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Ipswich City Council

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8 November 2018

NOTICE OF MEETING

Notice is hereby given that the <u>ORDINARY MEETING OF COUNCIL</u> is to be held on <u>TUESDAY</u>, <u>13 NOVEMBER</u>, <u>2018</u> commencing at <u>9.00 am</u> in the Council Chambers, on the 2nd Floor of the Administration Building, 45 Roderick Street, Ipswich.

The business papers for the meeting are attached to this notice.

BUSINESS

Α.	OPENING	OF MEETING

- B. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- C. OPENING PRAYER:
- D. APOLOGIES AND LEAVE OF ABSENCE:
- E. <u>CONDOLENCES AND MEMORIALS:</u>
- F. <u>PETITIONS AND PRESENTATIONS</u>:
- G. <u>CONFIRMATION OF MINUTES</u>:
 - 1. Ipswich City Council Minutes of Meeting of 16 October 2018
 - 2. Ipswich City Council Minutes of Special Meeting of 29 October 2018
- H. RECEPTION AND CONSIDERATION OF COMMITTEE REPORTS:
 - 3. Economic Development Committee's Report
 - 4. Growth and Infrastructure Committee's Report
 - 5. Communities Committee's Report
 - 6. Environment Committee's Report
 - 7. Governance Committee's Report
- I. CONSIDERATION OF NOTIFIED MOTIONS:
- J. RECEPTION OF NOTICES OF MOTION FOR FUTURE MEETINGS:
- K. **QUESTIONS**:
- L. <u>OFFICERS' REPORTS</u>:
- M. CONSIDERATION OF ITEMS PLACED ON THE AGENDA BY A COUNCILLOR IN

 ACCORDANCE WITH SECTION 6 AND 8 OF THE SUBORDINATE LOCAL LAW (2.1 COUNCIL MEETINGS):

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COUNCIL ORDINARY MEETING

16 October 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 9.00 am

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Council on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Charter they will also declare Conflict of Interests and potential Conflict of Interests.

ATT	EN	IAC	NCE	AT	
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MEMBER'S ATTENDANCE:

Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE:

Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners as custodians of the land upon which we meet. We pay our respects to their elders, past, present and emerging, as the keepers of the traditions, cultures and stories of a proud people.

OPENING PRAYER

Let us in silence pray or reflect upon our responsibilities to the people of Ipswich.

We meet today to serve our community, to use our resources wisely and well, to represent all members of our community fairly, and to make decisions that promote the common good.

APOLOGIES AND LEAVE OF ABSENCE

Nil

CONDOLENCES AND MEMORIALS

Nil

PETITIONS AND PRESENTATIONS

Nil

CONFIRMATION OF MINUTES OF ORDINARY MEETING

The Interim Administrator of the Ipswich City Council resolves:

That the Minutes of the Council Ordinary Meeting held on 18 September 2018 be confirmed.

The motion was put and carried.

RECEPTION AND
CONSIDERATION OF
COMMITTEE REPORTS

Conflicts of interest

None declared

Discussion

The Interim Administrator of the Ipswich City Council resolves:

That the Infrastructure and Emergency Management Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

The Interim Administrator of the Ipswich City Council resolves:

That the Works, Parks and Sport Committee Report No. 2018(09) of 11 September 2018 be received and adopted subject to the amendment of Recommendation C in Item 4 titled "Tender 12310 – The Provision of Line Marketing Services" by deleting the words "three (3) years" and inserting the words "two (2) years.

Recommendation C to now read:

C. That Council enter into a contract for the provision of Longitudinal and Field Marking services with the suppliers listed below for a period of three (3) years two (2) years with the option to extend a further two (2), one (1) year periods.

Contractor	Portion
Allstate Linemarking Services Pty Ltd	Category 1
Gumbay Holdings Pty Ltd t/a Avante	Category 1

Linemarking	
Allstate Linemarking Services Pty Ltd	Category 2
MP Lines and Signs Pty. Ltd	Category 2
Bananamark	Category 3

That the Conservation and Environment Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

That the Libraries and Tourism Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

That the Arts and Community Development Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

That the Health, Security and Community Safety Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

That the Planning, Development and Heritage Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

That the Economic Development and Digital City Committee Report No. 2018(10) of 9 October 2018 be received and adopted.

The Interim Administrator of the Ipswich City Council resolves:

That the City Management Finance and Community Engagement Committee No. 2018(11) of 9 October 2018 be received and adopted subject to the inclusion of Item 17 titled "Report – Audit and Risk Management Committee 2018 (04) of 11 October 2018".

Copy of Report:



The motion was put and carried.

OFFICER'S REPORT PROPOSED NEW COMMITTEE STRUCTURE

Conflicts of interest None declared

Discussion



That the report by the Chief Executive Officer dated 12 October 2018 concerning a new Committee Structure that aligns with Council's strategic framework as detailed in Advance Ipswich 2015 Community Plan (Community Plan) be received and adopted.

In considering the report, the following matters were raised by the Interim Administrator and Interim Management Committee members:

- In summary the proposed committee structure aligns to Council's Advance Ipswich Plan and Corporate Plan and provides transparency to the community on how Council is meeting the outcomes of these Plans.
- It was noted that some other local government authorities have determined to abolish all standing committees.
- It would be prudent to revisit the committee structure at a future date based on practical experience of operating the proposed new arrangements.

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolves:

- A. That the previous decisions of Council, as per Items 1, 3 and 4, "Establishment and Responsibilities of Committees and Boards" adopted at the Post Election Meeting of 8 April 2016 and Recommendations A, B and D of the Officer's Report adopted at the Council Ordinary Meeting of 19 September 2017, be repealed.
- B. That the committee structure as detailed in the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- C. That days and times of standing committees for the remainder of 2018 as detailed in the report by the Acting Chief Executive Officer dated 12 October 2018, be adopted
- D. That the Terms of Reference for the proposed standing committee structure as detailed in Attachment D to H of the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- E. That members of the Interim Management Committee attend all future committee meetings of Council and take part in the debate at those committee meetings as per sections 12 and 13 of Council's Local Law 2 – Council Meetings.
- F. That Chief Operating Officer, Arts, Social Development and Community Engagement, prepare a report regarding the establishment of five community reference groups to assist the standing committee committees deliver strategies within each theme to a future Governance Committee.

The motion was put and carried.

OFFICER'S REPORT

IPSWICH CITY PROPERTIES PTY LTD

Conflicts of interest

The Interim Administrator declared a potential conflict of interest in this matter given that he is the sole director of Ipswich City Properties Pty Ltd as well as the Interim Administrator of the Ipswich City Council. Under the circumstances that it was impractical to proceed otherwise, he elected to remain in the meeting.

Discussion



That the report by the Acting Chief Operating Officer, Finance and Corporate Services dated 12 October 2018 in relation to the on-going operations of Ipswich City Properties Pty Ltd (ICP) be received and adopted.

In considering the report, the following matters were raised by the Interim Administrator and Interim Management Committee members:

- In addressing a concern raised whether the identified risks would be appropriately addressed, the Interim Administrator explained that the confidential report completed by McGrathNicol Consultants advised that the risks identified associated with winding up ICP and transferring ICP's assets to Ipswich City Council were not significant to Council.
- The Interim Administrator noted that he is supportive of council owned companies in principle as an appropriate vehicle in some circumstances for councils to manage commercially focused operations. Such companies needed to have clear transparent governance arrangements and there were some good examples around Australia of this arrangement working well.

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolves:

- A. That Council resolve to endorse the winding up and ultimately deregistration of Ipswich City Properties Pty Ltd and the integration of Ipswich City Properties Pty Ltd assets and operations into Council.
- B. That the Chief Executive Officer liaise with the Company Director to prepare a report to Council on the actions required for the wind up of Ipswich City Properties Pty Ltd, for submission to Council.
- C. That the Chief Executive Officer be approved to attend to any administrative matters to assist the winding up procedures, the integration of assets, staff and other property into the local government entity.

D. That the Chief Executive Officer report to Council in relation to any matters requiring formal decision by resolution of the Council concerning the winding up procedures.

The motion was put and carried.

OFFICER'S REPORT

CBD REDEVELOPMENT

CONFLICT OF INTEREST

The Interim Administrator declared a potential perceived conflict of interest in this matter as Ranbury Management Group Pty Ltd has been contracted by both Council and Ipswich City Properties Pty Ltd to assist in the delivery of the CBD transformation. From 2008 to 2012, the Interim Administrator was an employee of Ranbury Management Group, and from 2009 to 2012, he was a director and equity holder of the business. All arrangements were terminated in early 2013 and the Interim Administrator has no current working relationship with the company.

The Interim Administrator noted that he had raised this potential perceived conflict of interest in the Ipswich City Properties Board Meeting, and management of the company were formulating arrangements to address this in relation to operations and decisions of the company.

The Interim Administrator advised that all matters relating to Ranbury's engagement with council would be delegated under section 257 of the *Local Government Act 2009* to the Chief Executive Officer. Under the circumstances that it was impractical to proceed otherwise, he elected to remain in the meeting.

The Interim Administrator also declared a potential conflict of interest in this matter given that he is the sole director of Ipswich City Properties Pty Ltd as well as the Interim Administrator of the Ipswich City Council. Under the circumstances that it was impractical to proceed otherwise, he elected to remain in the meeting.

Discussion



That the joint report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project be received and adopted.

In considering the report, the following matters were raised by the Interim Administrator and Interim Management Committee members:

The strategic objective for the renewal of the CBD included:

- Creating a civic heart for the City of Ipswich.
- Providing a civic, cultural and entertainment precinct.
- Ensuring that existing major service providers and employers in the Ipswich CBD and secured and provided opportunities for growth.
- Relocating Council's administration centre to the new development.
- Empowering private sector investors and occupiers to renew and enliven the retail and entertainment sites.
- Setting a framework for other significant projects.

The Interim Administrator noted that significant work had been undertaken in recent months by Queensland Treasury Corporation, Queensland Audit Office, KPMG (who had been contracted by QTC), McGrathNicol and other professional advisors to assist council in considering the most appropriate strategy for the CBD redevelopment.

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolves:

- A. That Council resolve to adopt the Tender Consideration Plan and undertake a restricted tender process with the four tenderers (referred to in Attachment D) for the construction of the Administration Building, Library, Civic Space and Car Park as set out in Attachment B to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- B. That the Chief Executive Officer establish a governance structure and processes in accordance with Attachment C to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 program.

The motion was put and carried.

MEETING CLOSED

The meeting closed at 9.25 am.

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(04)

11 OCTOBER 2018

REPORT

MEMBERS' ATTEDANCE: Graeme Stratford (Chairperson and External Member);

Greg Chemello (Interim Administrator), Robert Jones (Interim Management Committee member), Stan Gallo (Interim Management Committee member) and Dr Annette Quayle

(External Member)

MEMBER'S APOLOGIES: Nil

OTHER ATTENDANCE: Acting Chief Executive Officer (Charlie Dill), Acting Chief Operating

Officer (Finance and Corporate Services) (Jeffrey Keech), Chief Audit Executive (Freddy Beck), Queensland Audit Office (Assistant Auditor-General) (Poopalasingam Brahman), Queensland Audit Office (LG Sector Director) (Patrick Flemming), Queensland Audit Office (Senior Manager) (Lisa Fraser), Queensland Audit Office

(Senior Team Member) (Luigi Demichelis)

1. REPORT – AUDIT COMMITTEE NO. 2018(03) OF 8 AUGUST 2018

With reference to a report by the previous Audit Committee No. 2018(03) 8 August 2018 and an extract of the Council Ordinary Meeting held on 21 August 2018.

RECOMMENDATION

That the report be received and the contents noted.

2. <u>INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 30 JULY 2018 TO 5 OCTOBER 2018</u>

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the activities undertaken since 30 July 2018 and the current status of Internal Audit activities.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the report be received, the contents noted and the recommendations in attachments 2a and 2b, be considered finalised and archived.

3. <u>SUMMARY OF RECENT AUDIT REPORTS ISSUED</u>

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the completion of recent internal audits and subsequent report releases since the previous report dated 30 July 2018.

RECOMMENDATION

That the report be received and the contents noted.

4. OVERDUE RECOMMENDATIONS AS AT 5 OCTOBER 2018

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the status of each Department's progress in actioning the internal and external audit recommendations due or overdue for implementation.

RECOMMENDATION

That the report be received and the contents noted.

The committee members commented on the length of time taken to close some of the outstanding audit recommendations and suggested that some recommendations be broken down into smaller recommendations that could be easily monitored.

The committee members discussed the need for a procurement framework and the Interim Administrator advised that the Interim Management Committee is in the process of reviewing this matter.

5. PLANNING OF FUTURE AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS FOR 2019

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the proposed structured and planned agenda for the Audit and Risk Management Committee for the period 1 January 2019 to 31 December 2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the proposed structure and planned agenda for the Audit and Risk Management Committee for the period 1 January 2019 to 31 December 2019 be reviewed with the members of the committee and a report provided to the next meeting.

The committee members requested that this report be reviewed prior to formal adoption to ensure that the committee focus on particular matters including risk management.

6. PROPOSED CHANGES TO THE INTERNAL AUDIT CHARTER

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the proposed changes to the Internal Audit Charter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Internal Audit Charter, as detailed in Attachment A of the report by the Chief Audit Executive dated 5 October 2018, as per Item 5 of the City Management and Finance Committee No. 2016(05) of 9 August 2016 and adopted at the Council Ordinary Meeting of 17 August 2016, be repealed.
- B. That the Internal Audit Charter, as detailed in Attachment C of the report by the Chief Audit Executive dated 5 October 2018, be adopted.

7. PROCUREMENT REVIEW UPDATE – OCTOBER 2018

With reference to a report by the Procurement Manager dated 9 October 2018 concerning the status of the procurement review.

RECOMMENDATION

That the report be received and the contents noted.

8. DRAFT UNAUDITED 2017-2018 ANNUAL FINANCIAL STATEMENTS

With reference to a report by the Principal Financial Accountant dated 9 October 2018 concerning the draft unaudited 2017-2018 Annual Financial Statements.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the draft unaudited 2017-2018 Annual Financial Statements, as detailed in Attachment A to the report by the Principal Financial Accountant dated 9 October 2018, be received and noted.

9. QUEENSLAND AUDIT OFFICE – BRIEFING NOTE

With reference to a report by the Queensland Audit Office providing an update on Ipswich City Council's Audit Status.

RECOMMENDATION

That the report be received and the contents noted.

10. BACKGROUND AND SUMMARY OF CONTROLLED ENTITIES

With reference to a report by the Queensland Audit Office providing a background and summary of Ipswich City Council's controlled entities.

RECOMMENDATION

That the report be received and the contents noted.

11. <u>SUMMARY OF ISSUES RAISED AT IPSWICH CITY COUNCIL AND CONTROLLED ENTITIES 2012-2013 TO 2016-2017</u>

With reference to a report by the Queensland Audit Office providing a summary of issues raised at Ipswich City Council and controlled entities for the period 2012-2013 to 2016-2017.

RECOMMENDATION

That the report be received and the contents noted.

12. <u>DRAFT 2018 IPSWICH CITY COUNCIL MANAGEMENT REPRESENTATION LETTER</u>

With reference to a report by the Queensland Audit Office providing a draft 2018 Ipswich City Council Management Representation Letter.

RECOMMENDATION

That the report be received and the contents noted.

13. <u>EXTENSION OF FINANCIAL STATEMENT SIGNING DATE</u>

With reference to a verbal report by the Acting Chief Operating Officer (Finance and Corporate Services) concerning an extension of the financial statement signing date.

RECOMMENDATION

That approval be granted for the Chief Operating Officer (Finance and Corporate Services) and the Chief Executive Officer to request an extension from the Minister for the signing of the financial statements in accordance with section 212 of the *Local Government Regulation 2012*.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.07 pm.

The meeting closed at 3.20 pm.

Council Ordinary Meeting				
Mtg Date: 16.10.18	OAR:	YES		
Authorisation: Charlie D	ill			

AH:AH

12 October 2018

MEMORANDUM

TO: INTERIM ADMINISTRATOR OF IPSWICH CITY COUNCIL

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: PROPOSED NEW COMMITTEE STRUCTURE

INTRODUCTION:

This is a report by the Chief Executive Officer dated 12 October 2018 concerning a new Committee Structure that aligns with Council's strategic framework as detailed in Advance Ipswich 2015 Community Plan (Community Plan).

BACKGROUND:

1. The role of a local government

Section 70 of the *Queensland Constitution 2001* (the Qld Constitution) recognises there must be a system of local government in Queensland and that the system is to consist of a number of local governments. Section 71(1) further states that:

"A local government is an elected body that is charged with the good rule and local government of a part of Queensland allocated to the body."

Further, Section 12 of the *Local Government Act 2009* (the Act) states that it is the responsibility of all councillors to represent the current and future interests of the residents of the local government area as well as:

- "(3) (a) ensuring the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) achieves its corporate plan; and
 - (iii) complies with all laws that apply to local governments;
 - (b) providing high quality leadership to the local government and the community;

- (c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;
- (d) being accountable to the community for the local government's performance.
- (6) When performing a responsibility, a councillor must serve the overall public interest of the whole local government area."

To achieve the requirements of Section 12 of the Act, elected representatives and the supporting administration, at the direction of the Chief Executive Officer (CEO), must be accountable, effective, efficient and sustainable to deliver the best results for the community in accordance with the Local Government Act Principles:

- (a) transparent and effective processes, and decision-making in the public interest;
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

2. Establishment of Standing Committees

In accordance with Section 264(1) of the *Local Government Regulation 2012* (the Regulation) a local government may appoint, from its Councillors, standing committees or special committees; and advisory committees to discuss and debate strategic issues (leaving decisions in relation to operational matters and the day-to-day management of Council, to the CEO). Standing committees are defined in the Act as:

"... a committee of its councillors that meets to discuss the topic decided by the local government when establishing the committee."

Councillors and the administration come together at committee meetings where the councillors use their combined knowledge and experience, coupled with the advice of the administration, to make decisions for the good governance and the betterment of the community they serve. At the end of such meetings those involved should be satisfied that the local government and community have gained maximum benefit from the decisions made.

3. Council's Current Committee Structure

Council's current standing committee structure includes 10 standing committees, which resulted in the majority of Councillors each being the Chair of at least one committee and would therefore be the spokesperson to the community and media in relation to relevant committee decisions/matters.

A review of Council's current committee structure has identified inefficiencies in relation to the committee structure for example:

- There is no clear alignment between Council's two key strategic plans the Community Plan ("Advance Ipswich") and Corporate Plan and the current committee structure. Sound governance principles suggest that, to ensure strategies and programs are delivered effectively, accountability and reporting lines should be directed towards these outcomes. The current committee structure does not provide a substantive basis for council and the community to be aware of progress towards the strategic goals outlined in the Advance Ipswich and Corporate Plan.
- Although standing committees are, where possible, aligned to departments there is
 often a crossover due to the volume of committees. Departments have to submit
 reports for up to 4 committees which requires attendance at all 4 committees leading to
 lengthy time away from their departments and business as usual activities is a resource
 heavy burden.
- The current committee responsibilities document (refer Attachment A) is very broad. As a result, staff often struggle to determine to which standing committee a report should be submitted.
- Departments regularly do not have any reports to submit to standing committees. However staff felt the need to prepare reports to ensure there were agenda items for all committees each month. This resulted in the preparation of reports with no strategic decisions needing to be made with recommendations being that the committee 'receive and note' the report. Preparation of such reports is an unnecessary administration burden on staff with no strategic or operational outcomes or benefit. Committee reports and traditional media releases are not the only mechanism for promoting council to the greater community as Council's Communication and Media Branch utilise a number of platforms to disseminating information on the good work of Council, such as social media, traditional media, events and forums
- Administratively the resources required to ensure the committee process runs smoothly
 is very high considering over 50% of the reports submitted are receive and note reports
 that may have been able to be dealt with by another means.

4. Other Local Governments' Committee Structures

Most medium to large Queensland councils operate under a committee system whereby detailed deliberation on most matters is carried out at a standing committee, with the committee making recommendations to the Council. Matters are the subject of detailed deliberation at a council ordinary meeting only if Councillors believe further discussion is required and generally are exceptional and of such importance that the whole council should consider them in the first instance.

A review of other Queensland council committee structures was undertaken (refer Attachment B). It was discovered the following councils have standing committees:

Gold Coast City Council

- Townsville City Council
- Toowoomba Regional Council
- Logan City Council
- Rockhampton Regional Council

OPTIONS:

The Interim Administrator, Interim Management Committee, Chief Executive Officer and Chief Operating Officers have discussed standing committee structure options. Consideration was given to:

- aligning standing committees with Departments
- three (3) draft structures that tried to cluster Departments' functions and responsibilities thereby creating a structure that worked more efficiently
- a quadruple bottom line approach i.e. four (4) standing committees named to reflect the community's social, environmental, economic and civic leadership concerns/issues and future sustainability of the city

Following such discussions and review of other council committee structures it is proposed that the new structure align to council's strategic theme as articulated in the Community Plan

- Strengthening our local economy and building prosperity
- Managing growth and delivering key infrastructure
- Caring for the Community
- Caring for the Environment
- Listening, Leading and Financial Management

5. A Standing Committee Structure Aligned to Strategic Direction

Development of the current Community Plan required the design and implementation of a community engagement activity to ensure the learnings/findings of the engagement would:

- make the Community Plan a better document by ensuring it shares a collective vision; shapes the future development of the city and reflects the aspirations, values, experiences and priorities of the community the Plan is meant to serve
- develop a consensus around a desired future for the city
- build support for Council's role in working toward these futures
- obtain essential data about the community's values, attitudes, expectations and priorities for infrastructure and services

The finalised Community Plan:

- provides a shared vision for the future
- identifies key themes and areas for action
- provides information for the planning and service delivery of Council's corporate and operational plans and budgets

- includes a monitoring and review process
- can be utilised by local community groups, the development industry, business groups and other stakeholder groups to align their development and growth programs with Ipswich City Council

The Community Plan is underpinned by Council's 5 year 2017-2022 Corporate Plan. Division 1 of the *Local Government Regulation 2012* requires a local government to prepare a 5 year corporate plan and discharge its responsibilities in a way that is consistent with its Corporate Plan. The Corporate Plan must:

- (a) outline the strategic direction of the local government; and
- (b) state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area; and
- (c) include the following information for each commercial business unit—
 - (i) an outline of the objectives of the commercial business unit;
 - (ii) an outline of the nature and extent of the significant business activity the commercial business unit will conduct.

6. Mapping proposed Standing Committee Structure/Community Plan Strategy/Committee Responsibilities and responsible department

Both the current Community Plan and Corporate Plan are structured under the same strategic Themes and Goals. It is proposed the standing committee structure align as per Table 1. The linkages between the proposed Standing Committees, Community Plan Strategy, Committee Responsibilities and responsible Departments have been mapped (refer Attachment C).

Theme	Goal	Proposed Standing
		Committee
Strengthening our	Provide jobs for the growing	Economic Development
local economy and	population and prosperity for the city	
building prosperity	through business diversification,	
	adapting and responding to	
	technological advances and creating an	
	attractive economic environment for	
	business investment	
Managing growth	Plan and develop a vibrant and	Growth and Infrastructure
and delivering key	sustainable city that accommodates	
infrastructure	the needs of a diverse and growing	
	population and economy	
Caring for the	Create a city that values its past and	Communities
Community	embraces opportunities to work	
	together for the betterment of the	
	community.	
Caring for the	Important areas of native habitat are	Environment
Environment	conserved, the city's important	

Theme	Goal	Proposed Standing Committee
	waterways are protected and their	
	water quality enhanced, and the city	
	responds appropriately to climate	
	change and uses resources prudently.	
Listening, Leading	Visionary and accessible leadership is	Governance
and Financial	provided that consults and	
Management	communicates on key decisions and	
	delivers sound financial management	
	and good governance outcomes.	

Table 1

As well as the above 5 standing committees council must establish an Audit Committee as per Section 105 of the *Local Government Act 2009*. An Audit committee is a committee that:

- (a) monitors and reviews—
 - (i) the integrity of financial documents; and
 - (ii) the internal audit function; and
 - (iii) the effectiveness and objectivity of the local government's internal auditors; and
- (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

Council has adopted an Audit committee as per the Act however this report is to deal with standing committees.

7. Benefits of a Strategic Standing Committee Structure:

The proposed committee structure will:

- ensure the subject matter and discussion regarding reports is held at a high strategic level therefore focusing on Community Plan outcomes and that council decisions and delivery of key corporate projects is in keeping with Act Principles as referenced in Section 1 of this report
- provide linkages to the strategic Community Plan, Corporate and Operational Plans, and inform the development and adoption of council's long term financial plan and asset management plan. As the topics of such reports are of high level strategic value, there will be a decrease of reports regarding operational matters and "receive and note" reports historically prepared to provide an agenda for a committee meeting being placed on Agendas

- enhance interdepartmental and holistic strategic planning and project delivery while
 highlighting project interdependencies, risks and issues, etc., of Community/Corporate
 Plan initiatives. This holist approach to strategic committee reporting will break down
 the risk of departments working in isolation or in a 'silo'
- provide Councillors with better knowledge and oversight of major strategic initiatives, allowing them to monitor corporate plan projects and outcomes as per their responsibilities under Section 12(3)(ii) of the Act "ensuring the local government achieves its corporate plan
- provide an opportunity for the development a media strategy regarding the reporting
 of council decisions linked to Community Plan outcomes, allowing the Chair and other
 members of the standing committee to take a lead role in informing the community of
 major council strategic initiatives
- ensure staff prepare well-structured strategic reports and recommendations clearly identifying linkages to the strategic Community Plan and corporate planning documents while emphasising policy, budgetary, legal and risk management implications
- clarify for staff and the wider community the responsibilities and subjects of committee reports to be presented at standing committees as the strategic alignment to the Community Plan, Corporate and Operational Plans
- provide an opportunity to establish five community reference groups to assist the standing committees deliver strategies within each theme. (NB: the establishment of the reference groups will be the subject of a future report to the Governance Committee).

8. Standing Committee Terms of Reference

Each Standing Committee will have a Terms of Reference (ToR) which will contain clear and specific information on what the committee is trying to achieve, who the members are, when and where they meet, etc.

A ToR has been developed for each Standing Committee (refer attachments D to G). Although care has been taken to identify all the Functions and Services the respective Standing Committee will be responsible for, it is anticipated the more Functions or Services will be identified moving forward and the ToR will be amended accordingly.

9. Days and Times of Standing Committees for the Remainder of 2018

For the remainder of the 2018 calendar year, it is proposed that standing committee meetings take place in the week prior to Council ordinary meetings at the times and days set out below:

Standing Committee	Day	Time
Economic Development	Tuesday	8.30 am
		9.30 am or 10 minutes after the conclusion of the
Growth and Infrastructure	Tuesday	Economic Development Committee, whichever is
		the earlier.
		10.30 am or 10 minutes after the conclusion of the
Communities	Tuesday	Growth and Infrastructure Committee, whichever
		is the earlier.
Environment	Tuesday	11.30 am or 10 minutes after the conclusion of the
Environment	Tuesday	Communities, whichever is the earlier.
Cayamanaa	Tuesday	12.30 pm or 10 minutes after the conclusion of the
Governance		Environment Committee, whichever is the earlier.

Committee meetings scheduled for November 2018 will be held at the same time of day as those above, but on the days of the week specified below:

Meeting Dates	Meeting Days
7 November	Wednesday (as per Tuesday schedule above)

10. Minutes of Standing Committee Meetings

At the 2016 post-election meeting Council resolved:

"That all standing committees (with the exception of the Specific Purposes Committee) other committees and boards formed by Council, the functions of which are only to advise or recommend to the minuted Council meeting, provide written reports of their deliberations advice or recommendations and be exempted from keeping minutes of proceedings in accordance with section 272 (6) of the Local Government Regulation."

It should be noted that, in keeping with the local government principle relating to "transparent and effective processes and decision making in the public interest" the Interim Administrator has ensured standing committee reports now include a statement of reasons for any amendments to an officer's recommendation as well as a written record of any significant points of discussion regarding the report and its recommendation/s.

11. Attendance of Interim Management Committee at Standing Committees

Under Section 205 of the Act, the Minister appointed a committee of persons to assist the interim Administrator to perform their responsibilities. This committee is known as the Interim Management Committee (IMC).

IMC members can take part in the debate at a standing committee if the Interim Administrator passes a resolution to determine a process for their attendance. Such a resolution meets the requirement of sections 12 and 13 of Council's Local Law 2 – Council Meetings which state:

12 Attendance at committee meeting

The local government or a committee may, by resolution determine a process for attendance of persons at committee meetings.

13 Participation in committee meetings

Any person, not being a councillor of the local government or a member of the committee, must not take part in a committee debate unless the chairperson invites the person to address the committee upon the matter before it.

Therefore it is proposed that the Interim Administrator pass a resolution at a Council meeting that all members of the IMC attend all future committee meetings of Council and take part in the debate at those committee meetings.

CONCLUSION:

Following a comprehensive review of Council's current committee structure, desktop review of other local government committee structures, discussion between the Interim Administrator, Interim Management Committee, Acting CEO and Chief Operating Officers, it is proposed that:

 Council adopt the below standing committees structure which align to the Advance Ipswich Community Plan strategies which is supported by the Corporate Plan and annual Operational Plan actions and outcomes (refer Table 1 on page 5 and Attachment C):

Proposed Standing Committee Structure

- Economic Development
- Growth and Infrastructure
- Communities
- Environment
- Governance
- Amend the day and time of committee meetings as detailed in section 8 of this
 report and keep the minutes of standing committees in accordance with section 272
 of the Regulation.
- Pass a resolution as per Section 12 of Local Law 2 Council Meetings determining that all members of the IMC attend all future committee meetings of Council and take part in the debate at those committee meetings

ATTACHMENTS:

Name of Attachment	Attachment
Council's current Standing Committee Structure	Attachment A
Other Local Governments' Committee Structures	Attachment B
Mapped Linkages	Attachment C
Terms of Reference Template – Economic Development	Attachment D
Terms of Reference Template – Growth and Infrastructure	Attachment E
Terms of Reference Template – Communities	Attachment F
Terms of Reference Template – Environment	Attachment G
Terms of Reference Template – Governance	Attachment H

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decisions of Council, as per Items 1, 3 and 4, "Establishment and Responsibilities of Committees and Boards" adopted at the Post Election Meeting of 8 April 2016 and Recommendations A, B and D of the Officer's Report adopted at the Council Ordinary Meeting of 19 September 2017, be repealed.
- B. That the committee structure as detailed in the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- C. That days and times of standing committees for the remainder of 2018 as detailed in the report by the Acting Chief Executive Officer dated 12 October 2018, be adopted
- D. That the Terms of Reference for the proposed standing committee structure as detailed in Attachment D to H of the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- E. That members of the Interim Management Committee attend all future committee meetings of Council and take part in the debate at those committee meetings as per sections 12 and 13 of Council's Local Law 2 – Council Meetings.
- F. That Chief Operating Officer, Arts, Social Development and Community Engagement, prepare a report regarding the establishment of five community reference groups to assist the standing committee committees deliver strategies within each theme to a future Governance Committee.

Angi Harms
Project Officer
CORPORATE SERVICES

I concur with the recommendations contained in this report.

Jeffery Keech

CHIEF OPERATING OFFICER FINANCE AND CORPORATE SERVICES

I concur with the recommendations contained in this report.

Charlie Dill

CHIEF EXECUTIVE OFFICER

Committee Responsibilities and Composition (as at 5 September 2018)

IPSWICH CITY COUNCIL COMMITTEE AND BOARD RESPONSIBILITIES AND COMPOSITION

The committees, with the exception of the Specific Purposes Committee and Audit and Risk Management Committee, as set out hereunder, meet generally on a monthly cycle in the week preceding each ordinary meeting of Council. The committees meet in the Council precinct, which comprises the Council Administration Building, the Ipswich Global Information Centre and the Hayden Centre. The Specific Purposes, Audit and Risk Management Committee will meet as otherwise determined.

COMMITTEE	COMPOSITION	RESPONSIBILITIES
Infrastructure and	Greg Chemello (Interim	Identification, planning and policy
Emergency Management	Administrator)	development of the transport network
Committee		Capital Works Program
Tuesday, 8.30 am	Assisted by Interim	Capital Projects
	Management Committee	Design services (design element of
	comprising:	roads, footpaths, cycle ways,
	Stan Gallo	stormwater drainage, public places,
	Simone Webbe	parks and open spaces)
	Jan Taylor	Emergent special construction
	Steve Greenwood	programs eg Flood Recovery Programs
	Robert Jones	Facilities Program
		Strategic planning of roads
		Transport infrastructure
		Emergency Management
		Community engagement education -
		disaster management
		Counter Disaster Program
		Flood Recovery Plan Working Group
Works, Parks and Sport	Greg Chemello (Interim	Sport and Recreation Program
Committee	Administrator)	Community participation in sport and
Tuesday, 9.30 am or 10		recreation
minutes after the conclusion	Assisted by Interim	Education and promotion
of the Infrastructure and Emergency Management	Management Committee	Management and operation of
Committee, whichever is the	comprising:	recreational spaces
earlier.	Stan Gallo	Involvement with sporting
	Simone Webbe	organisations
	Jan Taylor	Future facilities planning for sport and
	Steve Greenwood	recreation
	Robert Jones	Planning for a sustainable open space
		network
		Streetscape and urban tree
		management
		Volunteer Park Rangers
		Works Program
		Ipswich Fleet Services Program

		Ipswich Waste Services Program City Entrances and Beautification
Conservation and Environment Committee Tuesday, 10.30 am or 10 minutes after the conclusion of the Works, Parks and Sport Committee	Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones	Conservation related matters Climate Change response Natural Resource Management Enviroplan and Cherish the Environment Environment and Conservation Volunteers Bushland Management Waterways and river management Indigenous Land Use Consultative Committee Indigenous Advisory Group Sustainability matters relating to conservation and environment Ipswich Rivers Improvement Trust Sustainability Advisory Board
Libraries and Tourism Committee Tuesday 11.30 am or 10 minutes after the conclusion of the Conservation and Environment Committee, whichever is the earlier.	Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones	Library Strategy Library Volunteers Ipswich Poetry Feast Information Services (Library Program) Tourism Development and Strategy Visitor Information Services Tidy Towns Tourism Volunteers Ipswich Tourism Operators Network
Arts and Community Development Committee Tuesday, 12.30 pm or 10 minutes after the conclusion of the Libraries and Tourism Committee, whichever is the earlier.	Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones	Performing and Visual Arts Program Ipswich Art Gallery Ipswich Arts Foundation Ipswich Community Gallery Civic Centre and related functions (including Studio 188) Art Gallery Volunteers Multicultural roundtable and advancement Regional Arts Development Fund Minutes of the Ipswich Arts Interagency Trainee and apprenticeship development Youth and Senior Week Grants Youth Council Community Development Program

		(including Youth and Seniors and disability related matters) Social and community development planning Community Development grants Regular community workshops Community forums Community events (ie Movies in the Park, Christmas Carols) Home Assist Secure Service HACC Home Maintenance Service Community Consultative Committee (Leichhardt/One Mile) Rosewood/Walloon Consultative Committee Event sponsorship Aboriginal and Torres Strait Islander Peoples Accord Working Group
Health, Security and Community Safety Committee Tuesday, 1.30 pm or 10 minutes after the conclusion of the Arts and Community Development Committee, whichever is the earlier.	Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones	Health and Environmental Protection Program Waste Regulation and Rehabilitation Program Regulatory matters within the responsibility of the Health, Security and Regulatory Services Department Community compliance matters Animal management Pest management Immunisation and proactive health promotion Health partnerships (Ipswich Hospital Foundation) Public and community health Cemeteries Litter Regulation and Clean Up Australia Friends of the Cemetery Committee Safe City Program Safe City Steering Committee Community Safety
Planning, Development and Heritage Committee Tuesday, 2.30 pm or 10 minutes after the conclusion of the Health, Security and Community Safety Committee, whichever is the earlier.	Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo	Planning and Development Program (including liquor, gaming and prostitution related matters) Heritage Program Heritage Consultative Committee Environmental aspects of planning and development

Г	1	
	Simone Webbe	Springfield Community Facilities
	Jan Taylor	Advisory Board
	Steve Greenwood	Springfield Town Centre Infrastructure
	Robert Jones	Advisory Board
		Master Planning to be developed for
		various industrial and residential areas
		within the city
		Co-ordination of Regional Planning
		issues relevant to the city
		Development of programs for better
		understanding of planning and
		community
		Working with State and Federal
		Governments in relation to house and
		land affordability
		· 1
Feenemie Develoument	Cros Chamalle /Interior	Heritage Awards
Economic Development	Greg Chemello (Interim	Implementation of the Ipswich Regional
and Digital City Committee	Administrator)	Centres Strategy and the
Tuesday, 3.30 pm or 10 minutes after the conclusion		development/implementation of high
	Assisted by Interim	level strategies for other centres in the
of the Planning, Development and Heritage Committee,	Management Committee	city
whichever is the earlier.	comprising:	Economic Development programming
whichever is the earlier.	Stan Gallo	and planning
	Simone Webbe	International Relations
	Jan Taylor	Regional Employment and Employment
	Steve Greenwood	Operators
	Robert Jones	High level city wide strategic
		employment and infrastructure
		opportunities eg Ripley,
		Rosewood/Walloon,
		Amberley/Ebenezer
		Marketing and Media
		Civic events (ie Australia Day,
		Citizenship ceremonies)
		Working with State and Federal
		Governments
		Office of Economic Development
		Regional Economic Business
		Development Board
		Council Events Strategy
		Ipswich Events Corporation Board
		Corporate events and community
		engagement (ie Chat times, external
		Council meetings)
		<u> </u>
		Innovation opportunities and industry
		Intelligent Community Forum
		Smart City Strategy

City Management, Finance and Community Engagement Committee

Tuesday, 4.30 pm or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier.

