituent community and promotion of their heritage is an integral part of the educational role of the museum.

DISPLAY AND EXHIBITION

4.1 Displays, Exhibitions and Special Activities

Displays and temporary exhibitions, physical or electronic, should be in accordance with the stated mission, policy and purpose of the museum. They should not compromise either the quality or the proper care and conservation of the collections.

4.2 Interpretation of Exhibitions

Museums should ensure that the information they present in displays and exhibitions is well-founded, accurate and gives appropriate consideration to represented groups or beliefs.

4.3 Exhibition of Sensitive Materials

Human remains and materials of sacred significance must be displayed in a manner consistent with professional standards and, where known, taking into account the interests and beliefs of members of the community, ethnic or religious groups from whom the objects originated. They must be presented with great tact and respect for the feelings of human dignity held by all peoples.

4.4 Removal from Public Display

Requests for removal from public display of human remains or material of sacred significance from the originating communities must be addressed expeditiously with respect and sensitivity. Requests for the return of such material should be addressed similarly. Museum policies should clearly define the process for responding to such requests.

4.5 Display of Unprovenanced Material

Museums should avoid displaying or otherwise using material of questionable origin or lacking provenance. They should be aware that such displays or usage can be seen to condone and contribute to the illicit trade in cultural property.

OTHER RESOURCES

4.6 Publication

Information published by museums, by whatever means, should be well-founded, accurate and give responsible consideration to the academic disciplines, societies, or beliefs presented.

Museum publications should not compromise the standards of the institution.

4.7 Reproductions

Museums should respect the integrity of the original when replicas, reproductions, or copies of items in the collection are made. All such copies should be permanently marked as facsimiles.

— V —
**MUSEUMS HOLD RESOURCES
THAT PROVIDE OPPORTUNITIES
FOR OTHER PUBLIC SERVICES
AND BENEFITS.**

PRINCIPLE

Museums utilise a wide variety of specialisms, skills and physical resources that have a far broader application than in the museum. This may lead to shared resources or the provision of services as an extension of the museum's activities. These should be organised in such a way that they do not compromise the museum's stated mission.

IDENTIFICATION SERVICES

5.1 Identification of Illegally or Illicitly Acquired Objects

Where museums provide an identification service, they should not act in any way that could be regarded as benefiting from such activity, directly or indirectly. The identification and authentication of objects that are believed or suspected to have been illegally or illicitly acquired, transferred, imported or exported, should not be made public until the appropriate authorities have been notified.

5.2 Authentication and Valuation (Appraisal)

Valuations may be made for the purposes of insurance of museum collections. Opinions on the monetary value of other objects should only be given on official request from other museums or competent legal, governmental or other responsible public authorities. However, when the museum itself may be the beneficiary, appraisal of an object or specimen must be undertaken independently.

— VI —

**MUSEUMS WORK IN CLOSE
COLLABORATION WITH
THE COMMUNITIES FROM WHICH
THEIR COLLECTIONS ORIGINATE
AS WELL AS THOSE THEY SERVE.**

PRINCIPLE

Museum collections reflect the cultural and natural heritage of the communities from which they have been derived. As such, they have a character beyond that of ordinary property, which may include strong affinities with national, regional, local, ethnic, religious or political identity. It is important therefore that museum policy is responsive to this situation.

ORIGIN OF COLLECTIONS

6.1 Cooperation

Museums should promote the sharing of knowledge, documentation and collections with museums and cultural organisations in the countries and communities of origin. The possibility of developing partnerships with museums in countries or areas that have lost a significant part of their heritage should be explored.

6.2 Return of Cultural Property

Museums should be prepared to initiate dialogue for the return of cultural property to a country or people of origin. This should be undertaken in an impartial manner, based on scientific, professional and humanitarian principles as well as applicable local, national and international legislation, in preference to action at a governmental or political level.

6.3 Restitution of Cultural Property

When a country or people of origin seeks the restitution of an object or specimen that can be demonstrated to have been exported or otherwise transferred in violation of the principles of international and national conventions, and shown to be part of that country's or people's cultural or natural heritage, the museum concerned should, if legally free to do so, take prompt and responsible steps to cooperate in its return.

6.4 Cultural Objects from an Occupied Country

Museums should abstain from purchasing or acquiring cultural objects from an occupied territory and respect fully all laws and conventions that regulate the import, export and transfer of cultural or natural materials.

RESPECT FOR COMMUNITIES SERVED

6.5 Contemporary Communities

Where museum activities involve a contemporary community or its heritage, acquisitions should only be made based on informed and mutual consent without exploitation of the owner or informants. Respect for the wishes of the community involved should be paramount.

6.6 Funding of Community Activities

When seeking funds for activities involving contemporary communities, their interests should not be compromised (see 1.10).

6.7 Use of Collections from Contemporary Communities

Museum usage of collections from contemporary communities requires respect for human dignity and the traditions and cultures that use such material. Such collections should be used to promote human well-being, social development, tolerance, and respect by advocating multisocial, multicultural and multilingual expression (see 4.3).

6.8 Supporting Organisations in the Community

Museums should create a favourable environment for community support (e.g., Friends of Museums and other supporting organisations), recognise their contribution and promote a harmonious relationship between the community and museum personnel.

— VII —
MUSEUMS OPERATE
IN A LEGAL MANNER.

PRINCIPLE

Museums must conform fully to international, regional, national and local legislation and treaty obligations. In addition, the governing body should comply with any legally binding trusts or conditions relating to any aspect of the museum, its collections and operations.

LEGAL FRAMEWORK

7.1 National and Local Legislation

Museums should conform to all national and local laws and respect the legislation of other states as they affect their operation.

7.2 International Legislation

Museum policy should acknowledge the following international legislation that is taken as a standard in interpreting the *ICOM Code of Ethics for Museums*:

- *Convention for the Protection of Cultural Property in the Event of Armed Conflict with Regulations for the Execution of the Convention* (“The Hague Convention” First Protocol, 1954, and Second Protocol, 1999);
- *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property* (UNESCO, 1970);
- *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (Washington, 1973);
- *Convention on Biological Diversity* (UN, 1992);
- *UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects* (UNIDROIT, 1995);
- *Convention on the Protection of the Underwater Cultural Heritage* (UNESCO, 2001);
- *Convention for the Safeguarding of the Intangible Cultural Heritage* (UNESCO, 2003).

— VIII —

**MUSEUMS OPERATE
IN A PROFESSIONAL MANNER.**

PRINCIPLE

Members of the museum profession should observe accepted standards and laws and uphold the dignity and honour of their profession. They should safeguard the public against illegal or unethical professional conduct. Every opportunity should be used to inform and educate the public about the aims, purposes, and aspirations of the profession to develop a better public understanding of the contributions of museums to society.

