

VML:MB
Vicki Lukritz
3810 6221

6 September 2018

Sir/Madam

Notice is hereby given that a Meeting of the **CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **4.30 pm or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier** on **Tuesday, 11 September 2018.**

Yours faithfully

CHIEF EXECUTIVE OFFICER

**CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT
COMMITTEE AGENDA**

4.30 pm or 10 minutes after the conclusion of the Economic Development
and Digital City Committee, whichever is the earlier on, **Tuesday,**
11 September 2018
Council Chambers

Item No.	Item Title	Officer
1	Proposed New Lease for Telecommunications Purposes Optus Mobile Pty Limited, 65 Braeside Road, Bundamba Described as Part of Lot 2 on SP230106 – Division 4	A/COO(FCS)
2	Trustee Lease – 63 Nicholas Street, Ipswich – Lot 4 on CPI16193, The Returned Services League of Australia Ipswich Sub Branch Inc. – Division 7	A/COO(FCS)
3	Consent of Easement Over Land – 31 Daydream Crescent and 15 Stradbroke Crescent, Springfield Lakes	A/COO(FCS)
4	Month End Performance – July 2018	A/COO(FCS)
5	October 2018 Rates Inserts: Glass Drop-Off Stations Rates Flyer	A/COO(FCS)
6	Amendments to 2018–2019 Fees and Charges	A/COO(FCS)
7	Corporate Services Key Governance Projects	A/COO(FCS)
8	Request for Rates Concession, 3 William Street, Rosewood – Division 10	A/COO(FCS)
9	Request for Rates Concession, 6 Lilly Court, Yamanto – Division 10	A/COO(FCS)
10	Allocation of Community Donations to 31 August 2018	COO(ASDCE)
11	Office of the CEO Update	CEO
LATE ITEM 12	Mayor and Councillor Discretionary Funding Program	COO(ASDCE)

** Item includes confidential papers

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(10)

11 SEPTEMBER 2018

AGENDA

1. **PROPOSED NEW LEASE FOR TELECOMMUNICATIONS PURPOSES – OPTUS MOBILE PTY LIMITED – 65 BRAESIDE ROAD, BUNDAMBA DESCRIBED AS PART OF LOT 2 ON SP230106 DIVISION 4**

With reference to a report by the Senior Property Officer dated 27 August 2018 concerning a proposal from Optus Mobile Pty Limited (Optus) for a lease renewal over an existing area to accommodate the Optus equipment shelter over Council freehold land located at 65 Braeside Road, Bundamba described as part of Lot 2 on SP230106.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) the exceptions under sections 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 65 Braeside Road, Bundamba and described as part of Lot 2 on SP230106, by way of a renewed leasehold arrangement between Council and Optus Mobile Pty Limited for a consideration sum of \$16,000.00 per annum (excluding GST).
- B. That Council enter into a lease with Optus Mobile Pty Limited (“the Lessee”) for a period of ten (10) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

2. **TRUSTEE LEASE – 63 NICHOLAS STREET, IPSWICH – LOT 4 ON CPI16193 – THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA IPSWICH SUB BRANCH INC. – DIVISION 7**

With reference to a report by the Senior Property Manager dated 29 August 2018 concerning a new Trustee Lease for 63 Nicholas Street, Ipswich known as Lot 4 on CPI16193 between Ipswich City Council (Council) and the Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL).

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (“the Regulation”), that the exception under sections 236(1)(b)(ii) of the Regulation applies to the disposal of the Trustee Leasehold interest located at 63 Nicholas Street, Ipswich and described as Lot 4 on CPI16193 (“the land”), by way of a leasehold arrangement between Council and Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL).
 - B. That Council enter into a Trustee Lease with Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL) (“the tenant”) for a period of ten (10) years.
 - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Lease to be executed by the Interim Administrator of Ipswich City 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*.
-

3. CONSENT OF EASEMENT OVER LAND – 31 DAYDREAM CRESCENT AND 15 STRADBROKE CRESCENT, SPRINGFIELD LAKES

With reference to a report by the Senior Property Officer dated 13 August 2018 concerning two new easements being Easement V in Lot 9004 on SP292715 on SP300728 (15 Stradbroke Crescent Springfield Lakes) and Easement U in Lot 9003 on SP284995 on SP300728 (31 Daydream Crescent Springfield Lakes) in favour of Queensland Urban Utilities (QUU) for water purposes within Stage 2 of the Peninsula in Springfield Lakes.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the easement interests of Lot 9003 and Lot 9004 on SP300728 (“the land”), by way of two new easements between Council and Queensland Urban Utilities (“QUU”).
 - B. That Council grants easement U and V, as detailed in the report by the Senior Property Officer dated 13 August 2018, to QUU for water purposes over part of Lot 9003 and Lot 9004 located at 15 Stradbroke Crescent and 31 Daydream Crescent, Springfield Lakes.
 - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed easements as detailed in recommendations B and C of the report by the Senior Property Officer dated 13 August 2018, and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
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4. MONTH END PERFORMANCE – JULY 2018

With reference to a report by the Acting Finance Manager dated 30 August 2018 concerning Council performance for the period ending 31 July 2018, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

5. OCTOBER 2018 RATES INSERTS – GLASS DROP-OFF STATIONS RATES FLYER

With reference to a report by the Strategic Client Office Manager dated 31 August 2018 concerning the insertion of the Glass Drop-off Stations Promotional Flyer in the October 2018 Council rates notice.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

That the approved Glass Drop-Off Stations printed material be inserted in the October 2018 quarterly rates mail-out.

6. AMENDMENTS TO 2018–2019 FEES AND CHARGES

With reference to a report by the Treasury Accounting Manager dated 30 August 2018 concerning amendments to Council's 2018–2019 Fees and Charges.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

That the amendments to Fees and Charges, as detailed in Attachment A to the report by the Treasury Accounting Manager dated 30 August 2018, be adopted.