Greg Chemello (Interim Administrator)

Assisted by Interim Management Committee comprising:

Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones Facilitate management and financial issues associated with significant city growth

Responsibility for all matters referred to by other Committees and other matters referred to it with the agreement of the Chief Executive Officer in consultation with the Mayor.

Finance Program

Corporate Services Program Operational planning

Management of Council's registered

trademarks

Management of Council's corporate identity and branding including logos,

emblems and crests Corporate Planning

Ipswich City Council Services Master

Fees and Charges

Civic Precinct Redevelopment Strategy Brisbane River Catchment Flood Study and Flood Plain Management Plan Customer Relations and Customer

Service Systems Customer Surveys

Queensland Urban Utilities Ipswich City Enterprises and Subsidiaries

Ipswich City Properties Pty Ltd Ipswich City Developments Pty Ltd Work experience coordination

Advance Ipswich

Ipswich Motorsport Precinct Company CBD Redevelopment Strategy

Development of new programs to

engage the community

Information technology strategies Employee Development Advisory Committee City Country Reference

Group (previously City Country

Relations Consultative

Committee/Rural Consultative

Committee)

Internal Audit

Audit and Risk Management

Committee

		Policy and Administration Advisory
		Committee
		Any other matters that the Chief
		Executive Officer deems necessary
Considia Dumana	Cras Chamalla (Interim	·
Specific Purposes	Greg Chemello (Interim	Determine all issues arising from
Committee	Administrator)	matters referred to it from time to
When required		time
	Assisted by Interim	Matters requiring a Council decision
	Management Committee	during future recess periods
	comprising:	
	Stan Gallo	
	Simone Webbe	
	Jan Taylor	
	Steve Greenwood	
	Robert Jones	
Audit and Risk	Greg Chemello (Interim	As per the Audit Committee terms of
Management Committee	Administrator) (member)	reference and including:
(reporting to City		Enhance the ability of Councillors to
Management, Finance and	Stan Gallo (Interim	fulfil their legal responsibilities
Community Engagement	Management	Add to the credibility and objectivity of
Committee)	Committee)(member)	financial reports
(time and place determined		Enhance the independence and
by the Audit and Risk	Rob Jones (Interim	effectiveness of the Council's Internal
Management Committee)	Management	Audit Branch
	Committee)(member)	Oversee the application of appropriate
		accounting and disclosure policies and
	Chairperson (External	procedures
	Member – Graeme Stratford)	Monitor existing corporate policies and
		recommend new corporate policies to
		prohibit unethical, questionable or
		illegal activities
		Provide a communication link between
		management, internal
		auditors/external auditors and Council
		Promote the need for public
		accountability of managers to Council,
		the ratepayers and other interested
		parties
		Support measures to improve
		management performance and internal
		controls
		COTTUTOIS

Policy and Administration	Greg Chemello (Interim	Policy review, formatting and	
Advisory Committee	Administrator)	framework	
(reporting to City	Assisted by Interim	Local Law related matters	
Management, Finance and	Management Committee	2000 20W Felated Matters	
Community Engagement	comprising:	Any other matters deemed necessary	
Committee)	Stan Gallo	by the Chief Executive Officer	
(time and place to be	Simone Webbe	,	
determined by the Policy	Jan Taylor		
and Administration	Steve Greenwood		
Advisory Committee)	Robert Jones		
Employee Development	Greg Chemello (Interim	Employee Development	
Advisory Committee	Administrator)		
(reporting to City			
Management Finance and	Assisted by Interim		
Community Engagement	Management Committee		
Committee)	comprising:		
(time and place to be	Stan Gallo		
determined by the Policy	Simone Webbe		
and Administration	Jan Taylor		
Advisory Committee)	Steve Greenwood		
	Robert Jones		

Examples of other Queensland Local Government Committee Structures

Note: * signifies that the committee relates to a specific council department

Gold Coast City Council

- Transport and Infrastructure Committee*
- Economy, Planning & Environment Committee*
- Lifestyle and Community Committee
- Water and Waste Committee*
- Events, Tourism and Governance Committee
- Special Budget and Finance Committee

Townsville City Council

- Community and cultural development
- Community health and environment*
- Governance and finance committee
- Infrastructure services committee*
- Planning and development committee*
- Townsville water and waste committee*

Cairns Regional Council (abolished standing committees in August)

- Planning and Environment Committee*
- Water and Waste Committee*
- Infrastructure Committee*
- Governance Committee
- Sports and Community Services Committee
- Cultural Services Committee Meeting

Toowoomba Regional Council

- Planning and Development committee*
- Water and waste committee*
- Infrastructure committee*
- Environment and Community committee*
- Finance and Business Strategy committee*

Logan City Council

- City Roads and Water Committee*
- City Centres Special Committee
- City Planning & Economic Development Committee
- City Image & Innovation Committee*
- City Parks, Animals, Environment & Waste Committee
- City Lifestyle & Community Committee
- City Treasury Committee

Gladstone Regional Council (abolished standing committees in June)

- Commercial services committee
- Environment and community services committee
- Finance and corporate governance committee
- Planning and development committee
- Works and traffic committee

Rockhampton Regional Council

- Audit and business improvement committee
- Airport, water and waste committee
- Community services committee
- Infrastructure committee
- Parks, recreation and sport committee

Points to note:

- Mackay City Council has a Strategic Advisory Committee. Three working groups feed into this committee; Regional Economy; Community Education and Environment; and Infrastructure and Performance.
- The following Councils do not have standing committees (or they don't promote them on their website); Sunshine Coast Regional Council, Fraser Coast Council, Redlands City Council, and Moreton Shire Council.
- Bundaberg Council has briefing meetings prior to Council Meetings, but no standing committees.
- Only one Council has directly aligned its organisational structure with its standing committee structure – Toowoomba. Although, it should be noted that in most Councils there are multiple committees that directly align with a core Council department

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

Suggested Committee Name	Strategic Focus	Key Responsibilities	Department Alignment
Economic Development	Strengthening our local economy and building prosperity (jobs)	 Economic development strategy formulation and implementation Business advancement and attraction Digital Economy Smart City Strategy International relations, trade and expert links Tourism strategy development and implementation City identity, branding, marketing and media 	EDM
Growth and Infrastructure	Undertaking effective growth management and delivering key infrastructure for existing and future communities	 Growth Management Ipswich Planning Scheme formulation and review Local Area master planning Development assessment Ipswich Heritage Program planning and implementation Liquor, gaming and prostitution related matters Coordination of Commonwealth, State and Regional planning issues 	P&D

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

Suggested Committee Name	Strategic Focus	Key Responsibilities	Department Alignment
		Infrastructure Delivery	
		Transport network planning and implementation	IS
		Sport and recreation facilities and programs, planning and	WPR
		implementation Stormwater drainage program	WPR
		planning and implementation Stormwater drainage program	IS/WPR
		planning and implementationResponsible pet ownership	HSRS
Communities	Caring for our Community	and animal managementCity identity, branding,	EDM
	,	marketing and media	
		Community eventsCommunity data collection	EDM ASDCE
		and analysisCommunity development	ASDCE
		Community grantsCommunity engagement	ASDCE ASDCE
		Home Assist Secure Program Performing and visual arts	ASDCE ASDCE
		facilities and programs Library Services	ASDCE
		Community resilience and readiness, disaster planning	WPR
		and recovery	

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

Suggested Committee Name	Strategic Focus	Key Responsibilities	Department Alignment
		Indigenous Community liaison	WPR/ASDCE
		Community Health (Healthy Lifestyles)	HSRS
		Community Safety and Crime (Safe Situ Braggers)	HSRS
		prevention (Safe City Program)Cemeteries	HSRS
Environment	Caring for our Environment	Native habitat protection and management	WPR
		Ipswich Enviroplan and Cherish the Environment	WPR
		Waterway protection and management	WPR
		Conservation partnerships	WPR
		Urban greening and tree management	WPR
		Waste management, reduction, reuse and recycling (Ipswich Waste Services)	WPR
		Climate change response	WPR/HSRS
		Sustainability	WPR/HSRS
		Indigenous community Liaison	WPR/ASDCE
Governance	Listening, leading and financial management	Governance and leadership	CEO/FCS
		People and culture (human resources)	CEO
		Sustainable financial management (including budgeting, fees and charges)	FCS

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

Suggested Committee Name	Strategic Focus	Key Responsibilities	Department Alignment
		 Delivery of corporate services for Council Ipswich Fleet Services Community engagement Community compliance, education and enforcement Pest management Responsible pet ownership and animal management 	FCS WPR ASDCE HSRS HSRS

TERMS OF REFERENCE

IPSWICH CITY COUNCIL ECONOMIC DEVELOPMENT COMMITTEE

Adopted at the Council Ordinary Meeting held on



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IPSWICH CITY COUNCIL ECONOMIC DEVELOPMENT TERMS OF REFERENCE

1. ESTABLISHMENT

The Economic Development Committee is established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012*.

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Ipswich City Council Local Law No.2 (Council Meetings) 2013 ("Local Law No. 2")
- Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013 ("Sub Local Law No. 2.1")
- Advance Ipswich 2015 Community Plan ("the Plan")

3. PURPOSE

The Economic Development Committee will broadly align with the Plan Theme "Strengthening our local economy and building prosperity" of the Advance Ipswich Community Plan.

The Economic Development Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of economic development related issue such as employment, business, tourism, education etc., relevant to the residents and business of Ipswich. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Economic Development Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Economic Development Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Economic Development Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Economic Development Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Economic Development Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's economic development.

The Committee is charged with considering matters relating to the following responsibilities and services:

Responsibilities:

- Business advancement and attraction
- Technology advancement to strengthen the digital economy
- Trade and export links
- Lifelong learning and skills enhancement
- Develop Ipswich City Centre as the regional capital of the Western Corridor of SEQ and as an important regional employment centre
- Support the growth and operation of RAAf Base Amberley and associated aerospace and defence industries
- Diversify the local economy

Services:

- Marketing and Communications (media management, content development, graphic design, advertising, digital, photography, videography, collateral and merchandise)
- Events (planning, venue and site management, staging, catering, and risk management and procedure)
- Economic Development (investment attraction, commercial promotion, business liaison, skills development, industry advocacy, business events, international delegations, research and reporting)
- Tourism (destination marketing, industry development, event maximisation, visitor servicing, sales and wayfinding)

Council business referred to above will include such business relating to the Plan Theme "Strengthening our local economy and building prosperity" as follows:

• Development of goals and strategies for council's Corporate Plan,

- Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("insert day, month, year") ("Minute No XX") resolved that the membership of the Economic Development Committee be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation as follows:

Chairperson:

Insert name

Members:

- Mayor/Interim Administrator
- Insert Councillor name
- Insert Councillor name
- Insert Councillor name
- Insert Councillor name
- Insert Councillor nameInsert Councillor name
- Insert Councillor name
- Insert Councillor name
- Insert Councillor name

Alternate Member:

Insert Councillor name

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Economic Development Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under Division 1 (Qualifications for Councillors);
 or

- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer;
 or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Economic Development services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform you view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Economic Development Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Economic Development Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to section 270 (Procedure at Meeting) of the Regulation and the Local Law No. 2.

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Economic Development Committee in accordance with sections 13 and 19 of Local Law No. 2.

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section (Closed Meeting) 275 of the Regulation, namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Local Law No. 2.

7.2 FREQUENCY AND LOCATION

The Economic Development Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Economic Development Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 8.30am.

Although the Economic Development shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Economic Development Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Economic Development Committee is defined in accordance with section 269 (Quorum) of the Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

7.7 RECORDING OF MINUTES

In accordance with section 272 (Minutes) of the Regulation the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, Local Law No. 2 and Sub Local Law No. 2.1. The written report will contain both the Committee's deliberations and its advice or recommendations.]

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Economic Development Committee shall review these Terms of Reference at the first Economic Development Committee meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Economic Development Meeting of each calendar year the Economic Development Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		
V2		
V3		



TERMS OF REFERENCE

IPSWICH CITY COUNCIL GROWTH AND INFRASTRUCUTRE COMMITTEE

Adopted at the Council Ordinary Meeting held on



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IPSWICH CITY COUNCIL GROWTH AND INFRASTRUCTURE TERMS OF REFERENCE

2. ESTABLISHMENT

The Growth and Infrastructure Committee is established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012*.

3. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Ipswich City Council Local Law No.2 (Council Meetings) 2013 ("Local Law No. 2")
- Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013 ("Sub Local Law No. 2.1")

4. PURPOSE

The Growth and Infrastructure Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme "Managing growth and delivering key infrastructure".

The Growth and Infrastructure Committee provides strategic direction and leadership on the responsibilities listed in section 6.2 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

5. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of Growth and Infrastructure related issue such as transport planning, infrastructure management including construction of new assets and maintenance of current assets, housing, developers, conservation of places of heritage significance etc. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Growth and Infrastructure Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Growth and Infrastructure Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

6. AUTHORITY/ DELEGATION

The Growth and Infrastructure Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Growth and Infrastructure Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

6.1 ROLES AND RESPONSIBILITIES

The role of the Growth and Infrastructure Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's future growth and required infrastructure to meet the needs of city's diverse communities now and into the future.

The Committee is charged with considering matters relating to the following responsibilities and services:

- Managing growth and development in order to create a socially, ecologically and economically sustainable environment
- Deliver Council's Capital Works Program, managing projects through their entire lifecycle (from initial concept design, detailed design, construction and handover)
- Develop a compact, sustainable, mixed use urban form
- Meet the community's housing needs while encourage housing diversity
- Develop a strong centres network
- Establish business and industry activity nodes
- Support responsible pet ownership
- Provide adequate infrastructure to support growth
- Provide a safe, reliable and sustainable transport system
- Conserve places of cultural heritage significance
- Provide an integrated open space network
- Management of the traffic signals network and associated systems, e.g. Connected Intelligent Traffic System (C-ITS)

Services:

- Transport Network Planning and Policy Development
- Professional design services for road, drainage, open space and built projects
- Program management and construction delivery services
- Response to special construction programs as needed (e.g. Flood Recovery Programs)
- Preparing and implementing plans, strategies and policies to ensure integrated and sustainable development outcomes for the City as a whole and within specific local areas
- Identifying, protecting and promoting places of cultural heritage significance and

- streetscape value
- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Maintaining an appropriate and efficient regulatory environment for development assessment and building and plumbing compliance.

Council business referred to above will include such business relating to Community Plan Theme "Managing growth and delivering key infrastructure" as follows:

- Development of goals and strategies for council's Corporate Plan,
 Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

7. MEMBERSHIP

Council at its Ordinary Meeting of "insert day, month, year") ("Minute No XX") resolved that the membership of the Growth and Infrastructure Committee be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation as follows:

Chairperson:

Insert name

Members:

- Mayor/Interim Administrator
- Insert Councillor name

Alternate Member:

• Insert Councillor name

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Growth and Infrastructure Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under Division 1 (Qualifications for Councillors);
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer;
 or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

7.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Growth and Infrastructure services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform you view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential

7.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

7.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Growth and Infrastructure Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Growth and Infrastructure Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to section 270 (Procedure at Meeting) of the Regulation and the Local Law No. 2.

7.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Growth and Infrastructure Committee in accordance with sections 13 and 19 of Local Law No. 2.

8. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section (Closed Meeting) 275 of the Regulation, namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

8.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Local Law No. 2.

8.2 FREQUENCY AND LOCATION

The Growth and Infrastructure Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Growth and Infrastructure Committee will meet will meet on Tuesday the week prior to the Council Ordinary Meeting at 9.30 am or 10 minutes after the conclusion of the Economic Development Committee, whichever is the earlier.

Although the Growth and Infrastructure shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Growth and Infrastructure Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

8.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the

public.

• Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

8.4 QUORUM

A quorum of the Growth and Infrastructure Committee is defined in accordance with section 269 (Quorum) of the Regulation:

- A guorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

8.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

8.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

8.7 RECORDING OF MINUTES

In accordance with section 272 (Minutes) of the Regulation the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

9. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, Local Law No. 2 and Sub Local Law No. 2.1. The written report will contain both the Committee's deliberations and its advice or recommendations.]

10. REVIEW AND PERFORMANCE EVALUATION

10.1 TERMS OF REFERENCE

The Growth and Infrastructure Committee shall review these Terms of Reference at the first Growth and Infrastructure Meeting of each calendar year or as and when required.

10.2 PERFORMANCE EVALUATION

At the first Growth and Infrastructure Meeting of each calendar year the Growth and Infrastructure Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		
V2		
V3		

TERMS OF REFERENCE

IPSWICH CITY COUNCIL COMMUNITIES COMMITTEE

Adopted at the Council Ordinary Meeting held on



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IPSWICH CITY COUNCIL COMMUNITIES COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT

The Communities Committee is established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012*.

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Ipswich City Council Local Law No.2 (Council Meetings) 2013 ("Local Law No. 2")
- Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013 ("Sub Local Law No. 2.1")

3. PURPOSE

The Communities Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme "Caring for the Community".

The Communities Committee provides strategic direction and leadership on the responsibilities listed in section 6.2 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of community services, safety, community engagement, library services, cultural services, venues and community facilities and customer service matters. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of lpswich.

The Communities Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Communities Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Communities Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Communities Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Communities Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of ensuring council's projects, activities and services meet the current and future needs of our rapidly growing and diverse communities through the implementation and development of innovative programs and services.

The Committee is charged with considering matters relating to the following Responsibilities and Services:

Responsibilities:

- · Strengthen City's identity and branding
- Data collection, analysis, survey, community engagement
- Establish a community development framework
- Management of Council owned community centres
- Establish and foster collaborative partnerships
- Promote sustainable, healthy lifestyles, including promoting and supporting participation in sports
- Facilitate community safety and crime prevention and awareness
- Provide social infrastructure including performing and visual arts and libraries
- Develop community resilience and readiness

Services:

- Library Services
- Civic Centre arts and performance
- Studio 188
- Art Gallery

Council business referred to above will include such business relating to the Community Plan Theme "Caring for the Community" as follows:

- Development of goals and strategies for council's Corporate Plan,
 Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and

- achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("insert day, month, year") ("Minute No XX") resolved that the membership of the Communities Committee be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation as follows:

Chairperson:

Insert name

Members:

- Mayor/Interim Administrator
- Insert Councillor name
- Insert Councillor nameInsert Councillor name
- Insert Councillor name

Alternate Member:

• Insert Councillor name

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Communities Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under Division 1 (Qualifications for Councillors);
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or

- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer;
 or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Communities services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform you view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Communities Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Communities Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to section 270 (Procedure at Meeting) of the Regulation and the Local Law No. 2.

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Communities Committee in accordance with sections 13 and 19 of Local Law No. 2.

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section (Closed Meeting) 275 of the Regulation, namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Local Law No. 2.

7.2 FREQUENCY AND LOCATION

The Communities Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Communities Committee will meet on Tuesday the week prior to the Council Ordinary Meeting at 10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier.

Although the Communities shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Communities Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Communities Committee is defined in accordance with section 269 (Quorum) of the Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

7.7 RECORDING OF MINUTES

In accordance with section 272 (Minutes) of the Regulation the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, Local Law No. 2 and Sub Local Law No. 2.1. The written report will contain both the Committee's deliberations and its advice or recommendations.]

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Communities Committee shall review these Terms of Reference at the first Communities Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Communities Meeting of each calendar year the Communities Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		
V2		
V3		



TERMS OF REFERENCE

IPSWICH CITY COUNCIL ENVIRONMENT COMMITTEE

Adopted at the Council Ordinary Meeting held on



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ENVIRONMENT TERMS OF REFERENCE

1. ESTABLISHMENT

The Environment Committee is established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012*.

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Ipswich City Council Local Law No.2 (Council Meetings) 2013 ("Local Law No. 2")
- Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013 ("Sub Local Law No. 2.1")

3. PURPOSE

The Environment Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme "Caring for the Environment" relevant to the Advance Ipswich Community Plan.

The Environment Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of sport and community services, management of parks, open spaces, council's sporting venues, disaster management, maintenance of

The Environment Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Environment Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Environment Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Environment Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Environment Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's environmental management, open space, parks, waste management and maintenance of council assets.

The Committee is charged with considering matters relating to the following Services and Functions.

Responsibilities:

- Conserve important areas of native habitat and vegetation
- Implement Ipswich Enviroplan
- Develop conservation partnerships with key community and government stakeholders
- Protect waterways
- Enhance urban greening
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling
- Improve environmental awareness, education and compliance
- Management, maintenance and operations services/activities to the whole of Council
 asset base
- Planning of the open space network

Services:

- Delivery and activation of sport and recreation opportunities within the City
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.
- Disaster Management Planning

Council business referred to above will include such business relating to the Community Plan Theme "Caring for the Environment" as follows:

Development of goals and strategies for council's Corporate Plan,
 Operational Plan, Business Plans and Performance Management Plans;

- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("insert day, month, year") ("Minute No XX") resolved that the membership of the Environment Committee be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation as follows:

Chairperson:

Insert name

Members:

- Mayor/Interim Administrator
- Insert Councillor name
- Insert Councillor nameInsert Councillor name
- Insert Councillor name

Alternate Member:

• Insert Councillor name

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Environment Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under Division 1 (Qualifications for Councillors);
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or

- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer;
 or
- dies: or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Environment services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform you view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Environment Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Environment Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to section 270 (Procedure at Meeting) of the Regulation and the Local Law No. 2.

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Environment Committee in accordance with sections 13 and 19 of Local Law No. 2.

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section (Closed Meeting) 275 of the Regulation, namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Local Law No. 2.

7.2 FREQUENCY AND LOCATION

The Environment Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Environment Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 11.30 am or 10 minutes after the conclusion of the Communities, whichever is the earlier.

Although the Environment shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Environment Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Environment Committee is defined in accordance with section 269 (Quorum) of the Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

7.7 RECORDING OF MINUTES

In accordance with section 272 (Minutes) of the Regulation the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, Local Law No. 2 and Sub Local Law No. 2.1. The written report will contain both the Committee's deliberations and its advice or recommendations.

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Environment Committee shall review these Terms of Reference at the first Environment Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Environment Meeting of each calendar year the Environment Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		
V2		
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TERMS OF REFERENCE

IPSWICH CITY COUNCIL GOVERNANCE COMMITTEE

Adopted at the Council Ordinary Meeting held on



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IPSWICH CITY COUNCIL GOVERNANCE COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT

The Governance Committee is established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012*.

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- Local Government Act 2009 ("the Act")
- Local Government Regulation 2012 ("the Regulation")
- Ipswich City Council Local Law No.2 (Council Meetings) 2013 ("Local Law No. 2")
- Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013 ("Sub Local Law No. 2.1")

3. PURPOSE

The Governance Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme "Listening Leading, and Finance Management" relevant to the Advance Ipswich Community Plan.

The Governance Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with a range of internal council services, such as budget development, long term financial planning, corporate risk, committee services, Councillor support, property services and customer service, and Information and Communication.

Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Governance Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Governance Committee has no delegated authority. (

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Governance Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Governance Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Governance Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of Council's corporate governance and financial management with the aim of demonstrating best practice and legislative compliance. Another area the committee will provide direction on is the development and ongoing practice of excellent customer and information technology and information services.

The Committee is charged with considering matters relating to the following Services and Functions.

Responsibilities:

- Provide sound and sustainable financial management and budgeting
- Provide good governance and leadership
- Provide comprehensive and meaningful community engagement
- Create good neighbourly relations through community information, education and necessary compliance action
- Maintain a consistent and efficient approach to law enforcement and compliance actions

Services:

- Accounting, financial and business analysis functions and services
- Customer services
- rates/property services
- Delivery of training
- Development, implementation and coordination of information, communication and technology (ICT) services
- Risk management and insurance services,
- Committee process
- Corporate travel
- Right to Information and Information Privacy
- Probity
- Property services

• Business improvement and corporate services

Council business referred to above will include such business relating to the Community Plan Theme "Listening Leading, and Finance Management" as follows:

- Development of goals and strategies for council's Corporate Plan,
 Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ["insert day, month, year") ("Minute No XX") resolved that the membership of the Governance Committee be appointed in accordance with section 264 (Appointment of Committees) and section 266 (Alternate Members of Committee) of the Regulation as follows:

Chairperson:

Insert name

Members:

- Mayor/Interim Administrator
- Insert Councillor name

Alternate Member:

• Insert Councillor name

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the

office of a Councillor of the Governance Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under Division 1 (Qualifications for Councillors);
 or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer;
 or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Governance services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform you view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
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Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with section 267 (Chairperson of Committee) of the Regulation.

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Governance Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Governance Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to section 270 (Procedure at Meeting) of the Regulation and the Local Law No. 2.

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Governance Committee in accordance with sections 13 and 19 of Local Law No. 2.

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of section (Closed Meeting) 275 of the Regulation, namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the Local Law No. 2.

7.2 FREQUENCY AND LOCATION

The Governance Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to section 257 (Frequency and Place of Meetings) of the Regulation.

The Governance Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 12.30 pm or 10 minutes after the conclusion of the Environment Committee, whichever is the earlier.

Although the Governance shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Governance Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with section 277 (2) (Public Notice of Meetings) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per section 277 (Public Notice of Meetings) of the Act. Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with section 258 (Notice of Meetings) of the Act.

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Governance Committee is defined in accordance with section 269 (Quorum) of the Regulation:

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with section 258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

7.7 RECORDING OF MINUTES

In accordance with section 272 (Minutes) of the Regulation the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, Local Law No. 2 and Sub Local Law No. 2.1. The written report will contain both the Committee's deliberations and its advice or recommendations.

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Governance Committee shall review these Terms of Reference at the first Governance Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Governance Meeting of each calendar year the Governance Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

VERSION	COMMITTEE CONSIDERATION DATE	COUNCIL ADOPTION DATE
V1		
V2		
V3		



Council Ordinary Meeting			
Mtg Date: 16.10.18	OAR:	YES	
Authorisation: Charlie Dill			

12 October 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

RE: IPSWICH CITY PROPERTIES PTY LTD

INTRODUCTION:

This is a report by the Acting Chief Operating Officer, Finance and Corporate Services dated 12 October 2018 in relation to the on-going operations of Ipswich City Properties Pty Ltd (ICP) for consideration by the Interim Administrator.

BACKGROUND:

Ipswich City Properties Pty Ltd (ICP) is a 100% owned controlled entity of Ipswich City Council (ICC). ICC resolved to form Ipswich City Properties Pty Ltd (ICP) on 18 October 2008 and the company was subsequently incorporated on 9 March 2009. Its specific objective was/is to undertake all activities required to carry out and complete the acquisition, redevelopment, management and sale of Ipswich City Square and thereby to stimulate the revitalisation of the CBD under the Ipswich City Centre Redevelopment Project. The Project is also designed to enhance Ipswich's position as the Principal Regional Activity Centre of the Western Corridor.

Since 2009 Ipswich City Properties has continued to operate the Ipswich City Square Shopping Centre as a trading retail shopping centre. ICP and Leighton Properties entered into a Development Agreement for the ICON Ipswich Project on 23 December 2010. ICP through a development management agreement with Council has also commenced the CBD redevelopment as Council's development partner.

ICP's sole director is Greg Chemello who is the Interim Administrator of Ipswich City Council.

CONSIDERATIONS:

In January 2018, Council engaged McGrathNicol to undertake a review of its Controlled Entities and resolved on 24 April 2018 to endorse winding up four of its controlled entities Ipswich Motorsport Park Pty Ltd, Ipswich City Developments Pty Ltd, Ipswich City Enterprises Pty Ltd and Ipswich City Enterprises Investments Pty Ltd.

At the time as Ipswich City Properties Pty Ltd was undertaking the delivery of key CBD redevelopment projects on behalf of Council (ie the Administration Building and Civic Space, including the library) and there were time constraints on the projects; it was decided to leave ICP operational and to reconsider the strategy behind ICP at a later date.

As part of ICC's further governance and transparency reforms Council further engaged McGrathNicol in early August 2018 to consider the benefits and implications of Council winding up and deregistering ICP and fully absorbing the operations of the ICP into Council over the shorter term. This report (Attachment A) was made available for consideration by the Interim Administrator and Interim Management Committee shortly after their appointment.

The report prepared by McGrathNicol outlines some of the benefits in integrating ICP operations into Council including:

- Greater transparency to stakeholders and the community would occur as Council
 would apply the *Local Government Act 2009* (LGA) procedural controls over the
 operations and project;
- The decision would be consistent with CCC recommendations that council controlled entities be reviewed including the relevant LGA provisions;
- Costs reduced in negotiating and finalising development management agreements between Council and ICP;
- As part of the improvements to governance and management of ICP; the Board was
 considering the employment of a General Manager to oversee the development and
 the general operation of the company, if ICP was absorbed into Council it is
 anticipated that these responsibilities would be assigned to Executive Staff already
 employed by Council;
- Additional administration costs in operating the company would not be incurred.

One of the risks identified by McGrathNicol if the decision was made to commence the process of winding up ICP and absorbing the operations of the company into Council was possible delays to the CBD redevelopment if the procurement processes needed to be recommenced. This risk has been addressed through consultation with other agencies and consultants and the options are outlined to a separate report to Council from the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 regarding the Ipswich Central CBD Transformation.

It is also acknowledged that through the application of the LGA provisions, some processes may take longer through Council however the benefits of open and transparent decision making would be achieved.

McGrathNicol concluded that ICP's assets, operations and interests may be (and where possible should be) transferred to Council. McGrathNicol also considered this will improve governance, provide other qualitative benefits and provide cost savings to Council.

Current Projects

ICP has a number of projects underway and ready for commencement in relation to the Ipswich Central redevelopment as well as ongoing tenancies. The report from McGrathNicol outlines and summaries the considerations relevant in relation to any transfer of projects and assets to Council and possible timing and sequencing that should be considered.

ICP has recently awarded a contract for the stabilisation works in relation to Murphy's Pub and is in the process of awarding a tender for the Nicolas Street upgrade under the development management agreement with Council. If a decision is made to commence the wind up of ICP, the action plan to implement any such decision will need to consider the options of novating these and any other existing contracts to Council including understanding any legal obligations regarding existing tenancies.

Development Management Agreement

Council entered into a Development Management Agreement (DMA) with ICP (refer Attachment B) to develop the civic space (including the library and car parks) and Nicholas Street and provided staged approvals under the agreement to commence these projects. ICP has undertaken works in accordance with this approval.

If the decision is made to commence winding up ICP and integrate its operations into Council, effectively meaning Council will now deliver the Civic Space and Administration Building projects of Council direct; then amendments may be need to be made to the DMA and the previous staged approvals terminated.

Council will also need finalise and reach agreement to deal with the costs incurred by ICP under the DMA and in relation to Council's previous decision to own and construct the administration Building using ICP as its development partner.

ICP will also no longer be entitled to any development fee it would otherwise have earned in accordance the DMA and proposed variation to the DMA (to include Administration Building).

Financial Implications

As Ipswich City Properties Pty Ltd is a 100% owned subsidiary of ICC there will be no financial impact to the consolidated Council group as a result of winding up ICP and integrating its operations, except for the costs associated with the winding up of ICP and the integration of ICP's work into Council. Council will seek exemption from any stamp duty implications of properties transferred or sold.

There will be transactions between the separate legal entities of Ipswich City Council and Ipswich City Properties Pty Ltd to enable the integration to occur for example transfer / sale of property, dealing with the costs incurred to date by ICP under the DMA and in relation to the CBD redevelopment. The detailed actions to undertake the winding up will also need to consider the implications in relation to the loan account between ICC and ICP, however again this will impact the individual entities but has no overall financial or cash impact to the consolidated Council group.

The decision of each of the required transactions, and how these are to be undertaken would be guided by what is in the best interests of Council, as opposed to the best interests of ICP.

CONCLUSION:

The review by consultants McGrathNicol has identified that whilst there are a number of matters to be considered by Council and dealt with as part of any integration, including the timing of certain projects, there are no impediments to Council proceeding to wind up ICP.

All assets to a greater or lesser degree can be transferred / sold to ICC, subject to adjustment of any outstanding loan arrangements extended by ICC. ICC will also need to review and consider all leases, licences and contracts currently entered into by ICP. All employees servicing ICP are already employees of ICC on secondment and therefore are capable of being reintegrated into the ICC's organisational structure.

ICP will be required to attend to administrative matters revolving around closing down and deregistration including cancelling of insurances, finalising minor debtors and creditors, terminating leases with other entities, attending to any tax liabilities (GST,PAYG, FBT) prior to any final deregistration process.

CONFIDENTIAL ATTACHMENTS:

McGrathNicol Report dated 12 September 2018	Attachment A
Development Agreement – Ipswich Central Civic Space	Attachment B

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

A. That Council resolve to endorse the winding up and ultimately deregistration of Ipswich City Properties Pty Ltd and the integration of Ipswich City Properties Pty Ltd assets and operations into Council.

- B. That the Chief Executive Officer liaise with the Company Director to prepare a report to Council on the actions required for the wind up of Ipswich City Properties Pty Ltd, for submission to Council.
- C. That the Chief Executive Officer be approved to attend to any administrative matters to assist the winding up procedures, the integration of assets, staff and other property into the local government entity.
- D. That the Chief Executive Officer report to Council in relation to any matters requiring formal decision by resolution of the Council concerning the winding up procedures.

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER

Council Ordinary Meeting			
Mtg Date: 16.10.18		OAR:	YES
Authorisation:	Charlie D	ill	•

12 October 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES) AND

PROGRAM DIRECTOR, CBD TRANSFORMATION

RE: CBD REDEVELOPMENT – OVERALL PROGRAM PLAN

INTRODUCTION:

This is a joint report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

BACKGROUND:

The Ipswich Central Transformation Project includes the following projects:

- 1. ICC Administration Building
- 2. ICC Library
- 3. ICC Civic Area
- 4. Multi-Story Carpark
- 5. Bell St Green
- 6. Murphy's Pub
- 7. Nicholas & Union St
- 8. 2 Bell St
- 9. Bell St Link
- 10. F&B Building
- 11. Entertainment Building
- 12. Facades & Projection

Administration Building, Library, Civic & Carpark

The delivery strategy for the ICC Administration Building was originally via a development agreement between Ipswich City Properties Pty Ltd (ICP) and epc.Pacific, which was terminated in March 2018.

As part of the original delivery strategy and development agreement, ICP through its development partner EPC, went to market via on open Expression of Interest and Tender process for the construction of the administration building for Council. ICP appointed a probity auditor to oversee the tender process on behalf of the company and Council. Tenders where received from four (4) shortlisted tenderers.

Following the decision by Council to own and build the administration building, ICP as Council's development partner, proposed a revised tender strategy to include construction of the administration building, library, civic space and car park, delivering a number of benefits from combining the works. The strategy recommends seeking revised tenders from the four (4) shortlisted tenderers from the open process outlined above.

Bell St Green

At this time the short-term use of the Bell Street Green is for a construction staging location for the development of the Administration Building. This piece of land has been designated as a land bank and is not to have any development pending sale to a 3rd party developer at a future date.

Murphy's Pub

Murphy's Pub was acquired by Ipswich City Properties in 2014. This building has serious subsidence issues which has structurally weakened the building and as a result ICP has undertaken works to save the structure and rebuild it to its original form as this is one of the few heritage buildings remaining in the CBD.

The remediation of Murphy's Pub is being carried out in 5 stages as follows:

- Deconstruction of pre 1946 building fabric to enable reconstruction Complete
- Demolition of post 1947 building fabric complete
- Site Remediation and existing building stabilization state currently underway
- Reconstruction of the building to its original condition
- Construction and fit-out works for operation

For the final phase of the works above, Construction and fit-out works for operation, it is intended that this will be by the future tenant as the reconstruction will complete at the provision of a "cold shell"

Nicholas and Union Streets

The tender evaluation process for the Nicholas Street/Union Place early works contract is due to be completed mid-October 2018. The Nicholas Street/Union Place contract will exclude the installation of street furniture which will form a separable portion of the main construction contract. The tender review for the Nicholas Street/Union Place early works contract remains ongoing and a high priority given that it allows essential services to be coordinated with/for the Administration Building development.

2 Bell Street, Bell Street Link and F&B Building

At this time, no additional works are to take place to the interior of these buildings, pending the outcome of the business case review that is currently underway in conjunction with QTC.