PROFESSIONAL CONDUCT

8.1 Familiarity with Relevant Legislation

Every member of the museum profession should be conversant with relevant international, national and local legislation and the conditions of their employment. They should avoid situations that could be construed as improper conduct.

8.2 Professional Responsibility

Members of the museum profession have an obligation to follow the policies and procedures of their employing institution. However, they may properly object to practices that are perceived to be damaging to a museum, to the profession, or to matters of professional ethics.

8.3 Professional Conduct

Loyalty to colleagues and to the employing museum is an important professional responsibility and must be based on allegiance to fundamental ethical principles applicable to the profession as a whole. These principles should comply with the terms of the *ICOM Code of Ethics for Museums* and be aware of any other codes or policies relevant to museum work.

8.4 Academic and Scientific Responsibilities

Members of the museum profession should promote the investigation, preservation, and use of information inherent in collections. They should, therefore, refrain from any activity or circumstance that might result in the loss of such academic and scientific data.

8.5 The Illicit Market

Members of the museum profession should not support the illicit traffic or market in natural or cultural property, directly or indirectly.

8.6 Confidentiality

Members of the museum profession must protect confidential information obtained during their work. In addition, information about items brought to the museum for identification is confidential and should not be published or passed to any other institution or person without specific authorisation from the owner.

8.7 Museum and Collection Security

Information about the security of the museum or of private collections and locations visited during official duties must be held in strict confidence by museum personnel.

8.8 Exception to the Obligation for Confidentiality

Confidentiality is subject to a legal obligation to assist the police or other proper authorities in investigating possible stolen, illicitly acquired, or illegally transferred property.

8.9 Personal Independence

While members of a profession are entitled to a measure of personal independence, they must realise that no private business or professional interest can be wholly separated from their employing institution.

8.10 Professional Relationships

Members of the museum profession form working relationships with numerous other persons within and outside the museum in which they are employed. They are expected to render their professional services to others efficiently and to a high standard.

8.11 Professional Consultation

It is a professional responsibility to consult other colleagues within or outside the museum when the expertise available in the museum is insufficient to ensure good decision-making.

CONFLICTS OF INTEREST

8.12 Gifts, Favours, Loans, or Other Personal Benefits

Museum employees must not accept gifts, favours, loans, or other personal benefits that may be offered to them in connection with their duties for the museum. Occasionally professional courtesy may include the giving and receiving of gifts, but this should always take place in the name of the institution concerned.

8.13 Outside Employment or Business Interests

Members of the museum profession, although entitled to a measure of personal independence, must realise that no private business or professional interest can be wholly separated from their employing institution. They should not undertake other paid employment or accept outside commissions that are in conflict, or may be viewed as being in conflict, with the interests of the museum.

8.14 Dealing in Natural or Cultural Heritage

Members of the museum profession should not participate directly or indirectly in dealing (buying or selling for profit) in the natural or cultural heritage.

8.15 Interaction with Dealers

Museum professionals should not accept any gift, hospitality, or any form of reward from a dealer, auctioneer, or other person as an inducement to purchase or dispose of museum items, or to take or refrain from taking official action. Furthermore, a museum professional should not recommend a particular dealer, auctioneer, or appraiser to a member of the public.

8.16 Private Collecting

Members of the museum profession should not compete with their institution either in the acquisition of objects or in any personal collecting activity. An agreement between the museum professional and the governing body concerning any private collecting must be formulated and scrupulously followed.

8.17 Use of the Name and Logo of ICOM

The name of the organisation, its acronym or its logo may not be used to promote or endorse any for-profit operation or product.

8.18 Other Conflicts of Interest

Should any other conflict of interest develop between an individual and the museum, the interests of the museum should prevail.

GLOSSARY

Appraisal

The authentication and valuation of an object or specimen. In certain countries the term is used for an independent assessment of a proposed gift for tax benefit purposes.

Conflict of Interest

The existence of a personal or private interest that gives rise to a clash of principle in a work situation, thus restricting, or having the appearance of restricting, the objectivity of decision making.

Conservator-Restorer

Museum or independent personnel competent to undertake the technical examination, preservation, conservation and restoration of cultural property. (For further information, see *ICOM News*, vol. 39, n°1 (1986), pp. 5-6.)

Cultural Heritage

Any thing or concept considered of aesthetic, historical, scientific or spiritual significance.

Dealing

Buying and selling items for personal or institutional gain.

Due Diligence

The requirement that every endeavour is made to establish the facts of a case before deciding a course of action, particularly in identifying the source and history of an item offered for acquisition or use before acquiring it.

Governing Body

The persons or organisations defined in the enabling legislation of the museum as responsible for its continuance, strategic development and funding.

Income-generating Activities

Activities intended to bring financial gain or profit for the benefit of the institution.

Legal Title

Legal right to ownership of property in the country concerned. In certain countries this may be a conferred right and insufficient to meet the requirements of a due diligence search.

Minimum Standard

A standard to which it is reasonable to expect all museums and museum personnel to aspire. Certain countries have their own statements of minimum standards.

Museum*

A museum is a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment.

Museum Professional*

Museum professionals include all staff of the museums and institutions qualifying as museums in accordance with the definition stated within the scope of Article 3, Section 1 and 2 of the ICOM Statutes, and persons who, in a professional capacity, have as their main activity to provide services, knowledge and expertise for museums and the museum community.

Natural Heritage

Any natural thing, phenomenon or concept, considered to be of scientific significance or to be a spiritual manifestation.

Non-profit Organisation

A legally established body—corporate or unincorporated—whose income (including any surplus or profit) is used solely for the benefit of that body and its operations. The term “not-for-profit” has the same meaning.

Provenance

The full history and ownership of an item from the time of its discovery or creation to the present day, through which authenticity and ownership are determined.

Valid Title

Indisputable right to ownership of property, supported by full provenance of the item since discovery or production.

**It should be noted that the definitions of “museum” and “museum professional” presented in this glossary are as they appear in the ICOM Statutes, as adopted by the Extraordinary General Assembly of ICOM in Milan (Italy), held on 9 July, 2016.*

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LOAN AGREEMENTS FOR ARTWORKS

Date of Chief Executive Officer's Delegation: 2 August 2000; 22 August 2001; 13 May 2008, 24 Jan 2013, 2 August 2016

Details of Delegation to the Chief Executive Officer:

Title of Delegation: N/A

Date of Council Resolution: N/A

Committee Reference and Date: N/A

No of Resolution: N/A

Relevant Legislation:

Section 1131 of the *Local Government Act 1993* - Role of Chief Executive Officer

Section 1132 of the *Local Government Act 1993* - Delegation by Chief Executive Officer

Delegation to: Director, Ipswich Art Gallery (4723)

Power Delegated:

The power to sign loan agreements for the borrowing and loaning of artworks in respect of the Ipswich Art Gallery exhibition and collection functions with the exception of the following:

1. Borrowing of artworks from external sources where the value of an individual artwork is greater than that covered by Council insurance policies or government indemnity schemes.
2. Loan of artworks from the City of Ipswich Collection in circumstances not covered by relevant Council insurance policies or government indemnity schemes.