7. CORPORATE SERVICES KEY GOVERNANCE PROJECTS

With reference to a report by the Acting Corporate Services and Risk Manager dated 31 August 2018 concerning a motion from the 20 August 2018 Council meeting.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

- A. That Council receive and note the report of the Acting Corporate Services Manager and Risk Manager dated 31 August 2018 outlining the additional key governance projects to be implemented.
 - B. That the Chief Executive Officer provide quarterly progress reports on the implementation of the projects to Council.
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8. REQUEST FOR RATES CONCESSION, 3 WILLIAM STREET, ROSEWOOD – DIVISION 10

With reference to a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Rosewood Masonic Lodge, for a rates concession of the general rates on their property at 3 William Street, Rosewood.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 3 William Street, Rosewood Qld 4340 owned by Rosewood Masonic Lodge, be granted and backdated to 5 June 2018 (date of the new building handover).

9. REQUEST FOR RATES CONCESSION, 6 LILLY COURT, YAMANTO – DIVISION 10

With reference to a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Home Base Service Limited, for a rates concession of the general rates on their property at 6 Lilly Court, Yamanto.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 6 Lilly Court, Yamanto Qld 4305 owned by Home Base Service Limited, be granted and backdated to 27 July 2018 (date of purchase).

10. ALLOCATION OF COMMUNITY DONATIONS TO 31 AUGUST 2018

With reference to a report by the Community Grants Coordinator dated 31 August 2018 concerning the allocation of community donations for the period ended 31 August 2018.

RECOMMENDATION

That the report be received and the contents noted.

11. OFFICE OF THE CEO UPDATE

With reference to a report by the Chief Executive Officer dated 30 August 2018 providing an update on the Office of the Chief Executive Officer for the month of August 2018.

RECOMMENDATION

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

LATE ITEM

12. MAYOR AND COUNCILLOR DISCRETIONARY FUNDING PROGRAM

With reference to a report by the Community Engagement Manager dated 5 September 2018 concerning the current Mayoral and Councillor Discretionary Funding Program.

RECOMMENDATION

That the interim administrator of Ipswich City Council resolve:

- A. That the current Mayoral and Councillor Discretionary Funding Program continue, with the implementation of amendments to enable the provision of recommendations that inform the Interim Administrator's approval of eligible funding applications.
- B. That the following eligibility exclusion criteria be applied to the Mayoral and Councillor Discretionary Funding Program:
 - i. Funding requests made retrospectively (i.e. for a project or program that has already occurred);
 - ii. Projects or programs which have already received funding or in-kind support from Council; and
 - iii. Applications which request funding for a project or program scheduled to occur, or the immediate benefits of which will be delivered, later than 12 months beyond the time of the submission of the application.
- C. That all eligible applications for Mayoral and Councillor Discretionary Funding be subject to assessment against the following weighted criteria:
 - i. Alignment to Council's Corporate Plan (10%)
 - ii. Demonstration of community need (30%)
 - iii. Expected outcome of the project / initiative (35%)

iv. Sustainability of initiative (beyond Council funding) (25%)

- D. That the Mayoral and Councillor Discretionary Funding Program be re-titled the "Community Donations Program".
 - E. That the policy titled Mayoral and Councillor Discretionary Funds Policy, as detailed in Attachment A to the report by the Community Engagement Manager dated 5 September 2018, as per Item 6 of the Policy and Administration Board No. 2018(04) of 15 May 2018 and adopted at Council on 29 May 2018, be repealed, with effect from 22 August 2018.
 - F. That the policy titled Community Donations Policy, as detailed in Attachment E to the report by the Community Engagement Manager dated 5 September 2018, be adopted, with effect from 23 August 2018.
 - G. That all other documents supporting the process for allocation of Community Donations be amended to reflect the changes outlined in Recommendations A – F.
-

** Item includes confidential papers

and any other items as considered necessary.

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.18	OAR: YES
Authorisation: Jeffrey Keech	

A4531817

27 August 2018

MEMORANDUM

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

FROM: SENIOR PROPERTY OFFICER

RE: PROPOSED NEW LEASE FOR TELECOMMUNICATIONS PURPOSES
OPTUS MOBILE PTY LIMITED
65 BRAESIDE ROAD, BUNDAMBA DESCRIBED AS PART OF LOT 2 ON SP230106
DIVISION 4

INTRODUCTION:

This is a report by the Senior Property Officer dated 27 August 2018 concerning a proposal from Optus Mobile Pty Limited (Optus) for a lease renewal over an existing area to accommodate the Optus equipment shelter over Council freehold land located at 65 Braeside Road, Bundamba described as part of Lot 2 on SP230106.

BACKGROUND:

Optus is an infrastructure owner and provider to the wireless telecommunications industry. Axicom Pty Ltd is the owner of the tower originally constructed on the freehold land located at 65 Braeside Road, Bundamba. The existing lease to Optus for the equipment shelter was for a ten (10) year term.

Optus has made an offer to renew their tenure arrangement over the property. The Works, Parks and Recreation Department has advised that it has no objections to entering into the further lease which permits tenure over the next ten year period.

Council sourced a written rental determination from an independent registered Valuer to inform the amount of consideration for telecommunications proposals in the City of Ipswich, consideration was given to the remote location of the subject property. The Valuer assessed a suitable rent to be \$16,000.00 per annum (plus GST), to be indexed by 3% annually. The quantum of the indexation rate has been a strong issue for debate with the various telecommunications providers involved with similar negotiations at other sites across the local government area.

The proposed terms of the Lease are as follows:

Term of Lease: 10 years
Commencement Date: 26 July 2018
Expiry Date: 25 July 2028
Commencing Rent: \$16,000.00 (excluding GST) per annum
Fixed Increase Dates: Annual indexation of 3% on each anniversary of the Commencement Date

Section 236(1)(c)(vi) of the *Local Government Regulation 2012* provides an exemption from the requirement to dispose of a lease interest in land other than by tender or auction if the disposal is for the purpose of a lease for a telecommunications facility. The Council must however decide by resolution that the exemption applies to this category of disposal. Further, the Council may only dispose of a lease interest in land if the consideration for the disposal would be equal to, or more than the market value of the interest of the land.