Entertainment Building

The current configuration and tenancies of the Entertainment Building will be reviewed and discussions to be undertaken with a targeted potential future anchor tenant due to it's ability to meet the community feedback on desirable activities in the development and as a large footprint mid term occupant of the space.

Facades and Projections

As part of the reactivation and the incentivisation for Ipswich residents to return to the CBD, along with a driver for tourists to discover Ipswich Central and its surrounds, a plan for the installation of laser projectors to the CBD has been undertaken. This proposal has the ability to offer a "Vivid" experience on a nightly basis while creating an entertainment driver to the CBD on a regular basis.

While as part of the CBD Transformation, the facades to ICC/ICP owned buildings will required updating and upgrading, this has been coordinated now with projection opportunities, allowing an ever changing CBD experience. Buchans, a leader in this technology and retail architecture has been engaged to undertake the design of the facades to meet the needs of both the day and night time economies of the development.

CONSIDERATIONS:

Ipswich Central Strategic Objectives

In September 2018, the Executive Leadership Team of the Ipswich City Council in conjunction with the Interim Administrator developed a set of Strategic Objectives for the Ipswich Central development. These are:

Ipswich CBD renewal – Our strategic objectives

Ipswich City Council has six strategic objectives for the renewal of the Ipswich CBD:

1) Create an enduring and thriving civic heart for the City of Ipswich; a core open plaza framed by the city's main library, water features, public art, malls, cafes, restaurants and convenience retail offerings, with strong connectivity to Riverlink, Top of Town, key future civic and cultural sites and the rest of the CBD, attracting both residents and tourists to the city centre

- 2) Provide a civic, cultural and entertainment precinct that supports and reinforces rather than compete with other more retail-focused centres such as Riverlink and Springfield
- 3) Ensure that existing major service providers and employers in the Ipswich CBD are secured and provided with growth opportunities for the future
- 4) Relocate council's administration centre to the new civic heart; achieving two key objectives:
 - bringing a significant worker population into the civic heart (supporting retail businesses); and
 - enabling Queensland Health to expand its services beyond the current constrained hospital site and progressively redevelop the current council site (bringing health facilities, staff and clients closer to the CBD)
- 5) Empower private sector investors and occupiers to renew and enliven the retail and entertainment sites around the civic heart (through the above projects, the mall reconstruction and external refurbishment of council owned properties)
- 6) **Set a resilient framework for other significant projects** in the CBD including the performing arts centre and redevelopment of the state's properties of Health Plaza and former transit centre

KPMG were engaged by Queensland Treasury Corporation to undertake a review of the design, suitability of the design in relation to the achievement in meeting the needs of the community feedback, alignment of the design to the strategic objectives and future opportunities, and the overall contracting strategy. Paul Morris of KPMG has provided the below summary of their findings from their engagement.

"The design documentation for the Council Administration Centre, library, public realm civic precinct and sub-ground works on Nicholas Street and Union Square are highly resolved with the exception of the library facade. There are no major impediments to construction tender post-resolution of outstanding scope elements.

At this stage of the Civic Heart redevelopment project, progressing with these works, as defined, supports and aligns with the Strategic Project Objectives (Objectives) defined by the Ipswich City Council. The works do not preclude the realisation of the Objectives for the Civic Heart with regard to future development. Progressing with these works will provide an appropriate foundation for the actualisation of all Objectives.

Following a high level investigation it is considered prudent that the Civic Area Precinct (including the Civic Administration Building, library, event space for civic events with an upgrade to the existing) be delivered as a single contract package.

This conclusion has taken into consideration fundamental principles of contracting strategy such as interface risk, levels of management of complexity and risk transfer, timeline, constructability, co-ordinated delivery, value for money and the management of variations.

We also consider that tenders for Nicholas Street / Union Place: streetscape works contract should proceed via its current tender process. This works package includes critical early and enabling works that are required for delivery of the Civic Area Precinct. On this basis, there is sound justification for finalising this contract as planned should Council elect to pursue delivery of the Civic Area Precinct."

Development Management Agreement with ICP

In May 2017, ICP and ICC executed an Development Management Agreement for the provision of management services for the development of the following projects:

ICC-60	Civic Area
ICC-56	Library
ICC-58	Nicholas St & Union Place Roadworks
ICC-55	Program Management

The staged approvals for the above were presented and approved by the Council in September, 2017. If a decision is made by Ipswich City Council to undertake these projects internally, it is recommended that the previously approved Staged Approvals for the Development Management Agreement between ICC & ICP be terminated.

Governance Structure

The attached proposed Governance Structure of the project has been developed in conjunction with the Queensland Treasury Corporation which includes recommended members of the Project Steering Group and creates a Special Projects Unit within Council to oversee the development on behalf of Council. This report notes the proposed reporting guidelines for the delivery of the projects.

A full copy of the Governance Approach is attached (Attachment C).

Delivery Approach

Based on a report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 13 September 2018, Council at its meeting on 18 September resolved:

A. That under section 230(1)(a) of the Local Government Regulation 2012 that a Tender Consideration Plan be prepared for consideration by the Interim Administrator in relation to a possible restricted tender process for the construction of the Administration Building, Library, Civic Space and Car park, in accordance with section 230(2) of the Local Government Regulation 2012.

B. That the Chief Executive Officer be requested to prepare the tender consideration plan for consideration by the Interim Administrator at the next Council meeting based on the option of continuing a selected tender process with the four (4) shortlisted tenderers selected through the open EOI process for the Administration Building, undertaken by ICP in conjunction with EPC.

This plan has been developed and looks at a variety of engagement options, including recommencing the overall process from the beginning and the pros and cons of each strategy. A full copy of the Tender Consideration Plan is attached (Attachment B).

Along with this, Rider Lever and Bucknall (RLB) were engaged to provide a market sounding to look at each of these options, validate, and to provide an opinion of the market. This report has been completed and is attached (Attachment D).

As time has moved on, attached is an updated schedule reflecting the current timing of the CBD redevelopment, which also compensates for business case that are to be carried out for the retail outlets. A full copy of the proposed Program Schedule is attached (Attachment A).

CONCLUSION:

As part of the project delivery approach for consideration by the Interim Administrator in relation to the procurement process for part of the Ipswich Central project, it is recommended Council resolves to adopt the Tender Consideration Plan and undertake a tender process, with the four shortlisted tenderers, for the construction of the administration building, library, civic space and car park.

ATTACHMENTS:

Name of Attachment	Attachment
Program Schedule	Attachment A
Tender Consideration Plan	Attachment B

CONFIDENTIAL ATTACHMENTS:

Name of Attachment	Attachment
Queensland Treasury Corporation Governance Report	Attachment C
RLB Market Sounding Report	Attachment D

RECOMMENDATION:

That the Interim Administrator resolve:

- A. That Council resolve to adopt the Tender Consideration Plan and undertake a restricted tender process with the four tenderers (referred to in Attachment D) for the construction of the Administration Building, Library, Civic Space and Car Park as set out in Attachment B to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- B. That the Chief Executive Officer establish a governance structure and processes in accordance with Attachment C to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 program.

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

Luke Peereboom

PROGRAM DIRECTOR - IPSWICH CBD TRANSFORMATION

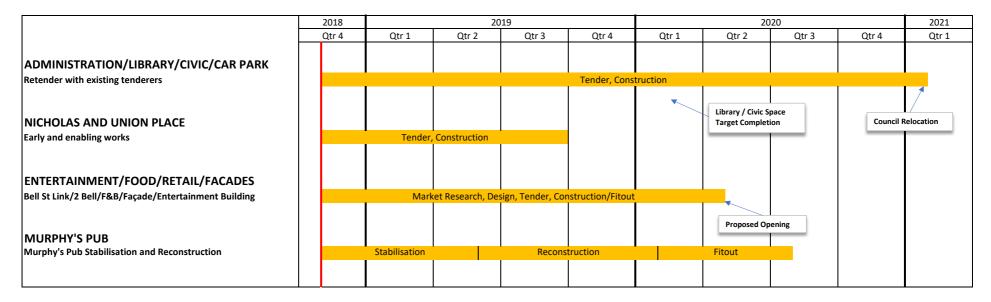
I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER

Ipswich Central - CBD Delivery Strategy - Draft

12th October 2018





Ipswich Central Tender Consideration Plan

12th October 2018





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1. OBJECTIVES:

The objectives of this Tender Consideration Plan (TCP) are that the procurement process should address the following;

	OBJECTIVES
1	Complies with the procurement requirements of the Local Government Act
2	Utilise the investment to date in the existing tender process where appropriate.
3	The redevelopment should proceed in a timely manner
4	Key risks of the procurement process are identified and mitigated
5	Opportunities are considered which may provide benefit to the Council through the scope of the procurement process

2. HOW WILL OBJECTIVES BE ACHIEVED

The objectives identified for the TCP in section 2 will be achieved by the actions detailed in the following table;

	OBJECTIVE	ACHIEVED BY	
1	Complies with the procurement requirements of the Local Government Act	Comply with the five (5) principles as laid down in Section 104(3) - Sound Contracting Principles, of the Local Government Act 2009, namely: I. Value for Money II. Open and effective competition III. The development of competitive local business and industry IV. Environmental protection V. Ethical behavior and fair dealing	
2	Utilise the investment to date in the existing tender process where appropriate.	Consider options which utilize the tender process and tenderers involved to date and analyse associated risks / opportunities.	
3	The redevelopment should proceed in a timely manner	Develop project delivery schedules for procurement options	
4	Key risks of the procurement process are identified and mitigated	Identify key risks and review mitigating strategies	



Opportunities are considered which may provide benefit to the Council through the scope of the procurement process Consider overall contracting strategy for Ipswich Central and packaging of the works

3. HOW WILL ACHIEVEMENTS BE MEASURED

To following table details the measurements required to confirm objectives are achieved:

	OBJECTIVE ACHIEVED BY	MEASUREMENT
1	Comply with the five (5) principles as laid down in Section 104(3) - Sound Contracting Principles, of the <i>Local Government Act 2009</i> , namely:	
	I. Value for Money	Receipt of at least three (3) competitive tenders and review against pre-tender estimate from independent quantity surveyor
	II. Open and effective competition	Independent Probity Advisor to oversee procurement and provide report as part of final tender recommendation
	III. The development of competitive local business and industry	Local industry involvement to be included in tender assessment and measured and reported during construction
	IV. Environmental protection	Environmental Plans to be included in tender assessment
	V. Ethical behavior and fair dealing	Independent Probity Advisor to provide report as part of final tender recommendation report
2	Consider options which utilize the tender process and tenderers involved to date.	Multiple procurement options identified and assessed
3	Develop project delivery schedules for procurement options	Compare delivery timeframes for procurement options
4	Identify key risks and review mitigating strategies	Independent quantity surveyor report on market and procurement risks
5	Consider overall contracting strategy for Ipswich Central and packaging of the works	Options considered to include review of packaging and scope of works



4. OPTION IDENTIFICATION & ANALYSIS:

Under the original delivery model, the Developer was required to enter into a construction contract for the delivery of the Administration Building only and ICP/ICC were responsible for entering into separate construction contracts to deliver the balance of Ipswich Central.

At the time the Developer's Agreement with ICP was terminated, the Developer had progressed the delivery of the Administration Building to the point where tenders had been received from four (4) tenderers and were being evaluated. Following the termination of the Developer, the benefit and ownership of the design, documentation and tenders was novated to ICP.

ICP therefore have the option to continue the tender evaluation process and award a construction contract for the Administration Building or consider amending the tender process to better suit the overall objectives for Ipswich Central.

The following four (4) options have been identified to progress the procurement process;

Options	Scope	Process	
1	Administration Building	Progress current tender process	
	Other works – Library, Civic, Car Park	Call separate tenders	
2	Administration Building	Progress current tender process with all works combined	
	Other works – Library, Civic, Car Park		
3	Administration Building	Recall EOI and tender process	
	Other works – Library, Civic, Car Park	Call separate tenders	
4	Administration Building	Recall EOI and tender process with all works combined	
	Other works – Library, Civic, Car Park		



Option Analysis:

To properly analyse these options the following items have been identified for further consideration and resolution.

Criteria	Comment		
Validity of tenders	The validity period of the existing tenders has expired. Tenderers would need to be given the opportunity to reprice their tenders		
Project delivery timing	Schedules have been developed for each option to indicate the delivery timeframes		
Probity issues	Are there any probity considerations or issues with the proposed options		
Interface risks	What are relative risks / opportunities for the options relating to the interfaces between work packages		
Coordination risks	Which options better address coordination and interface risks		
Economies of scale	Are there opportunities for cost efficiencies and potential economies of scale from the options		
Administrative efficiencies	Are there administrative benefits from options		
Value of additional work	If additional scope is included in the works will the change in value have an impact on the current tenderers.		
Exposure to tendering costs	Do any of the options risk payment of tendering costs		
The current tendering market	Has the tendering market changed, potentially requiring a different approach to be considered		
Opportunities to consider tendering differing work packages	Are there opportunities to consider bundling or changing the packaging of the works and provide benefits to council		

Advice has been sought from independent quantity surveyors Rider Levett Bucknall (RLB) (refer Appendix D) and the following table developed to identify the advantages, disadvantages and risks of the options.

Option	Advantages	Disadvantages	Risks
1	 Maintains current tenderers No exposure to tendering costs Provides earliest completion for Admin. Bldg 	 Does not maximise efficiencies from combining works into a single large contract Results in two contractors working on adjacent site Provides challenges in site access Interface issues remain Perception related to previous agreements 	 If any tenderers withdraw then 3 or less tenderers could be problematic Probity surrounding tender process given some of the original tender / project conditions have changed Interface risk between 2 contractors
2	 Maintains current tenderers No exposure to tendering costs Provides earliest completion dates Maximises savings from economies of scale by combining the additional scope into one contract 	Perception related to previous agreements	 If any tenderers withdraw then 3 or less tenderers could be problematic Probity surrounding tender process given some of the original tender / project conditions have changed



	Minimises interface and demarcation issues		
3	Confirms open and transparent process by repeating public tender process	 Significant delay to all projects – (3 – 4 months) Exposed to tendering costs Increased costs due to delay Does not maximise benefits from economies of scale Provides challenges in site access Interface issues remain 	 Original tenderers seek tendering costs Interface risk between 2 contractors Withdrawal of existing tenderers
4	 Confirms open and transparent process by repeating public tender process Provides better opportunity for economies of scale and minimizing on-site interface and access issues than Option 3 	 Significant delay to all projects Bldg delivery – (3 – 6 months) Increased costs due to delay 	 Original tenderers seek tendering costs Withdrawal of existing tenderers

Based on the above analysis and the market assessment from RLB the preferred option to move forward with is Option 2 which maintains the existing tenderers that were selected from the EOI and tender process undertaken by EPC and Ipswich City Properties Pty Ltd and the works for the administration building, library, civic space and car park are combined. This option minimises project delays and risks of withdrawal by existing tenderers and still ensures a competitive process and value for money.

As per Options 3 & 4, Council could recommence the procurement process which would ensure a fully open process, however RLB advised that a new EOI process is unlikely to improve the tender list and there was a risk current tenderers may withdraw due to the uncertainty of a new process.



PROPOSED CONTRACT TERMS

The Conditions of Contract used by the Developer for the Administration Building tender was based upon an Australian Standard Design and Construct Contract AS 4902 – 2000. The Conditions of Contract had been highly modified, and all four tenderers included numerous qualifications in their tenders specifically related to these contract conditions.

Council has approved a similar Australian Standard Conditions of Contract for Design and Construct together with specific Special Conditions of Contract. Legal Advisors, Clayton Utz have reviewed and amended the Design and Construct Conditions to align with those approved by Council and those Conditions of Contract are now available and proposed to be used when this project is awarded.

As part of the termination of the Developer, the contracts for all consultants engaged by the Developer have been successfully novated to ICP. These contract conditions have been reviewed for suitability and it is proposed that these consultants will be novated to the successful Design and Construct Contractor once appointed.

MARKET RISK

The original tender process for the Administration Building was commenced approximately 12 months ago. Independent quantity surveyors, Rider Levett Bucknall have provided a report (refer Appendix D) with commentary on the current tender market together with key risks to be considered with the options and procurement approach moving forward.

In summary the report recommends;

- 1. Moving forward with the current tender process if possible, and
- Combining the scope of works from several separate packages of work together with the original Administration Building due to the benefits

7. SUMMARY

Subject to an ICC decision to proceed with the current tender process and all four tenderers re-confirming their interest, then Option 2 would appear to be the most advantageous approach, because it provides the shortest project timeframe, should avoid abortive tendering costs, provides opportunity for savings through economies of scale and mitigates interface risks.

Should ICC decide that a complete re-tender is required, then the benefits and risks of combining the packages into one tender as per Option 4, appear to be the most logical approach. This provides the same advantages as Option 2, however requires a longer time to complete due to the need to re-run an EOI / shortlisting process and may expose ICC to a claim for abortive tender costs.

MINUTES OF SPECIAL COUNCIL MEETING

29 OCTOBER 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 11.00 am

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee members present being Simone Webbe and Stan Gallo to address the Council on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Charter they will also declare Conflict of Interests and potential Conflict of Interests.

ATTENDANCE AT COMMENCEMENT

MEMBER'S ATTENDANCE

Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE

Simone Webbe and Stan Gallo

CONFLICT OF INTEREST

The Interim Administrator declared a potential perceived conflict of interest in both Officer's Reports as Ranbury Management Group Pty Ltd has been contracted by both Council and Ipswich City Properties Pty Ltd to assist in the delivery of the CBD transformation. From 2008 to 2012, the Interim Administrator was an employee of Ranbury Management Group, and from 2009 to 2012, he was a director and equity holder of the business. All arrangements were terminated in early 2013 and the Interim Administrator has no current working relationship with the company.

The Interim Administrator advised that, at the 16 October 2018 Council meeting he had resolved that all matters relating to Ranbury's engagement with council will be delegated under section 257 of the *Local Government Act 2009* to the Chief Executive Officer. Under the circumstances that it was impractical to proceed otherwise, he elected to remain in the meeting.

ACKNOWLEDGEMENT OF COUNTRY

Greg Chemello (Interim Administrator)

APOLOGIES AND LEAVE OF ABSENCE

Nil

OFFICER'S REPORT

NICHOLAS STREET – TENDER EVALUATION

Discussion



With reference to a report by the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

In considering the report, the following matters were raised by the Interim Administrator and Interim Management Committee members present:

The Interim Administrator advised that the attachment to this report is confidential and will remain confidential. The reason for this is that there is a detailed assessment of the tender submitted by competitive companies for a scope of works. The council's assessment includes consideration of companies' capacity, financial arrangements and technical skills that are not appropriate for competitors to see. For the purposes of transparency however, Council will release the pages from the probity advisor to confirm that the report has followed an appropriate process.

Comments from the Interim Management Committee

The Interim Management Committee advised that from a governance perspective the report was very clear and succinct and well documented in respect of the review.

The Interim Administrator advised that there were 177 pages of work that had gone into the confidential attachments. The evaluation panel has recommended the successful contractor and they were found to be equal or better than the other contractors in relation to all criteria. The proposed project completion date is late in the 2019 calendar year, probably the third or fourth quarter of 2019. The Interim Administrator also noted that an independent quantity surveyors report was part of the 177 pages. The Interim Administrator also confirmed that council officers have undertaken a financial capacity assessment of the tenderers and have investigated the financial capacity of the preferred contractor to do the job. Referee checks of the contractor have also been undertaken.

RECOMMENDATION:

That the Interim Administrator of the Ipswich City Council resolve:

- A. That the Tender for the Ipswich Central Road Works and Paving Installation be awarded to the successful tender as recommended in Section 5 of Confidential Attachment A.
- B. That Council enter into a contract with the successful tenderer for the Ipswich Central Road Works and Paving Installation for the recommended sum (excl. of GST) as outlined in Section 5 of Confidential Attachment A.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act* 2009.

The motion was put and carried.

OFFICER'S REPORT Discussion



CBD PAVING STONE EXPRESSION OF INTEREST

With reference to a report by the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

No discussion was held in relation to this report.

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

- A. That it is satisfied that the calling of Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Program Director dated 25 October 2018, is in the public interest for the following reason:
 - (i) It will allow Council to identify potential contractors who are serious contenders for the provision of Paving Materials without putting all contenders to the expense of preparing a full tender response in the initial stages.
- B. That Council invite Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Program Director dated 25 October 2018, for the supply of Paving Materials.

The motion was put and carried.

MEETING CLOSED

The meeting closed at 11.08 am.

Council Meeting	3		
Mtg Date: 29.10	0.18	OAR:	YES
Authorisation:	Charlie D	ill	

25 October 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: PROGRAM DIRECTOR, CBD TRANSFORMATION

RE: IPSWICH CENTRAL – ROAD WORKS AND PAVING INSTALLATION

INTRODUCTION:

This is a report by the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

BACKGROUND:

The Ipswich Central Transformation Project includes the following projects:

- 1. ICC Administration Building
- 2. ICC Library
- 3. ICC Civic Area
- 4. Multi-Story Carpark
- 5. Bell St Green
- 6. Murphy's Pub
- 7. Nicholas & Union St
- 8. 2 Bell St
- 9. Bell St Link
- 10. F&B Building
- 11. Entertainment Building
- 12. Facades & Projection

The Ipswich Central Development includes a package of road works to enable vehicular access from Brisbane Street, via Nicholas and Union Streets, and exiting on Bell Street. For this contract the works principally involve civil works to build to the top of the concrete subbase pavement for Nicholas Street and Union Place, Ipswich. As noted later in this report, the installation of Principal Supplied pavers was also included in the scope during the tendering process.

Expression of Interest (EOI) were sought by ICP (under the DMA) on behalf of Council, from contractors who had the appropriate skills, previous experience, expertise and resources to provide their services in the delivery of civil engineering works, landscaping and provision of utility services.

Consistent with Council's procurement process, the EOI was advertised in newspapers (Courier Mail and Queensland Times) for two weeks and LG Tender Box web portal on 24 March 2018. The EOI Evaluation Report (see 2.2 References for this and other key process documents in Attachment A) describes the process of calling EOI and the outcome of the process.

CONSIDERATIONS:

The five EOI qualifying contractors were invited to submit a Tender for the works on 23 May 2018. Tenders closed on 21 June 2018. Two tenderers withdrew from the process during the tender period.

The report in Confidential Attachment A summarises the outcome of the tender evaluation and recommends a contractor to be engaged to provide the design and construction of the works.

Due to a delay in conducting the evaluations, the tender validity period was extended to 17 October 2018. A further four week extension of validity period to Mon 19 November 2018 was sought from two companies on 17 October 2018.

Based on the above assessment, the Evaluation Panel recommends that the tender from the company recommended in the attached confidential report be accepted, subject to negotiation and finalisation of terms.

CONCLUSION:

As part of the options for consideration by the Interim Administrator in relation to the procurement process for part of the Ipswich Central project, it is recommended Council resolve to proceed with the Ipswich Central Road Works and Paving Installation as noted within the attached report.

CONFIDENTIAL BACKGROUND PAPERS

Confidential Attachments	Attachment
Roadworks Tender Evaluation Report	Attachment A

RECOMMENDATIONS:

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Tender for the Ipswich Central Road Works and Paving Installation be awarded to the successful tender as recommended in Section 5 of Confidential Attachment A.
- B. That Council enter into a contract with the successful tenderer for the Ipswich Central Road Works and Paving Installation for the recommended sum (excl of GST) as outlined in Section 5 of Confidential Attachment A.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Luke Peereboom

PROGRAM DIRECTOR - IPSWICH CBB TRANSFORMATION

I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER



ARGYLE CORPORATE ADVISERS

IPSWICH CITY COUNCIL IPSWICH CITY PROPERTIES PTY LTD IPSWICH CENTRAL PROJECT REQUEST FOR TENDER FOR THE IPSWICH CITY MALL UPGRADE – NICHOLAS ST AND UNION PLACE DESIGN AND CONSTRUCTION ICC-58

PROBITY STATEMENT

Argyle Corporate Advisers are the independent probity advisors appointed to the Ipswich Central Project. This Probity Statement relates to the Request for Tender (RFT) process for the Ipswich City Mall Upgrade – Nicholas St and Union Place Design and Construction ICC-58.

We advise that we have overseen the Tender process from a probity perspective. This has included a review of the Tender document, review of the Evaluation Plan, review of Tender Responses. We attended Evaluation Panel meetings where Panel Members reviewed and evaluated the Tender Responses with advice from Ranbury Management Group (Program Management Partner) and RLB Rider Levett Bucknall (Quantity Surveyors). We also attended meetings with the Evaluation Panel members and representatives of Shortlisted Tenderers to clarify aspects of the Tenders submitted.

We had oversight of the arrangements for process integrity including matters of confidentiality and conflicts of interest. We have also reviewed the process for seeking clarifications from Tenderers where required.

We confirm that the Evaluation Report on the RFT for the Ipswich City Mall Upgrade – Nicholas St and Union Place Design and Construction, including recommendations, is consistent with the requirements of the Evaluation Plan and our observations of the process.

Following enquiries made by us, we understand that there has not been any complaint in relation to the process and there are no unresolved probity issues at the date of this Statement.



ARGYLE CORPORATE ADVISERS

We understand that the Unsuccessful Proponents will be offered a debriefing. If debriefing meetings occur, we suggest that this be done with probity attendance.

Peter Bruton
Probity Advisor

Special Council	Meeting		
Mtg Date: 29.10.18		OAR:	YES
Authorisation: Charlie Dill			

25 October 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: PROGRAM DIRECTOR, CBD TRANSFORMATION

RE: IPSWICH CENTRAL – PAVING SUPPLY EXPRESSION OF INTEREST

INTRODUCTION:

This is a report by the Program Director CBD Transformation dated 25 October 2018 concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

BACKGROUND:

The Ipswich Central Transformation Project includes the following projects:

- 1. ICC Administration Building
- 2. ICC Library
- 3. ICC Civic Area
- 4. Multi-Story Carpark
- 5. Bell St Green
- 6. Murphy's Pub
- 7. Nicholas & Union St
- 8. 2 Bell St
- 9. Bell St Link
- 10. F&B Building
- 11. Entertainment Building
- 12. Facades & Projection

This report recommends calling for Expression of Interest (EOI) submissions from appropriate suppliers with experience, expertise and capability to provide their services and materials for the delivery of a Pavement Supply Package to the Ipswich Central Development.

Responses to the EOI will be assessed for establishing a select list of suppliers who will be invited to respond to a detailed Request for EOI Submission (RFT).

It is intended that this EOI will be used to generate a shortlist of suitably qualified suppliers (Proponents). A tender invitation will be issued to the shortlist for the purposes of selecting a supply contract.

CONSIDERATIONS:

The key objectives of the project are:

- Delivery of this scope of works in a short timeframe to comply with the needs of the engaged installation contract works by others
- Delivery of high quality results
- Achieve value for money
- Local Industry involvement
- Ability to supply Pavers as a rolling program over an extended period.

The scope of this project includes the supply of paving types for areas as identified in Attachment C (Attachment 1 - Indicative Landscape Drawings) with the major zones summarised as follows:

- Nicholas Street
- Union Place
- Civic Space
- Administration Building

CONCLUSION:

As part of the options for consideration by Council in relation to the procurement process for part of the Ipswich Central project, it is recommended Council resolve to proceed with the Ipswich Central Paving Supply EOI as noted within this report.

ATTACHMENTS:

Attachments	
EOI Newspaper Advertisement	Attachment A
EOI Evaluation Plan	Attachment B
Paver Supply Contract	Attachment C

RECOMMENDATIONS:

That the Interim Administrator of Ipswich City Council resolve:

- A. That it is satisfied that the calling of Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Program Director dated 25 October 2018, is in the public interest for the following reason:
 - (i) It will allow Council to identify potential contractors who are serious contenders for the provision of Paving Materials without putting all contenders to the expense of preparing a full tender response in the initial stages.
- B. That Council invite Expressions of Interest under section 228(5) of the *Local Government Regulation 2012*, as detailed in the report by the Program Director dated 25 October 2018, for the supply of Paving Materials.

Luke Peereboom

PROGRAM DIRECTOR - IPSWICH CBD TRANSFORMATION

I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER



EXPRESSION OF INTEREST

Pavers Supply Contract, Ipswich Central, Ipswich CBD, Queensland

Ref: ICC-58.02

Ipswich City Council is seeking Expressions of Interest from Paver Suppliers who have appropriate skills, experience and resources, to undertake the supply and delivery of pavers for installation to footpaths, roadways and civic spaces for the redevelopment of Ipswich Central in the Ipswich CBD Queensland.

Paver units of varied quantities, sizes and types will be required to comply with the specifications and be delivered to Ipswich. Paver units are currently envisaged to be of natural stone including the following:

- Bluestone (Basalt)
- Granite light and mid
- Limestone
- Sandstone and/or Freestone

Briefing documentation can be downloaded from the LG tender box at https://lgtenderbox.com.au
Submissions are to be through LGTenderBox.

Contact:

Ermanno Nobilio

E ENobilio@ranbury.com.au)

T 07 3211 2300

Submissions close at 3:00 pm xxxx 2018





Expression of Interest Evaluation Plan

Pavers Supply Contract

IPSWICH CENTRAL

EOI NUMBER: ICC-58.02

OCTOBER 2018









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ATTACHMENT 1: DEED OF CONFIDENTIALITY AND CONFLICT OF INTEREST

ATTACHMENT 2: EOI EVALUATION SCORESHEET

ATTACHMENT 3: COMPLIANCE REVIEW SHEET

Version	Date	Prepared by	Reviewed By	Approved by	Comments
1	25/10/18				













1 INTRODUCTION

1.1 Outline

This Evaluation Plan (EP) is an internal document that describes the processes and actions to be undertaken by the Expression of Interest Evaluation Panel (EOIEP) members, in their assessment of submissions for the Ipswich Central – Pavers Supply Contract.

The essential components of the plan are the detailing of the submission evaluation process and the criteria used in the assessment of the submission responses.

This Evaluation Plan sets out the formal method of evaluation for the project.

This document sets out the obligation for the EOIEP members in the assessment of EOI submissions and must be distributed to panel members prior to the commencement of the evaluation process and recorded as read and understood prior to the issue of the EOI submissions.

1.2 Members of the EOIEP

The EOIEP members of the panel are:

- a) Luke PeereboomICP
 b) TBAICC
 c) Ermanno NobilioRMG Chair
- Probity Advisor:
- a) Peter BrutonArgyle

Technical Advisors:

a) David HatherlyVee Design

1.3 Advisors to the EOIEP

EOIEP members may seek advice of advisors as appropriate. Advisors to the EOIEP will be authorised by the Chairman (Ermanno Nobilio).

Ermanno Nobilio as the Chairman will represent the procurement team and will:

- Issue submissions and scoresheets to all panel members;
- Consolidate all the scoresheets from the panel members;
- Assist with all documentation including EOI Evaluation Report (EOIER) and Successful and Unsuccessful Letters.

Observers of the EOIEP process may also be authorised by the Chairman if requested.

1.4 Probity

Promoting probity is an integral element of this EOI Submission process and is the responsibility of all individuals associated with the EOI evaluation process. The broad objectives of the probity process are to:

- Ensure conformity to processes that are designed to achieve best value for money;
- Improve accountability;







- Encourage commercial competition on the basis that all EOI submissions will be assessed against the same criteria;
- Preserve public and proposed EOI proponent confidence in government processes; and
- Improve defensibility of decisions to potential administrative and legal challenge.

These objectives are underpinned by five essential principles as follows:

- Open competitive process;
- Transparency of process;
- Identification and resolution of conflicts of interest;
- Accountability; and
- Monitoring and evaluating performance.

The EOIEP will consider these principles throughout all stages of the procurement and contracting process to achieve best value for money.

1.5 Code of Conduct and Conflict of Interest

Members serving on the EOIEP should be aware that they have obligations while performing their duties on the EOIEP to:

- Disclose to their personal interests that conflict or may conflict with the discharge of their duties and not act or further action in relation to a matter that is, or may be, affected by the conflict unless duly authorised; and
- Ensure that obligations of confidentiality are maintained and refrain from disclosing official information improperly.
- Sign a Confidentiality and Conflict of Interest Agreement prior to issue of any documentation

2 Management of EOI Submissions

2.1 Submission Opening and Distribution Arrangements

No new information is to be introduced by the proposed EOI proponents after EOI close unless instructed in writing by the EOIEP

ICC will receive the submissions via the **LGTenderBox** web portal. (https://lgtenderbox.com.au) and downloaded by the Chairman for a compliance review and distribution.

The Chairman will release the EOI submissions to the EOIEP, after signed copies of the Evaluation Plan and the Confidentiality and Conflict of Interest Agreements have been returned from all members of the EOIEP.

The Chairman as the Chair of the EOIEP will advise if any EOIs were received after the EOI closing time. The EOIEP will have absolute discretion as to whether a late submission will be evaluated.

2.2 Security of Documents

It is essential for the integrity of the EOI evaluation process, that security and confidentiality are maintained. The panel must maintain the confidentiality and physical security of evaluation reports and other information generated







during the evaluation. Cloud distribution portals will be password protected and passwords will be distributed as a separate email to the data link.

The person to be responsible for the documents in each location must ensure that appropriate security measures are taken for security of the documents in transit and at their proposed destination. This includes ensuring electronic documents are secure and not stored on a network without being password protected.

Copying should only be undertaken for the purposes of the individual panel members' use. Additional copies must only be completed by the Chairman and registered within a copy register.

2.3 Communications

During the EOI evaluation process, the importance of the restricted communication lines that must be adhered to regarding the project cannot be overstated.

Only authorised personnel are to be involved in the assessment of submissions. Authorised personnel are those people nominated by the Chairman who possess the required skills, expertise and experience to undertake the required task.

Any authorised personnel having contact with a member of a potential contractor should communicate this in writing to the Chairman to ensure that there is no actual or perceived conflict of interest. File notes regarding any contacts made are to be completed and filed with the Chairman.

All submissions are to be treated in the strictest Commercial in Confidence. To ensure confidentiality is maintained, all submissions are to be registered and records kept of copies made and documents stored in a secure place by, Ipswich City Council and Ranbury Management Group. Access to documents is limited to authorised personnel.

To observe requirements for safeguarding the confidentiality of commercially sensitive information, all members of the EOIEP or their advisors should never:

- a) Reveal or discuss any aspects of any nature of one proponent's offer with any other proponent; or
- b) Speak in comparative terms of any one proponents against another or others;
- c) Informally indicate to a proponent that its offer is likely to be accepted or rejected, either on the basis of what is demonstrated or presented, or on any preceding elements of evaluation; or
- d) Provide any opportunity for a proponent to see evaluation sheets of any kind.

All members of the EOIEP or their advisors are reminded that all EOI documentation and information is Confidential.

The principles of briefings, presentations and interviews are to:

- a) Enable a consistency of information that must be provided to all proponents;
- b) Confirm information provided in the EOI submission and any clarifications;
- c) Clarify any issues in the offer as it relates to the EOI documents;
- d) Establish the proponent's evaluation criteria relative to the requirement;
- e) All information the proponent provides in writing/subsequent to meeting becomes part of their submission; and
- f) Restrict proponents to the details of their EOI submission during any workshop or summation.







3 Evaluation Process and Timeline

3.1 Process

- 1) EOIEP members are to adhere to the processes defined in this document;
- 2) EOIEP members are to confirm their understanding of the plan including assessment criteria before EOIs are released by signing the evaluation plan;
- 3) The Chairman will assess the submissions for compliance with basic requirements;
- 4) The Chairman shall release the EOI proposals, score sheets and guidelines to the EOIEP.
- 5) The panel members shall carry out scoring of EOI submissions individually;
- 6) Once complete, the individual scoring will be discussed at an initial moderation meeting conducted by the Chairman as the Chair of the EOIEP:
- 7) On agreement of the members formal clarifications from EOI proponents on issues related to the responses to the evaluation criteria may be sought through the Chairman of the EOIEP;
- 8) In the evaluation of any submissions under this EOI Request, the Chairman may in agreement with the EOIEP:
 - a) Seek clarification in respect of any aspect of a proposed Contractor's Offer (including to request the proposed Contractor to provide additional information, documents or evidence in connection with its Offer);
 - b) Shortlist or prefer any one or more Offers; and
 - c) Discuss or negotiate with, or receive presentations, further response to clarifications from, any one or more proposed Contractor in respect of their EOI.
- 9) Interview with all EOI proponents (only if deemed necessary by all EOIEP members):
 - a) The interview allows for the EOIEP to seek clarification from EOI proponents regarding their submissions and confirm their scoring of each criterion;
 - b) No part of the written EOI submissions can be changed or added to, and no additional documentation will be taken into consideration. This excludes matters of clarification only; and
 - c) Key project team members nominated by the EOI proponent should attend the interview.
- 10) The EOIEP will then finalise assessment interest and capability information;
- 11) Once the above activities are complete each EOI EP member will sign and date the Evaluation Score Sheet;
- 12) The Chairman of the EOIEP will arrange for an evaluation report to be compiled for approval by ICP/ICC. The approved selected proposed EOI proponents will be notified by ICP/ICC via a formal Letter of Acceptance.