Conditions of Delegation:

1. Any power exercised by virtue of this delegation shall be recorded, at the time of exercising this delegated power, by documentation in accordance with all of the following:
 - any specific condition of this delegation;
 - any applicable procedure in the Register of Procedures;
 - any applicable legal requirement;
 - any applicable Council financial or resourcing system requirement;
 - any necessity to communicate in writing with external parties.

The original or copy of any documentation of the exercise of such power shall be kept in Council's records management system of Council's financial or resourcing systems; and shall be kept in the format required by the applicable system, unless otherwise determined in a specific condition of delegation or applicable procedure.

2. Any power exercised by this delegation shall be exercised subject to any applicable condition of the empowering delegation to the Chief Executive Officer.

If the position title/number mentioned in this Instrument of Sub-delegation is redesignated or retitled, but the duties, functions and responsibilities attached to the position remain substantially the same, then the reference to the position title/number in this Instrument shall be read as if it is a reference to the redesignated or retitled position title/number.

19 December 2018

MEMORANDUM

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

FROM: DIRECTOR, IPSWICH ART GALLERY

RE: QUOTE OR TENDER CONSIDERATION PLAN: ACQUISITION AND COMMISSIONING OF ARTWORKS, OBJECTS AND PUBLIC ART

The acquisition and commissioning of artworks and objects for the City of Ipswich Collection and public art for the city presents complex procurement situations where it is not possible to obtain three (3) written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Framework.

For such situations, the Local Government Regulation 2012 Section 230 allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

This Quote or Tender Consideration Plan provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

ART COLLECTION & PUBLIC ART COMMISSIONS AND ACQUISITIONS



City of Ipswich
[Collection Policy.doc](#)

The City of Ipswich Collection Policy (embedded above) outlines the following aims:

- *Collect, conserve, research and document the visual arts and objects of historic or social significance to the region for the benefit of the Ipswich community and future generations.*
- *Build upon the past and present strengths of the City of Ipswich Collection.*
- *Develop a collection of visual arts and social history objects that reflects the community's attributes and aspirations.*

- *Foster a broad understanding and appreciation of the visual arts through the inclusion and integration of examples from the traditional areas of art production, alongside new forms of artistic expression, and through the inclusion of significant examples drawn from or relating to the Ipswich region and South East Queensland.*
- *Bring together artworks and objects which demonstrate meaningful social and cultural interactions between the artist, their environment and their cultural background.*
- *Acquire artworks and objects of the highest possible standard and integrity, and prioritise those artworks and objects intended for regular exhibition and/or inclusion in specific programs within the Ipswich Art Gallery.*
- *Enhance access to the City of Ipswich Collection through research, documentation and the use of new technologies.*

Council allocates funds within each annual budget for the acquisition of artworks and objects to the City of Ipswich Collection and the installation of public art across the city. Every purchase of an artwork or object, or commission for the design and creation of an artwork including public art, is for a unique product with only one supplier/ vendor and it is therefore not possible to provide additional comparable written quotes.

With such purchases the 'value for money' proposition is not driven by price but rather by the identifiable quality of the artwork or object and/or its historical significance, and its overall relevance for the Collection and the City.

1. The objectives of the plan

Scope

This plan has been prepared to assist Council officers to conduct effective procurement of unique artworks, objects and public art, in order to develop the best possible Collection to reflect and enhance Ipswich's identity while contributing to the cultural life of the region.

Plan objective

This quote or tender consideration plan is intended to fulfil the following objectives:

1. Support the Council's objectives as outlined in the City of Ipswich Collection Policy;
2. Provide an approach for evaluating the quality, relevance and suitability of artworks, objects and public art to enable strategic decision making; and
3. Guide the Director, Ipswich Art Gallery and designated Council Officers in procuring artworks, objects and public art with regard for the five (5) sound contracting principles:
 - a. Open and effective competition;
 - b. Best value for money
 - c. Enhancement of the development of local business and industry;
 - d. Environmental protection; and
 - e. Ethical behaviour and fair dealing.

While this plan provides an exemption for Council Officers sourcing competitive quotes, all other areas of the process will proceed in accordance with the Ipswich City Council Procurement Framework.

2. How the objectives will be achieved

Process for procurement of Collection Artworks, Objects and Public Art

1. As stated in the Collection Guidelines within the City of Ipswich Collection Policy, the Director, Ipswich Art Gallery working with the Exhibitions & Collection Manager and in consultation with the Ipswich Arts Foundation, will carry the responsibility for the identification and selection of works for acquisition in accordance with the stated Collection development themes.
2. The identification of acquisitions and commissions will be in line with the goal to acquire works of high quality and significance that enhance the programs of the Ipswich Art Gallery and serve the interests of Council and the broader community *eg* by raising awareness of Ipswich as a destination for cultural tourism.
3. Artworks, objects and commission proposals will be evaluated by the Director, Ipswich Art Gallery according to the following criteria:
 - a. Aesthetic merit and quality
 - b. Relevance to the Collection directions and/or exhibition program
 - c. Building on existing strengths within the Collection
 - d. Storage and display practicalities
 - e. Significance to the cultural and social heritage of Ipswich
 - f. Reflective of the multi-cultural community of Ipswich, inclusive of Indigenous Australians
 - g. Supports the institutional strengths of the Ipswich Art Gallery, such as programs for children
 - h. Where relevant, alignment to Council's Arts and Cultural Strategy.
4. In addition, the Director, Ipswich Art Gallery and designated Council Officers will use their expert knowledge of the visual arts industry and undertake the necessary research on sales trends and relevant markets and/or consult with other industry experts to assess the value proposition of potential acquisitions and commissions.
5. The relevant criterion and value proposition should be quoted in the Note to Buyer on the purchase order or in Justification section of the credit card costing form; IE *'This object is of significance to the cultural and social heritage of Ipswich and the purchase price is within the reasonable range for an item of this size, nature and condition.'*
6. In assessing proposals, consideration must be given to the governing principles of the public gallery and museum sector as articulated in the International Council of Museums Code of Ethics, particularly in relation to valid title, provenance, and culturally sensitive material.
7. Once an acquisition or commission has been confirmed by the Director, Ipswich Art Gallery or other relevant Manager, the Director, Manager or designated Council Officer may negotiate with the supplier/ vendor. These negotiations will be guided by established industry standards and Council's procurement guidelines.

8. It is the responsibility of the Director, Ipswich Art Gallery or designated Council Officer to ensure that negotiations and communication with suppliers/ vendors are fair, equitable and that any conflicts of interest are declared and dealt with in accordance with Council policy.