BENEFITS TO COMMUNITY AND CUSTOMERS:

The existing tower and equipment will provide vital and reliable telecommunications coverage to the area. It's about connecting Queensland with equitable access to telecommunications and internet, as well as improving safety. The current facility will be upgraded to provide new and improved coverage to make a significant difference to customers, staff and visitors, making day-to-day operations of businesses and events with significant patrons, more connected.

CONCLUSION:

It is recommended that Council proceed to enter into a 10 year lease with 3% annual indexation at the commencing rent of \$16,000.00 per annum (excluding GST) over the subject property under the new terms and conditions negotiated with Telstra.

ATTACHMENTS:

Name of Attachment	Attachment
Property Plan – 65 Braeside Road, Bundamba	Attachment A
Survey Plan – 65 Braeside Road, Bundamba	Attachment B

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) the exceptions under sections 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 65 Braeside Road, Bundamba and described as part of Lot 2 on SP230106, by way of a renewed leasehold arrangement between Council and Optus Mobile Pty Limited for a consideration sum of \$16,000.00 per annum (excluding GST).
- B. That Council enter into a lease with Optus Mobile Pty Limited (“the Lessee”) for a period of ten (10) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

Brett McGrath

SENIOR PROPERTY OFFICER (FINANCE AND CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Bryce Hines

CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Jeffrey Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)



Property Plan - 65 Braeside Road, Bundamba

Scale 1:1,000
Printed Date: 27 Aug 2018

**WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.**

712807505

IH 400 NT

\$405.10
20/10/2009 15:43

Registered

s. Lodged by

IPSWICH CITY COUNCIL
PO Box 191
IPSWICH QLD 4305
PH: 07 3810 6626
LODGER CODE: 117

(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.

1/We IPSWICH CITY COUNCIL

(Names in full)

* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

* as Lessees of this land agree to this plan.

Signature of *Registered Owners *Lessees

IPSWICH CITY COUNCIL
Signed by **Paul Pisasala, Mayor,**
in accordance with section 38 of the
Local Government Act 1993

Witness

Name of Witness

* Rule out whichever is inapplicable

2. Local Government Approval.

* **IPSWICH CITY COUNCIL**

hereby approves this plan in accordance with the
% **INTEGRATED PLANNING ACT 1997**

Dated this 12TH day of OCTOBER 2009

Authorised Local Government Officer

* Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or # Insert designation of signatory or delegation Local Government (Planning & Environment) Act 1990

3. Plans with Community Management Statement :

CMS Number :
Name :

4. References :

Dept File :
Local Govt : 9190108
Surveyor : CBA00002sp

6. Existing

Title Reference	Description	New Lots	Road	Emts	Cov.	Profit a prendre
50277163	Lot 3 on SPI21270	1 & 2				

Created

EXISTING LEASE ALLOCATIONS

Lease	Lots to be Encumbered
700827213	2
704102174	2
704102182	2
705026871	2
705026885	2
705026895	2
705026906	2
705107274	2
709424347	2
709424349	2
709424351	2
709424355	2

1	POR 246
2	PORS 244 & 246
Lots	Orig

7. Portion Allocation :

8. Map Reference :
9442-14233

9. Locality :
BUNDAMBA

10. Local Government :
IPSWICH CITY COUNCIL

11. Passed & Endorsed :

By : Wayne John Halls
Date : 11-09-2009
Signed :
Designation : Cadastral Surveyor

12. Building Format Plans only.

I certify that:
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.
* Part of the building shown on this plan encroaches onto adjoining * lots and road

Cadastral Surveyor/Director * Date
* delete words not required

13. Lodgement Fees :

Survey Deposit \$
Lodgement \$
.....New Titles \$
Photocopy \$
Postage \$
TOTAL \$

14. Insert Plan Number
SP230106

City Management, Finance and Community Engagement Committee	
Mtg Date: 11 September 2018	OAR: YES
Authorisation: Jeffrey Keech	

BM:BM
A4985236

29 August 2018

MEMORANDUM

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

FROM: SENIOR PROPERTY MANAGER

RE: TRUSTEE LEASE - 63 NICHOLAS STREET IPSWICH - LOT 4 ON CPI16193
THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA IPSWICH SUB BRANCH
INC.
DIVISION 7

INTRODUCTION:

This is a report by the Senior Property Manager dated 29 August 2018 concerning a new Trustee Lease for 63 Nicholas Street, Ipswich known as Lot 4 on CPI16193 between Ipswich City Council (Council) and the Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL). The subject property is held by Ipswich City Council as Trustee under a Deed of Grant in Trust from the State. The proposed use described on the title for the Deed of Grant in Trust is "Soldier Memorial Halls Purposes and for No Other Purpose Whatsoever".

BACKGROUND:

Under the Ipswich Planning Scheme 2006, the property is zoned Recreational and comprises a historic three storey building on a 784m2 allotment. Other improvements include parking, memorial plaques, a memorial gun and four flag poles.

The existing Trustee Lease with the RSL commenced on 1 July 2003 for a term of fifteen years and expired on 30 June 2018. The lease arrangement is currently in a month to month holdover until a new Trustee Lease is executed. The RSL has exclusive use of the property and has been paying a rent of \$104.00 per annum plus GST under the lease since its commencement.

In 2015, a Land Management Plan was lodged by Council to the then Department of Natural Resources and Mines with a proposal for a secondary use of the Deed of Grant in Trust to allow the Trustee Lessee (the RSL) to sublet areas within the property for use by other community groups. The proposal of the secondary use was approved by the Department of Natural Resources and Mines which effected the change to the use of the property to "Soldier Memorial Hall Purposes and Public Halls". This became effective from 26 September 2016.

The RSL has expressed a preference to retain exclusive use of the property under the new Trustee Lease and Property Services recommends that a sub-lease clause be included in the agreement to allow the RSL to manage the use by community groups. Presently the RSL allows sub-branches of the RSL to use the premises, which includes the Ipswich Women's Auxiliary and the RSL band. The main use of the property by the RSL is as a museum of war history and support for returned servicemen.

Council wrote to the RSL on 20 June 2018 seeking their interest in entering into a new Trustee Lease for the property. The RSL confirmed its interest by letter dated 27 June 2018, instructing Council to initiate documentation and confirmed that they agreed to a month to month holdover until a new Trustee Lease was executed.