3.2 Procurement Process Timeline

The key program milestones are:

Key Milestone Activity	Forecast Completion Date
Close Expression of Interest	XXXX 2018
Notify Successful shortlist	XXXX 2018
Issue Request for EOI submission to shortlist	XXXX 2018
EOI submission Close	XXXX 2018
Award Contract	1 st quarter 2019
Confirmation of quantities and types required	1 st quarter 2019
Supply Works Commence	1st quarter 2019
Supply Works Complete	3 rd quarter 2019

3.3 EOI Evaluation Process Timeline

Send out submissions to panel members COB	Issues identified & Compliance review completed	Moderation Meeting for presentation of recommendations or final scoring modification by panel members	Final recommendation to Client for approval
XXXX 2018	XXXX 2018	XXXX 2018	XXXX 2018







4 Expression of Interest Evaluation Criteria

4.1 Evaluation Process Timeline

Submissions from Contractors are required to be accordance with the EOI Request which is included as part of the EOI Documents.

The EOI evaluation criteria are as follows:

EOI SUBMISSION ITEM	ASSESSMENT CRITERIA	WEIGHTING
Part 1: Company Details	Please complete FORM 1 attached, and provide a brief description of your Company's Ability, History, Organisation Structure, and proposed Office locality whilst confirming your Expression of Interest to undertake this project.	Mandatory
Part 2: Recent & Relevant Project Experience	Please complete FORM 2 attached, and list your company's recent and relevant project experience and successes in work of a similar nature conducted in the last five years	Mandatory - 20% weighting
Part 3: Sources and Supply Arrangements	Please complete FORM 3 attached and provide details of your key and relevant resources currently available to undertake the Project. Provide a statement confirming the resources nominated will be available should the EOI proponent be shortlisted. Include any nominated subcontractors or suppliers	Mandatory - 10% weighting
Part 4: Expertise	Please complete FORM 4 attached and provide a brief description of your Detailed Expertise. Provide further explanation regarding: • Experience and successful outcomes working with similar works • Demonstrated performance under tight timeframes	Mandatory - 15% weighting
Part 5: Methodology	Please complete FORM 5 attached and provide all details of the methodology you propose to use to provide the Goods and/or Services including: Samples and approval processes Quality Control and Management Quarry Management Manufacturing Management Storage, Delivery and Handling Management Nominate the time for Quarrying and manufacture of unit pavers. Nominate the shipping time from the manufacturing facility to Ipswich. Nominate the Maximum packing density in a container is achieved when pallets are constructed	Mandatory - 25% weighting
Part 6: Pricing	Please fill out the attached form 6 Preliminary Bill of Quantities for rates delivered to site (including short term storage if required). These are nominal averaged costs only, to be confirmed in a Request for Tender (RFT) process.	Mandatory - 20% weighting







EOI SUBMISSION ITEM	ASSESSMENT CRITERIA	WEIGHTING
Part 7: Local Content	Please complete FORM 7 attached. Include any Local Industry Participation plans or activities	Mandatory - 5% weighting
Part 8: Value Add details	Please complete FORM 8 attached. The Applicant may attach a Maximum of 6 x No Additional A4 Pages of Supportive and Supplementary Information if required, to support your Expression of Interest Submission.	Optional- 5% weighting

4.2 Arriving at a Score

The EOIEP will review the submissions based on the requirements set-out in the Request for EOI.

The EOIEP Members will individually review EOI submissions and complete the scoresheet. Subsequently the EOIEP will meet to collectively agree if a submission meets acceptance.

Scores will be assigned based on the following:

Score	Description
0	Will fail to satisfy requirement
1	Marginally adequate
2	Acceptable
3	Good better than average
4	Very good
5	Provides an outstanding exemplary submission for these criteria

The evaluation of submissions can be made in 0.25 increments. For example, a score of 3.25 or 3.5 or 3.75 is acceptable.

The Chair will not require a unanimous score from all panel members for the criteria, an average score will be calculated.

4.3 Panel Recommendation

The successful EOI submission will be determined based on the unanimous acceptance by the Panel for each criteria and proponent.

An EOI Evaluation Report will be prepared by the Chairman of the outcomes of the EOIEP and is to be completed and signed by all panel members prior to seeking endorsement.







5 Endorsement by the Expression of Interest Evaluation Panel

The EOIEP Endorses the implementation of the EOI Evaluation Plan with the signatures below:

Signed:	Signed:
Date:	Date:
Name: Luke Peereboom	Name: Peter Scott
Title: ICP/ICC Program Director	Title: Chairman
Branch: Ipswich City Properties	Branch: Ipswich City Council
Signed:	Signed:
	,
Date:	Date:
Name: Ermanno Nobilio	Name:
Title: Chairman	Title:
Branch: Ranbury Management Group	Branch:
Probity Advisor	
Signed:	Signed:
Date:	Date:
Name: Peter Bruton	Name: Ermanno Nobilio
Title: Probity Advisor	Title: Chairman
Branch: Argyle	Branch: Ranbury Management Group





Attachment 1: Deed of Confidentiality and Conflict of Interest





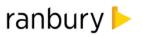
Attachment 2: EOI Evaluation Scoresheet

EOI ITEM	ASSESSMENT CRITERIA	SCORE							
Company Details	Please complete FORM 1 attached, and provide a brief description of your Company's Ability, History, Organisation Structure, and proposed Office locality whilst confirming your Expression of Interest to undertake this project.								
Part 2: Recent & Relevant Project Experience	Please complete FORM 2 attached, and list your company's recent and relevant project experience and successes in work of a similar nature conducted in the last five years								
Part 3: Sources and Supply Arrangements	Please complete FORM 3 attached and provide details of your key and relevant resources currently available to undertake the Project. Provide a statement confirming the resources nominated will be available should the EOI proponent be shortlisted. Include any nominated subcontractors or suppliers								
Part 4: Expertise	Please complete FORM 4 attached and provide a brief description of your Detailed Expertise. Provide further explanation regarding:								
	 Experience and successful outcomes working with similar works Demonstrated performance under tight timeframes 								
Part 5: Methodology	Please complete FORM 5 attached and provide all details of the methodology you propose to use to provide the Goods and/or Services including:								
	 Samples and approval processes Quality Control and Management Quarry Management Manufacturing Management Storage, Delivery and Handling Management Nominate the time for Quarrying and manufacture of unit pavers. Nominate the shipping time from the manufacturing facility to Ipswich. Nominate the Maximum packing density in a container is achieved when pallets are constructed 								
Part 6: Pricing	Please fill out the attached form 6 Preliminary Bill of Quantities for rates delivered to site (including short term storage if required). These are nominal averaged costs only, to be confirmed in a Request for Tender (RFT) process.								
Part 7: Local Content	Please complete FORM 7 attached. Include any Local Industry Participation plans or activities								
Part 8: Value Add details	Please complete FORM 8 attached. The Applicant may attach a Maximum of 6 x No Additional A4 Pages of Supportive and Supplementary Information if required, to support your Expression of Interest Submission.								

Scores will be assigned based on the following:

Score	Description			
0	Will fail to satisfy requirement			
1	Marginally adequate			
2	Acceptable			
3	Good better than average			
4	Very good			
5	Provides an outstanding exemplary submission for this criteria			





Attachment 3: Compliance Review Sheet

COMPLIANCE REVIEW																		
Description Form of registration of EOI	Compliance	Comments																
Expression of Interest form																		
Schedule of Departures																		
Conflicts of Interest																		
Insurances																		
Financial viability																		
TENDER FORMS																		
Part 1: Company Details																		
Part 2: Recent & Relevant Project Experience																		
Part 3: Sources and Supply Arrangements																		
Part 4: Expertise																		
Part 5: Methodology																		
Part 6: Pricing																		
Part 7: Local Content																		
Part 8: Value Add																		



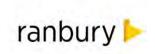




Expression of Interest









Contents

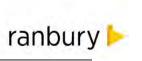
SCHEL	JULE OF EOLSUBMISSION FORMS
1	INTRODUCTION
1	
2	PROJECT OBJECTIVES AND OUTCOMES
3	SCOPE OF PROJECT
4	RESPONSIBILITIES
4.1	General
4.2	Material Considerations
5	METHODOLOGY
6	INDICATIVE PROGRAM
7	RESPONSE FORMS
8	EOI SUBMISSION CONDITIONS
8.1	Costs of EOI Submission
8.2	ICC Not Bound EOI Submission Evaluation
8.3	
8.4	EOI Submission Evaluation Process
8.5	Project Funding
8.6	Intellectual Property
8.7	Right to Information and Disclosure
8.8	Collusive Arrangements
8.9	Confidentiality
9	QUEENSLAND POLICIES
9.1	Queensland Charter of Local Content
10	EVALUATION CRITERIA
11	LODGEMENT DETAILS

SCHEDULE OF EOI SUBMISSION FORMS

RESPONSE FORM 0: COVER PAGE

RESPONSE FORM INSTRUCTIONS







RESPONSE FORM 1: FURTHER COMPANY DETAILS

RESPONSE FORM 2: RECENT AND RELEVANT EXPERIENCE

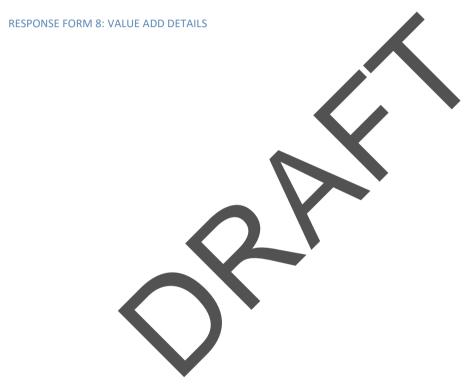
RESPONSE FORM 3: SOURCES AND SUPPLY ARRANGEMENTS

RESPONSE FORM 4: EXPERTISE

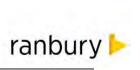
RESPONSE FORM 5: METHODOLOGY

RESPONSE FORM 6: PRICING

RESPONSE FORM 7: LOCAL CONTENT









1 Introduction

Ipswich City Council (ICC), is calling for Expression of Interest (EOI) submissions from appropriate suppliers with experience and expertise to provide their services and materials for the delivery of a Pavement Supply Package to Ipswich, Queensland, Australia 4305.

Responses to this EOI will be assessed for establishing a select list of suppliers who be invited to respond to a detailed Request for EOI Submission (RFT).

It is intended that this EOI will be used to generate a shortlist of suitably qualified suppliers (Proponents). A tender invitation will be issued to the shortlist for the purposes of selecting a supply contract.

2 Project Objectives and Outcomes

The key objectives of the project are to:

- Delivery of this scope of works a short timeframe to comply with the needs of the currently engaged installation contract works by others
- Delivery of high quality results
- Achieve value for money
- Local Industry involvement
- Ability to supply Pavers as a rolling program over an extended period

3 Scope of Project

The scope of this project includes the supply of paving types for areas as identified in **Attachment 01 Indicative Landscape Drawings.** and the major zones summarised as follows:

- Nicholas Street
- Union Place
- Civic Space
- Administration Building

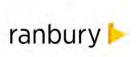
4 Responsibilities

4.1 General

The supplier is to provide details of the quantities and specifications of pavement types as defined in the landscape architect's summary as contained in Attachment 1. The supplier must provide the necessary demonstrated experience in the provision of the following:

- Conformity with specification requirements to relevant Australian Standards to suit the application.
- Highest standard of conformity and uniformity of color, type, quality, quantity, delivery, handling and storage.
- Provision of transport to Ipswich, Queensland Australia (final Location TBA) from the point of supply.
- Provision of short term storage should it be required.
- Payment of all import duties and other associated costs and taxes associated with procurement and supply to Ipswich.
- Minimization and risk mitigation plans of delays in supply.
- Provision of all testing to ensure specification compliance.
- Hold the necessary quality assurance certifications for Safety, Quality and Environmental accreditation in Australia
- Hold the necessary insurances to meet the supply agreement







• Provide the necessary warrantees and guarantees in accordance with the supply agreement.

4.2 Material Considerations

Paver units will be of uniform size and tolerance and are currently envisaged to be natural stone including the following:

- Bluestone (Basalt)
- Granite light (red, Gunmetal grey, Black, White, Silver, Copper silk, Yellow, Beauford)
- Granite mid (red, Gunmetal grey, Black, White, Silver, Copper silk, Yellow, Beauford)
- Limestone
- Sandstone and/or Freestone

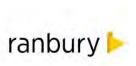
Finished surfaces (top and some sizes) are currently envisaged to be a natural finish including:

- Sawn (without saw marks to visible surfaces)
- Honed
- Polished
- Exfoliated

Any stone provided will be required to be tested and certified to achieve the specified:

- Slip rating
- Hardness
- Density
- Porosity
- Color uniformity and long-term stability
- Ease of cleaning
- Suitable finishes for public realm







5 Methodology

Provide details in Part 5 the methodology that you propose to use to provide the Goods and/or Services including but not limited to:

Samples, approval and quality control and assurance

Explain how samples of the stones and unit pavers are intended to be used in the project will be made for ICC/ approval.

Explain regarding quality control and assurance processes.

Quarry Management

Explain the means that the Supplier will inspect and ensure quality compliance with the Supply Requirements. This includes inspecting and marking sections of the rocks that are to be quarried, the dimensions and fault tolerance of the quarried blocks, monitoring of the progress; reporting processes, variations in rock quality etc.

Manufacturing Management

Explain the method of Paver dimensions and manufacture quality control.

Storage, Delivery and Handling Management

Explain shipping, paver protection and delivery details.

Prequalification

Suppliers must provide details of providers in the supply chain for preapproval to carry out the work.

6 Indicative Program

The following indicative program is provided in relation to the Project:

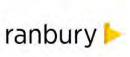
Key Milestone Activity	Forecast Completion Date
Issue Request for Tender shortlist	4 th Quarter 2018
Tender Submission Close	4 th Quarter 2018
Award Contract	1 st Quarter 2019
Confirmation of quantities and types required	1 st Quarter 2019
Supply Works Commence	2 nd Quarter 2019
Supply Works Complete	3 rd Quarter 2019

7 Response Forms

Please complete and return the following Information "ONLY" as part of your EOI Submission – 20 No A4 pages (Maximum) plus the completed Compliance Schedule if applicable, which will be scored and assessed by a panel for establishing a select EOI Submission list of Submitters.

- Part 0: Cover Page (1 No A4 Page Response Form 1 attached);
- Part 1: Company Details (1 No A4 Page Response Form 1 attached);
- Part 2: Recent and Relevant Experience (2 No A4 Page Response Form 2 attached);
- Part 3: Sources and Supply Arrangements (2 No A4 Page not including CV's Response Form 3 attached);







- Part 4: Expertise (2 No A4 Page Response Form 4 attached)
- Part 5: Methodology (4 No A4 Pages Maximum Response Form 5 attached);
- Part 6: Pricing
- Part 7: Local Content (1 No A4 Page Response form 6 attached); and
- Part 8: Value Add details (6 No A4 Pages Maximum Response Form 6).

8 FOI Submission Conditions

8.1 Costs of EOI Submission

Costs of the EOI Submission shall be borne by the EOI Submitter.

8.2 ICC Not Bound

- 1. Notwithstanding the evaluation of EOI Submissions (if any) ICC may in its absolute discretion and at any time accept, or decline to accept, any EOI Submission.
- 2. ICC may, in its absolute discretion, decline to evaluate any EOI Submission that it has determined to be an Alternative EOI Submission.
- **3.** Notwithstanding that ICC may have invited EOI Submissions from selected organisations or has otherwise procured submission of EOI Submissions:
 - the EOI Proponent acknowledges that ICC may not, at the time of inviting EOI Submissions, have satisfied itself as to the EOI Submitter's financial capacity to satisfactorily perform and complete the Contract in accordance with its terms; and
 - (b) ICC may decline to consider or accept a EQI Submission from a EOI Proponent who has not been able to satisfy ICC that it has sufficient financial capacity to satisfactorily perform and complete the Contract in accordance with its terms.
- 4. The EOI Proponent may be requested to provide financial information to a party nominated by ICC for an assessment by ICC that the EOI Proponent has sufficient financial capacity to satisfactorily perform and complete the Contract in accordance with its terms. The EOI Proponent must provide such information within seven (7) days of request. A failure to provide the requested information within seven (7) days may result in a decision by ICC that the EOI Proponent does not have sufficient financial capacity to satisfactorily perform and complete the Contract in accordance with its terms. In the provision of financial information to the party nominated by the Principal, the EOI Proponent accepts that such information may be provided by ICC to the Queensland Building and Construction Commission for the purposes of determining the continuing capacity of the licensee to meet any licensing criteria required by the *Queensland Building and Construction Commission Act 1991*.

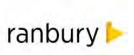
8.3 EOI Submission Evaluation

- 1. ICC shall evaluate Conforming EOI Submissions in accordance with the EOI Submission evaluation criteria contained in this document or based on best value for money for ICC.
- 2. ICC, if it determines to evaluate an alternative EOI Submission, shall evaluate such alternative EOI Submission based on best value for money for ICC which may, or may not, be the EOI Submission evaluation criteria.
- **3.** Where both conforming and alternative EOI Submissions have been evaluated, ICC may accept that EOI Submission which on a view of all circumstances represents the best value for money for ICC.

8.4 EOI Submission Evaluation Process

1. In the evaluation of EOI Submissions, ICC may, without being under any obligation to do so, in its absolute discretion and at any time:







- seek clarification in respect of any aspect of a EOI Proponent's Submission (including to request the EOI Proponent to provide additional information, documents or evidence in connection with its EOI Submission);
- (b) shortlist or prefer any one or more EOI Proponents; and
- (c) Discuss or negotiate with, or receive presentations, further submissions or final offers from, any one or more EOI Proponents in respect of their EOI Submission, in such manner, and as to such aspects of the EOI Submission, as ICC determines, including price.
- Except to the extent ICC expressly agrees otherwise, the provisions of these Conditions of EOI Submission shall
 continue to apply to any process which ICC may undertake in connection with the evaluation of EOI
 Submissions.

8.5 Project Funding

ICC will not provide particulars of project funding arrangements to EOI Proponents.

8.6 Intellectual Property

- 1. Intellectual Property Rights in all material, whether of the EOI Proponent or a third party, submitted by a EOI Proponent in its EOI Submission is assigned to ICC, without any requirement for further documentation or writing, upon acceptance by the ICC.
- 2. To the extent that any material submitted by a EOI Proponent is the subject of pre-existing Intellectual Property Rights of third parties, the EOI Proponent warrants that it can procure an assignment of all such Intellectual Property Rights to ICC and agrees to obtain such assignment upon acceptance of its EOI Submission.
- 3. The EOI Proponent indemnifies ICC against any loss, costs, expenses, demands or liability, whether direct or indirect, arising out of any claim by a third party against ICC alleging that the material contained in the EOI Submission or acts by ICC in relation to ICC use of the EOI Submission material infringe any Intellectual Property Rights of that third party.

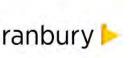
8.7 Right to Information and Disclosure

- 1. The Right to Information Act 2009 (RTI Act) provides members of the public with a legally enforceable right to access documents held by Queensland Government and Local Authority agencies. The RTI Act requires that documents be disclosed upon request, unless the documents are exempt or on balance, disclosure is contrary to public interest.
- 2. Information contained in a EOI Submission is potentially subject to disclosure to third parties. In the assessment of any disclosure required by ICC pursuant to the RTI Act, the EOI Proponent accepts that any information provided in its EOI Submission, including information marked as confidential, will be assessed for disclosure in accordance with the terms of the RTI Act.
- 3. Notwithstanding any other provision of the EOI Submission Documents or a EOI Submission, if a EOI Submission is accepted, ICC may publish on a Government website or by any other means, Contract information including:
 - (a) the name and address of ICC and the successful EOI Proponent;
 - (b) a description of the goods and/or services to be provided pursuant to the Contract;
 - (c) the date of award of Contract (including the relevant stages if the Contract involves more than one stage):
 - (d) the Contract value (including the value for each stage if the Contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of EOI Submissions);
 - (e) the procurement method used; and
 - (f) for contracts with a value over \$10 million, the Contract, or summary information in respect of the Contract, between ICC and the Supplier.

8.8 Collusive Arrangements

1. The EOI Proponent warrants that in submitting its EOI Submission, except as expressly disclosed in its EOI







Submission:

- (a) it has no knowledge of the EOI Submission of any other EOI Proponent, nor has it communicated with any other EOI Proponent, nor has it entered into any contract, arrangement or understanding with another EOI Proponent to the effect that the EOI Proponent or another EOI Proponent will EOI Submission a non-competitive bid, for the work the subject of the EOI Submission, at time of submission of its EOI Submission;
- (b) it has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade, industry or other association (above the published standard fee) relating in any way to its EOI Submission or any contract that may be entered into consequent thereon;
- (c) it has not paid or allowed any money or entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to or on behalf of any other EOI Proponent, nor received any money or allowance from or on behalf of any other EOI Proponent, relating in any way to its EOI Submission or any contract that may be entered into consequent thereon.
- 2. In addition to any other actions ICC may take, any breach of the warranties given in this clause 16 will result in a review of the EOI Proponent's PQC registration status.

8.9 Confidentiality

Publicity: Do not issue information concerning the project for publication in the media without prior written ICC approval. Refer to the ICC, enquiries from the media concerning the project.

9 Queensland Policies

These policies will apply to works carried out in Queensland and the Ipswich region.

9.1 Queensland Charter of Local Content

The Supplier must, and must ensure its Australian operations, in carrying out the work under the Contract comply with ICC principles for Local Content (Charter) and any requirements. The Queensland Charter for Local Content guidelines and requirements can be found at:

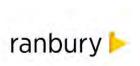
- EOI Proponents' Guidelines to the Statement of Intent
 https://www.statedevelopment.glo.gov.au/resources/guideline/queensland-charter-for-local-content-EOI

 Proponents.pdf
- Framework https://www.statedevelopment.qld.gov.au/resources/policy/queensland-charter-for-local-content.pdf.

10 Evaluation Criteria

•	Completeness of submission	. Mandatory
•	Company Details	. Mandatory
•	Recent and Relevant Project Experience	. 20%
•	Sources and Supply Arrangements	. 10%
•	Expertise	. 15%
•	Methodology	. 25%
•	Pricing	. 20%
•	Local Content	.5%
•	Value Add details	.5%







11 Lodgement Details

Your submission in respect of the above should be no more than a total of 20no A4 pages including Forms 0, 1, 2, 3, 4, 5, 6, 7 and 8 and submitted via LGTenderBox at https://lgEOI Submissionbox.com.au.

The submission is to be submitted in electronic format in an unlocked format in PDF and Microsoft Office software.

A shortlist will be selected from the EOI Proponents' Submissions.

Any questions about the Expression of Interest will need to be directed to:

Ermanno Nobilio Senior Project Manager Ranbury

via email ENobilio@ranbury.com.au

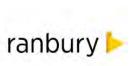
PLEASE NOTE THE FOLLOWING

It is the EOI Proponent's responsibility to ensure that they take all necessary steps to ensure that they are appropriately skilled, resourced and have the capability to allow them to be considered eligible for further consideration; and any subsequent invitation; and/or any acceptance for this Expression of Interest.

Ipswich City Council (ICC) and its agents will review the submission received and may consider this information when determining a select list of Proponents via a Request for Tender process. ICC reserves the right, in its absolute discretion, to consider or otherwise the information provided in the EO/and may consider other factors it considers appropriate in the preparation of the select invitation lists for these Projects.









Response Form 0: Cover Page

Expression of Interest

Supply of Pavers

IPSWICH CENTRAL

IPSWICH CITY COUNCIL EOI NUMBER: ICC 58.02

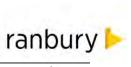
Submitted by:

Authorised signature

Print Name

Date





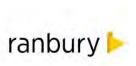


Response Form Instructions

Please provide your response within the response forms provided and Part 8: Further Information (if required).

ITEM	CRITERIA	WEIGHTING
Part 1: Company Details	Please complete FORM 1 attached, and provide a brief description of your Company's Ability, History, Organisation Structure, and proposed Office locality whilst confirming your Expression of Interest to undertake this project.	Mandatory
Part 2: Recent & Relevant Project Experience	Please complete FORM 2 attached, and list your company's recent and relevant project experience and successes in work of a similar nature conducted in the last five years	Mandatory - 20% weighting
Part 3: Sources and Supply Arrangements	Please complete FORM 3 attached and provide details of your key and relevant resources currently available to undertake the Project. Provide a statement confirming the resources nominated will be available should the EOI proponent be shortlisted. Include any nominated subcontractors or suppliers	Mandatory - 10% weighting
Part 4: Expertise	Please complete FORM 4 attached and provide a brief description of your Detailed Expertise. Provide further explanation regarding: • Experience and successful outcomes working with similar works	Mandatory - 15% weighting
Part 5: Methodology	 Demonstrated performance under tight timeframes Please complete FORM 5 attached and provide all details of the methodology you propose to use to provide the Goods and/or Services including: Samples and approval processes Quality Control and Management Quarry Management Manufacturing Management Storage Delivery and Handling Management Nominate the time for Quarrying and manufacture of unit pavers. Nominate the shipping time from the manufacturing facility to Ipswich. Nominate the Maximum packing density in a container is achieved when pallets are constructed 	Mandatory - 25% weighting
Part 6: Pricing	Please fill out the attached form 6 Preliminary Schedule of Quantities for rates delivered to site (including short term storage if required). These are nominal averaged costs only, to be confirmed in a Request for Tender (RFT) process.	Mandatory - 20% weighting
Part 7: Local Content	Please complete FORM 7 attached. Include any Local Industry Participation plans or activities	Mandatory - 5% weighting
Part 8: Value Add details	Please complete FORM 8 attached. The Applicant may attach a Maximum of 6 x No Additional A4 Pages of Supportive and Supplementary Information if required, to support your Expression of Interest Submission.	Optional- 5% weighting



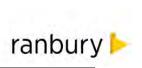




Response Form 1: Further Company Details









Response Form 2: Recent and Relevant Experience

Project	Description	Value	Timeframe	Timeframe Facility type	Work type	Contract type	Referee
Name & Location	Brief description of works undertaken and relationship to this EOI request	Construction value	Completion Date	Office buildings, carparks, shopping centres, others	New build, refurbishment, services focussed etc.	Supply, Traditional, Design & Construct etc.	Provide contact details
Notes				<i>*</i>			
Fill in all data	1 Fill in all datails and raturn this enroadshoot with vour company's FOI	mnanv'e FOI					
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2. Only list Projects completed in the last 5 years

3. Only list those Projects of a similar type to those outlined in this EOI



ranbury 🕨





Response Form 3: Sources and Supply Arrangements

		O / l . l				
Supply Source/ Resource Origin of Supply (Country and con of origin)	Origin of Supply (Country and company of origin)	Origin of Supply Previous projects of similar nature (Country and company where a similar supply was provided of origin)	Project value (\$)	Timing requirements	Referees	
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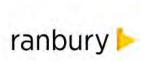


Response Form 4: Expertise

2 x A4 Pages maximum





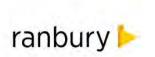




Response Form 5: Methodology

Item	Methodology	Where this method
		was adopted before
Summary explanation of proposed methodology		
Implementation of Resources use		
Quarry Location		
Manufacturing Location		
Shipping methods		
Paver Units protection methods		
Samples and approval processes		
Quality Control and Management		
Quarry Management		
Manufacturing Management		
Storage, Delivery and Handling Management		
Time for Quarrying and manufacture of unit pavers.		
Shipping time from the manufacturing facility to Ipswich.		
Maximum packing density in a container		
Palette Size		
Storage methods at each location		
Ability and method for return and restocking of unused product		
Other Considerations		





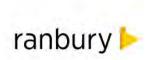


Response Form 6: Pricing

Please fill out the attached Preliminary Schedule of Quantities for rates and Schedule of Rates by material type - delivered to site (including short term storage if required). This will form an indicative price only. The final price will be determined through Request for Tender processes.









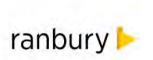
Response Form 7: Local Content

(as applicable for Australian works only)

1 x A4 Page maximum







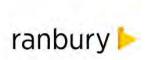


Response Form 8: Value Add Details

6 x A4 Pages maximum





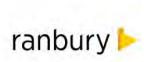


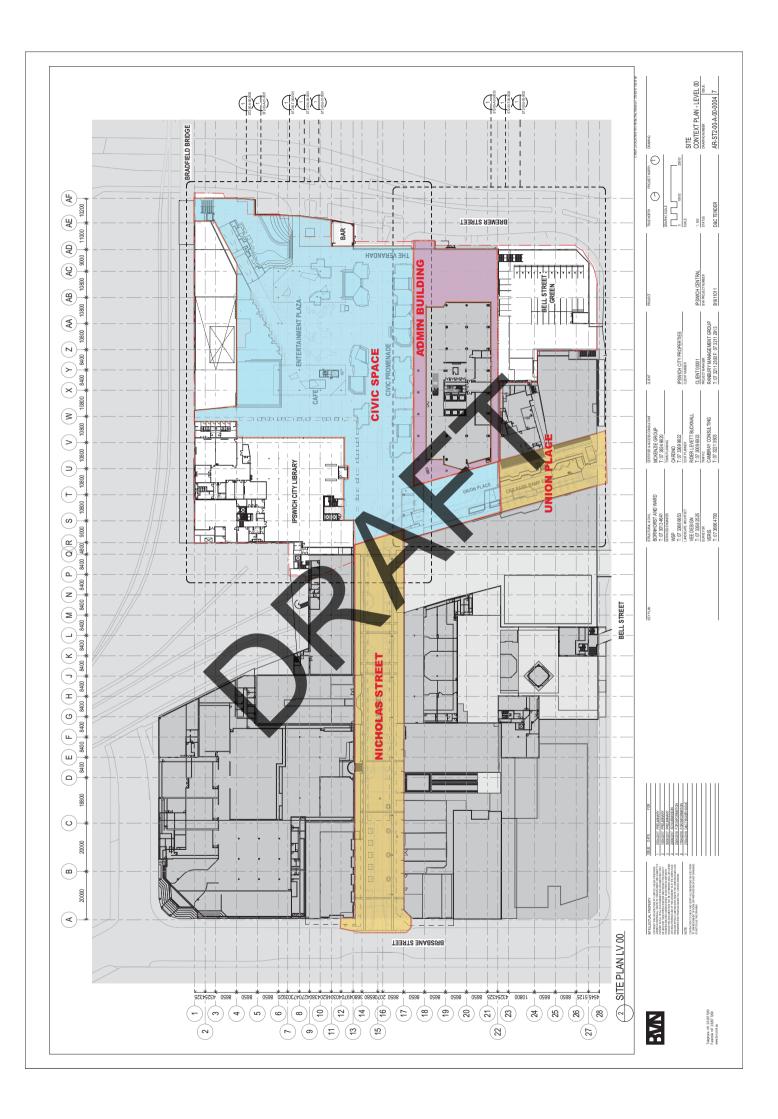


ATTACHMENT 1 - Indicative Landscape Drawings









SO WHY THE PATTERN?

The paving for Ipswich Central is arguably the single most prominent and extensive single material on the entire project. The pavement is the one thing people will interact with everyday of the year both up close on the street and from above in the surrounding buildings.

The pixel pattern will be the defining canvas on which the project will sit. It is the perfect combination of a contemporary pattern with colours textures and materials that reflect the historic past of loswich as 'Limestone'. Grain and texture will break down the vast spaces and allow the use of cost effective square unit sizes along with a very simple palette of colours.

EXEMPLAR PROJECTS



IPSWICH OBD MASTER PLAN



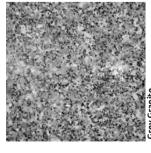
THE CANVAS

70% coverage Square format ranging in size



Bluestone Victorian Bluestone

'Binding' - Vietn **Yellow Granil**



Grey Granite Vietnam



COLOUR SPLASH

25% coverage Square format ranging in size

5% coverage Square format ranging in size



KEY NOTES



Bluestone may not have as much variation in grain and colour as granite

Bluestone may be lighter in colour than a black granite















Red Granite Vietnam or India







16.03.18

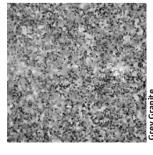
THE CANVAS

70% coverage Square format ranging in size



Black Granite 'Phuyen' - Vietnam

'Binding' - Vietn rellow Granil





FEATURE HOHJOHFS COLOURSPLASH

KEY NOTES

25% coverage Square format ranging in size



Will require external testing

Limestone Turkey



Black Gran Typical kevi





Red Granite Vietnam or India













OPTION B - PAVING MATERIALS

ltem	Description	Unit	Rate	Origin of Supply	Maximum Qty Available
1.00	PAVER MATERIAL TYPES				
1.01	Bluestone (Basalt)	m2			
1.02	Limestone	m2			
1.03	Sandstone and/or Freestone	m2			
1.04	Granite light - red	m2			
1.05	Granite light - Gunmetal grey	m2			
1.06	Granite light - Black	m2			
1.07	Granite light - White	m2			
1.08	Granite light - Silver	m2			
1.09	Granite light Copper silk	m2			
1.10	Granite light - Yellow	m2			
1.11	Granite light - Beauford	m2			
1.12	Granite mid - red	m2			
1.13	Granite mid - Gunmetal grey	m2			
1.14	Granite mid - Black	m2			
1.15	Granite mid - White	m2			
1.16	Granite mid - Silver	m2			
1.17	Granite mid Copper silk	m2			
1.18	Granite mid - Yellow	m2			
1.19	Granite mid - Beauford	m2			
1.20	other - supplier to advise	m2			
1.21	other - supplier to advise	m2			
1.22	other - supplier to advise	m2			
1.23	other - supplier to advise	m2			
1.24	other - supplier to advise	m2			





BRISBANE

PO Box 954 Fortitude Valley, Qld, 4006 Australia T 61 7 3358 5222

SUNSHINE COAST

Unit 9, 10 Grebe St Peregian Beach, Qld, 4573 T 61 7 5471 3549 www.veedesign.com.au

Document Title: Paving Procurement Specification

Document Number: LS-ST2-05-Z-01-2003

Revision: A

Supporting Documents:

- Landscape documentation set for:
 - Civic Plaza
 - Nicholas and Union

Including:

- Coversheet & Schedules
- Levels and Drainage
- Surface Treatment
- Planting
- Details

Refer Materials Schedules for paving types including:

- Description
- Material
- Size
- Colour
- Finish
- Notes
- Example Images

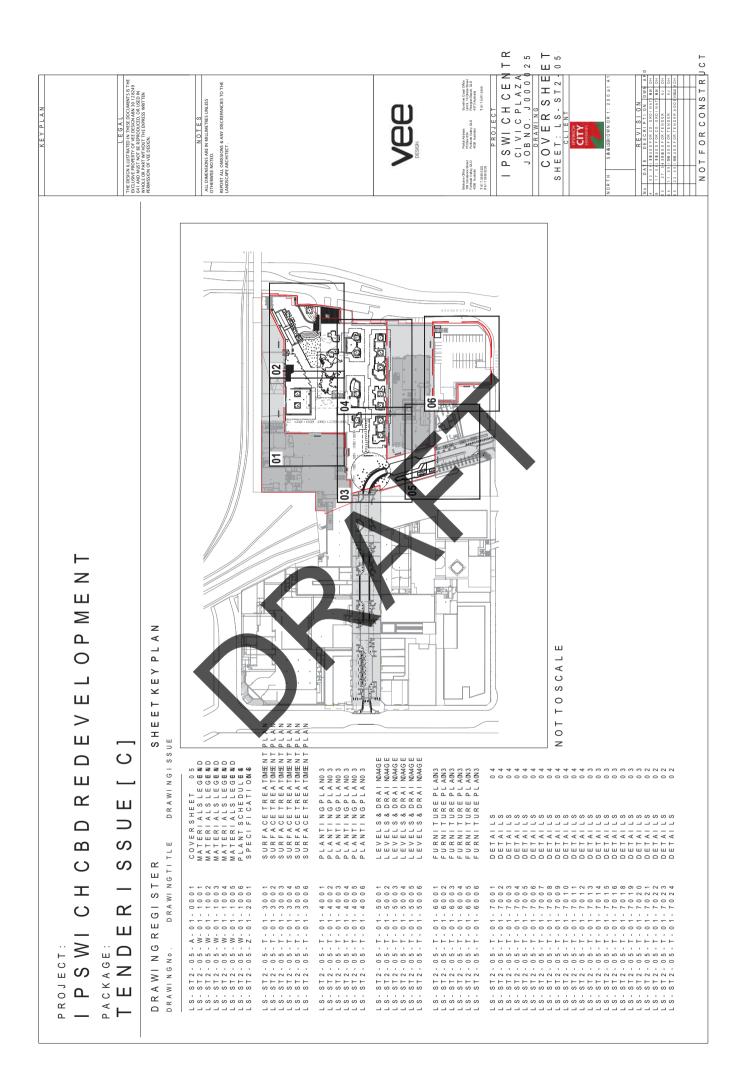
All pavement works is to comply with the following:

- A minimum of 5 units of all pavement materials specified in the schedule are to be provided to a registered landscape architect for approval within 14 days after the awarding of the contract.
- Slip resistance of all pavements including tactiles / directional pavers are to comply with Minimum R11 rating for the oil-wet ramp test and and a P4 rating using the pendulum test for slip resistance and a Class V or VV rating using the wet pendulum test (use the "Four S" rubber slider for this test) as per Table 2 of AS V NZS 4586. Provide complying slip resistance test results to the Contract Administrator / Project Manager.
- Refer to Engineer's Specifications for slab thicknesses, cover to reinforcing, reinforcing, concrete MPa and base course requirements. Engineers Specifications take precedence over the requirements noted in this item
- Expansion joints All visible expansion joints to be 10mm wide zipped polyethylene foam (eg
 Abelflex) sealed with an approved coloured sealant (eg Sikaflex or equivalent). Colour to match the
 lightest coloured adjacent pavement.
- Samples Install a 20m2 min. (or 2 Lm for stairs) sample area of each different pavement profile showing materials, surface pattern, colour, finish and joints for approval by a registered Landscape Architect. If acceptable, this sample may form part of the finished works.
- · Efflorescence- Take all necessary measures to ensure no efflorescence occurs
- Sealant DeepSeal 50 2 coat application to all concrete and stone pavement surfaces, applied to manufacturers specification
- · All stone to comply with the following standards
- ASTM C615 / C615M 18 Standard Specification for Granite Dimensions Stone (for Granite only)
- ASTM C568 _ C568M 15 Standard Specification for Limestone Dimension Stone (for Limestone
- AS/NZS 4586:2007 Slip resistance classification of new pedestrian surface materials
- AS 3958 Part 3 *The Adhesive Fixing of Natural & Reconstituted Stone





- C97/C97M-09 Standard Test Methods for Absorption and Bulk Specific Gravity of Dimension Stone
- C99/C99M-09 Standard Test Method for Modulus of Rupture of Dimension Stone
- C170/C170M-09 Standard Test Method for Compressive Strength of Dimension Stone
- C241/C241M-13 Standard Test Method for Abrasion Resistance of Stone Subjected to Foot Traffic
- C880/C880M-09 Standard Test Method for Flexural Strength of Dimension Stone
- C1352/C1352M-09 Standard Test Method for Flexural Modulus of Elasticity of Dimension Stone
- All stone and every batch of stone is to be tested by a NATA (National Association of Testing Authorities Australia) accredited testing agency and certification of results provided to client. builder and landscape architect
- · Stone must not leach, crack or crumble
- · All stone is to have a maximum thickness tolerance of 1mm
- · All stone is to be cut with square right angles no odd shapes
- · All finishes are to be even
- Provide brake load testing undertaken by a NATA (National Association of Testing Authorities Australia) accredited testing agency and certification of results provided to client, builder and landscape architect
- Provide Acid testing undertaken by a NATA (National Association of Testing Authorities Australia) accredited testing agency and certification of results provided to client. builder and landscape architect
- All paving to be sealed using an approved penetrative sealer NOT a surface sealer. Provide sample to landscape architect prior to approval.
- All stone is to be provided as a sample prior to the landscape architect and olient to approve colour
 and finish 2 weeks after the awarding of the supply contract. All pavement will be approved from
 here on using these samples as a reference.
- Suppliers must ensure total quantities for entire project can be provided up front. Staged supply will
 not be accepted to remove the chance of mis-matches in batches of stone supply and/or running
 out of supply.