3. How the objectives will be measured

Indicators for measuring the delivery of outcomes and success of use of this quote or tender consideration plan include:

1. The increase in the Collection’s value and overall quality over time
2. Feedback from visitors gathered through visitor surveys and anecdotal responses
3. Amount of positive media coverage and social media engagement

4. Any alternative ways of achieving the objectives and why the alternative ways were not adopted

In the current circumstance there are no known efficient or effective methods of achieving the objectives, outside of this contracting plan.

5. The proposed terms of the contract for the goods or services

The terms of contract for the procurement of artworks, objects and commissions will be in accordance with established industry standards and Council’s Procurement Framework in respect of payment terms and Council’s standard work health and safety requirements. Any non-standard terms will be subject to advice from Legal Branch.

6. A risk analysis of the market from which the goods or services are to be obtained

The following general risks and mitigation strategies have been identified in relation to procurement of artworks, objects and commissions. Each proposed purchase should be assessed for specific and detailed risk as an ongoing process.

Financial Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

A financial risk exists in the event that the value of an individual artwork or object depreciates over time.

Mitigation:

Industry knowledge and public records of sales trends and market value will assist in decreasing the risk of artworks decreasing in value. It should be noted that the positive growth of a collection requires a lengthy timeline, and while not all artworks appreciate over time, quality pieces of cultural significance increase significantly in value over a 20+ year timeframe. Of note, expenditure on Collection artworks, objects and commissions will be contained within the relevant annual budget.

Legal/ Governance Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There may be a low level legal risk in the authenticity and/ or valid ownership of an acquisition.

Mitigation:

Due diligence on a proposed acquisition's legal title and provenance will alleviate most issues of this nature.

Political/ Reputation Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minor	

There is potential political/ reputation risk in selecting acquisitions and commissions as not all will appeal to the subjective taste of the broad range of viewers.

Mitigation:

It must be noted that the purpose of the City of Ipswich Collection is to provide inspiration and aesthetic enrichment, to educate and enlighten, to build greater understanding of others in the community, and to be a source of civic pride and identity. The Ipswich Art Gallery and the Ipswich Arts Foundation aim to reflect the city's distinctive features by developing the Collection in line with the stated themes.

The Director, Ipswich Art Gallery and designated Council Officers should also keep abreast of prevailing community standards and market trends and consult Legal Branch and any relevant community sector where there are concerns about sensitivities to any particular acquisition or commission.

Environmental/ Public Health Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

In very rare circumstances, an acquisition or commission may pose a risk to the environment or public health.

Mitigation:

Detailed risk assessments will be undertaken in consultation with relevant experts on any unique product or service that is deemed to pose an environmental or public health risk.

Workplace Health & Safety Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minor	

There may be WH&S risk in relation to the delivery and installation of public art.

Mitigation:

Public art commissions or purchases will be contracted to ensure compliance with the Queensland Work Health and Safety Act 2011 and Regulations 2011. In addition, Council's Procurement Framework requires that suppliers be assessed and approved by Council's WH&S prior to being contracted to supply products or services.

Service Delivery/ Business Continuity Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There is no perceived delivery/ business continuity risk in relation to acquisitions or commissions.


Mitigation: Not required.

Cyber Security, security & Confidentiality Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There is only a very low risk in relation to confidentiality surrounding the purchase price of an artwork or commission as it is a condition of insurance that values are not disclosed to the public.

Mitigation:

The relevant designated Officers will ensure the value of acquisitions and commissions remains confidential.

	CITY OF IPSWICH COLLECTION POLICY	Document No: A4602412
<p>1.1 Objectives:</p> <p>The objective of this Policy is to establish the framework to guide and direct the Ipswich Art Gallery in the management and care of the City of Ipswich collection and to establish ambitious and achievable collection directions and goals that guide the collection building activities of the Ipswich Art Gallery and the Ipswich Arts Foundation Trust.</p>		
<p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • Local Government Regulation 2012 • International Council of Museums Code of Professional Ethics • Australian Business Arts Foundation Sponsorship Guidelines • <i>Copyright Act 1968</i> • Federal Government Arts Cultural Gifts Program Guide and Cultural Bequest Program Guide • Ipswich Art Gallery Exhibitions Policy • Cultural Policy • Recordkeeping Policy • Sponsorship Policy • Loan of Artworks from the City of Ipswich Collection Procedure • Acquisition of Artworks into the City of Ipswich Collection • Asset Accounting Policy • Disposal of Council Goods (including Assets) Procedure • Asset Acquisition Procedure • Queensland Audit Office Sale of Public Sector Asset Material 		
<p>1.3 Policy Statement:</p> <p>The broad aims of the Policy and the City of Ipswich Collection Guidelines are to:</p> <ul style="list-style-type: none"> • Collect, conserve, research and document the visual arts and objects of historic or social significance to the region for the benefit of the Ipswich community and future generations. • Build upon the past and present strengths of the City of Ipswich Collection. • Develop a collection of visual arts and social history objects that reflects the community's attributes and aspirations. 		

- Foster a broad understanding and appreciation of the visual arts through the inclusion and integration of examples from the traditional areas of art production, alongside new forms of artistic expression, and through the inclusion of significant examples drawn from or relating to the Ipswich region and South East Queensland.
- Bring together artworks and objects which demonstrate meaningful social and cultural interactions between the artist, their environment and their cultural background.
- Acquire artworks and objects of the highest possible standard and integrity, and prioritise those artworks and objects intended for regular exhibition and/or inclusion in specific programs within the Ipswich Art Gallery.
- Enhance access to the City of Ipswich Collection through research, documentation and the use of new technologies.

1.4 Scope:

This Policy covers the City of Ipswich Collection, the management of the Collection by the Ipswich Art Gallery and the development of the Collection in collaboration with the Ipswich Arts Foundation as detailed in the attached City of Ipswich Collection Guidelines:



City of Ipswich
Collection Guidelines

1.5 Roles and responsibilities:

The Director, Ipswich Art Gallery and relevant officers are responsible for adhering to the City of Ipswich Collection Policy, and attendant guidelines.

1.6 Definitions:

The City of Ipswich Collection – comprises a great diversity of objects, ranging from humble discarded ephemera through to valuable artworks by internationally known artists. The collection is preserved in perpetuity for the purpose of recording and documenting the cultural and social heritage of Ipswich and for the enjoyment of current and future generations.

A **work** is an artwork or object of historical or social significance, which constitutes an individual item in the Collection.

Collection development is the process of acquiring, via acquisition or donation, additional works to add to the Collection and thus increase its size, breadth and significance, or through the de-accession of works of inferior quality, raise the profile of the Collection as

a whole.

Ipswich Art Gallery is the Council's visual arts and social history museum.

1.7 Policy Author:

The Director, Ipswich Art Gallery is responsible for reviewing this policy.