To date Council have been responsible for the majority of maintenance of the property with the annual expenditure for maintenance equating to \$12,000.00 based on a three year average. Under the new Trustee Lease, Council proposes that the RSL be responsible for minor maintenance items and Council be responsible for major maintenance of the building. Any upgrades outside of the regular maintenance schedule will be the responsibility of the RSL and they must seek the consent of Council prior to undertaking the works. The RSL has demonstrated a willingness to accept an increased maintenance obligation however this is subject to negotiation.

The RSL is a not for profit organisation which relies on public subscriptions and fund raising activities to supplement its income. In accordance with the current approach to community leases, a rental of \$1,000.00 per annum (exclusive GST) with fixed 3% annual increases is considered appropriate to subsidise ongoing maintenance on the RSL building.

OPTIONS:

Property Services recommends that Council negotiates a new Trustee Lease with the Returned and Services League of Australia Ipswich Sub Branch on the following commercial terms:

Lease Term: Ten (10) years
Commencement Date: TBA
Rental: \$1,000.00 per annum
Annual Reviews: Fixed 3%

The agreement will be drafted on Council’s standard Trustee Lease with covenants that; indemnify Council, require the RSL to acquire appropriate insurance and outline maintenance responsibilities.

BENEFITS TO COMMUNITY AND CUSTOMERS:

The main use of the property is as a memorial hall dedicated to honouring men and women that served in the war and a museum of war history. The RSL provides support to current servicemen, ex-servicemen and veterans of war for the Ipswich community with a drop-in centre at the hall. With the approval of Council, the RSL would be permitted to sublet the building for public halls. Under this secondary purpose, parts of the building could be utilised by community groups for conference and meetings, concerts and weddings.

CONCLUSION:

It is recommended that Council enters into negotiations with the Returned and Services League of Australia Ipswich Sub Branch for a new ten (10) year Trustee Lease agreement.

ATTACHMENTS:

Name of Attachment	Attachment
Location Map of 63 Nicholas St, Ipswich	Attachment A
Current Title Search	Attachment B
Letter from RSL requesting new Trustee Lease	Attachment C

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (“the Regulation”), that the exception under sections 236(1)(b)(ii) of the Regulation applies to the disposal of the Trustee Leasehold interest located at 63 Nicholas Street, Ipswich and described as Lot 4 on CPI16193 (“the land”), by way of a leasehold arrangement between Council and Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL).
- B. That Council enter into a Trustee Lease with Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL) (“the tenant”) for a period of ten (10) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Lease to be executed by the Interim Administrator of Ipswich City 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*.

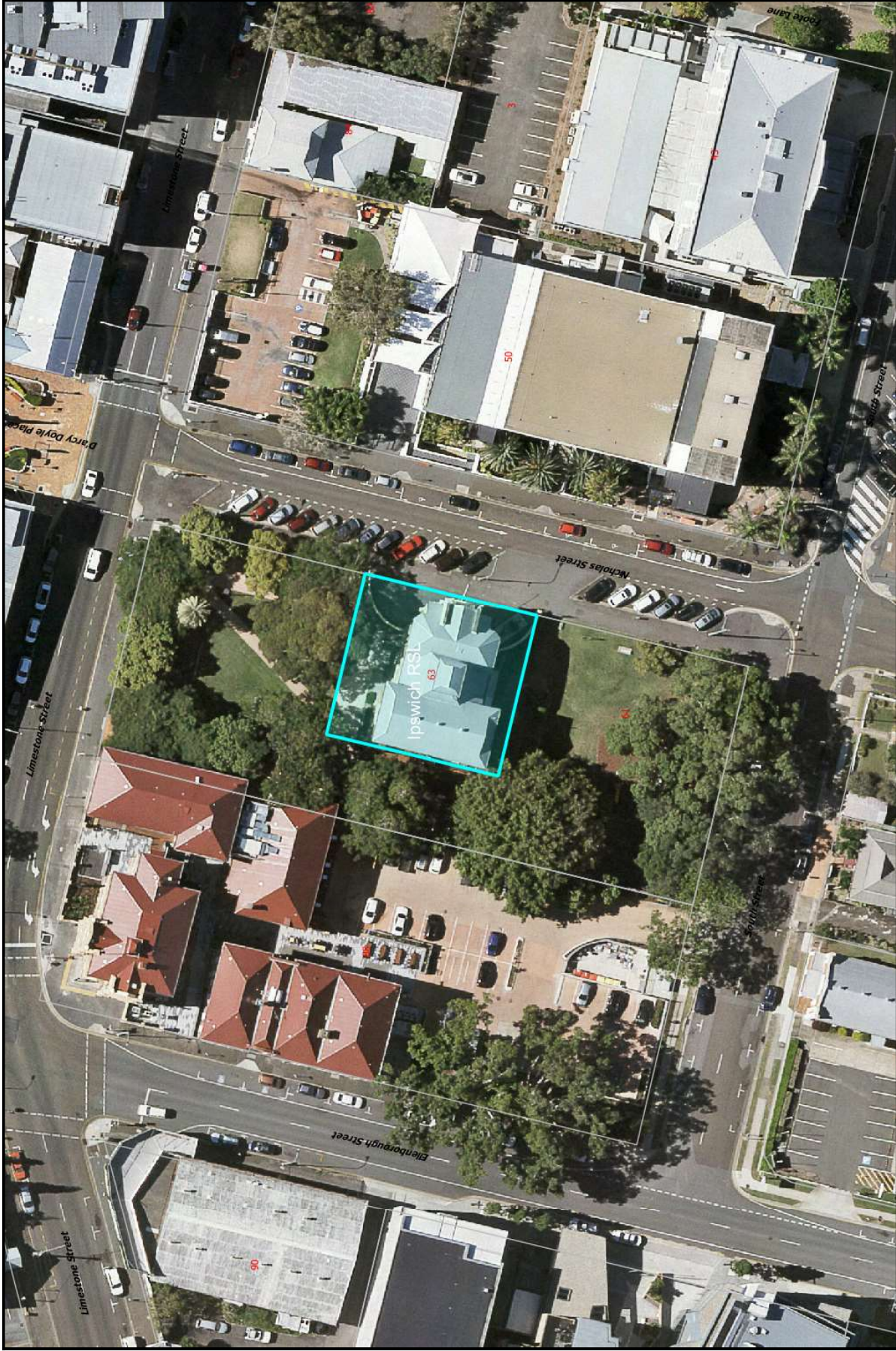
Brett McGrath
SENIOR PROPERTY OFFICER

I concur with the recommendations contained in this report.