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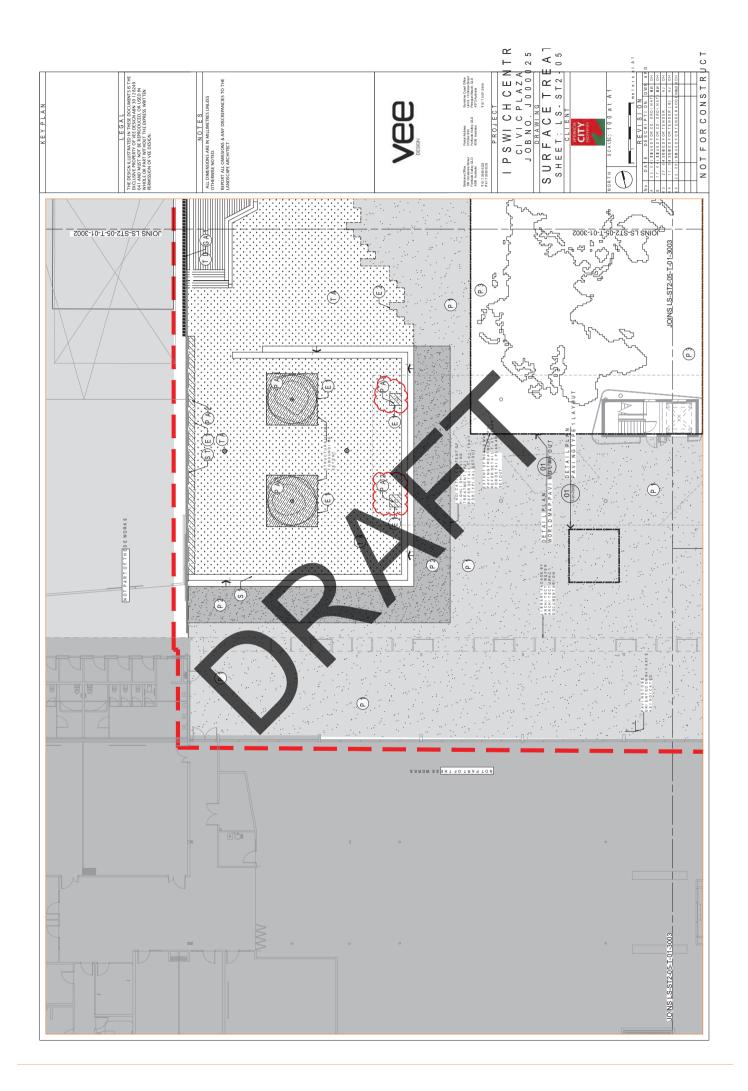
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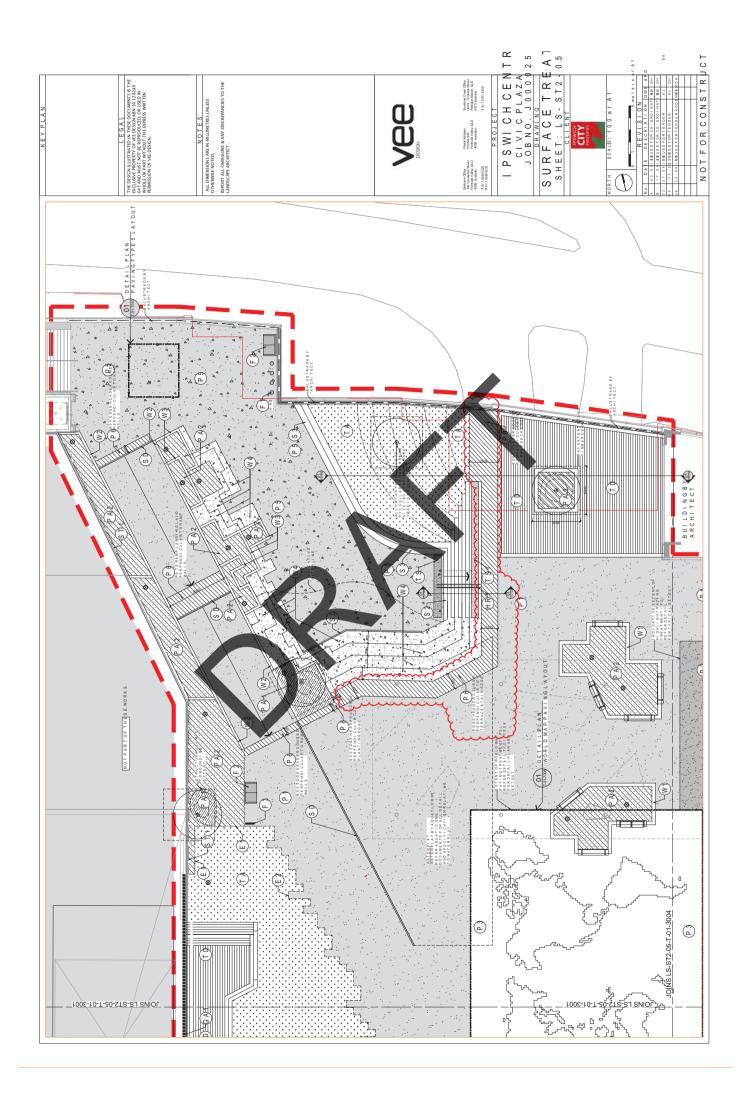
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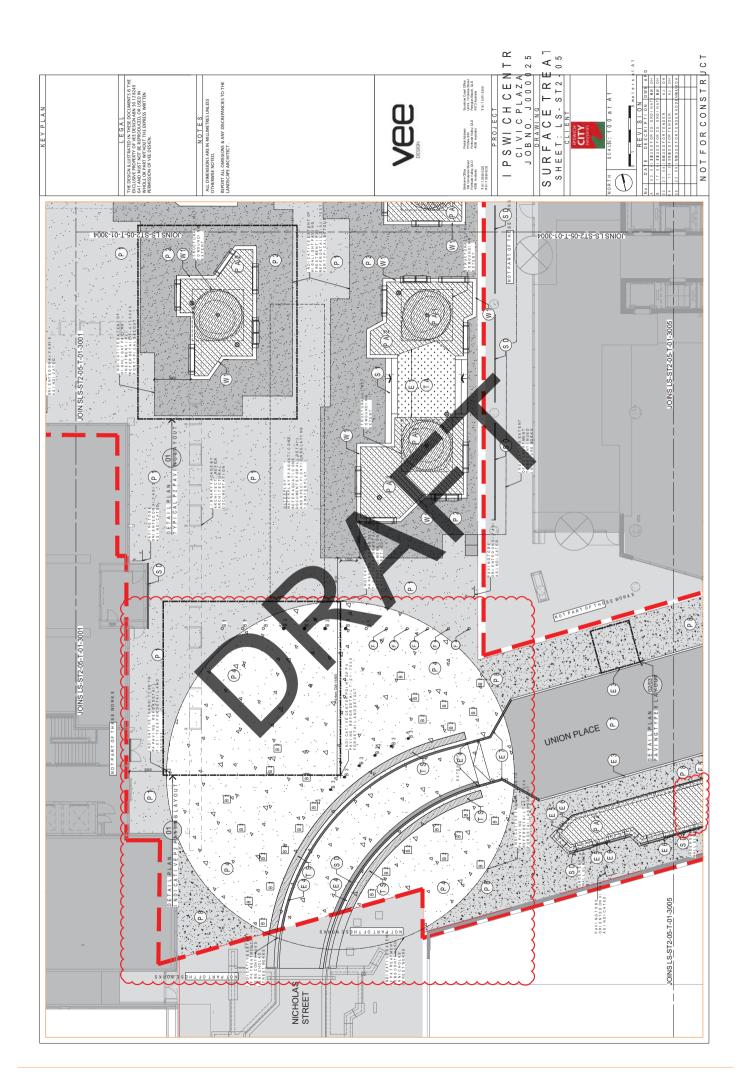
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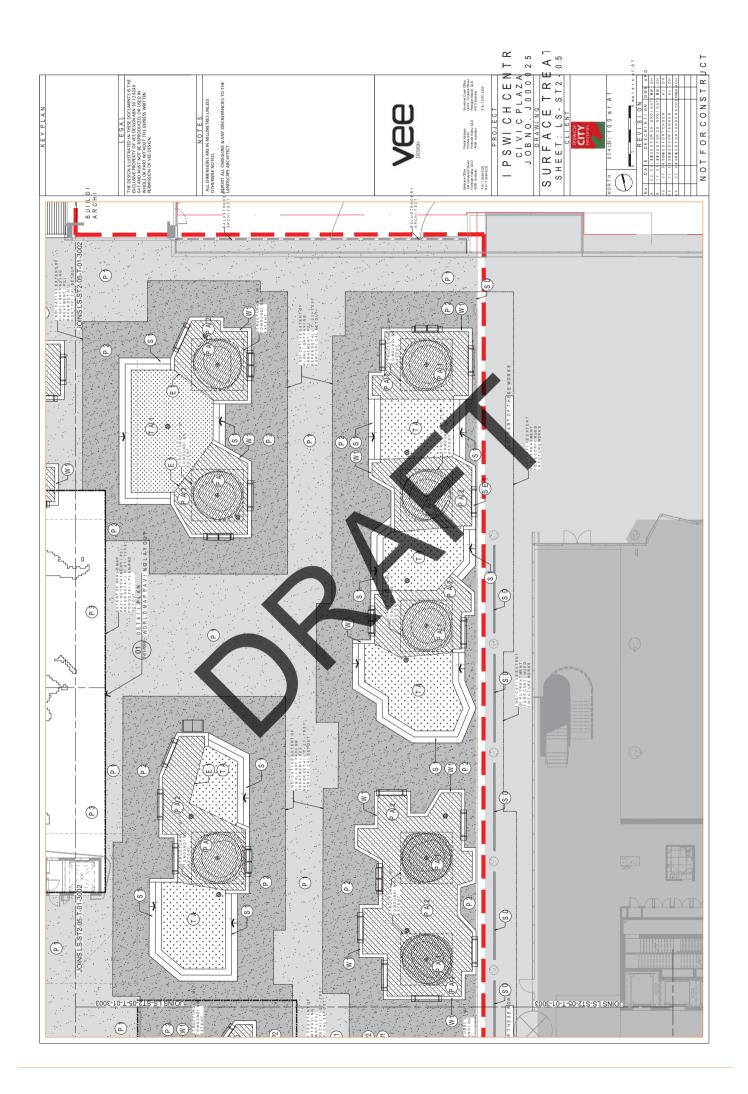
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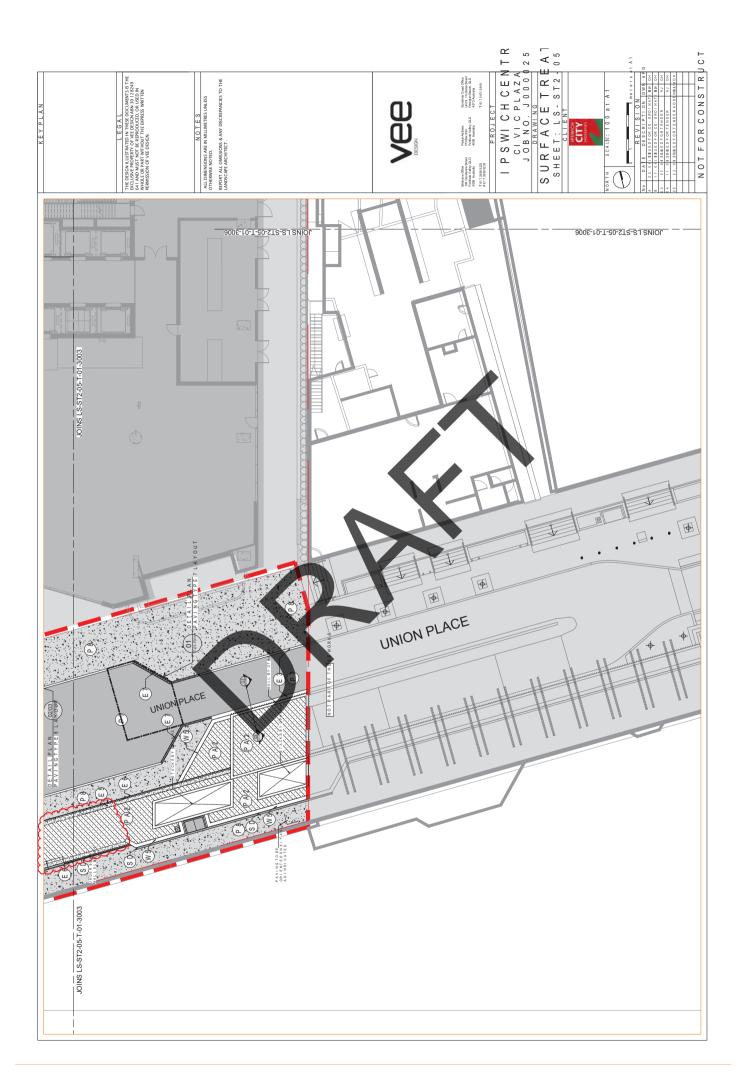
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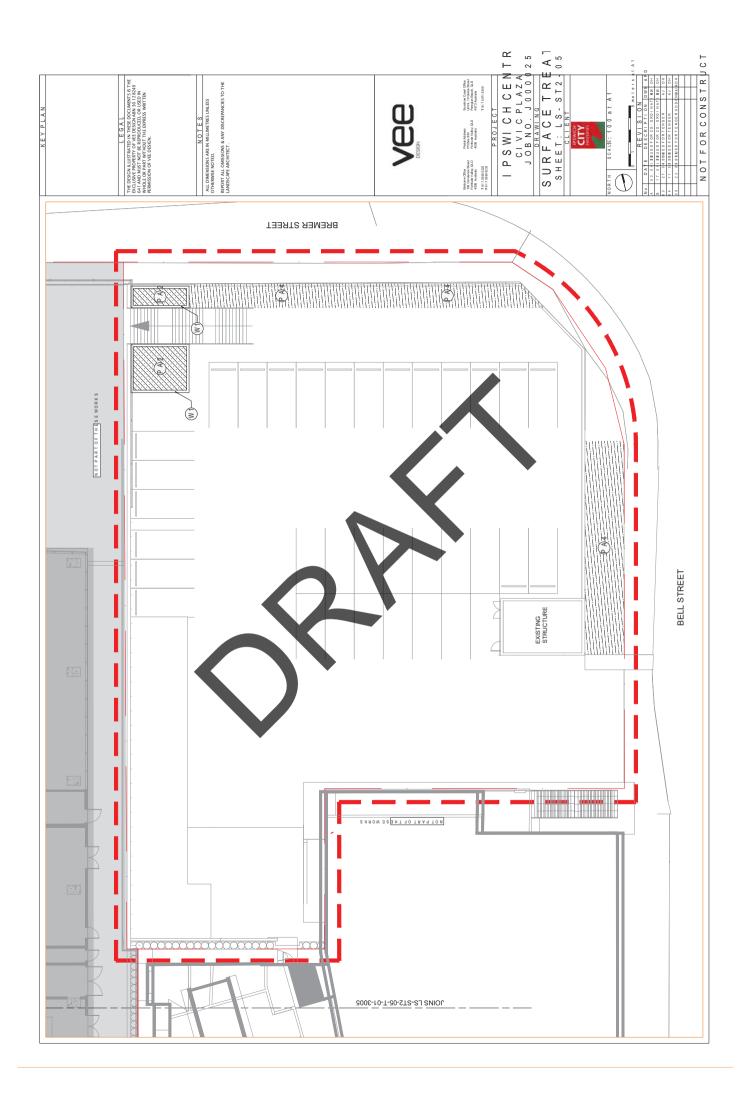