Date of Review: 19 January 2018

Date of Council Resolution: 21 March 2014

Committee Reference and Date: Policy and Administration Board No. 2014(02) of 4 March 2014 - City Management and Finance Committee No. 2014(03) of 11 March 2014

No of Resolution: 8

Date Due for Review: 19 January 2020

Communities Committee	
Mtg Date: 22.01.19	OAR: YES
Authorisation: Caroline McMahon	

9 January 2019

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

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

RE: ARTS AND COMMUNITIES PLAN 2018-2022

INTRODUCTION:

This is a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 9 January 2019 concerning the Arts and Communities Plan 2018-2022.

BACKGROUND:

In November 2017, the Arts, Social Development and Community Engagement department senior management team commenced operational planning discussions to identify and align the department's key deliverables with Council's strategic vision, as outlined in *Advance Ipswich*, and to commence the development of the department's Operational Plan for 2018-2019.

A Committee Report dated 8 April 2018 (Attachment A) presented the strategic and social priorities of the Department, which were subsequently endorsed by Council. This endorsed direction then formed the foundation of the department's operational planning and budget development for the 2018-2019 financial year, with actions that were absorbed into Council's overarching Operational Plan.


This evidence-based strategy provides a strong foundation for the department's operational planning over the five year period, 2018 – 2022. The Arts and Communities Plan 2018-2022 (Attachment B) has been developed to provide transparency into this strategy. It will be updated annually to confirm currency and relevance and to incorporate new initiatives.

Further to the Arts and Communities Plan, operational planning by the department will also include a broader program of work that aligns to more generic community needs, such as celebration of diversity and multiculturalism, support of targeted communities, increased community engagement and promotion of social cohesion.

FINANCIAL IMPLICATIONS:

The Arts, Social Development and Community Engagement Department’s operational budget for 2018-2019 was designed to enable the delivery of its planned activities and deliverables. Actions planned for future years are subject to the adoption of future budgets.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A – Arts, Social Development and Community Engagement Department - 2018-2019 Priority Areas ACD April 2018 Adopted at Council Ordinary Meeting of 23 April 2018 - Refer: Arts and Community Development Committee No. 2018(04) of 16 April 2018	Attachment A
Attachment B – Community Donations Program Administrative Guidelines - Current	 Attachment B

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

That the Arts and Communities Plan 2018-2022 be adopted, subject to consideration of funding for future budget periods.

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

I concur with the recommendation contained in this report.

Charlie Dill
ACTING CHIEF EXECUTIVE OFFICER

Arts and Community Development Committee	
Mtg Date: 16.04.18	OAR: YES
Authorisation: Caroline McMahon	

ATTACHMENT A

8 April 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

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

RE: ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT DEPARTMENT – 2018/19 PRIORITY AREAS

INTRODUCTION:

This is a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 8 April 2018 concerning operational priorities for 2018-2019.

BACKGROUND:

The release of Australian Bureau of Statistics data from Census 2016 has allowed Council to review a 'point-in-time snapshot' of demographic and social information about the city's population and to examine trends over the last two Census periods (ten years).

In November 2017, the Arts, Social Development and Community Engagement Department senior management team commenced operational planning discussions to identify and align the department's key deliverables with Council's strategic vision, as outlined in *Advance Ipswich*, and to commence the development of the department's Operational Plan for 2018-2019.

THE ROLE OF THE DEPARTMENT:

The function of the Arts, Social Development and Community Engagement Department ("the Department") can be categorised into four key strategic pillars.

Cultural Capital

Through a broad range of activities, the Department promotes increased community participation in the arts (including literary, visual and performing arts) and facilitates economic benefits to the city through increased cultural tourism. By strengthening the capacity of individuals, community groups and organisations within the creative sector, the Department facilitates the independence and sustainability of Ipswich's local arts

community. Through the implementation of key actions in the city's Arts and Cultural Strategy, the department will be proactive in realising the aspirations of both Council and the community.

Liveability

Through its strong connection with community and on the basis of social data analytics, the Department drives social outcomes that align to community needs and best practice policy platforms. Evidenced-based community assessment and expertise in community development methodology allows the Department to facilitate improved outcomes within communities of need; influence planning for community facilities; and advocate for the delivery of social and other services that contribute to Ipswich's status as a liveable city.

Community Capacity

The delivery of learning resources, experiential learning opportunities, and education programs designed to meet specific needs ensures that the capacity of individuals, community groups and organisations is strengthened. Through the application of Council's community grants and other funding programs, community organisations are positioned to actively contribute to community outcomes, while establishing a strong evidence base to attract future funding from alternative sources, thereby ensuring their ongoing sustainability.

Social Development

Finally, the Department has a clear role to play in identifying and addressing areas of social risk within the community which may be magnified by the rapidly increasing population. This involves taking an evidence-based approach (likely to involve targeted research and engagement) to developing a prioritised program of work (within key risk areas) designed to deliver improved social outcomes for the community. This work may include targeted program delivery, strategic advocacy and partnerships with other levels of government to improve local outcomes.

THE SOCIAL PRIORITIES:

Analysis of the Census data identified four key areas of opportunity to drive social change. These are:

Children and young people: Ipswich is a young city; with a median population of 32, the city is significantly younger than the State (37) and Australia (38). As at Census 2016, 38% of the city's population was younger than 25 – 24% was under the age of 15. This proportion of young people is expected to grow. There is significant opportunity to work with the city's young people to identify risk areas that may include social resilience, barriers to employment, mental health and to build civic pride and social responsibility in the city's young population.

Reducing social barriers to employment: There are a number of known social barriers to unemployment, such as social disadvantage, language barriers and social isolation. Increasing levels of unemployment in Ipswich have highlighted the need to investigate

barriers to employment for Ipswich residents and an opportunity to implement a program of work that facilitates improved outcomes for the local community.

Aboriginal and Torres Strait Islander Community: 4.6% of Ipswich's population identifies as Aboriginal and/or Torres Strait Islander, which is slightly more than the state average (4.2%) and significantly more than some of Ipswich's benchmarked regional cities. Through commitments made in its Aboriginal and Torres Strait Islander Peoples Accord, Ipswich City Council aims to close the gap through open dialogue with indigenous community partners and the co-design of initiatives that empower our Aboriginal community.

Community Health: Data relating to community health in Ipswich and the broader West Moreton region reveals significant inter-generational trends relating to diet, physical activity and general health. Through the consideration of social determinates of health, Council has an opportunity to collaborate with hospital, health and academic partners to connect vulnerable communities with improved services, thereby facilitating better health outcomes for our local community.

THE OPERATIONAL PLAN:

The department's contribution to Council's Operational Plan for 2018/19 will incorporate planned actions to address each of the four strategic pillars identified above (including the social priority areas). It will also include a broader program of work that aligns to more generic community needs, such as celebration of diversity and multiculturalism, support of targeted communities, increased community engagement and promotion of social cohesion.