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

I concur with the recommendations contained in this report.

Jeffrey Keech
ACTING CHIEF OPERATING OFFICER (FINANCE & CORPORATE SERVICES)



63 Nicholas Street Ipswich

Dealing	Type	Lodgement Date	Status	Location
AS13980H	HERITGE SITE QUEENSLAND HERITAGE ACT 1992	10/09/1993 00:00	CUR	BE-ARCH -00
711918933	RT NOTING LAND TITLE ACT 1994	12/09/2008 12:28	CUR	BE-RECV -00
717890850	LAND NOTICE SEC 48 (2) LAND ACT 1994	10/03/2017 13:35	CUR	IH-GEN -00

UNREGISTERED DEALINGS - NIL

CERTIFICATE OF TITLE ISSUED - No

Corrections have occurred - Refer to Historical Search

Caution - Charges do not necessarily appear in order of priority

** End of Current Title Search **

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The Returned & Services League of Australia
Ipswich Sub Branch Inc.
Memorial Hall – 63 Nicholas St, Ipswich
ABN 93 910 373 709



Postal Address:
Secretary
Ipswich Sub Branch
PO Box 15
Ipswich, QLD, 4305
Email: irslsb@bigpond.net.au
Web: www.ipswichrslsb.com.au



"Memorial Window"

President:
Rob H. Wadley
Secretary:
Debbie Wadwell
Phone: 07 3281 4159
8.30am-12.30pm

27 June 2018

Brett McGrath
Senior Property Officer
Ipswich City Council

Dear Brett

I am writing to you in regards to your letter we received from you dated 20 June 2018.

Please initiate paperwork for the Returned and Services League of Australia – Ipswich Sub Branch to continue our lease at Soldiers Memorial Hall, 63 Nicholas Street, Ipswich QLD.

Kind Regards

Debbie Wadwell
Secretary

LEST WE FORGET
THE PRICE OF LIBERTY IS ETERNAL VIGILANCE

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.2018	OAR: YES
Authorisation: Jeffrey Keech	

A5007181

13 August 2018

MEMORANDUM

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

FROM: SENIOR PROPERTY OFFICER

RE: CONSENT OF EASEMENT OVER LAND
31 DAYDREAM CRESCENT AND 15 STRADBROKE CRESCENT, SPRINGFIELD LAKES
EASEMENT U IN LOT 9003 ON SP284995 ON SP300728
EASEMENT V IN LOT 9004 ON SP292715 ON SP300728
DIVISION 9

INTRODUCTION:

This is a report by the Senior Property Officer dated 13 August 2018 concerning two new easements being Easement V in Lot 9004 on SP292715 on SP300728 (15 Stradbroke Crescent Springfield Lakes) and Easement U in Lot 9003 on SP284995 on SP300728 (31 Daydream Crescent Springfield Lakes) in favour of Queensland Urban Utilities (QUU) for water purposes within Stage 2 of the Peninsula in Springfield Lakes.

BACKGROUND:

The purpose of this report is to provide details of the two new easements in favour of QUU.

Lots 9003 and 9004 are owned by Council in freehold title under trusteeship for the purpose of use by the local community as a park, public gardens or public recreation space or for leisure or other recreational facilities and/or for water management.

Lots 9003 is zoned SFOS – Springfield-Open Space Designation and has no constraints against either property.

Lot 9004 is zoned SFCR – Springfield-community Residential Designation and SFOS – Springfield-Open Space Designation. There is one operational works application for a Land Bridge and the constraint against the land is OV1-Transitional Bushfire Risk Areas Overlay. The proposed easements will provide the necessary infrastructure for all water reticulation mains or pipes for carrying water supplied by QUU, all ancillary plant, equipment including pumps and pump stations, fitting, attachments and works of any nature to support the water infrastructure.

FINANCIAL CONSIDERATIONS:

The easements located on adjoining properties being, Easement U on SP300728 - 309m², Easement V on SP300728 - 190m², are for the proposed consideration of \$1.00 per easement.

CONCLUSION:

It is recommended that Council proceed to enter into the easements with QUU as they will provide the necessary water infrastructure to the area.

ATTACHMENTS:

Name of Attachment	Attachment
Easement U Document	Attachment A
Easement V Document	Attachment B

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the easement interests of Lot 9003 and Lot 9004 on SP300728 (“the land”), by way of two new easements between Council and Queensland Urban Utilities (“QUU”).
- B. That Council grants easement U and V, as detailed in the report by the Senior Property Officer dated 13 August 2018, to QUU for water purposes over part of Lot 9003 and Lot 9004 located at 15 Stradbroke Crescent and 31 Daydream Crescent, Springfield Lakes.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed easements as detailed in recommendations B and C of the report by the Senior Property Officer dated 13 August 2018, and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

Brett McGrath
SENIOR PROPERTY OFFICER

I concur with the recommendations contained in this report.