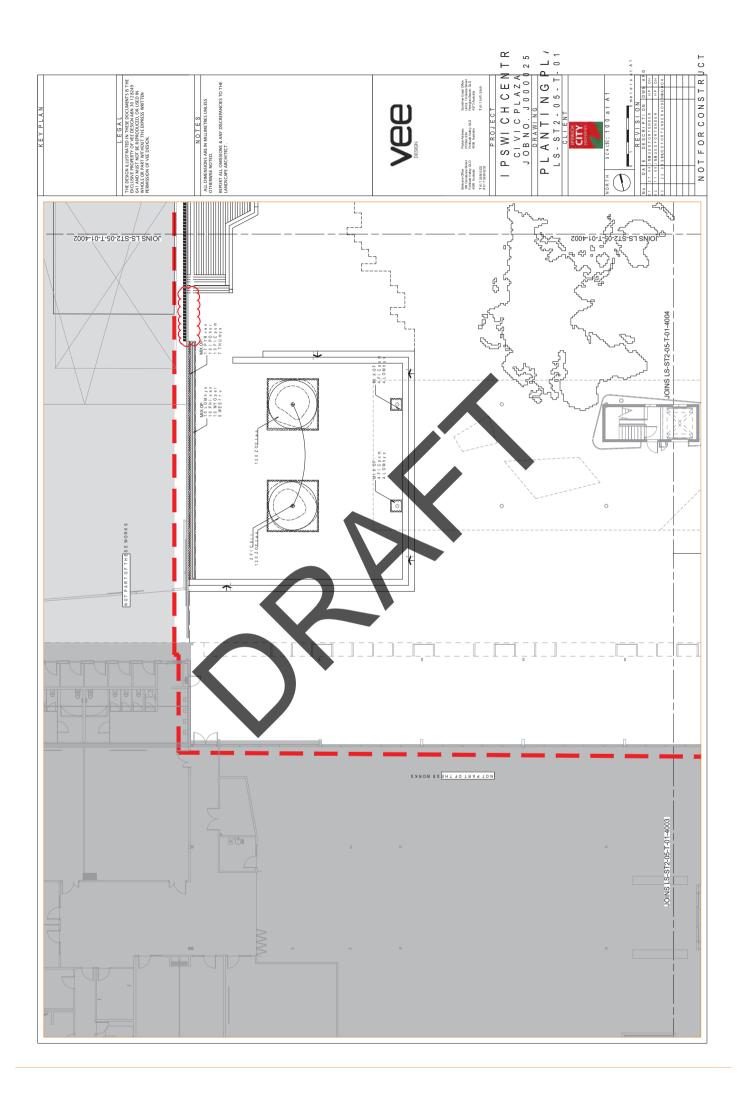


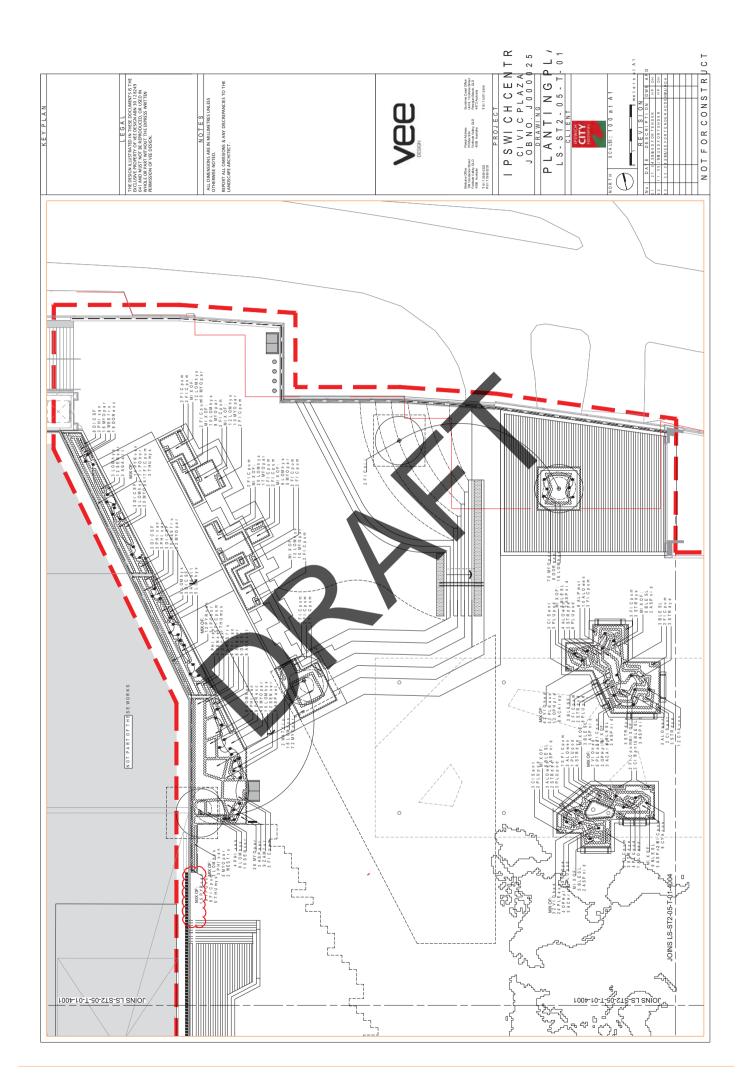


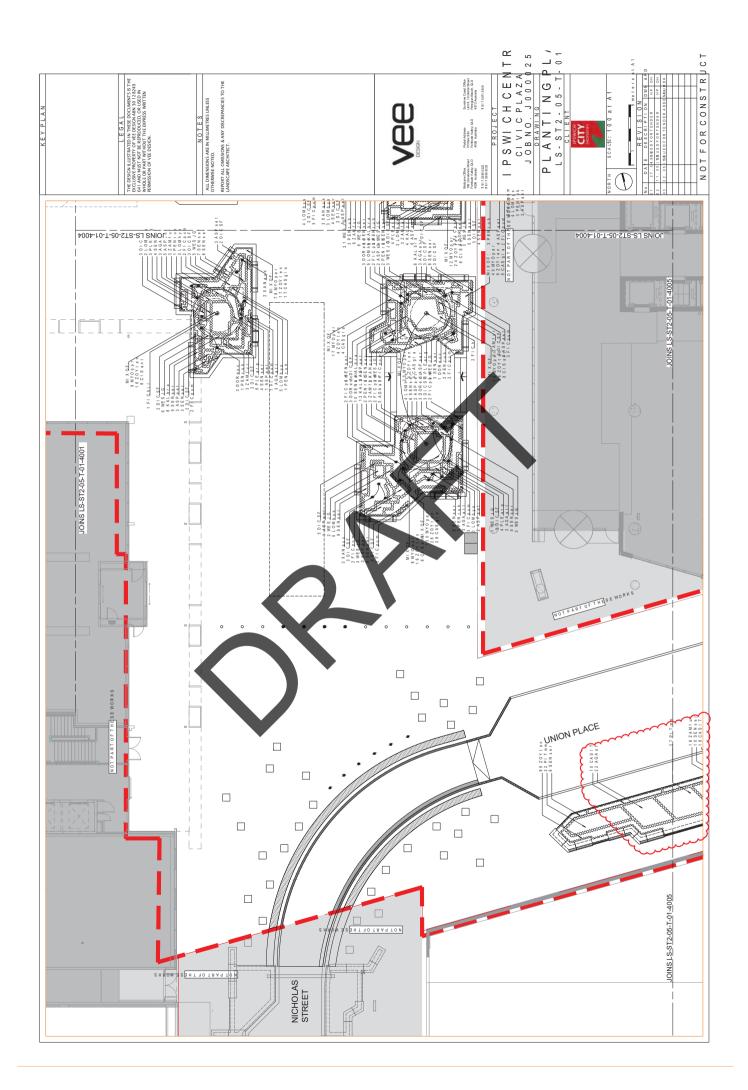


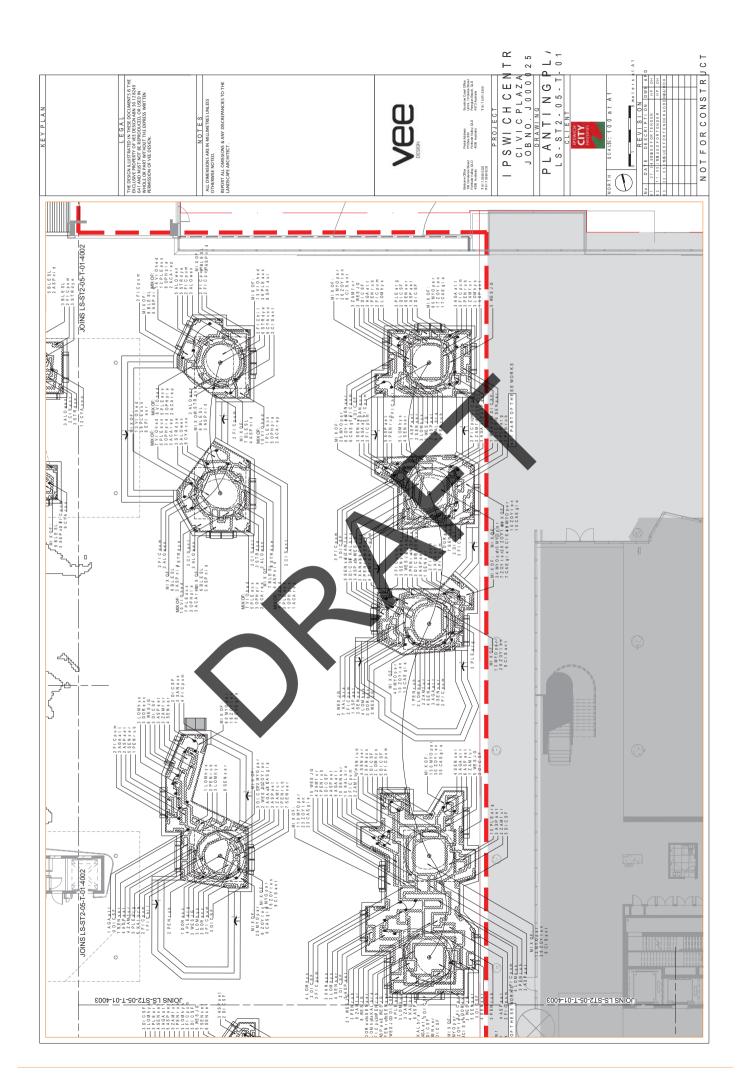


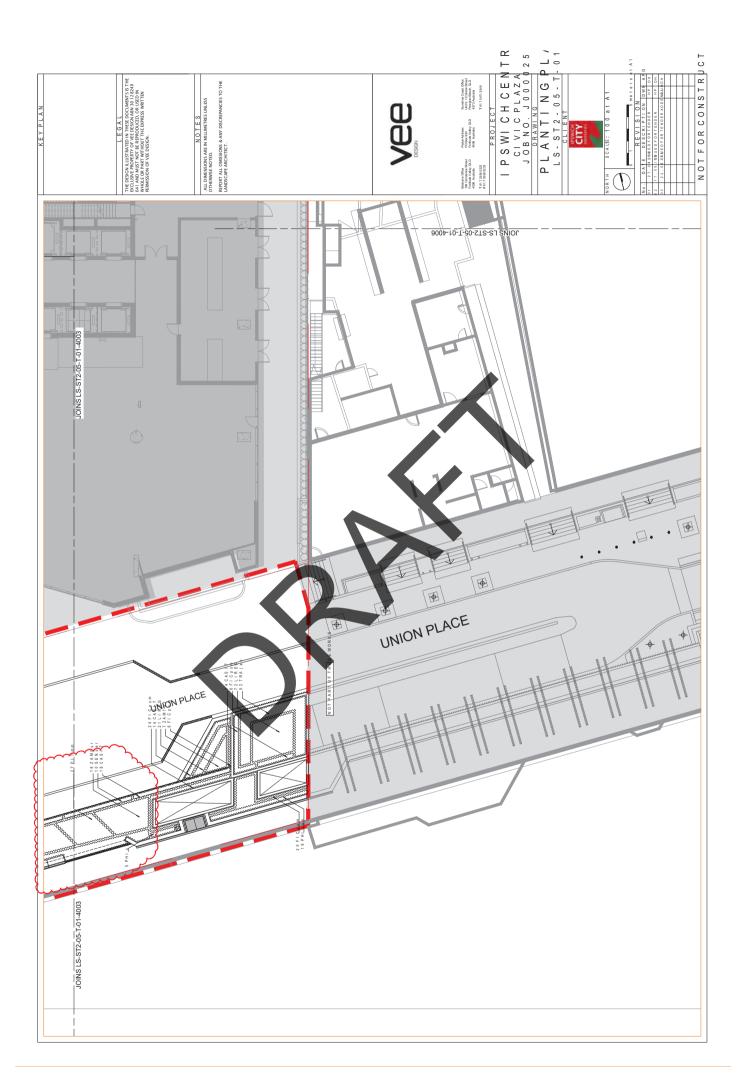


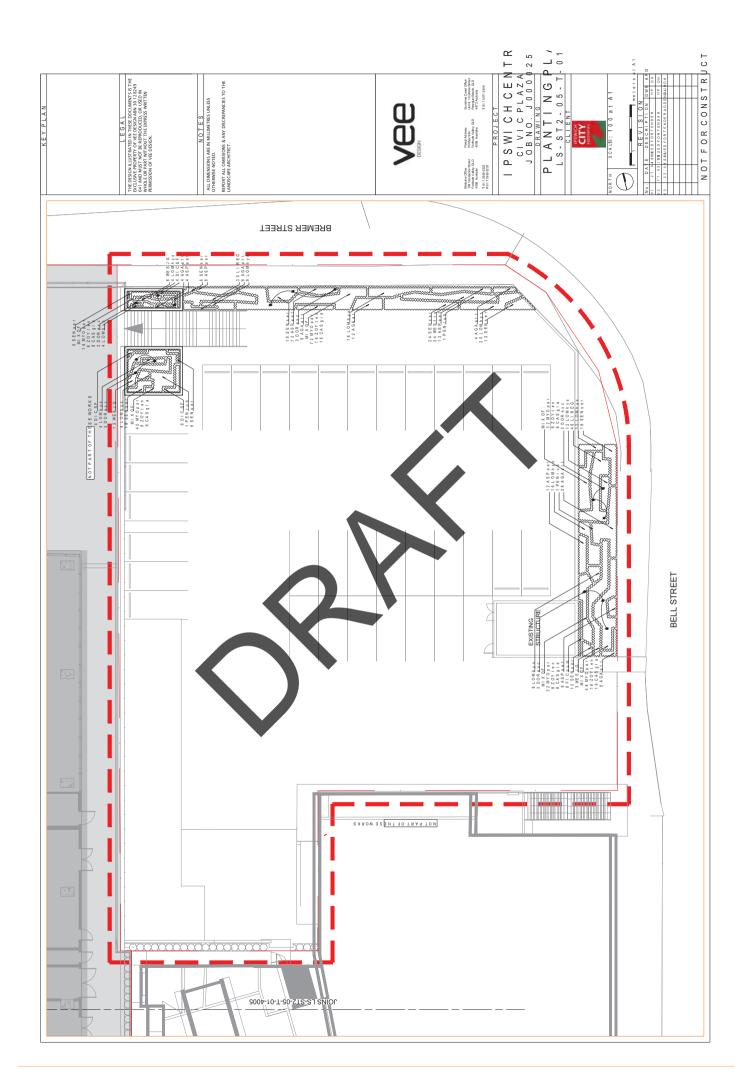


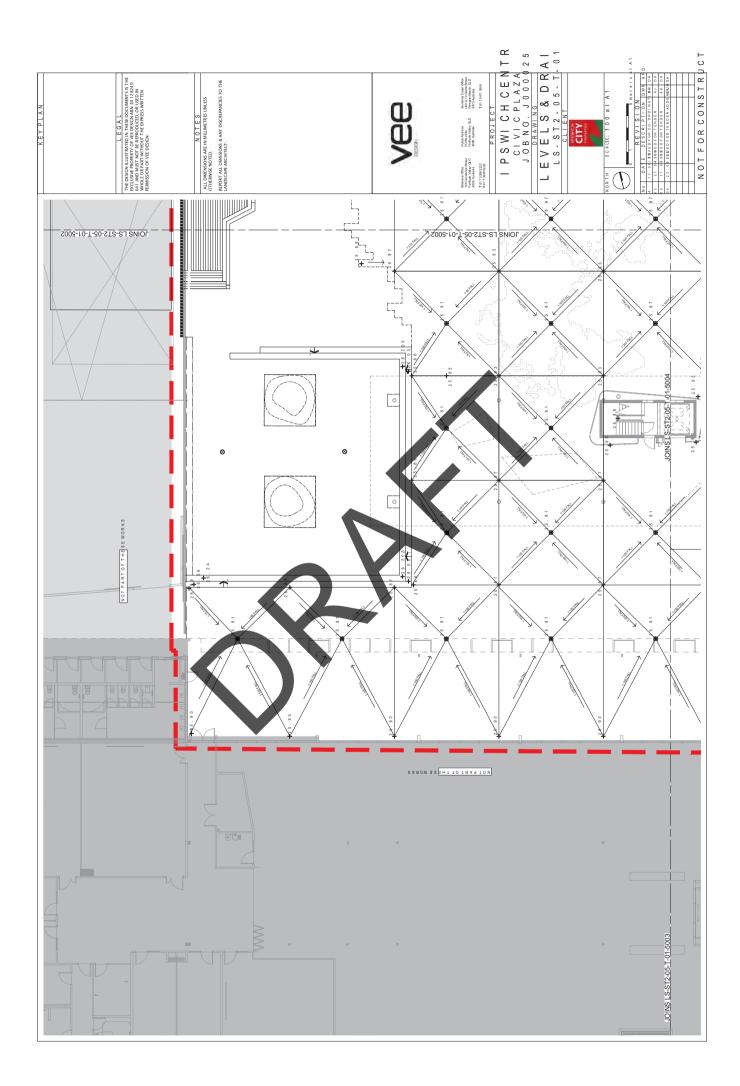


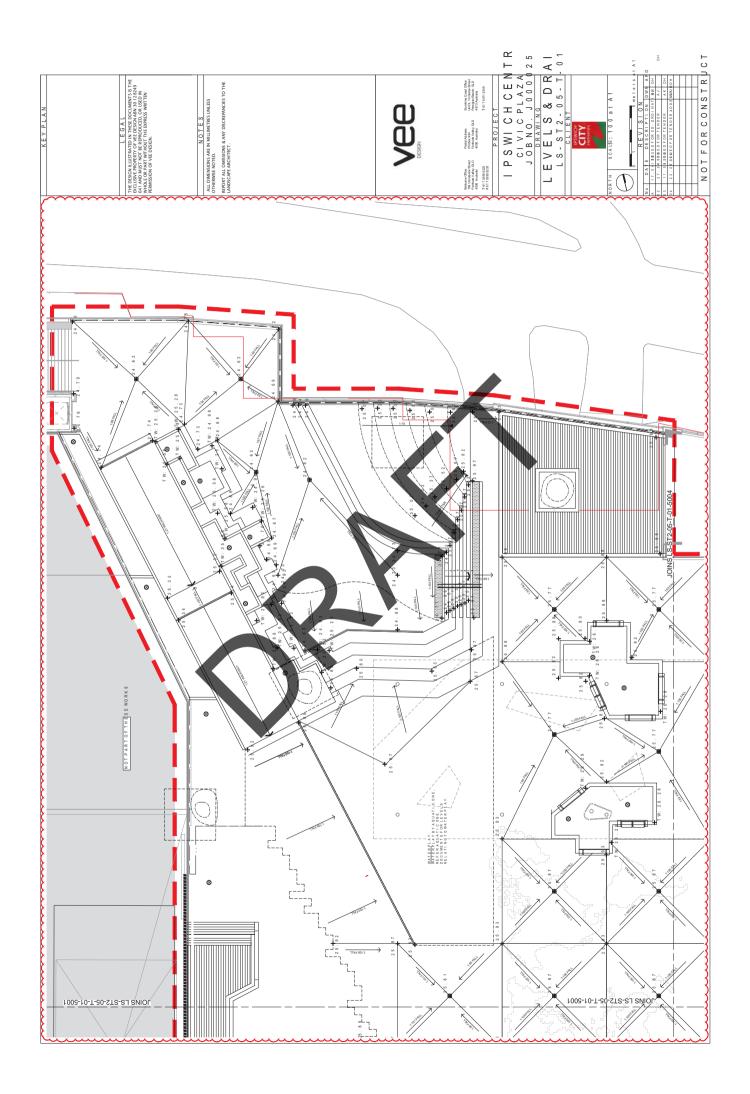


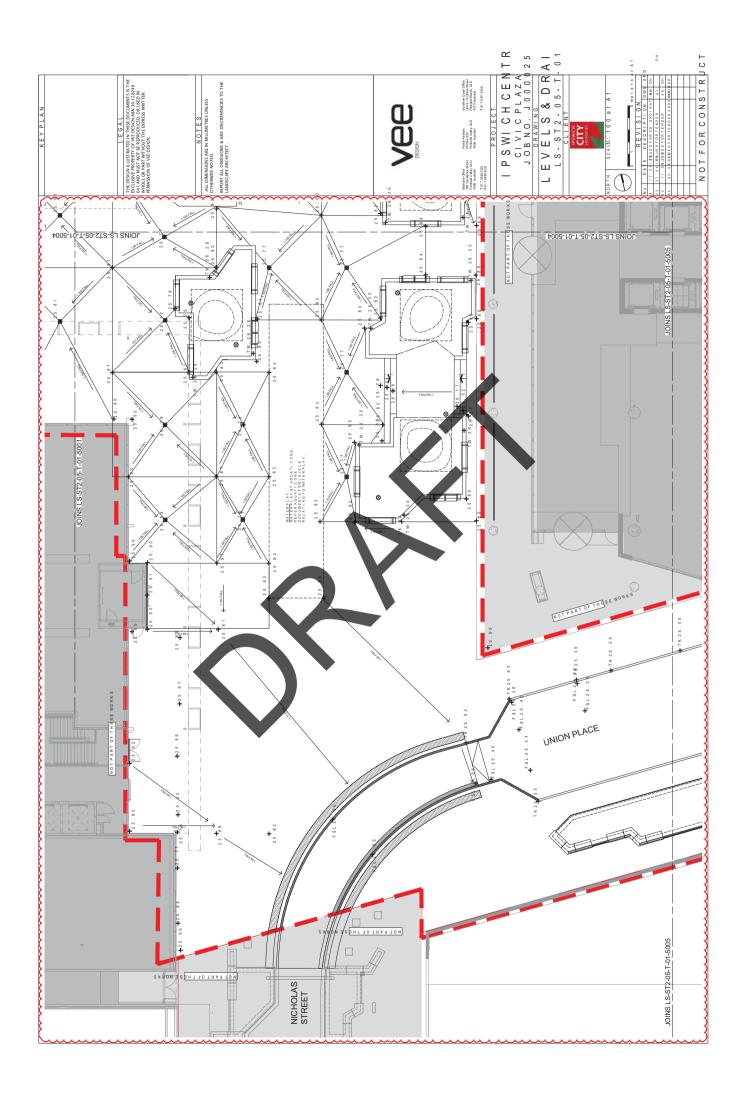


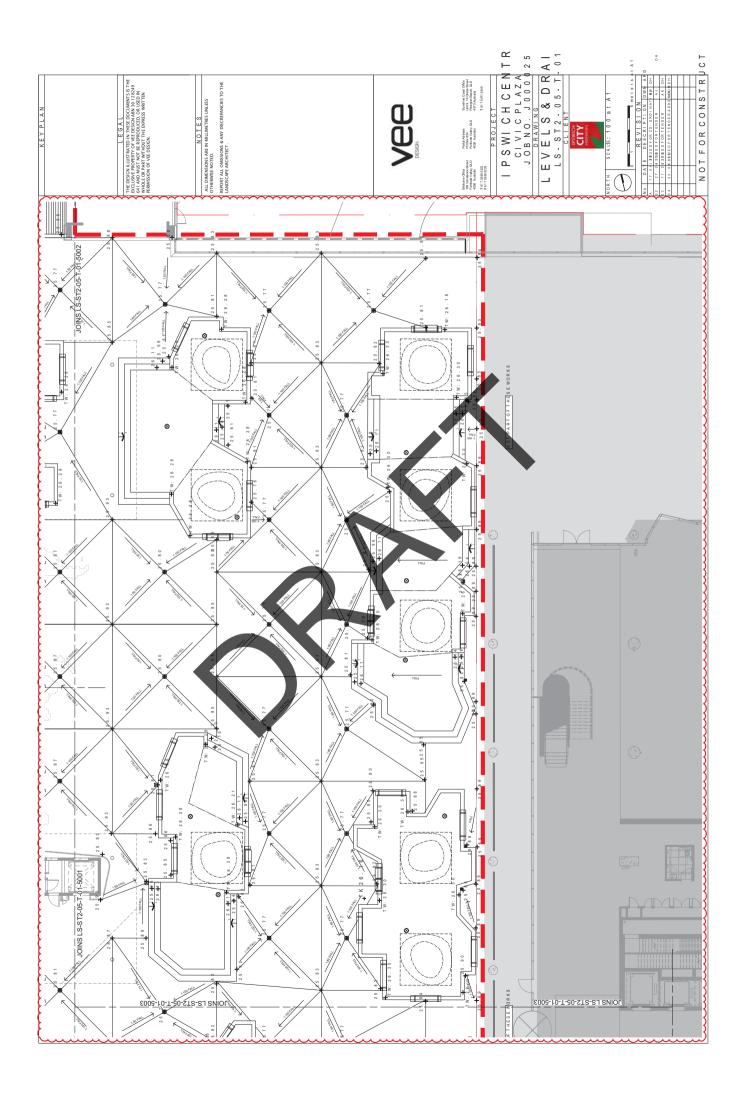


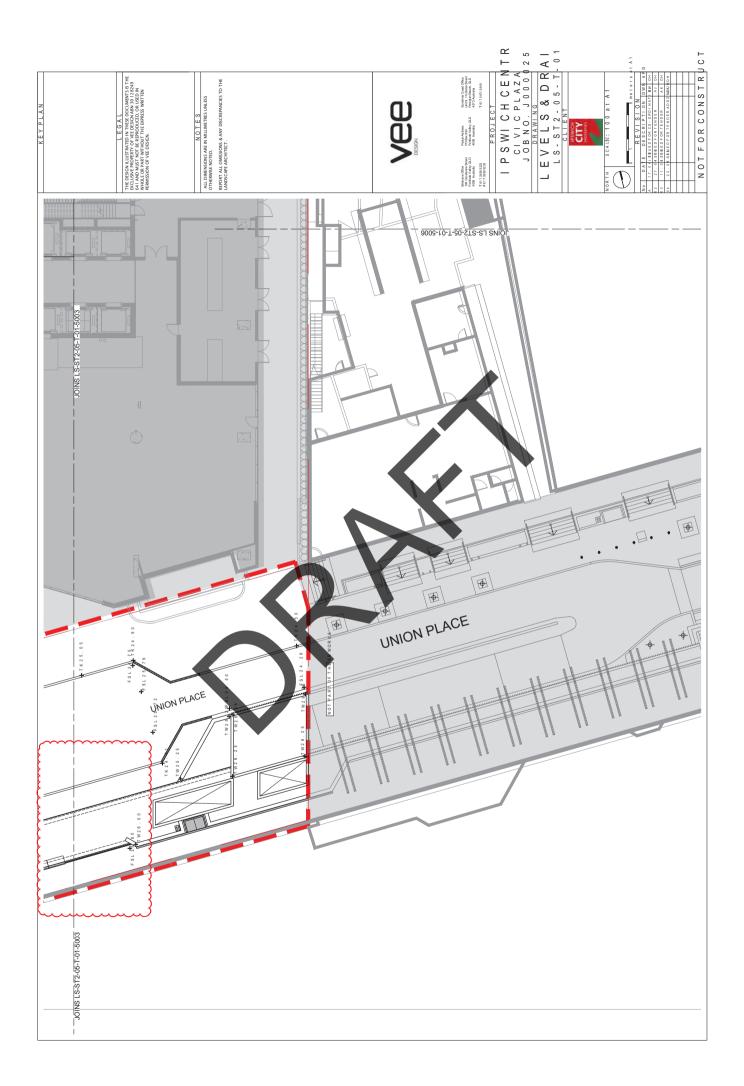


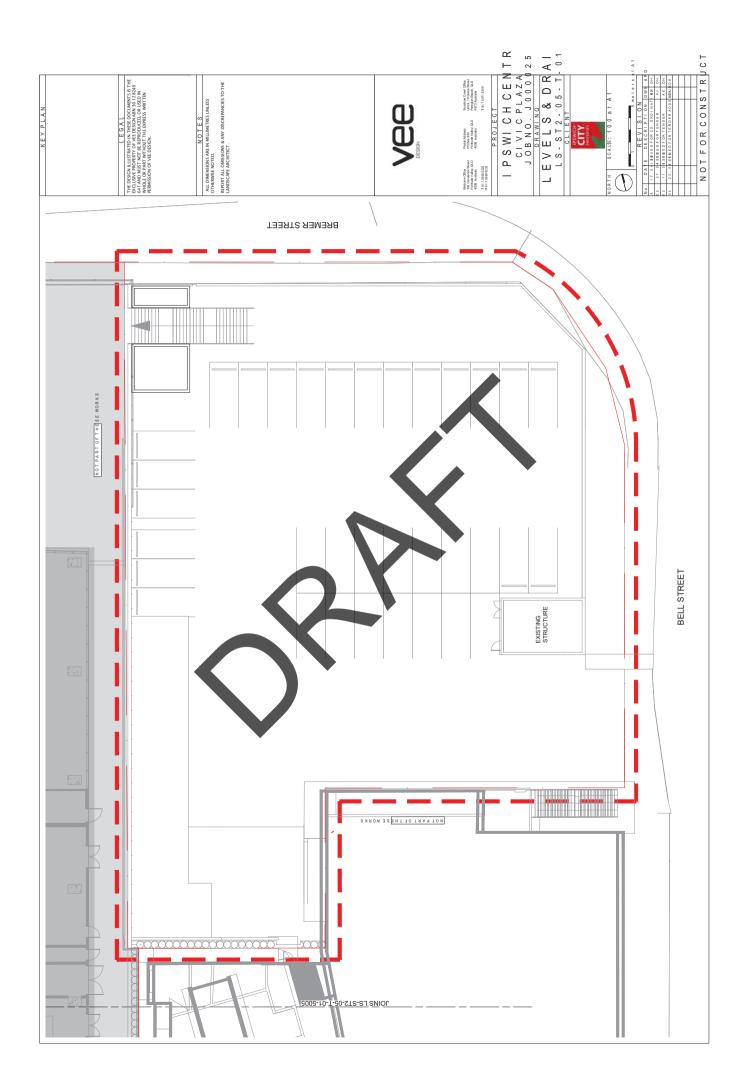


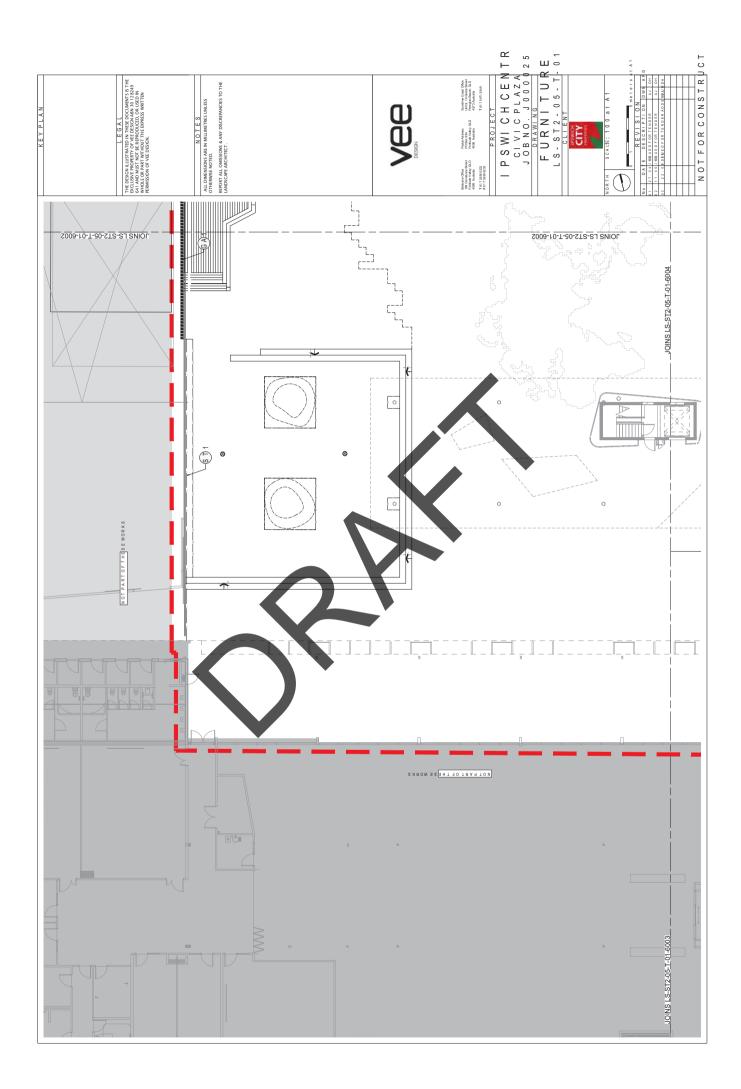


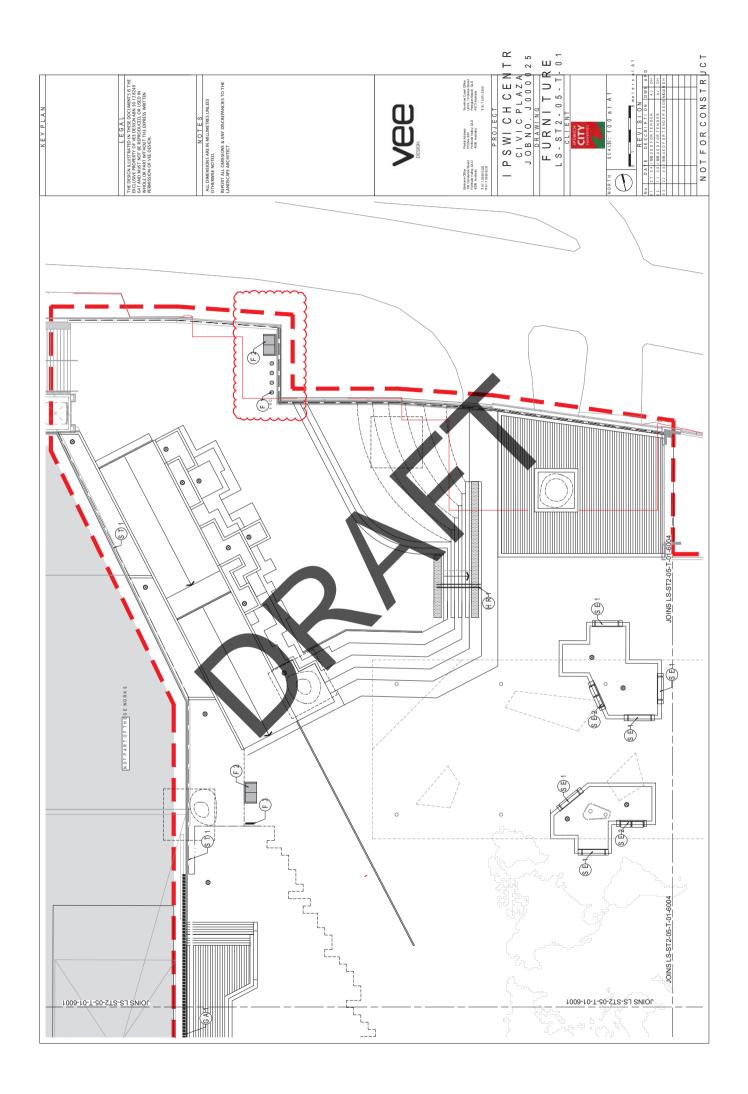


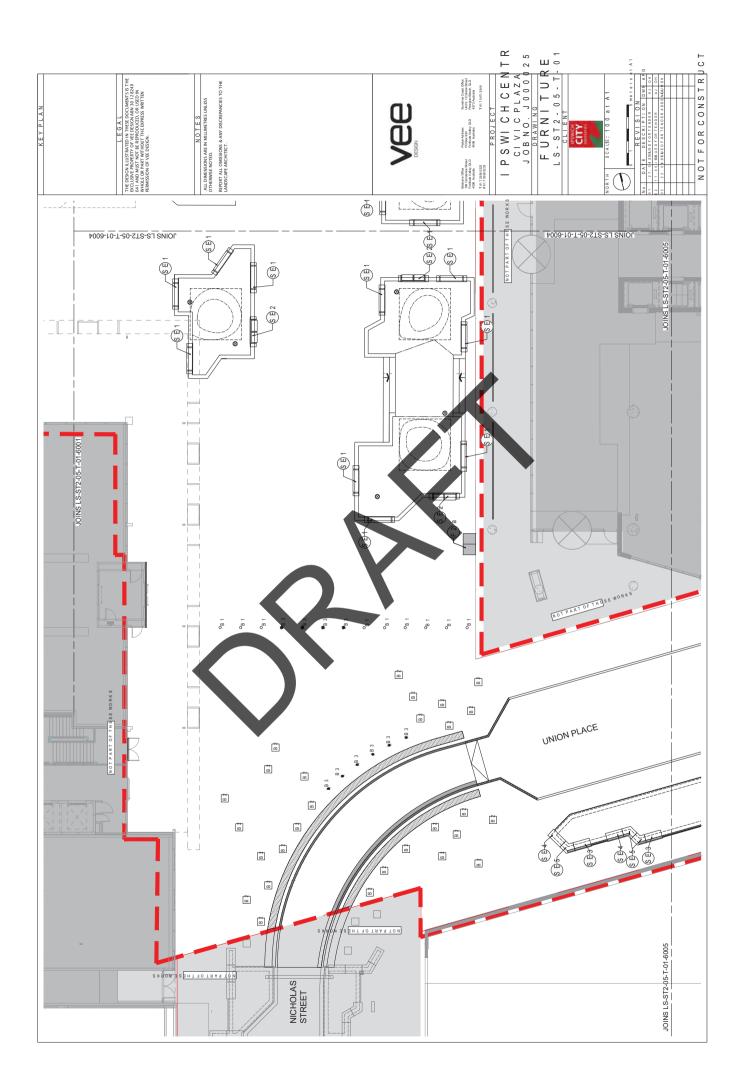


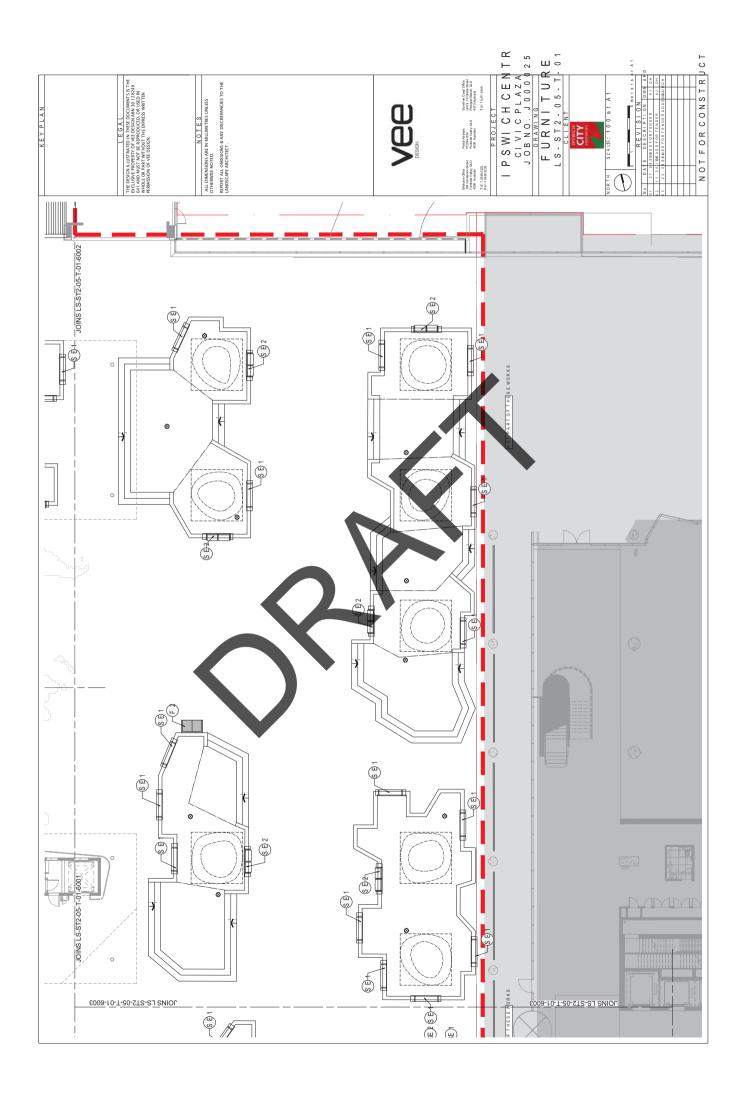


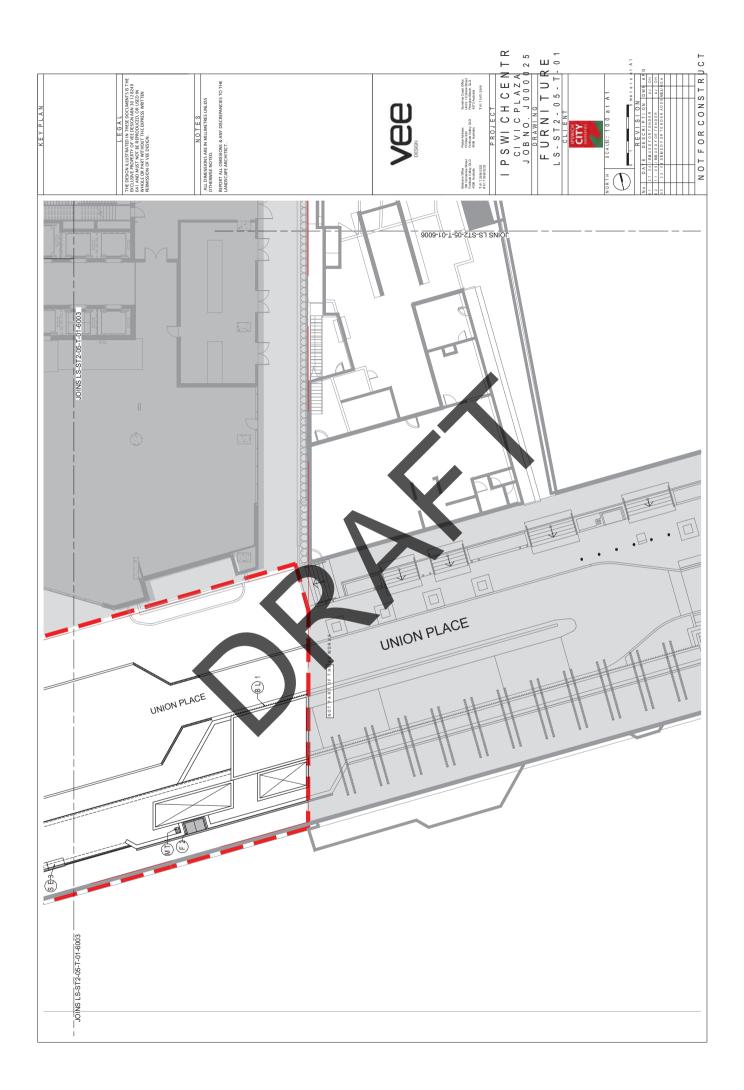


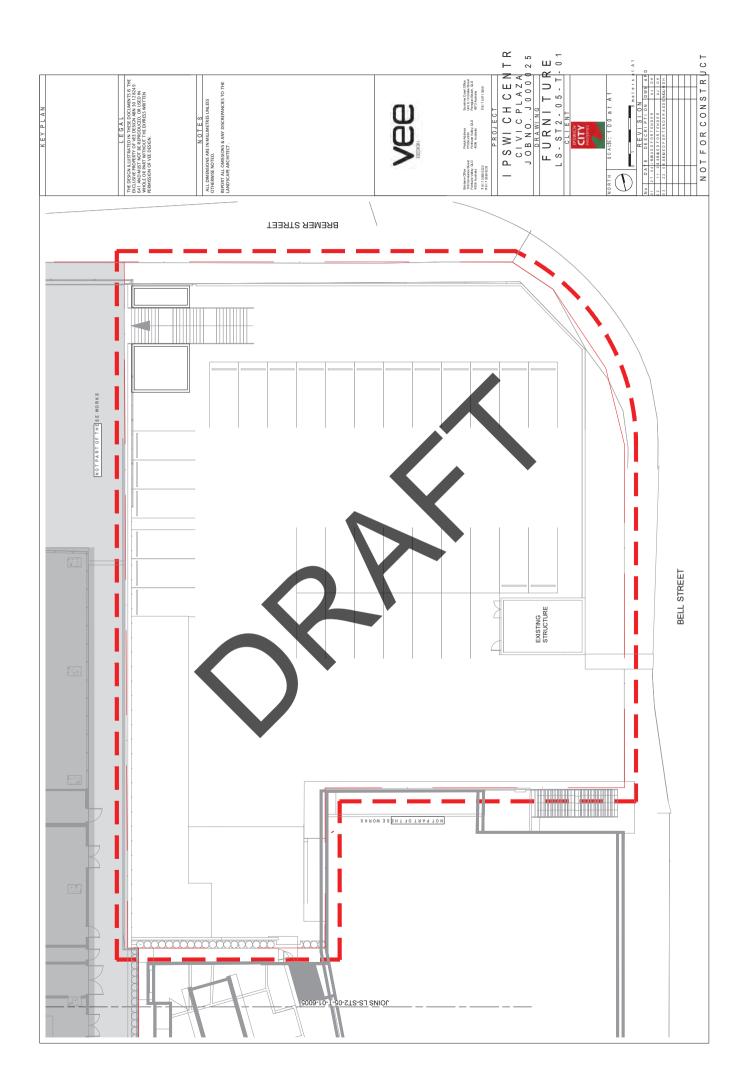


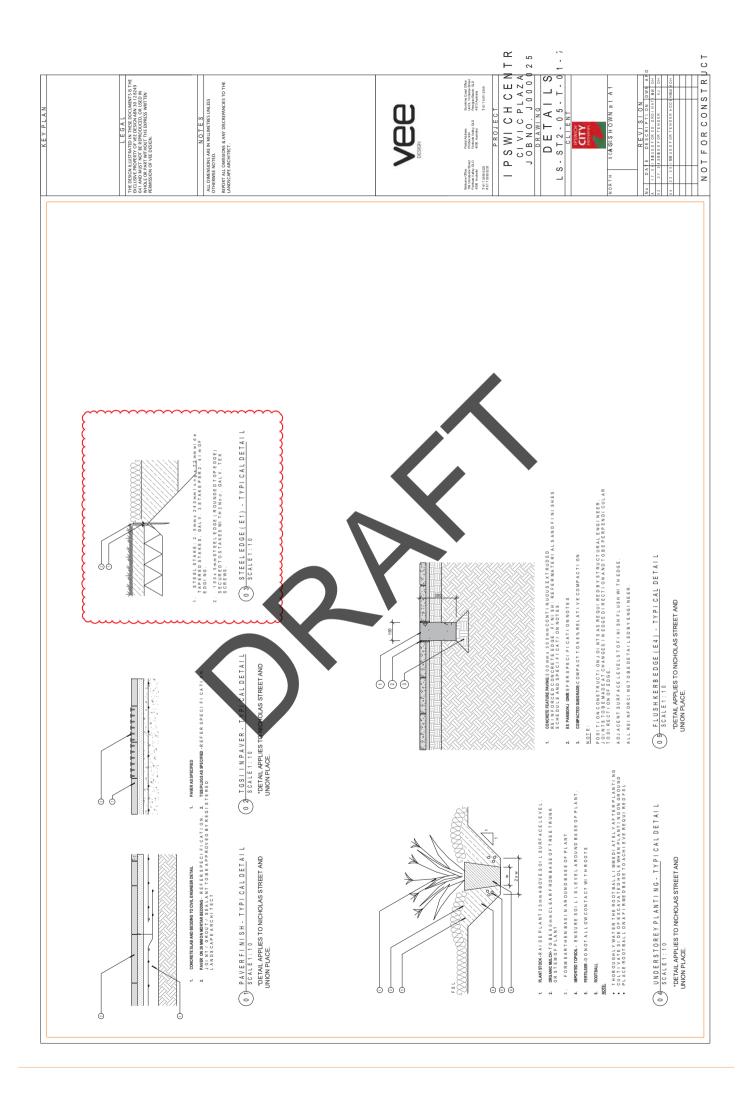


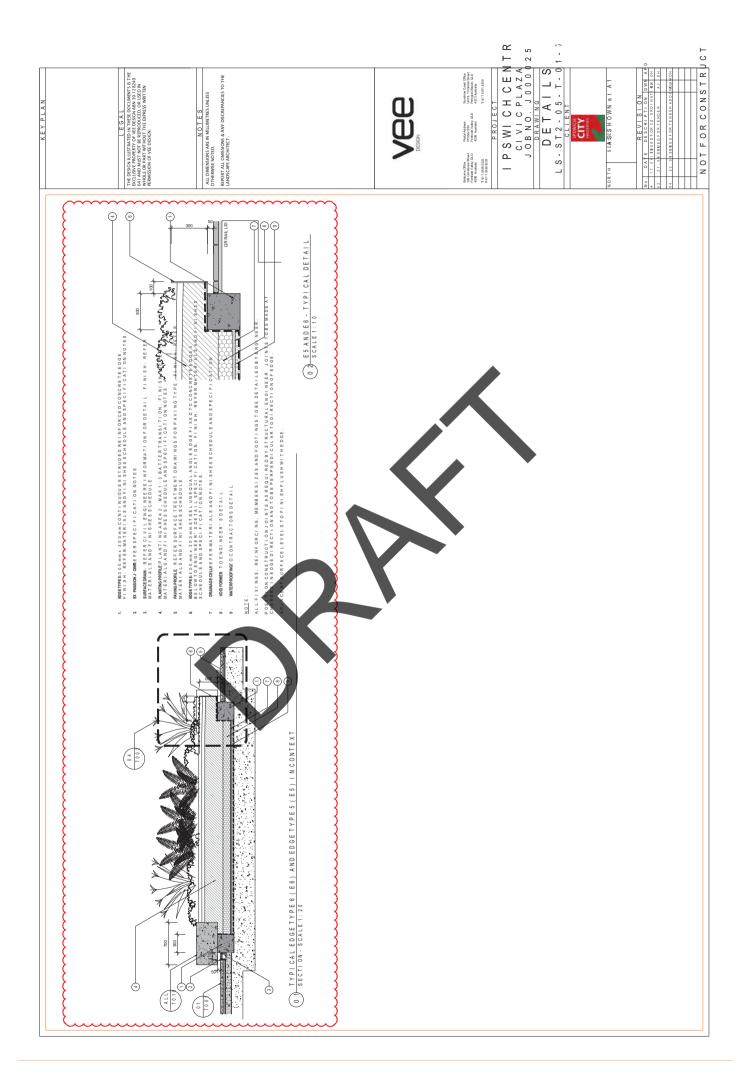


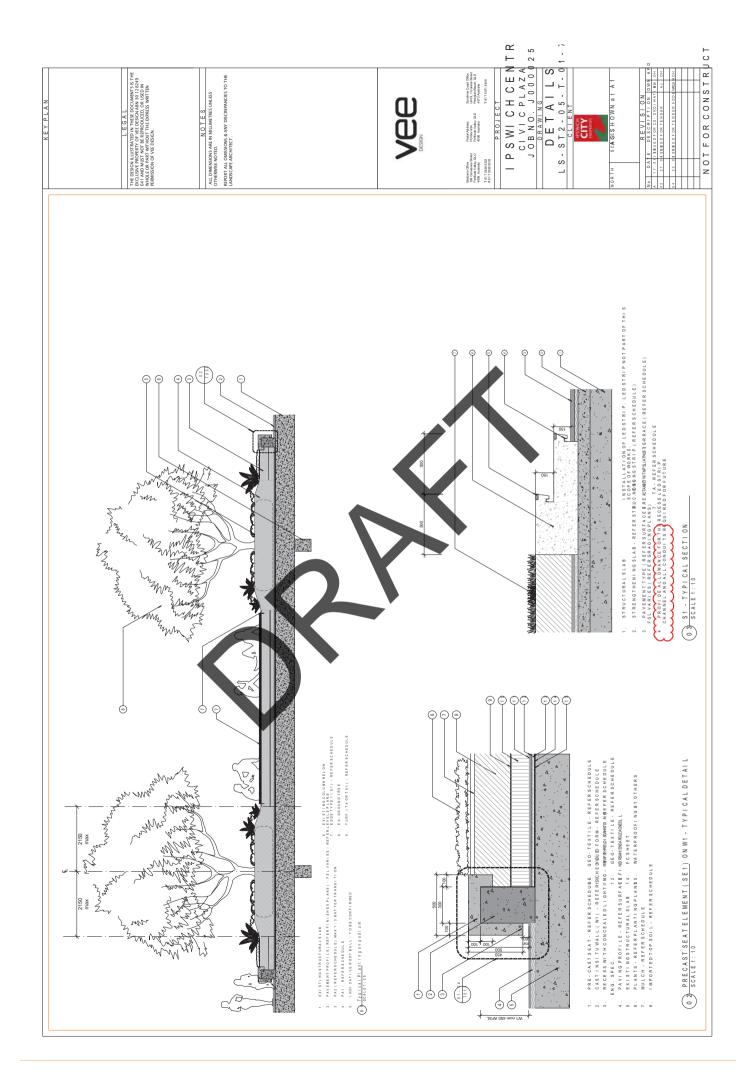


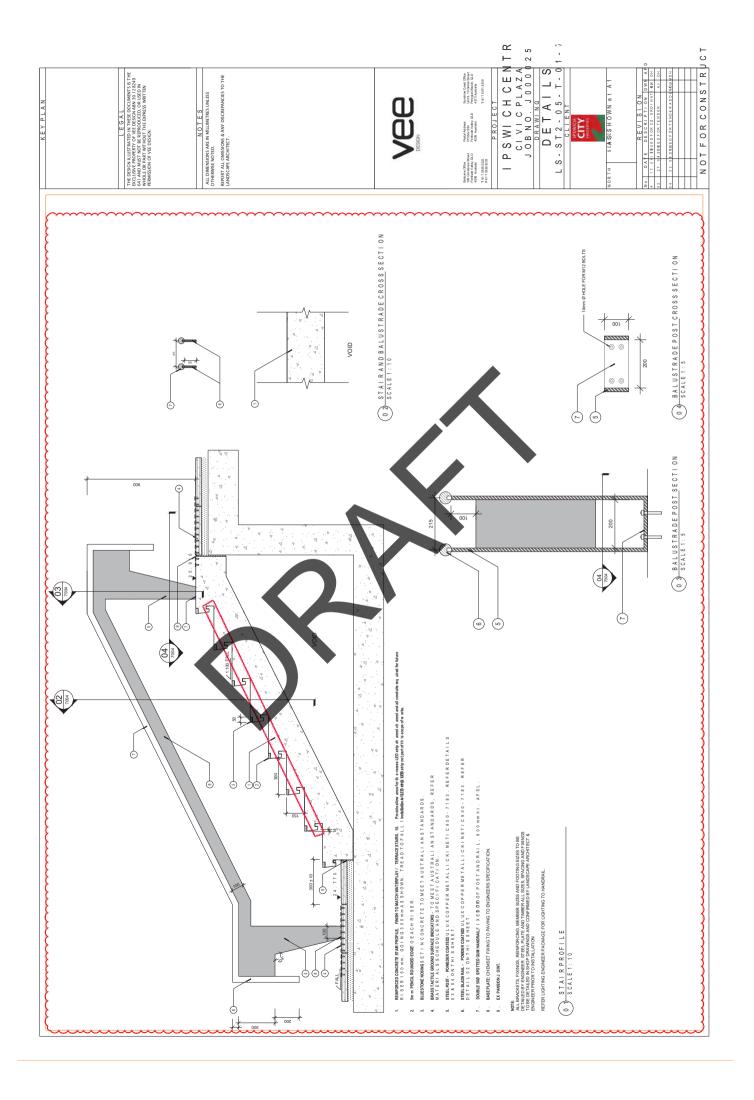


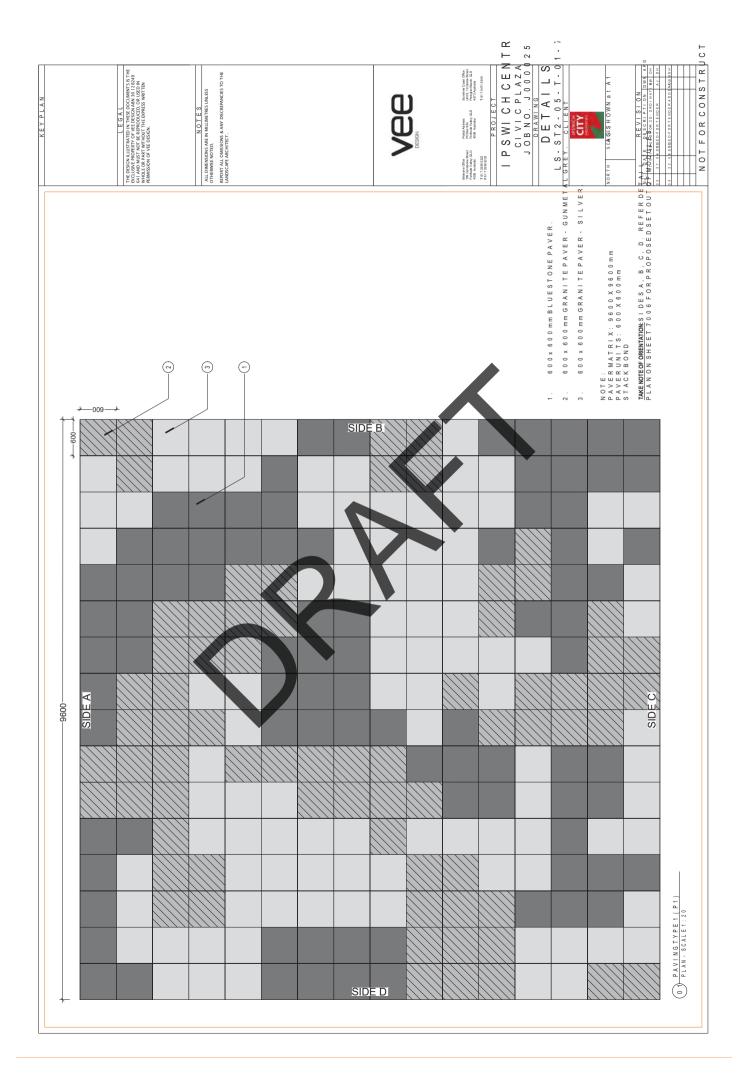


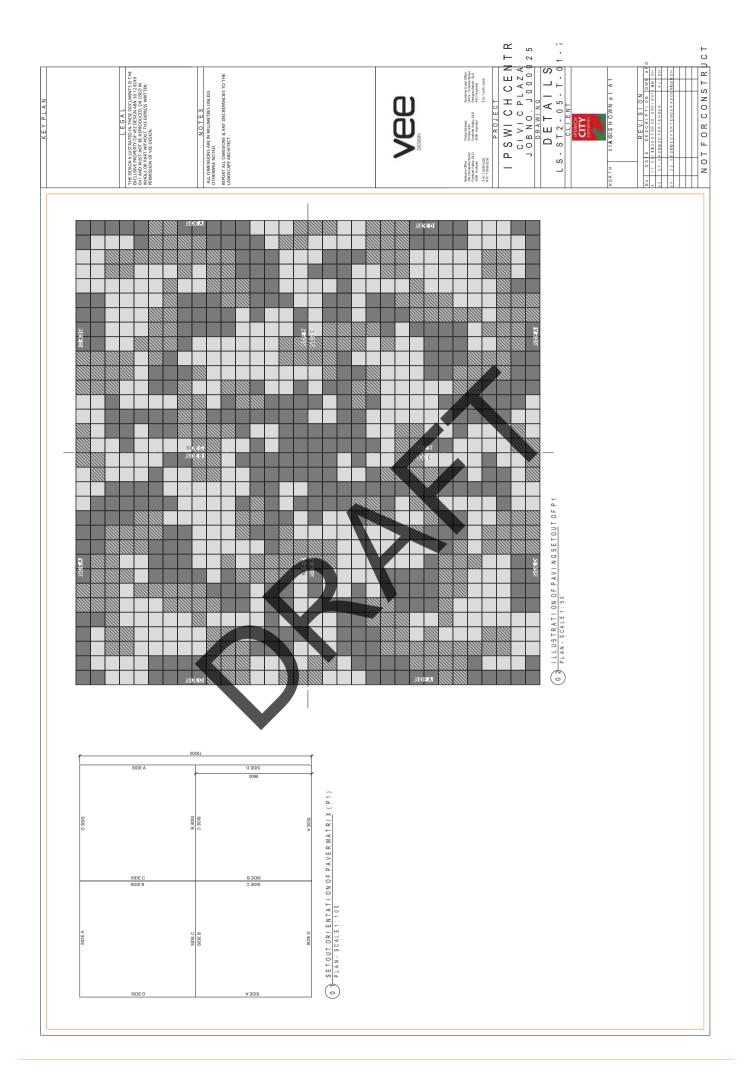


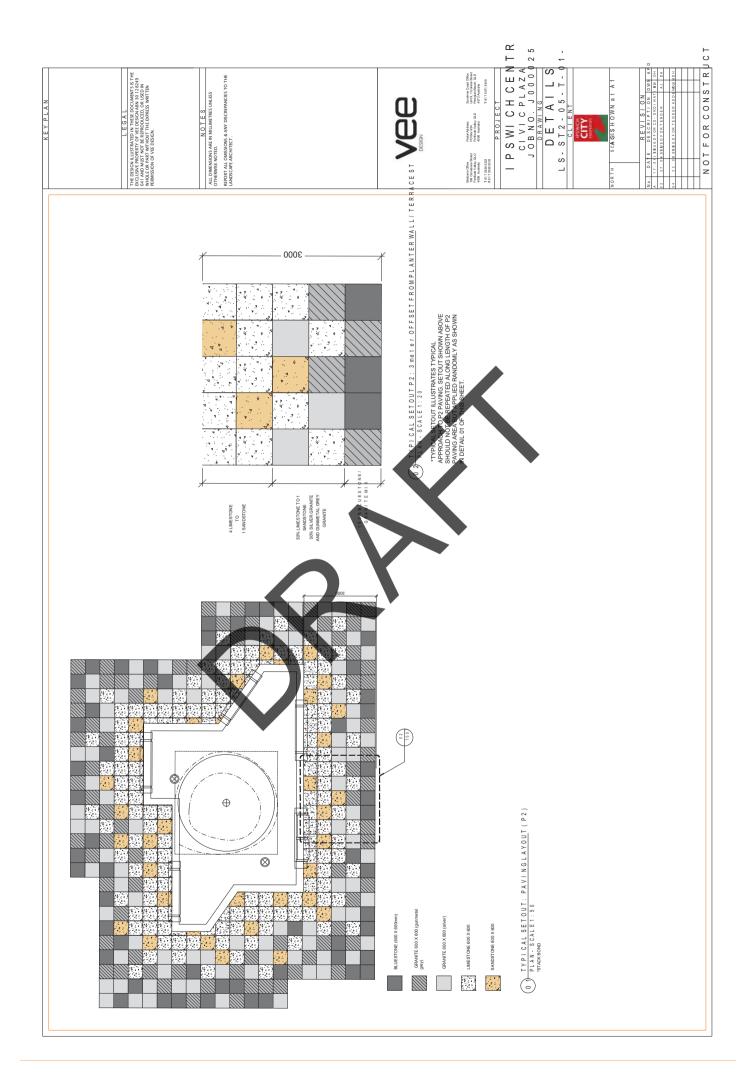


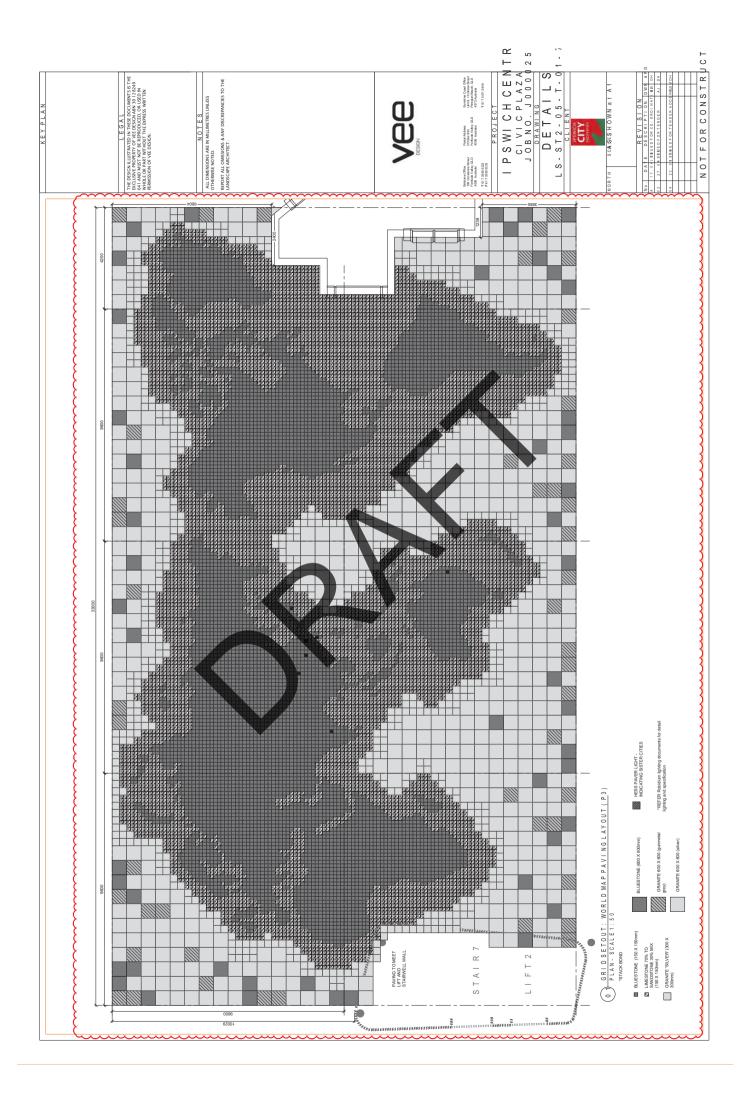


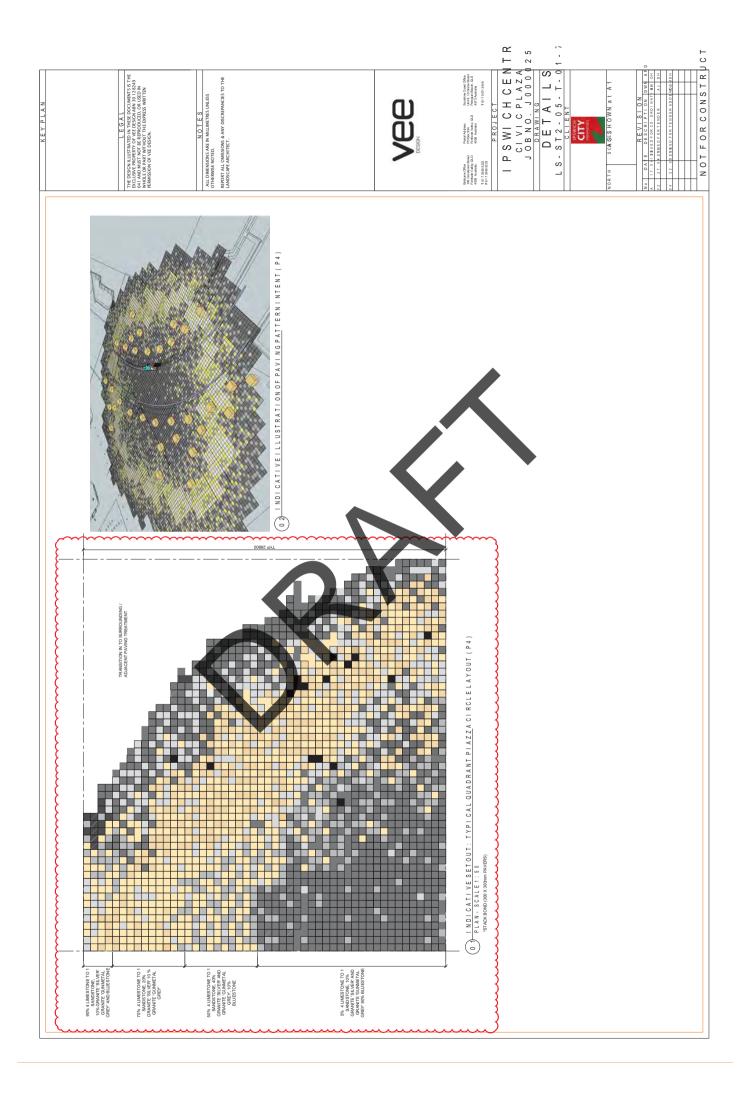


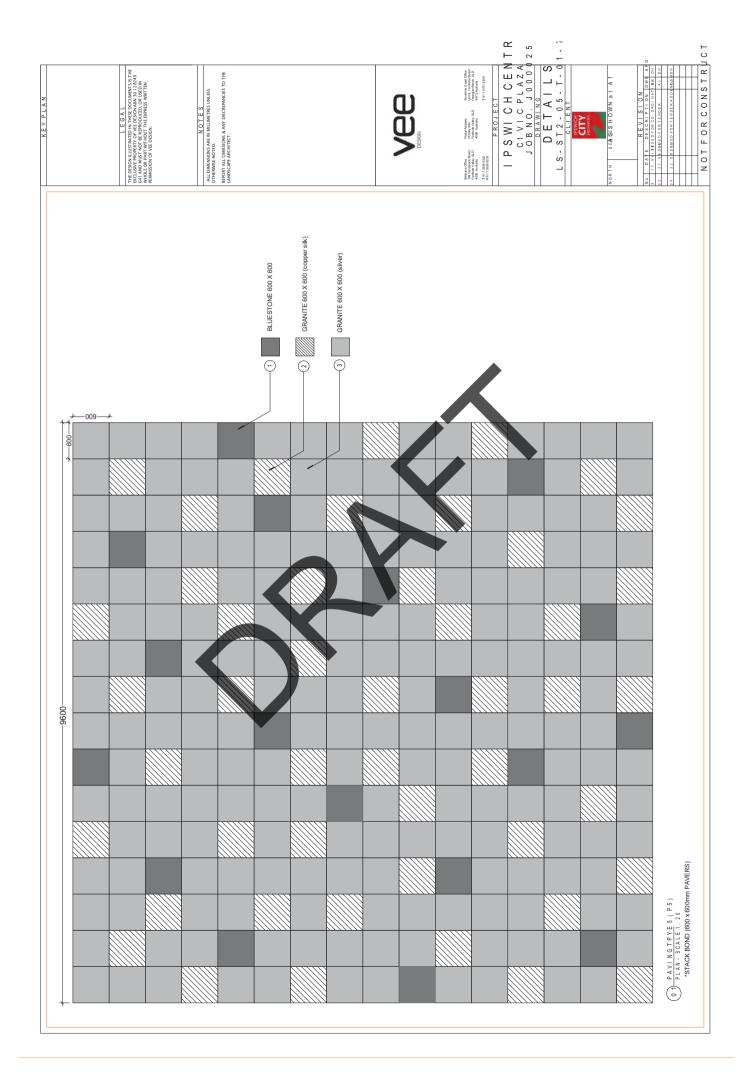


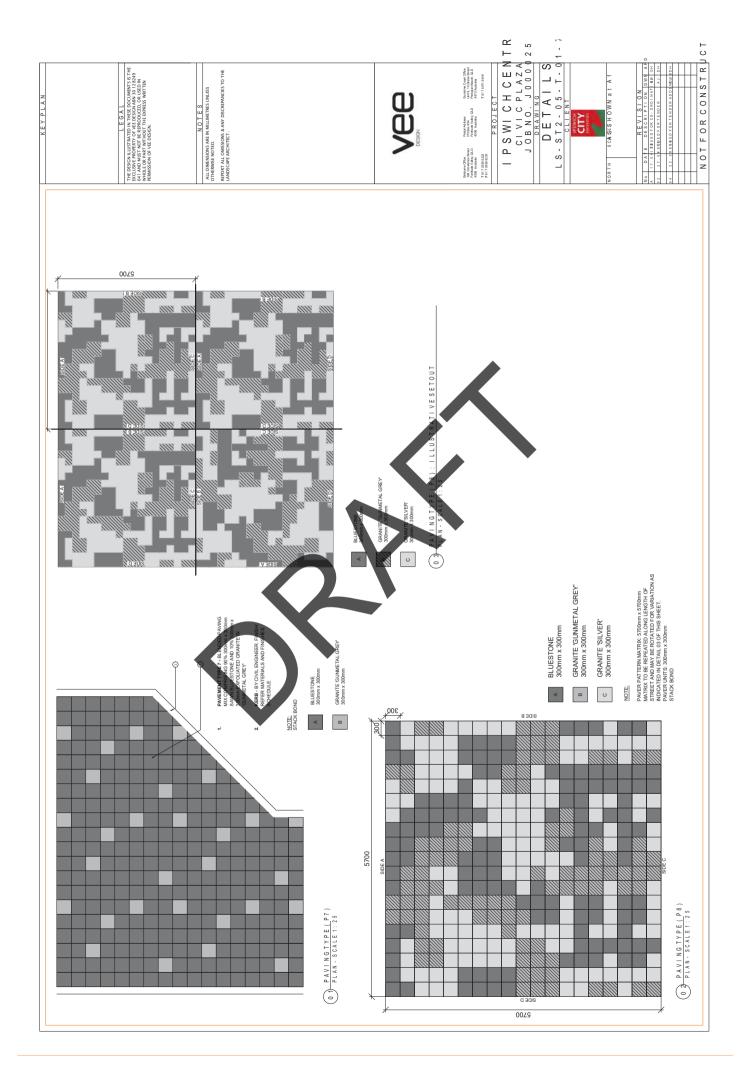


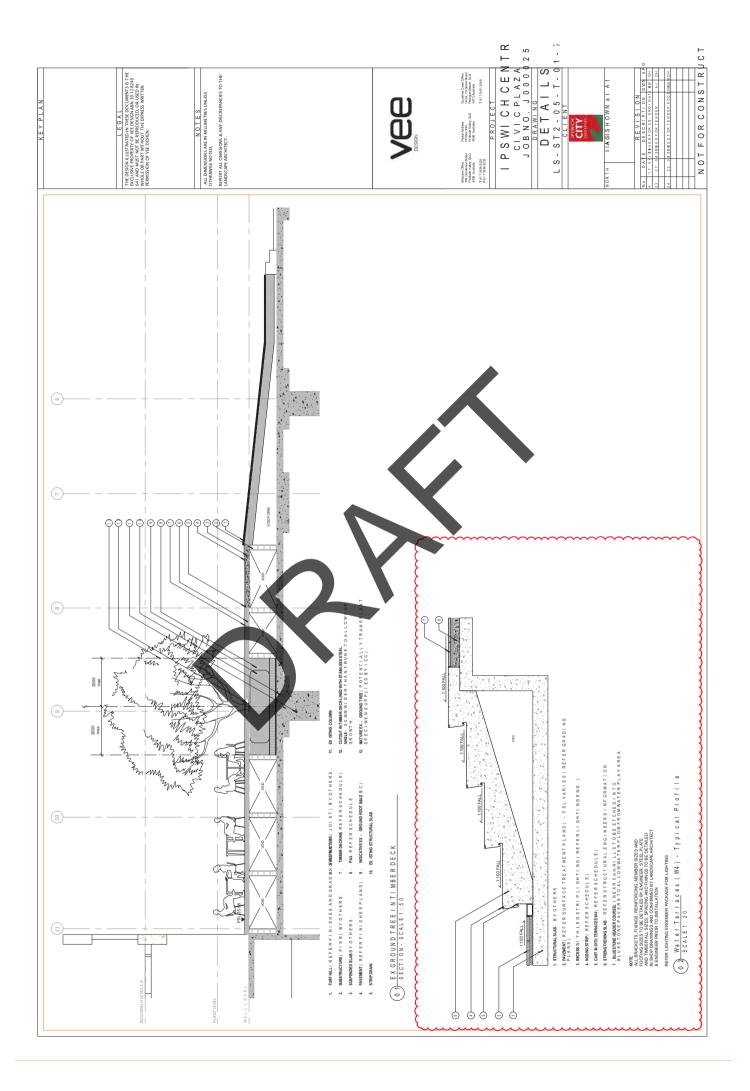


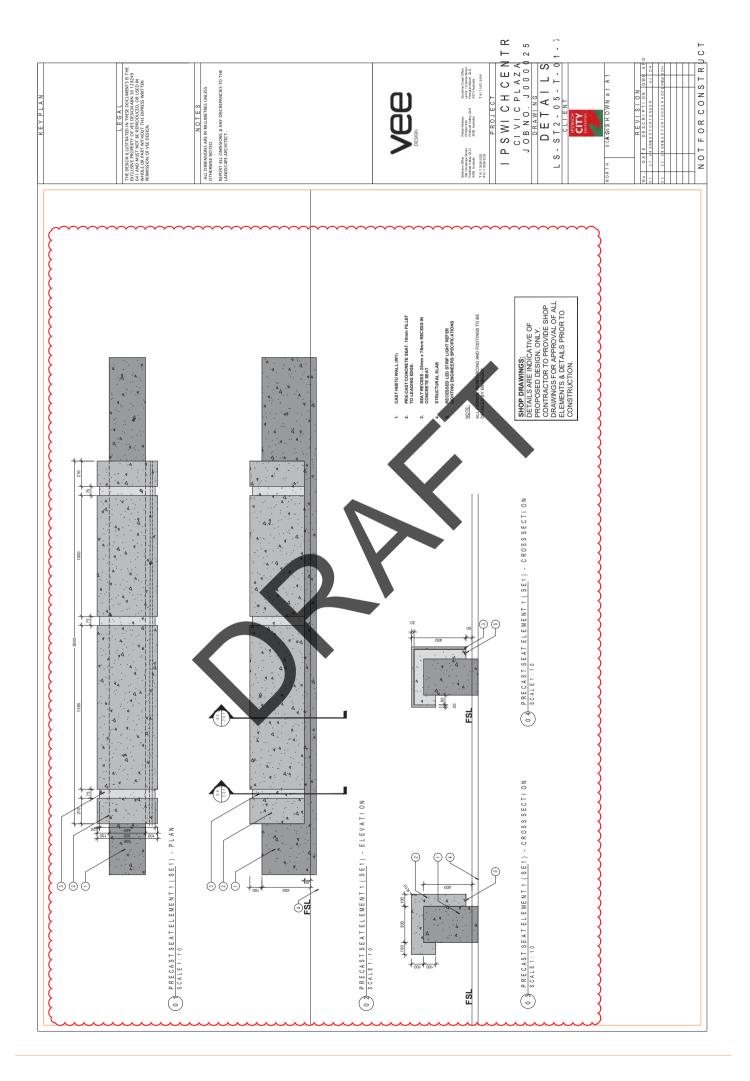


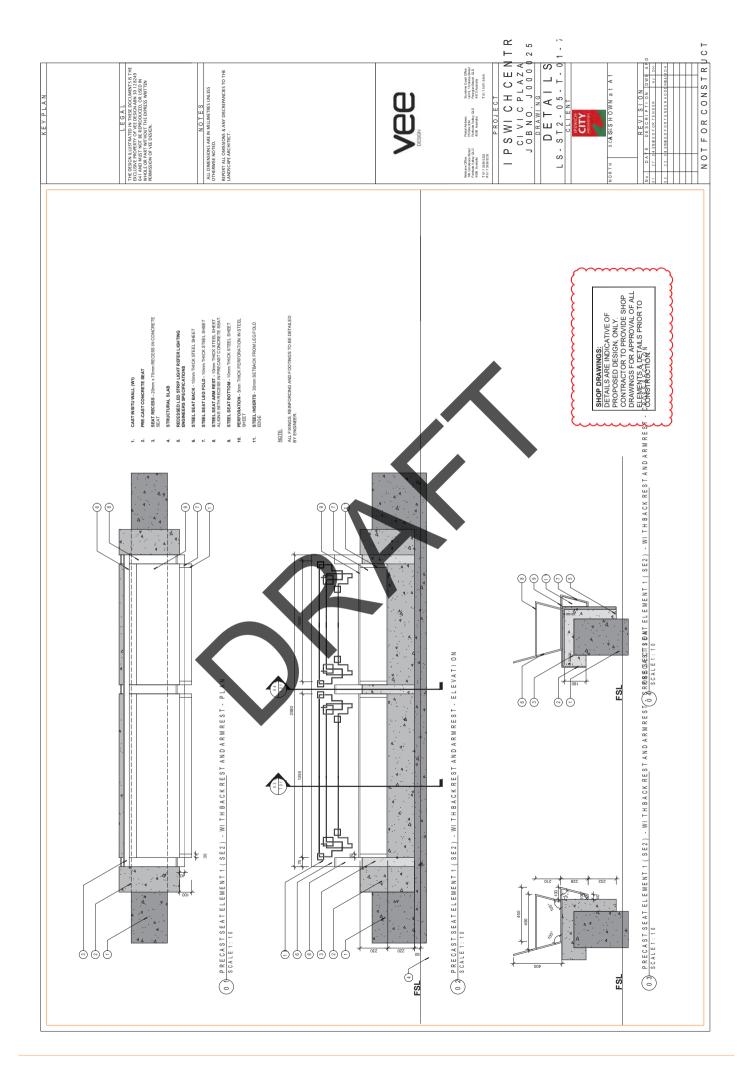


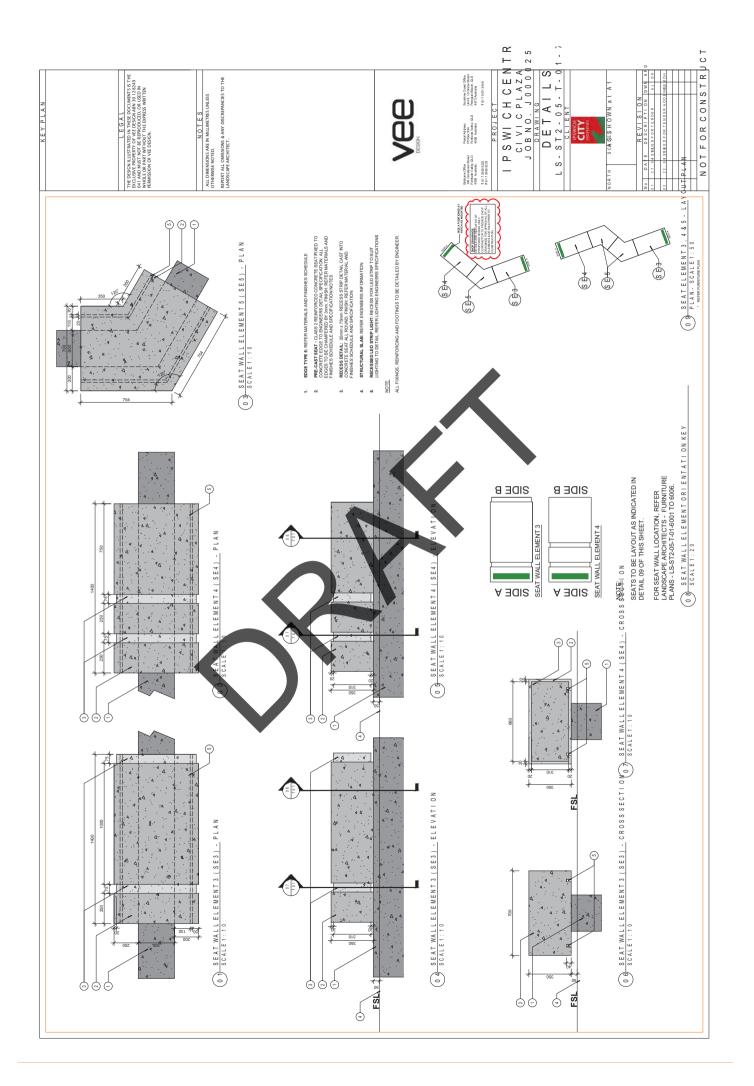


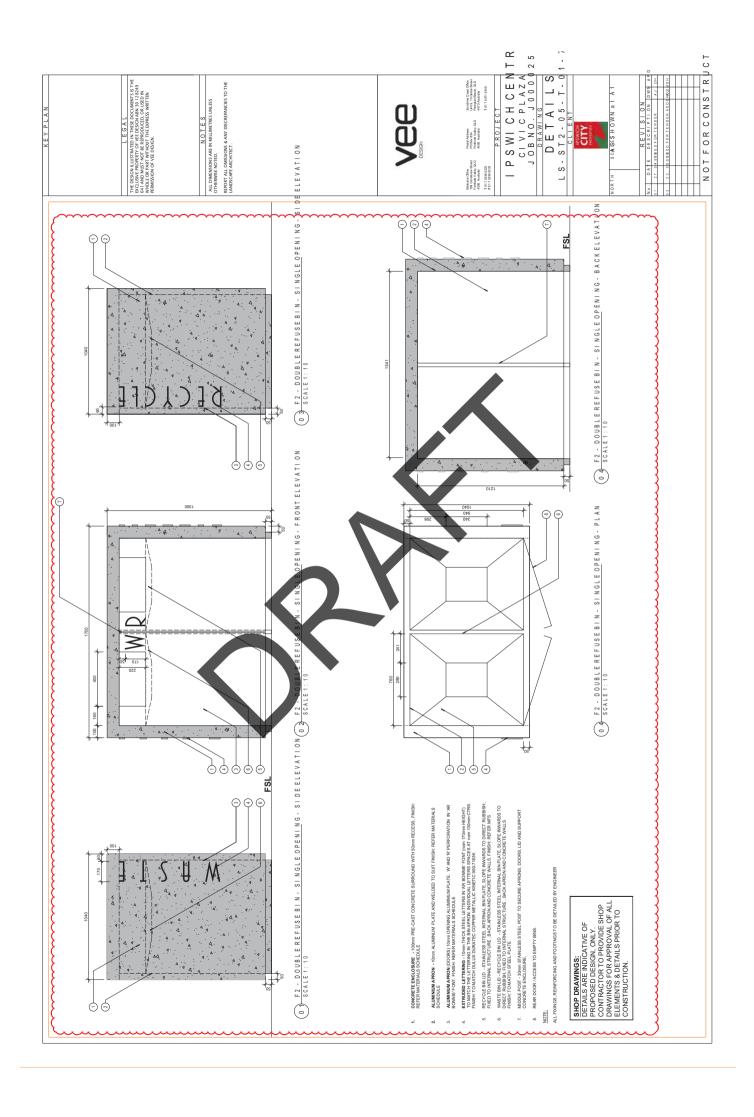


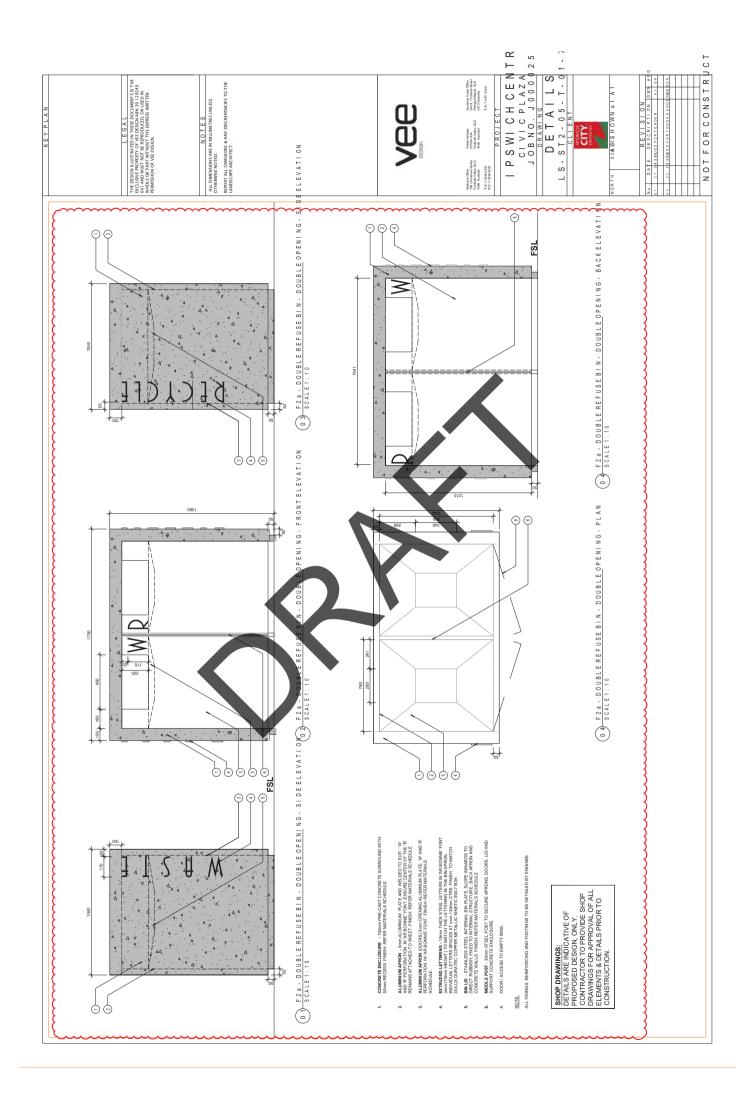


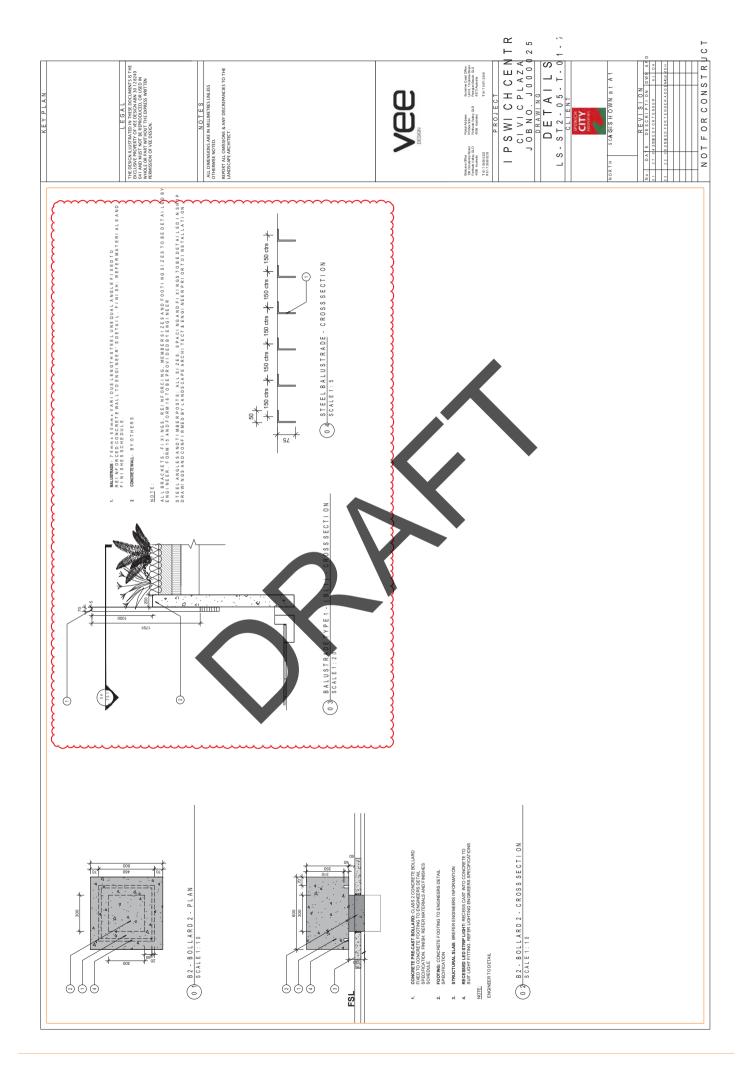


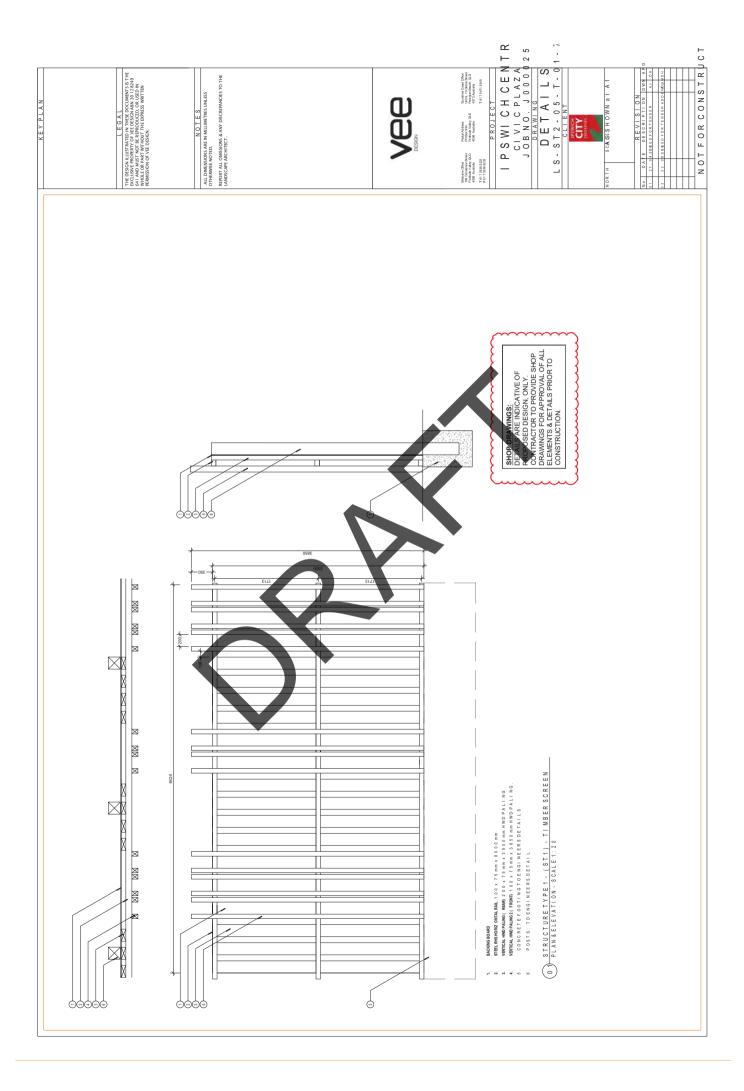


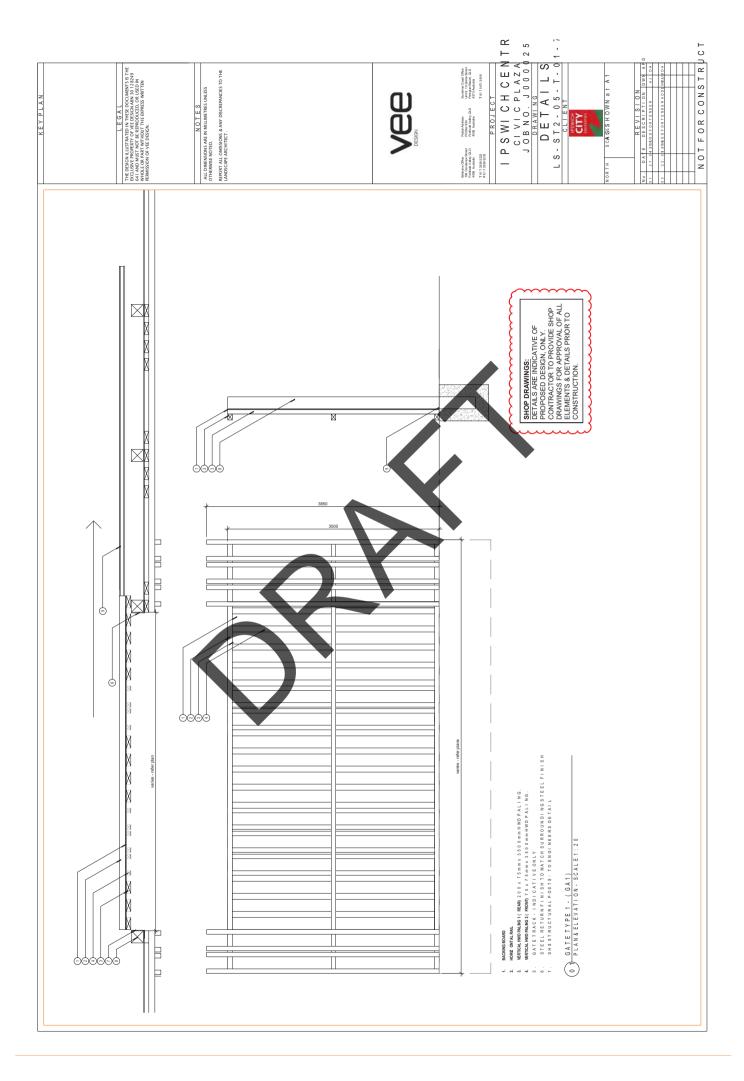
















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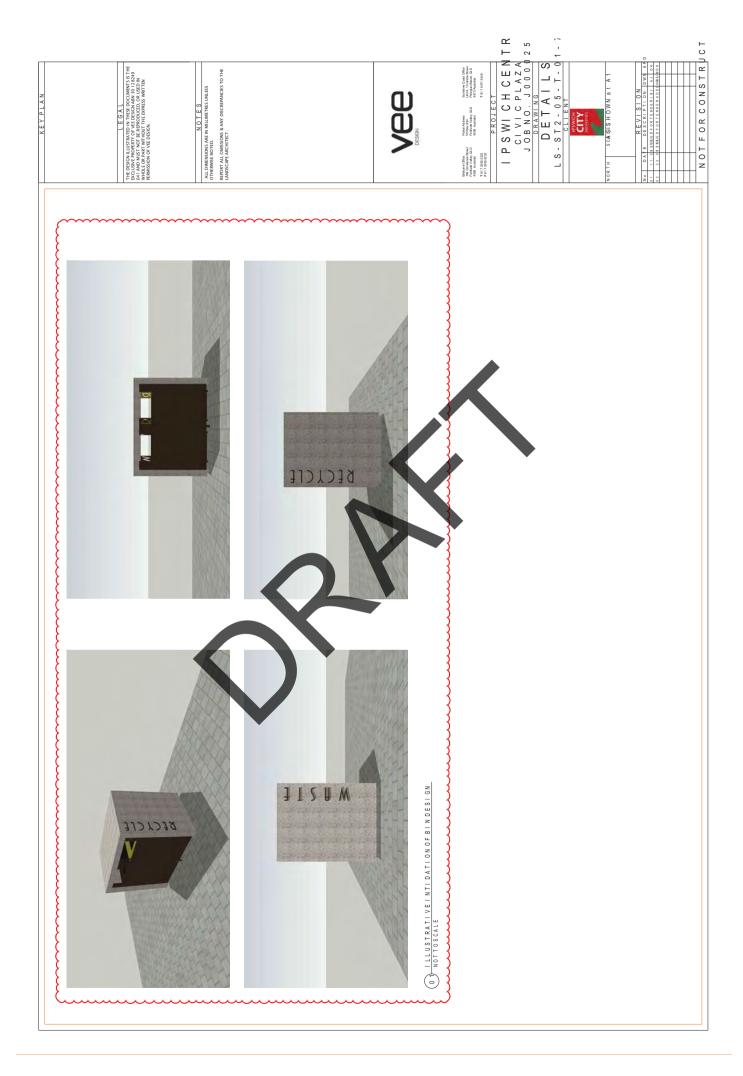


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ECONOMIC DEVELOPMENT COMMITTEE NO. 2018(01)

7 NOVEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and

COMMITTEE ATTENDANCE: Steve Greenwood

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Economic Development Committee on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Committee Charter they will also declare Conflict of Interests and potential Conflict of Interests.

In accordance with section 7.7 of the Draft Terms of Reference the report of the previous meetings, being the Economic Development and Digital City Committee and (in part) Libraries and Tourism Committee, were confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

1. <u>CATEGORY THREE EVENT SPONSORSHIPS OCTOBER 2018</u>

With reference to a report by the Events and Engagement Officer dated 15 October 2018 concerning Category Three Event Sponsorship applications.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council allocate event sponsorship of \$4,999 to Earth Frequency Festival from the 2018-2019 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.
- B. That Council allocate event sponsorship of \$3,000 to the Knife Art Association for the 2019 Queensland Knife Show from the 2018-2019 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.

It was noted that the event organisers of the Brassall Christmas in the Park had advised Council that they had decided not to proceed with the event this year.

2. CHRISTMAS IN IPSWICH 2018

With reference to a report by the Marketing Services Manager dated 26 October 2018 concerning the Christmas in Ipswich 2018 program.

RECOMMENDATION

That the report concerning the Christmas in Ipswich 2018 program be received and the contents noted.

TRADE AND INVESTMENT QUEENSLAND COMMISSIONERS VISIT

With reference to a report by the Economic Development Manager dated 15 October 2018 concerning the recent visit to Ipswich by Trade and Investment Queensland Commissioners.

RECOMMENDATION

That the report concerning the recent visit to Ipswich by Trade and Investment Queensland Commissioners be received and the contents noted.

4. <u>DISCOVER IPSWICH QUOTE CONSIDERATION PLAN</u>

With reference to a report by the Tourism Development Manager dated 29 October 2018 concerning the Discover Ipswich Quote Consideration Plan.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council adopt the Discover Ipswich Quote Consideration Plan to enter into a contract with the Seven Network for content development as outlined in the report by the Tourism Development Manager dated 10 October 2018 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- B. That Council enter into a contract with the Seven Network for content promotion services.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract with the Seven Network to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

- D. That Council adopt the Quote Consideration Plan to enter into a contract with Facebook for content promotion as outlined in the report by the Tourism Development Manager dated 10 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- E. That Council enter into a contract by way of an account with Facebook for content promotion services.
- F. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract with Facebook to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- G. That Council adopt the Quote Consideration Plan to enter into a contract with Google YouTube for content promotion as outlined in the report by the Tourism Development Manager dated 10 October 2018 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- H. That Council enter into a contract by way of an account with Google YouTube for content promotion services.
- I. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract with Google YouTube to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- J. That Council adopt the Quote Consideration Plan to enter into a contract with DTB for content development as outlined in the report by the Tourism Development Manager dated 10 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- K. That Council enter into a contract with DTB for billboard promotion services.
- L. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract with DTB to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

AUSTRALIAN FIM SPEEDWAY GRAND PRIX

With reference to a report by the Tourism Development Manager dated 15 October 2018 concerning a potential agreement to secure the Australian FIM Speedway Grand Prix for the City of Ipswich.

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council proceed with negotiations to secure the Australian FIM Speedway Grand Prix for the City of Ipswich as outlined in the report by the Tourism Development Manager dated 15 October 2018.
- B. That the proposed agreement terms pursuant to negotiations but subject to Interim Administrator approval, be brought to the Economic Development committee for review and resolution.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 8.30 am.

The meeting closed at 8.45 am.

GROWTH AND INFRASTRUCTURE COMMITTEE NO. 2018(01)

7 NOVEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

<u>INTERIM MANAGEMENT</u> Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and

COMMITTEE ATTENDANCE: Steve Greenwood

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Growth and Infrastructure Committee on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Committee Charter they will also declare Conflict of Interests and potential Conflict of Interests.

In accordance with section 7.7 of the Draft Terms of Reference the report of the relevant previous meetings, being the Planning, Development and Heritage Committee, (part of) the Works, Parks and Sport Committee and (part of) the Infrastructure and Emergency Management Committee, were confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

INFRASTRUCTURE DELIVERY PROGRESS AS AT 17 OCTOBER 2018

With reference to a report by the Commercial Finance Manager dated 19 October 2018 concerning the delivery of the 2018–2019 Infrastructure Services Capital Works Portfolio.

RECOMMENDATION

That the report be received and the contents noted.

2. <u>2019-2020 CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM</u>

With reference to a report by the Senior Transport Planner dated 15 October 2018 concerning the Queensland Government Department of Transport and Main Roads 2019–2020 Cycle Network Local Government Grants Program.

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council apply for the projects listed below as part of the Queensland Government's 2019–2020 Cycle Network Local Government Grants Program:
 - Queen Victoria Parade (Design and Construction)
 - Deebing Creek Bikeway Stage 2 (Design Only)
 - Redbank Plains and Springfield Data Counters (Design and Construction)
- B. That as part of the development of the 2019–2020 Capital Portfolio, funds be considered for inclusion as part of the *Strategic Transport Sub-program* to align with Council's 2019–2020 Cycle Network Local Government Grants Program application as outlined in Recommendation A.

iGO RISK MANAGEMENT STRATEGY

With reference to a report by the Transport Planner dated 17 October 2018 concerning the development of the *iGO Risk Management Strategy*, a key deliverable of iGO - the *City of Ipswich Transport Plan*.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the contents of the *iGO Risk Management Strategy,* as outlined in the report by the Transport Planner dated 17 October 2018, be endorsed.
- B. That the Chief Executive Officer communicate and promote the key messages of the *iGO Risk Management Strategy* with relevant stakeholders.
- C. That the *iGO Risk Management Strategy* Risk Register be reviewed annually and reported as part of the iGO Annual Report Card.

4. <u>BRIDGE AND CULVERT REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Bridge and Culvert Rehabilitation capital portfolio subprogram.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Bridge and Culvert Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Bridge and Culvert Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

5. <u>KERB AND CHANNEL REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Kerb and Channel Rehabilitation capital portfolio subprogram.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Kerb and Channel Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment B to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Kerb and Channel Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

6. <u>PARKS REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Parks Rehabilitation capital portfolio sub-program.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Parks Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Parks Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

7. <u>PATH REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY</u> LIST OF PROJECTS

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Path Rehabilitation capital portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Path Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment B to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Path Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

8. <u>SPORT FACILITY REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Sport Facility Rehabilitation capital portfolio sub-program.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Sport Facility Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Sport Facility Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

9. <u>STREET FURNITURE REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Street Furniture Rehabilitation capital portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Street Furniture Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Street Furniture Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

10. <u>SEALED ROAD REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Sealed Road Rehabilitation capital portfolio sub-program.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Sealed Road Rehabilitation sub-program as part of the 2019–2020 and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment B to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Sealed Road Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

11. <u>DRAINAGE REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Drainage Rehabilitation capital portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Drainage Rehabilitation sub-program as part of the 2019–2020 and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Drainage Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

12. <u>FACILITY REHABILITATION – 2019-2020 CAPITAL PORTFOLIO SUB-PROGRAM – PRIORITY LIST OF PROJECTS</u>