FINANCIAL IMPLICATIONS:

The Arts, Social Development and Community Engagement Department's operational budget for 2018-2019 has been drafted to enable the delivery of its planned activities and deliverables.

RECOMMENDATION:

[Amended at ACD Ctee No. 2018\(04\) of 16 April 2018](#)

That the report be [endorsed subject to consideration of funding the 2018–2019 budget received and the contents noted.](#)

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

ATTACHMENT B

ARTS AND COMMUNITIES PLAN 2018-22



City of
Ipswich

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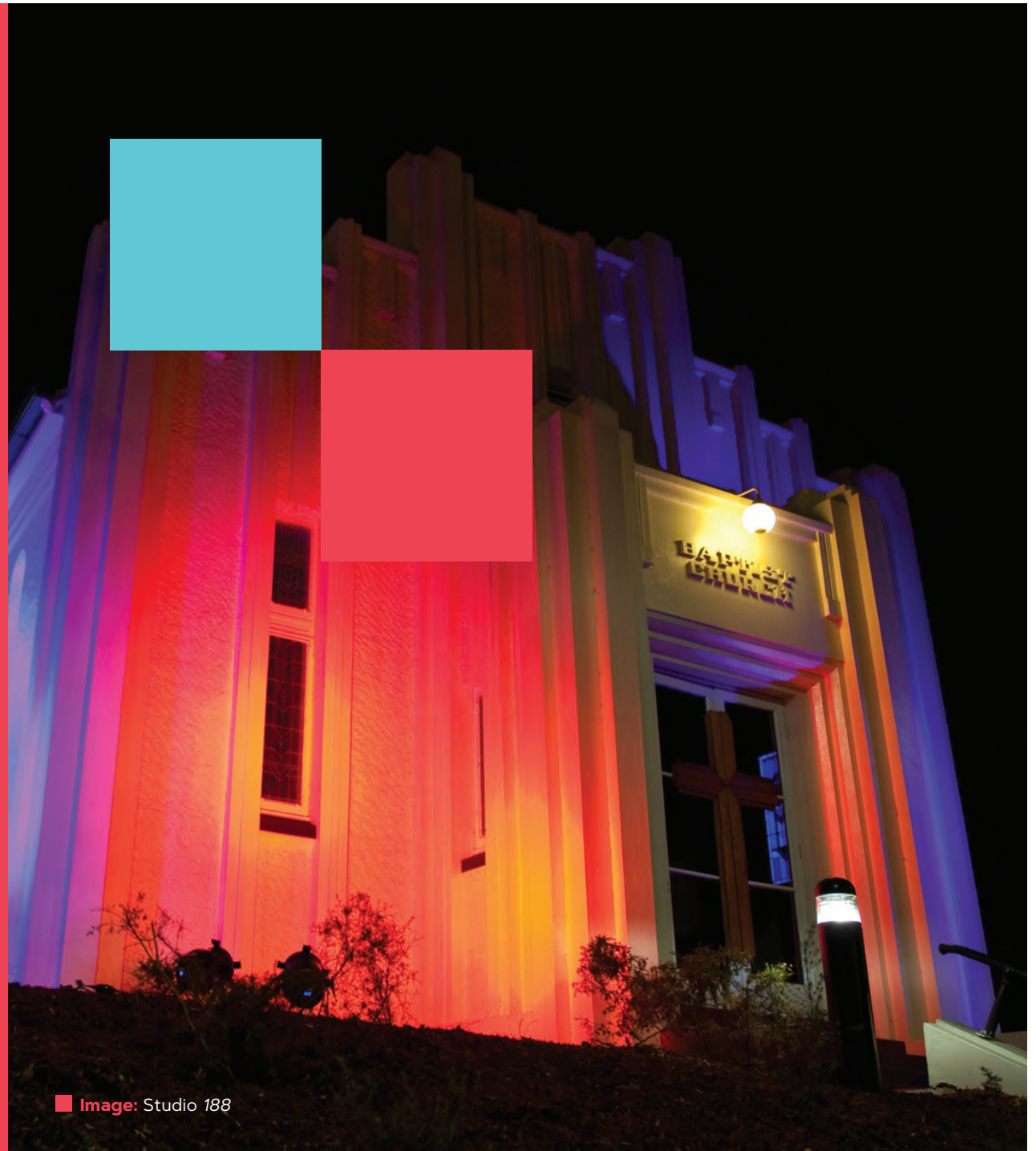


Image: Studio 188

Introduction

Ipswich City Council has a clear commitment to the arts, cultural and social development of the city and its community. This commitment is evident in Council's interaction with the community across its facilities, including libraries, art gallery, civic centre, in its parks and open spaces, and in the broad range of services delivered by Council every day.

This Plan articulates the role played by Council's Arts, Social Development and Community Engagement Department (ASDCE) and outlines the department's contribution to the broad range of services, programs and initiatives delivered by Council.



Image: Ipswich Library



Corporate Strategy – How does the Arts and Communities Plan fit in?

Ipswich City Council has a range of corporate documents that are designed to provide transparency to the community.

The Arts and Communities Plan will be reviewed annually to ensure that it continues to meet the needs of the Ipswich community.

Advance Ipswich is intended to inform and be reflected in Ipswich City Council's plans, strategies and community programs. It anchors Council's actions to the expectations of our community.

Council's Corporate Plan provides the overall roadmap for the delivery of strategies, key actions and outcomes over a five year period.

This Arts and Communities Plan defines the role that Council's Arts, Social Development and Community Engagement department plays in the delivery of Council's Corporate Objectives. It clearly articulates the department's priorities and planned actions over a five year period.

Council's Arts and Cultural Strategy outlines Ipswich's vision for Arts and Culture and sets out a five year action plan.

Council's **Operational Plan** articulates all activities planned over one year that work toward achieving the outcomes outlined in the Corporate Plan.

Arts, Social Development and Community Engagement

The primary objective of the Arts, Social Development and Community Engagement department (“the Department”) is to strengthen and contribute to the sense of community, and to enhance the lives of the City’s residents and visitors through implementation and development of innovative programs and services.

The Department has four strategic priorities: building cultural capital; increasing community capacity; facilitating social development; and improving liveability.

ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT 4 PRIORITY AREAS

IMPROVING
LIVEABILITY

INCREASING
COMMUNITY
CAPACITY

BUILDING
CULTURAL
CAPITAL

FACILITATING
SOCIAL
DEVELOPMENT



Improving Liveability

Through its strong connection with community and on the basis of social data analytics, the Department drives social outcomes that align to community needs and best practice policy platforms. Evidenced-based community assessment and expertise in community development methodology allows the Department to facilitate improved outcomes within communities of need; influence planning for community facilities; and advocate for the delivery of social and other services that contribute to Ipswich's status as a liveable city.