Jeffrey Keech
ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

EASEMENT

Duty Imprint

Dealing Number



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1. Grantor	Lodger (Name, address, E-mail & phone number)	Lodger Code
IPSWICH CITY COUNCIL TRUSTEE UNDER INSTRUMENT 717160549		

2. Description of Easement/Lot on Plan	Title Reference
Servient Tenement (burdened land) EASEMENT U IN LOT 9003 ON SP284995 ON SP300728	TO BE ISSUED FROM 51031459

#Dominant Tenement (benefited land)

not applicable if easement in gross
NOT APPLICABLE

3. Interest being burdened	#4. Interest being benefited
FEE SIMPLE	NOT APPLICABLE

not applicable if easement in gross

5. Grantee	Given names	Surname/Company name and number	(include tenancy if more than one)
		CENTRAL SEQ DISTRIBUTOR-RETAILER AUTHORITY ABN 86 673 835 011	

6. Consideration	7. Purpose of easement
\$1.00	WATER PURPOSES

8. Grant/Execution

The Grantor for the above consideration grants to the Grantee the easement over the servient tenement for the purpose stated in item 7 and the Grantor and Grantee covenant with each other in terms of the attached schedule

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

.....signature

.....full name

.....qualification

Witnessing Officer

/ /
Execution Date

Grantor's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Andersonsignature

ALANA LOUISE ANDERSONfull name

JP (QUAL) Reg No. 12421qualification

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

6/10/2018
Execution Date

Grantee's Signature

SARAH GROUND, 2010/2 LEGAL COUNSEL
Executed by CENTRAL SEQ DISTRIBUTOR-RETAILER AUTHORITY by its delegate under section 53 of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009

Title Reference:

This is the schedule referred to in the Form 9 Easement dated _____, 2018.

1. Definitions and interpretation

1.1 Definitions

In this easement:

Authorised Persons means tenants, employees, agents, contractors, licensees and invitees of and other persons claiming (or authorised) by, through or under, either the Grantee or the Grantor (as the case may require).

Easement Area means the land described as the burdened land in Item 2 of the Form 9.

Easement Purpose means the purpose stated in Item 7 of the Form 9.

Grantee means the person shown as "Grantee" in Item 5 of the Form 9 and that person's assignees and successors.

Grantee's Rights means the rights granted under clause 3.

Grantor means the person shown as "Grantor" in Item 1 of the Form 9 and each assignee or successor of that person in respect of the Easement Area.

Grantor's Land means the parcel or parcels of the Grantor's land that includes the Easement Area.

Improvements means everything, including vegetation, on the Easement Area.

Relevant Works means the Water Supply Works.

Water Supply Works means all water reticulation mains or pipes for carrying water supplied by the Grantee, all ancillary plant, equipment (including pumps and pump stations and water reservoirs), fittings and attachments, and works of any nature to protect or support any of them.

1.2 Interpretation

In this grant of easement:

- (a) headings are for convenience only and do not affect interpretation; and unless the context indicates a contrary intention:
- (b) an obligation or a liability assumed by, or a right conferred on, 2 or more persons binds or benefits them jointly and severally;
- (c) "person" includes an individual, the estate of an individual, a corporation, an authority, an association or a joint venture (whether incorporated or unincorporated), a partnership and a trust;
- (d) a reference to a party includes that party's executors, administrators, successors and permitted assigns, including persons taking by way of novation, and, in the case of a trustee, includes a substituted or an additional trustee;
- (e) a word importing the singular includes the plural (and vice versa), and a word indicating a gender includes every other gender;
- (f) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;

Title Reference:

- (g) if the Easement Area is defined using a horizontal plane and references to marks on the surface of land:
 - (i) a reference to a thing on, or the doing of any thing on or in respect of, land in the Easement Area includes a reference to a thing, or the doing of the thing, through, over, across or under the land;
 - (ii) a reference to land in the Easement Area includes the land's surface, sub-surface and strata above the surface;
- (h) if the Easement Area is defined using 3 dimensionally located points to identify the position, shape and dimensions of each bounding surface:
 - (i) a reference to a thing on, or the doing of any thing on or in respect of, land in the Easement Area includes a reference to a thing, or the doing of the thing, in or through the land;
 - (ii) if the Easement Area includes a surface of land, a reference to land in the Easement Area includes that surface, and any sub-surface of, and strata above that, land (in the Easement Area);
- (i) "includes" in any form is not a word of limitation.

2. Public utility easement

This easement is a public utility easement for:

- (a) the Easement Purpose;
- (b) undertaking or engaging in any service, facility or activity that directly or indirectly refers to or is related to the Easement Purpose and which the Grantee has authority to undertake or engage in under a law; and
- (c) the exercise by the Grantee of the other rights given to the Grantee by this easement.

3. Grantee's Rights

The Grantor grants the Grantee the right for the Grantee and its Authorised Persons:

- (a) to transmit, or permit to be transmitted water in and through Water Supply Works, on the Easement Area;
- (b) to construct, place, lay, deepen, widen, inspect, clean, maintain, change, add to, remove, repair, replace, relay, renew, use and manage the Relevant Works on, or inspect or survey, the Easement Area at all times and from time to time;
- (c) In order to exercise the right in clauses 3 (a) to (b), the Grantee must provide the Grantor 14 days' notice (except when undertaking urgent or emergency works) prior to:
 - (i) enter the Easement Area, remain on it, and pass and repass on it, with or without vehicles, machinery, plant, equipment, tools and materials;
 - (ii) place on the Easement Area the machinery, plant, equipment, tools and materials required to exercise those rights and leave them there;

Title Reference:

- (iii) dig into, sink shafts in, and erect scaffolding on and open and break up the Easement Area;
- (iv) remove and dispose of spoil created by the exercise of those rights;
- (v) construct and maintain any ancillary works on the Easement Area;
- (vi) clear vegetation from the Easement Area;
- (vii) cross any part of the Grantor's Land that the Grantee requires to access the Easement Area from the public road and back again;
- (viii) remove fences, gates, pathways or other parkland infrastructure on the Grantor's Land; and
- (ix) do anything else on the Easement Area that the Grantee considers reasonably necessary to exercise those rights.