With reference to a report by the Senior Planning Officer (Asset Management) dated 16 October 2018 concerning the Facility Rehabilitation capital portfolio sub-program.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Facility Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 16 October 2018, be considered when developing the Facility Rehabilitation sub-program as part of the 2019–2020 budget and future capital works portfolio, subject to funding availability.

In discussing Items 4 to 12, the members of the Interim Management Committee and the Interim Administrator discussed and endorsed the need to have an "exception reporting" approach to committee reports; to identify any decisions or actions taken by council officers outside of the conventional delegations and channels. This will deliver greater transparency to enable a clear understanding of the reasoning behind the decisions and actions.

13. WORKS, PARKS AND RECREATION QUARTERLY ACTIVITY REPORT – JULY TO SEPTEMBER 2018

With reference to a report by the Business Systems and Support Coordinator dated 19 October 2018 concerning the Works, Parks and Recreation quarterly activity report for July to September 2018.

RECOMMENDATION

That the report be received and the contents noted.

14. <u>PLANNING AND DEVELOPMENT DEPARTMENT QUARTERLY ACTIVITY REPORT – SEPTEMBER 2018</u>

With reference to a report by the City Planner dated 23 October 2018 concerning the activities of the Planning and Development Department within the September Quarter 2018.

RECOMMENDATION

That the report be received and the contents noted.

15. ASSESSMENT OF HERITAGE ADVISER SERVICE 2017-2018

With reference to a report by the Strategic Planning Manager dated 17 October 2018 concerning an assessment of the Heritage Adviser Service.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Heritage Adviser, Mr Ivan McDonald, be thanked for his efforts in providing a high quality Heritage Adviser Service.

16. PUBLIC CONSULTATION OF THE DRAFT SCENIC RIM PLANNING SCHEME AND PLANNING SCHEME POLICIES

With reference to a report by the Strategic Planning Manager dated 29 October 2018 concerning the public consultation of the Draft Scenic Rim Planning Scheme and Planning Scheme Policies.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Strategic Planning Manager be requested to attend to the relevant matters associated with advising the Acting Director Regional Services, Scenic Rim Regional Council of the contents of this report.

17. <u>NEW IPSWICH PLANNING SCHEME</u>

With reference to a report by the Strategic Planning Manager dated 29 October 2018 concerning the preparation of a new Ipswich Planning Scheme under the *Planning Act* 2016.

The Interim Administrator noted that this was an opportunity for Council to progress community consultation, formulate an updated strategic framework for future growth and development of the city and possibly prepare a draft planning scheme by the March 2020 local government elections. This will enable a newly elected Council to undertake public engagement on a draft planning scheme and finalise the scheme.

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council):
 - 1. prepare a new Ipswich Planning Scheme pursuant to section 18 of the *Planning Act* 2016 and as outlined, including the administrative matters, in the Strategic Planning Manager's report dated 29 October 2018;
 - 2. give notice of the proposed planning scheme as outlined in the Strategic Planning Manager's Report dated 29 October 2018 to the Chief Executive under section 18(2) of the *Planning Act 2016* and Chapter 1 Part 1 of the *Minister's Guideline and Rules*; and
 - 3. provide to the Chief Executive the Proposed Plan Making Process as included as Attachment A and the Proposed Communications Strategy as included as Attachment B to the Strategic Planning Manager's Report dated 29 October 2018.
- B. That the Strategic Planning Manager be requested to attend to the relevant matters including:
 - 1. giving notice and forwarding the information to be provided to the Chief Executive; and
 - 2. publishing a copy of the Chief Executive's Notice.

18. <u>COURT ACTION STATUS</u>

With reference to a report by the Development Planning Manager dated 26 October 2018 concerning the status of outstanding court actions.

RECOMMENDATION

That the report be received and the contents noted.

19. EXERCISE OF DELEGATIONS REPORT

With reference to a report by the Development Planning Manager dated 26 October 2018 concerning applications determined by delegated authority.

RECOMMENDATION

That the report be received and the contents noted.

20. PLANNING SCHEME MAJOR AMENDMENT PACKAGE 02/2018

With reference to a report by the Strategic Planning Manager dated 29 October 2018 concerning proposed major amendments to Part 14 – Springfield Structure Plan of the Ipswich Planning Scheme.

The Interim Administrator noted that, in part, the proposed amendment was designed to reflect the findings of a recent court of appeal decision relevant to the Springfield Structure Plan.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) amend the Ipswich Planning Scheme by adopting the proposed planning scheme major amendments as detailed in Attachment B Proposed Major Planning Scheme Amendments of the report by the Strategic Planning Manager dated 29 October 2018.
- B. That the proposed planning scheme major amendments as detailed in Attachment B and the Required Material included in Attachment D of the report by the Strategic Planning Manager dated 29 October 2018 be forwarded to the Minister for State Development, Manufacturing, Infrastructure and Planning for consideration of State Interests in accordance with the provisions of the *Planning Act 2016*.
- C. That the Strategic Planning Manager be requested to consult with Springfield Land Corporation on the proposed planning scheme major amendments in accordance with Section 12 of the Springfield Structure Plan.
- D. That the Strategic Planning Manager be requested to attend to all relevant matters associated with the proposed planning scheme major amendments including:
 - giving public notice of the proposals; and
 - advising relevant government agencies.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 8.55 am.

The meeting closed at 9.40 am.

COMMUNITIES COMMITTEE NO. 2018(01)

7 NOVEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

<u>INTERIM MANAGEMENT</u> Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and

COMMITTEE ATTENDANCE: Steve Greenwood

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Communities Committee on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Committee Charter they will also declare Conflict of Interests and potential Conflict of Interests.

In accordance with section 7.7 of the Draft Terms of Reference the reports of the relevant previous meetings, being the Arts and Community Development and (part of) the Libraries and Tourism Committees, were confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

The members of the Interim Management Committee and the Interim Administrator stated that a review of the framework for Community Reference Groups was an opportunity to recalibrate the way that Council engages with the communities of Ipswich, with the purpose of ensuring that engagement delivers real value to the communities and truly assist Council in delivering on its strategic objectives and operational services. The proposed model promotes community engagement that empowers the community to participate and inform at a more strategic level.

1. FRAMEWORK FOR COMMUNITY REFERENCE GROUPS

With reference to a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018 concerning community reference groups.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

A. That the proposed framework for Council's community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be endorsed.

- B. That Council (Interim Administrator of Ipswich City Council) dissolve the City Country Reference Group as an advisory group of Council.
- C. That Council (Interim Administrator of Ipswich City Council) dissolve the Leichhardt One Mile Community Consultative Committee as an advisory group of Council.
- D. That Council (Interim Administrator of Ipswich City Council) dissolve the Rosewood Walloon Consultative Committee as an advisory group of Council.
- E. That Council (Interim Administrator of Ipswich City Council) dissolve the Seniors Consultative Committee as an advisory group of Council.
- F. That five new strategic community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be established.
- G. That Council (Interim Administrator of Ipswich City Council) commence a process to establish membership of five new strategic community reference groups following a public request for Expressions of Interest.
- H. That a Terms of Reference be drafted for the five new strategic community reference groups for endorsement by the members of the groups and final approval by Council.

2. IPSWICH POETRY FEAST COMMITTEE

With reference to a report by the Library Services Manager dated 26 October 2018 concerning the Ipswich Poetry Feast Committee.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) dissolve the Ipswich Poetry Feast Committee as an advisory group of Council.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 9.53 am.

The meeting closed at 10.00 am.

ENVIRONMENT COMMITTEE NO. 2018(01)

7 NOVEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

<u>INTERIM MANAGEMENT</u> Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and

COMMITTEE ATTENDANCE: Steve Greenwood

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Environment Committee on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Committee Charter they will also declare Conflict of Interests and potential Conflict of Interests.

In accordance with section 7.7 of the Draft Terms of Reference the report of the previous meeting was confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

1. IPSWICH WASTE SERVICES JULY-SEPTEMBER 2018 QUARTERLY REPORT TO THE OWNER

With reference to a report by the Ipswich Waste Services Manager dated 15 October 2018 concerning the Ipswich Waste Services July-September Quarterly Report to the owner.

RECOMMENDATION

That the report be received and the contents noted.

2. PROPOSAL TO ABOLISH THE SUSTAINABILITY ADVISORY GROUP

With reference to a report by the Business Systems and Support Coordinator dated 8 October 2018 concerning the proposal to abolish the Sustainability Advisory Group.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

A. That the Sustainability Advisory Group, as outlined in the report by the Business Systems and Support Coordinator dated 8 October 2018, be abolished.

B. That a report be presented to Council in January 2019 providing an update on the status of the Sustainability Strategy Implementation Plan actions for the period July-December 2018 and there-after presentation of quarterly reports.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.11 am.

The meeting closed at 10.13 am.

GOVERNANCE COMMITTEE NO. 2018(01)

7 NOVEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

<u>INTERIM MANAGEMENT</u> Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and

COMMITTEE ATTENDANCE: Steve Greenwood

Pursuant to section 13 of Council's Local Law No 2 (Council Meetings) 2013, the Interim Administrator invited the Interim Management Committee being Jan Taylor, Simone Webbe, Steve Greenwood, Rob Jones, and Stan Gallo to address the Governance Committee on any matters before it.

The Interim Administrator advised that he is bound to declare Conflict of Interests and potential Conflict of Interests and that the members of the Interim Management Committee are not legally bound, however in accordance with the Interim Management Committee Charter they will also declare Conflict of Interests and potential Conflict of Interests.

In accordance with section 7.7 of the Draft Terms of Reference the report of the most relevant previous meeting, being the City Management, Finance and Community Engagement Committee, was confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

The Interim Administrator advised that future reports relating to granting community organisations, corporations and individuals a licence or permit to use a park for a community event to be attended by Ipswich residents, would be considered by the Communities Committee.

1. <u>DELEGATION REPORT – URBAN AND RURAL GREENING PROGRAM – 'GRANTING LICENCES AND PERMITS TO USE A PARK' – 1 JULY 2018 TO 30 SEPTEMBER 2018</u>

With reference to a report by the Executive Support Officer dated 3 October 2018 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 July 2018 to 30 September 2018.

RECOMMENDATION

That the report be received and the contents noted.

2. PROPOSAL TO ABOLISH THE SOLDIERS MEMORIAL HALL COMMITTEE