Building Cultural Capital

Through a broad range of activities, the Department promotes increased community participation in the arts (including literary, visual and performing arts) and facilitates economic benefits to the city through increased cultural tourism. By strengthening the capacity of individuals, community groups and organisations within the creative sector, the Department facilitates the independence and sustainability of Ipswich's local arts community. Through the implementation of key actions in the city's Arts and Cultural Strategy, the Department will be proactive in realising the aspirations of both Council and the community.

Increasing Community Capacity

The delivery of learning resources, experiential learning opportunities, and education programs designed to meet specific needs ensures that the capacity of individuals, community groups and organisations is strengthened. Through the application of Council's community grants and other funding programs, community organisations are positioned to actively contribute to community outcomes, while establishing a strong evidence base to attract future funding from alternative sources, thereby ensuring their ongoing sustainability.

Facilitating Social Development

The Department has a clear role to play in identifying and addressing areas of social risk within the community and opportunities for social development. This involves taking an evidence-based approach (likely to involve targeted research and engagement) to developing a prioritised program of work (within key risk areas) designed to deliver improved social outcomes for the community. This work may include targeted program delivery, strategic advocacy and partnerships with other levels of government to improve local outcomes.

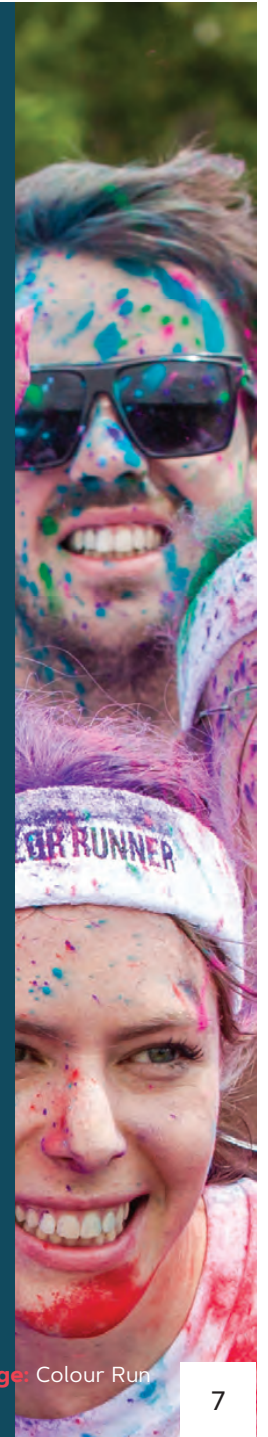




Image: Queens Park

The Social Priorities

Analysis of a range of data has identified four key areas of opportunity to drive social change. These are:

Children and young people

Ipswich is a young city; with a median age of 32, the city is significantly younger than the State (37) and Australia (38). As at Census 2016, 38% of the city's population was younger than 25 – 24% was under the age of 15. This proportion of young people is expected to grow. There is significant opportunity to work with the city's young people to identify risk areas that may include social resilience, barriers to employment, mental health and to build civic pride and social responsibility in the city's young population.

Reducing social barriers to employment

There are a number of known social barriers to unemployment, such as social disadvantage, language barriers and social isolation. Increasing levels of unemployment in Ipswich have highlighted the need to investigate barriers to employment for Ipswich residents and an opportunity to implement a program of work that facilitates improved outcomes for the local community.

Aboriginal and Torres Strait

Islander Community

4.6% of Ipswich's population identifies as Aboriginal and/or Torres Strait Islander, which is slightly more than the state average (4.2%) and significantly more than some of Ipswich's benchmarked regional cities. Through commitments made in its Aboriginal and Torres Strait Islander Peoples Accord, Ipswich City Council aims to close the gap through open dialogue with indigenous community partners and the co-design of initiatives that empower our Aboriginal community.

Community Health

Data relating to community health in Ipswich and the broader West Moreton region reveals significant inter-generational trends relating to diet, physical activity and general health. Through the consideration of social determinates of health, Council has an opportunity to collaborate with hospital, health and academic partners to connect vulnerable communities with improved services, thereby facilitating better health outcomes for our local community.



WIND TUBES



Measuring our Success

Measuring the success of its activities is critical to the Department's commitment to continuous improvement. Understanding the baseline – the starting point – and the outcomes that Council delivers positions the Department to

- communicate to the Ipswich community the effectiveness of programs delivered to date;
- determine which projects should continue and how they can be improved; and
- attract funding for the delivery of future programs that make a difference to the Ipswich community.

The Department takes an evidence-based approach to planning and program delivery.

The Five Year Operational Plan

The following tables break down the four priority areas into ongoing Actions and Outcomes for the Department. The responsible branches are varied, including Ipswich Art Gallery, Ipswich Civic Centre, Library Services, Community Engagement, Social Policy and Strategy, and the Office of the Chief Operating Officer. Footnotes are added where ASDCE branches are collaborating with other Departments to take action. This Operational Plan will be reviewed annually.

Actions planned are subject to Council's consideration of funding for future budget periods.

1. BUILDING CULTURAL CAPITAL

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
1.1 Deliver professional development opportunities for the local arts and cultural community through targeted programming and funding	Increased independence and sustainability of community groups and organisations	Ipswich Art Gallery, Ipswich Civic Centre, Community Engagement							
1.2 Develop and implement a Public Art Governance Framework	Broad community participation in the arts and increased cultural tourism	Office of the Chief Operating Officer							
1.3 Deliver a broad range of literary programs and events that facilitate community participation in the arts	Broad community participation in the arts and increased cultural tourism	Library Services							
1.4 Develop and deliver a diverse range of high quality exhibitions and activities at the Ipswich Art Gallery that build on the cultural capital of the city	Broad community participation in the arts and increased cultural tourism	Ipswich Art Gallery							
1.5 Develop public performance framework to activate public events and spaces	Broad community participation in the arts and increased cultural tourism	Ipswich Civic Centre							
1.6 Cultivate internal and external networks to gain access to private heritage collections for preservation purposes	Growth of the value of Ipswich's cultural heritage collection	Ipswich Art Gallery, Library Services							
1.7 Deliver and support a program of initiatives or events that celebrate the artistic skills and expertise within the community	Increased community participation and cultural tourism	Ipswich Art Gallery, Ipswich Civic Centre, Community Engagement, Library Services							
1.8 Increase the exposure of Ipswich's youth to arts and cultural initiatives and events	Increased community participation and cultural tourism	Ipswich Art Gallery, Ipswich Civic Centre, Community Engagement, Library Services							
1.9 Develop and implement a program of work to deliver Council's Arts and Cultural Strategy	Increased community participation and cultural tourism	Ipswich Art Gallery, Community Engagement							