4. Grantor's obligations

- (a) The Grantor must:
 - (i) allow the Relevant Works to remain on the Easement Area;
 - (ii) keep the Easement Area in good order and repair and suitable for exercising the Grantee's Rights;
 - (iii) pay all rates, taxes and imposts in the nature of a tax payable in connection with the Easement Area or the Grantor's ownership of it, on time;
 - (iv) provide the Grantee with security cards and access keys to enable the Grantee and its Authorised Persons to access the Easement Area;
 - (v) not, unless it has the Grantee's written consent:
 - A. erect any structure or other thing on the Easement Area;
 - B. remove from or stockpile on the Easement Area soil, sand, gravel or any other substance or material;
 - C. install concrete, bitumen or other pavement or driveways on the Easement Area or gardens or landscaping involving concrete, brick or other permanent materials or otherwise build over the Relevant Works;
 - D. alter the ground level, or alter or disturb the existing grades of the Easement Area or change its topography;
 - E. inundate the Easement Area with water;
 - F. plant any tree or other vegetation or crop on the Easement Area;
 - G. light a fire on the Easement Area, or allow a fire to escape onto the Easement Area from the Grantor's Land (that is not part of the Easement Area);
 - H. construct any road or other earthwork on the Easement Area; or
 - I. do or cause or permit anything (including granting rights to another person) in connection with the Easement Area that could obstruct or interfere with the

Title Reference:

Relevant Works or their proper and effective use or the proper exercise of the Grantee's Rights; and

- (vi) notify the Grantee within 14 days if the Grantor receives or becomes aware of any application for, or grant of, a mining or petroleum tenement under the *Mineral Resources Act 1989*, *Petroleum Act 1923*, *Petroleum and Gas (Production and Safety) Act 2004* or any other law in respect of the Easement Area.
- (b) If the Grantor does not comply with any of its obligations under this easement (whether a positive or negative obligation) the Grantee may remedy the Grantor's breach and recover the cost of doing so from the Grantor as a debt owing to the Grantee.
- (c) The Grantor must comply with its obligations under a law relating to the Easement Area and the Relevant Works, including the *Water Supply (Safety and Reliability) Act 2008* and the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*.

5. Property in and expenses of Relevant Works

- (a) The Relevant Works are the Grantee's property and do not become the Grantor's property.
- (b) The Grantee is responsible for and must pay all expenses in connection with the Relevant Works.

6. Exercise of Grantee's Rights

- (a) In exercising the Grantee's rights, the Grantee must, at its own cost:
 - (i) ensure all work is done in a proper and workmanlike manner;
 - (ii) comply with all relevant laws;
 - (iii) cause as little inconvenience or obstruction as practicable to the Grantor and any occupier of the Grantor's Land;
 - (iv) cause as little damage as practicable to the Grantor's Land, including the Easement Area, and any Improvements;
 - (v) if damaged by the Grantee, restore the Grantor's Land and infrastructure similar to a standard which is not less than the quality and materials of workmanship of the existing improvements; and
 - (vi) make good any collateral damage.
- (b) Without limiting clause 6(a), the Grantee must:
 - (i) reinstate all fences, gates, pathway and parkland infrastructure damaged by it in the exercise of any of the Grantee's Rights; or
 - (ii) in lieu of reinstating any such fence, install a gate the quality of materials and workmanship of which, except with the Grantor's consent, must be not less than the quality and materials of workmanship of the existing fence.
- (c) Section 85B(2) of the *Land Title Act 1994* and section 366(2) of the *Land Act 1994* are excluded from this easement.
- (d) This easement does not affect any rights or powers the Grantee may have under a statute, including the *Water Supply (Safety and Reliability) Act 2008* and the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*. The Grantee may exercise its rights and powers under a statute in respect of the Easement Area and its Relevant Works in lieu of, or without regard to, its rights and powers under this easement.

SCHEDULE

Title Reference:

7. Waiver

- (a) Failure to exercise or enforce, or a delay in exercising or enforcing, or the partial exercise or enforcement of, a right, power or remedy provided by law or under this easement by a party does not preclude, or operate as a waiver of, the exercise or enforcement, or further exercise or enforcement, of that or any other right, power or remedy provided by law or under this easement.
- (b) A waiver or consent given by a party under this easement is only effective and binding on that party if it is given or confirmed in writing by that party.
- (c) No waiver of a breach of a term of this easement operates as a waiver of another breach of that term or of a breach of any other term of this easement.

8. Costs

- (a) Unless stated otherwise in this easement, each party must pay its own costs and expenses in performing its obligations under this easement.
- (b) In respect of this easement, the Grantor must pay:
 - (i) the Grantee's costs and expenses in connection with negotiating, preparing and executing this easement;
 - (ii) the costs and expenses of and incidental to preparing any survey required to register it;
 - (iii) any duty payable on it; and
 - (iv) the fees for registering it and answering any requisition.

9. Registration

So that this easement can be registered, the Grantor must promptly:

- (a) produce the relevant instrument of title (if any) to the Grantor's Land to the Registrar of Titles or other appropriate officer; and
- (b) obtain and produce to the Registrar of Titles or other appropriate officer any consent required from any person having any interest in that party's land.

10. Burden

- (a) The burden of this easement passes with the Easement Area.
- (b) Each promise made in this easement by the Grantor binds the Grantor's successors in title and is for the benefit of the Grantee and its assignees.
- (c) Subject to clause 10(e), from the date the Grantor ceases to be the owner of the Easement Area, the Grantor is released from all obligations under this easement
- (d) Despite clause 10(c), the Grantor is not released and remains liable for breaches of obligations that occurred before the date the Grantor ceases to be the owner of the Easement Area.
- (e) The Grantor, at its own cost, must, before it sells or otherwise disposes of the Easement Area, obtain from any buyer or donee of the Easement Area a covenant, in favour of the Grantee, by which the buyer or donee agrees to comply with the terms (whether positive or negative) of this easement.
- (f) Clause 10(c) does not apply unless clause 10(e) is complied with.

Title Reference:

11. Governing law

The laws of Queensland govern this easement.

12. Severance

If at any time a provision of this easement is or becomes illegal, invalid or unenforceable in any respect, that will not affect or impair the legality, validity or enforceability of any other provision of this easement.