With reference to a report by the Business Systems and Support Coordinator dated 22 October 2018 concerning the proposal to abolish the Soldiers Memorial Hall Committee.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Soldiers Memorial Hall Committee as outlined in the report by the Business Systems and Support Coordinator dated 22 October 2018, be abolished.

3. <u>2019 COUNCIL AND COMMITTEE MEETING DATES</u>

With reference to a report by the Administration Support Manager dated 16 October 2018 concerning the proposed 2019 Ipswich City Council - Council and Committee meeting schedule.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the 2019 Ipswich City Council Council and Committee Meeting calendar dates and times, as detailed in Attachment A to the report by the Administration Support Manager dated 16 October 2018, be adopted.
- B. That the Chief Executive Officer, in consultation with the Interim Administrator, be authorised to amend the 2019 Ipswich City Council Council and Committee Meeting calendar dates and times if required.
- C. That in accordance with section 277(1) of the Local Government Regulation 2012, the Chief Operating Officer (Finance and Corporate Services) co-ordinate the submission of a public notice to appear in the local newspaper in January 2019 advising the days and times of when Council's ordinary meetings and ordinary meetings of its standing committees will be held.

4. MONTH END PERFORMANCE – SEPTEMBER 2018

With reference to a report by the Acting Finance Manager dated 19 October 2018 concerning Council performance for the period ending 30 September 2018, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

The report be received and the contents noted.

5. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – SEPTEMBER 2018

With reference to a report by the Strategic Client Office Manager dated 25 October 2018 concerning customer service delivery activities for the period 1 September to 30 September 2018.

RECOMMENDATION

That the report be received and the contents noted.

6. <u>DIVIDING FENCES POLICY</u>

With reference to a report by the Senior Property Officer dated 11 October 2018 concerning the amendment of Council's Dividing Fences Policy.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the policy titled "Dividing Fences Policy" as detailed in Attachment A to the report by the Property Administration Manager dated 1 August 1997, as per Item 34.02 of the Economic Development and Global Info-Links Committee of 19 August 1997 and adopted at the Council Ordinary Meeting on 27 August 1997, be repealed.
- B. That the policy titled "Dividing Fences Policy" as detailed in Attachment C to the report by the Senior Property Officer dated 11 October 2018, be adopted.

7. <u>IPSWICH CITY COUNCIL STANDING COMMITTEES' TERMS OF REFERENCE</u>

With reference to a report by the Corporate Services Project Officer dated 25 October 2018 concerning Ipswich City Council's Standing Committees' Terms of Reference documents.

The Interim Administrator noted that the Terms of Reference will still be evolving in the next few months as Council operates under the new Committee structure. Interim Management Committee members commented that it was appropriate for the Chief Executive Officer to have the authority to progressively amend the Terms of Reference during this process, but the finalised Terms need to be formally endorsed by Council.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

A. That the proposed Terms of Reference as detailed in Attachments A to E of the report by the Corporate Services Project Officer dated 25 October 2018, be adopted.

B. That the Chief Executive Officer be authorised to amend any of the Terms of Reference as and when required, over the next two (2) to three (3) months and that the finalised terms of reference be presented to a future Committee meeting for endorsement after that time.

The Interim Management Committee and the Interim Administrator queried the process and communication undertaken by Council officers leading up to the report. In particular, Interim Management Committee members discussed what additional steps had been taken in order to contact property owners. Although not specifically cited in the report, the additional steps include attempting contact via social media, email and mobile phone. It was suggested that in future reports these additional steps be included in the reporting and that the policy be reviewed to ensure that these steps are also included.

8. SALE OF LAND FOR OVERDUE RATES

With reference to a report by the Senior Recoveries Officer dated 23 October 2018 concerning properties that are eligible for Sale of Land for overdue rates and charges under Chapter 4 –Rates and Charges, Part 12 – Overdue Rates and Charges, Section 140 of the Local Government Regulation 2012.

RECOMMENDATION

- A. That the Interim Administrator of Ipswich City Council resolve it is satisfied that:
 - i) There are overdue rates or charges on the properties at 66 Toongarra Road, LEICHHARDT QLD 4305, 16 Glen Noble Avenue, REDBANK PLAINS QLD 4301, 52-56 Scotts Road, RIPLEY QLD 4306, 15 Prunda Parade, RACEVIEW QLD 4305, 32 Crestwood Drive, CAMIRA QLD 4300, 2 Kerwin Street, REDBANK PLAINS QLD 4300, 15 Jacob Street, DINMORE QLD 4303, and
 - ii) The liability to pay rates or charges is not subject of court proceedings; and
 - iii) Some or all of the overdue rates or charges have been overdue for at least 3 years.
 - B. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 66 Toongarra Road, LEICHHARDT QLD 4305 (more properly described as Lot 52 on Registered Plan 91076) in accordance with the *Local Government Regulation 2012*, as some or all of the overdue rates or charges have been overdue for at least 3 years.
 - C. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 16 Glen Noble Avenue, REDBANK PLAINS QLD 4301 (more properly described, as Lot 8 Registered Plan 134901) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.

- D. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 52-56 Scotts Road, RIPLEY QLD 4306 (more properly described, as Lot 88 Registered Plan 223455 To Depth 21.34m, Lot 89 Registered Plan 223456 To Depth 21.34m, Lot 90 Registered Plan 223457 To Depth 21.34m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- E. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 15 Prunda Parade, RACEVIEW QLD 4305 (more properly described, as Lot 49 Registered Plan 131119 to depth 21.34m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- F. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 32 Crestwood Drive, CAMIRA QLD 4300 (more properly described, as Lot 96 Registered Plan 805740) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- G. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the *Local Government Regulation 2012*, to sell the property at 2 Kerwin Street, REDBANK PLAINS QLD 4301 (Historically known as 45 Russell Drive, REDBANK PLAINS QLD 4301 and more properly described, as Lot 39 Registered Plan 189264 to depth 60.96m) in accordance with the *Local Government Regulation 2012* as some or all of the overdue rates or charges have been overdue for at least 3 years.
- H. That the Interim Administrator of Ipswich City Council resolve, pursuant to section 140(2) of the Local Government Regulation 2012, to sell the property at 15 Jacob Street, DINMORE QLD 4303 (more properly described, as Lot 11 Registered Plan 22533 and Lot 13 on Registered Plan 22533) in accordance with the Local Government Regulation 2012 as some or all of the overdue rates or charges have been overdue for at least 3 years.

9. RESUMPTION OF LAND – PART OF 2 POUND STREET, WEST IPSWICH DESCRIBED AS PART OF LOT 11 ON RP898529

With reference to a report by the Senior Property Officer dated 23 October 2018 concerning the proposed resumption of part of the land located at 2 Pound Street, West Ipswich described as part of Lot 11 on RP898529 for strategic road purposes to facilitate the Western Ipswich Bikeway Link.

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Interim Administrator of Ipswich City Council, having duly considered this report and the confidential background report be of the opinion that Lot 11 on RP898529 containing an area of 34m² (shown in Attachment A of the Confidential Background Report) ('the Land') is required for strategic road purposes.
- B. That the Interim Administrator of Ipswich City Council exercise its power as a "constructing authority" under the *Acquisition of Land Act 1967* and acquire the Land for strategic road purposes.
- C. That the Chief Executive Officer be authorised to negotiate compensation and perform any other matters, arising out of the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Interim Administrator of Ipswich City Council's decision in accordance with section 13 (3) of the *Local Government Act 2009*, to acquire the Land.
- 10. <u>EXPRESSION OF INTEREST FOR NAMING RIGHTS OF LAGOON 155 SOUTHERN CROSS CIRCUIT, SPRINGFIELD CENTRAL DESCRIBED AS LOT 762 ON SP221160 DIVISION 1</u>

With reference to a report by the Development and Relationship Manager dated 3 October 2018 concerning the expiry of the Naming Rights Agreement between Mirvac Real Estate Pty Ltd ABN 65 003 222 452 as agent for Mirvac Funds Limited (Mirvac) and Ipswich City Council (Council) for the lagoon at 155 Southern Cross Circuit, Springfield Central described as Lot 762 on SP221160.

It was noted that Council had been unable to reach agreement with Mirvac for a new naming rights agreement on commercial terms close to an independent valuation of the naming rights that had been provided to Council.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Chief Operating Officer, Finance and Corporate Services seek non-statutory Expressions of Interest to ascertain whether there is any interest for the Naming Rights of the Lagoon at 155 Southern Cross Circuit, Springfield Central described as Lot 762 on SP221160.
- B. That the Interim Administrator of Ipswich City Council enter into a short term extension of the current Naming Rights Agreement with Mirvac as detailed in the confidential report by the Development and Relationship Manager dated 3 October 2018.

C. That a report be provided to the Interim Administrator of Ipswich City Council on the outcome of the Expression of Interest process to guide Council's future considerations with the naming rights of the Springfield Lagoon.

11. LICENCES TO WEST MORETON HOSPITAL AND HEALTH SERVICE OVER PART OF LEVEL 3 AND WHOLE OF LEVEL 4 – THE HAYDEN CENTRE 37 SOUTH STREET, IPSWICH DESCRIBED AS LOT 10 ON RP150792 – DIVISION 7

With reference to a report by the Senior Property Officer dated 23 October 2018 concerning the negotiation of Licences between Ipswich City Council (Council) and West Moreton Hospital and Health Service (WMHHS) for part of Level 3 and the whole of Level 4 of the Hayden Centre.

It was noted that the amendment from a lease to a licence was a request by West Moreton Hospital and Health Service.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous recommendations A, B & C as per Item No. 12 of the City Management, Finance and Community Engagement Committee No. 2018 (11) of 9 October 2018 and adopted by the Interim Administrator of Ipswich City at the Council Ordinary meeting of 16 October 2018, as detailed in Attachment B, being the Committee Report by the Senior Property Manager dated 3 October 2018, be repealed.
- B. That the Council (Interim Administrator of Ipswich City Council) enter into the following Licence agreements with West Moreton Hospital and Health Services for a period of two (2) years, for a consideration sum as per the negotiated fees contained in the Confidential Background Paper attached to the Committee Report by the Senior Property Officer dated 3 October 2018 (Attachment B):
 - a. a Licence agreement for a part of Level 3 of the Hayden Centre
 - b. a Licence agreement for the whole of Level 4 of the Hayden Centre
 - c. a Licence agreement for six (6) car parks in the basement of the Hayden Centre
 - d. a Licence agreement for six (6) car parks at the South Street customer council car park (known as Roderick Street car park refer to Attachment A).
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Licence agreements and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

12. OFFICE OF THE CHIEF EXECUTIVE OFFICER UPDATE

With reference to a report by the Acting Chief Executive Officer dated 29 October 2018 providing an update on the Office of the Chief Executive Officer for the month October 2018.

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

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.23 am.

The meeting closed at 10.54 am.