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
1.10 Develop an Advocacy Strategy for the Ipswich Performance Arts Complex	Increased community participation and cultural tourism	Ipswich Civic Centre, Office of the Chief Operating Officer							
1.11 Design and deliver a new library service at Springfield Central	Increased community participation and cultural tourism	Library Services							
1.12 Design and deliver a new library service at Rosewood	Increased community participation and cultural tourism	Library Services							
1.13 Design and deliver a collection of library pods at strategic locations throughout the city	Increased community participation and cultural tourism	Library Services							
1.14 Manage and develop arts venues and assets	Increased independence and sustainability of community groups and organisations	Ipswich Art Gallery, Ipswich Civic Centre, Library Services							
1.15 Develop programs and events that build the capacity and capability of local artists/performers	Increased independence and sustainability of community groups and organisations	Ipswich Art Gallery, Ipswich Civic Centre, Community Engagement							
1.16 Develop a community funding framework that supports the arts and creative sector	Increased independence and sustainability of community groups and organisations	Community Engagement							
1.17 Develop and deliver Public Art Master Plan for the CBD	Increased community participation and cultural tourism	Ipswich Art Gallery							
1.18 Deliver 'place-making' public art in line with community aspirations	Increased community participation and cultural tourism	Community Engagement, Office of the Chief Operating Officer							
1.19 Develop the concept for an Indigenous Cultural Centre that promotes local art, culture and customs. Identify an advocacy pathway	Increased community participation and cultural tourism	Social Policy and Strategy							

2. INCREASING COMMUNITY CAPACITY

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
2.1 Develop and implement a program of learning and development for community groups and organisations	Increased sustainability and independence of community groups and organisations	Community Engagement							
2.2 Develop and promote a range of initiatives to facilitate whole of life learning for targeted communities	Increased participation in learning opportunities across targeted community groups	Library Services							
2.3 Provide experiential learning opportunities and engagement	Increased participation in learning opportunities across targeted community groups	Library Services							
2.4 Provide self-paced learning opportunities through online tutorials	Increased participation in learning opportunities across targeted community groups	Library Services							
2.5 Design and implement a Virtual Library Branch	Increased participation in learning opportunities across targeted community groups	Library Services							



Image: Carlene Primmer and Janet Findlay at Ipswich Library, photo by Tangible Media.

3. FACILITATING SOCIAL DEVELOPMENT

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
3.1 Develop a policy framework relating to children, young people and families to ensure that the city meets the requirements of a Child Friendly City	Decision making informed by community needs and best practice policy framework	Community Engagement, Social Policy and Strategy		■					
3.2 Deliver Home Assist services to support members of the community to live independently in the home of their choice, and continue to access and engage with their community	Increased social connectedness, independence and capacity of communities	Community Engagement		■					
3.3 Provide support for the delivery of programs and events for the elderly and those living with disabilities	Increased social connectedness, independence and capacity of communities	Community Engagement		■					
3.4 Research community health outcomes to determine priority focus areas	Increased engagement of community members in their own health outcomes	Community Engagement, Social Policy and Strategy		■					
3.5 Partner with health organisations to facilitate the outreach delivery of targeted health services in the community	Increased engagement of community members in their own health outcomes	Community Engagement		■					

■ Image: Dancers at Redbank Plains Community Centre by Talitha Rice Photography.

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
3.6 Analyse data relating to unemployment in the Ipswich region	Increased participation in the workforce	Social Policy and Strategy							
3.7 Engage with local community and employment providers to better understand barriers to employment in Ipswich	Increased participation in the workforce	Community Engagement							
3.8 Analyse data relating to Ipswich's Aboriginal and Torres Strait Islander community to better understand areas of need	Economic, social and cultural empowerment of Aboriginal and Torres Strait Islander communities.	Community Engagement, Social Policy and Strategy							
3.9 Partner with Aboriginal and Torres Strait Islander organisations to develop a program of work that addresses areas of need and creation of opportunities	Economic, social and cultural empowerment of Aboriginal and Torres Strait Islander communities	Community Engagement, Social Policy and Strategy							
3.10 Implement the Ipswich Youth Advisory Council (IYAC) and IYAC Ambassador Program	Increased capacity of, and participation by, children and youth in a broad range of programs and activities	Community Engagement							



Image: Light Play at Ipswich Art Gallery by Brisbane Headshots.

4. IMPROVING LIVEABILITY

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
4.1 Engage Government and other stakeholders to prioritise and facilitate the delivery of affordable living outcomes	Social housing strategy that aligns to projected community needs	Social Policy and Strategy ¹							
4.2 Develop research partnerships with Government and other stakeholders to investigate experiences and aspirations of Ipswich residents who rent their homes	Social housing strategy that aligns to projected community needs	Social Policy and Strategy							
4.3 Ensure optimal community access to relevant Council infrastructure	Delivery of Council owned infrastructure aligned to the Social Infrastructure Plan	Community Engagement, Social Policy and Strategy							
4.4 Develop a Community Infrastructure Strategy (including investment prioritisation framework)	Delivery of Council owned infrastructure aligned to the Social Infrastructure Plan	Social Policy and Strategy							
4.5 Develop strategy to facilitate increased community access to non-Council owned infrastructure.	Delivery of Council owned infrastructure aligned to the Social Infrastructure Plan	Social Policy and Strategy							
4.6 Implement knowledge management methodologies to facilitate sharing of research outcomes across Council	Decision making informed by community needs and best practice policy framework	Community Engagement, Social Policy and Strategy							
4.7 Conduct a review and analysis of the existing Social Policy framework and commence implementation of forward program of work	Decision making informed by community needs and best practice policy framework	Community Engagement, Social Policy and Strategy							

¹ To be delivered in partnership with the Planning and Development Department.

ACTION	OUTCOME	RESPONSIBILITY	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
4.8 Investigate and map educational facilities against current and projected enrolment patterns to inform advocacy to State governments for delivery of new schools	Delivery of State infrastructure and services that meet community needs	Social Policy and Strategy							
4.9 Develop and implement community planning and development assessment framework for Priority Development Areas.	Cohesive and resilient communities	Social Policy and Strategy							
4.10 Develop and implement the Library Strategy 2017-2022	Ipswich Libraries' digital strategy aligns to community expectation and Council's digital aspiration	Library Services							
4.11 Deliver Virtual Library Branch	Ipswich Libraries' digital strategy aligns to community expectation and Council's digital aspiration	Library Services							
4.12 Develop, implement and support programs which highlight and celebrate diversity within the Ipswich community	Cohesive and resilient communities	Community Engagement							
4.13 Develop a Community Engagement Framework that optimises engagement outcomes and includes a transparent approach to reporting	Meaningful and effective two-way engagement with a range of stakeholders	Community Engagement							
4.14 Develop data sharing protocols to inform formal agreements on how shared data can be used	Access to a broad range of data and information that informs decision making	Social Policy and Strategy							
4.15 Develop a methodology for online promotion of Council led community programs and initiatives	Community informed and engaged through planned communication	Community Engagement							



Image: Studio 188



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