13. Goods and Services Tax

- (a) For the purpose of this clause unless the context otherwise requires:
- (i) **GST Legislation** means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any related tax imposition Act (whether imposing tax as a duty of customs excise or otherwise) and includes any legislation which is enacted to validate recapture or recoup the tax imposed by any of such Acts;
 - (ii) **Applicable GST** has the meaning ascribed to it in clause 13(b);
 - (iii) **GST** means any tax imposed by or through the GST Legislation on a supply (without regard to any input tax credit);
 - (iv) **Recipient** means the party treated by the GST Legislation as the recipient of a supply from the Supplier;
 - (v) **Representative** means a representative member of a GST group to which the relevant Supplier belongs;
 - (vi) **Supply** means any supply (within the meaning which it bears in the GST Legislation) by the Supplier under this easement;
 - (vii) **Supplier** means any party to this easement treated by the GST Legislation as making a taxable supply under or in connection with this easement;
 - (viii) where any other term is used in this clause which is defined in the GST legislation it will have the meaning which it bears in the GST Legislation.
- (b) In the case of a Supply which is a taxable supply:
- (i) the consideration payable or otherwise provided (apart from under this clause) to the Supplier (under the other provisions of this easement) will be increased by an amount equal to the Applicable GST;
 - (ii) the Applicable GST will be the GST payable on the Supply;
 - (iii) the Applicable GST will be added to the consideration payable or otherwise provided (apart from under this clause) for the Supply under the other provisions of this easement so as to form an additional part of the consideration for the Supply.
- (c) The Recipient will pay on demand to the Supplier an amount equal to any increment in consideration which is payable under this clause in respect of any Supply, and such amount will be a debt due and owing by the Recipient to the Supplier which is recoverable without setting off any refund or counter claim.
- (d) The Supplier will provide the Recipient with tax invoices and/or adjustment notes in relation to the Supply (but will not be obliged or requested to create such invoices for amounts in excess of amounts received from the Recipient) and do all things reasonably necessary to assist the Recipient to enable it to claim and obtain any input tax credit available to the Recipient in respect of the Supply.

Title Reference:

- (e) Where the consideration for a Supply consists (in whole or in part) of the recovery by the Supplier of all or a proportion of the Supplier's costs, the amount recoverable will be reduced by the amount (or the corresponding proportion) of the input tax credits available to the Supplier in respect of such costs and then increased by any Applicable GST under clause 13(b).
- (f) In the event that liability for payment of GST in respect of a Supply under this easement is imposed upon a Representative of a Supplier this clause will nonetheless apply and the Adjustments will be calculated in all respects as if the Supplier was liable for the GST imposed on such Supply and entitled to input tax credits properly allocated to the making of that Supply.

14. Where the Easement Area is trust land under the Land Act 1994

Where the Easement Area is included in trust land under the *Land Act 1994* this clause 14 will also apply:

- (a) If the trust land is a reserve, in clause 1.1 the definition of "Grantor" is replaced by the following:
Grantor means the person shown as "Grantor" in Item 1 of the Form 9 and, where the context permits, any trustee of the Easement Area.
- (b) In this clause 14:
Minister means the Minister administering the *Land Act 1994*;
- (c) Despite anything else, the Grantee may not cut or remove any timber or trees from the Easement Area without first giving reasonable notice to the Grantor and obtaining all necessary approvals at law. Such notice will not be required under this clause if there is an actual or potential danger to persons or property or if there is any interference or jeopardy to the supply of the Relevant Works.
- (d) Release and Indemnity
 - (i) The Grantee indemnifies and agrees to keep indemnified the Minister, the State of Queensland and the Grantor (the **Indemnified Parties**) against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses (**Claim**) arising out of or in any way connected to or resulting from the granting of this easement to the Grantee or which is connected to or resulting from the Grantee's use and occupation of the Easement Area (all of which are referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the indemnity to any of the other Indemnified Parties.
 - (j) The Grantee hereby releases and discharges the Indemnified Parties from any Claim relating to the indemnified acts or omissions which may be made against the Indemnified Parties, save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the release and discharge in favour of any of the other Indemnified Parties.
 - (k) To remove doubt, the Grantee specifically agrees that the indemnity provided by the Grantee in this clause 14(d) extends to any Claim (as defined by this clause 14) arising from the use of any other area of the trust land by the Grantee.
- (e) Public Liability Insurance
 - (i) The Grantee must effect a public liability insurance policy with an insurer authorised under the Insurance Act 1973 (Commonwealth) or, in any other case, to the satisfaction of the Minister, naming the Grantee as the insured covering legal liability for any loss of or damage to any property and for the injury (including death) to any person arising out of anything done or omitted on or about the Easement Area and against all claims, demands, proceedings, costs, charges and

Title Reference:

expenses whatsoever in respect thereof subject to the terms and conditions of the insurance policy.

Such policy must:

- A. be for an amount of not less than twenty million dollars (\$20,000,000.00) in respect of all claims arising out of a single event or such higher amounts as the Minister may reasonably require; and
 - B. be effected on a "claims occurring" basis so that any claim made by the Grantee under the policy after the expiration of the period of policy cover but relating to an event occurring during the currency of the policy will be covered by the policy subject to the claim meeting the policy's other terms and conditions; and
 - C. be maintained at all times during the currency of this easement, and upon receipt of any Notice of Cancellation, the Grantee must immediately effect another public liability insurance policy in accordance with the terms and conditions of this easement.
- (ii) The Grantee must forward a certificate of currency to the Grantor within 10 business days of the commencement of each respective renewal period.
 - (iii) The Grantee must, as soon as practicable, inform the Minister and the Grantor, in writing, of the occurrence of any event that the Grantee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Minister and the Grantor are kept fully informed of subsequent actions and developments concerning the claim.
 - (iv) To remove doubt, the requirements of this clause 14(e) apply to any other area of the Grantor's Land used by the Grantee.

Dealing Number



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1. Grantor IPSWICH CITY COUNCIL TRUSTEE UNDER INSTRUMENT 717675734	Lodger (Name, address, E-mail & phone number)	Lodger Code
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2. Description of Easement/Lot on Plan Servient Tenement (burdened land) EASEMENT V IN LOT 9004 ON SP292715 ON SP300728	Title Reference TO BE ISSUED FROM 51072429
--	--

#Dominant Tenement (benefited land)

not applicable if easement in gross
NOT APPLICABLE

3. Interest being burdened FEE SIMPLE	#4. Interest being benefited NOT APPLICABLE
---	---

not applicable if easement in gross

5. Grantee Given names	Surname/Company name and number	(include tenancy if more than one)
	CENTRAL SEQ DISTRIBUTOR-RETAILER AUTHORITY ABN 86 673 835 011	

6. Consideration \$1.00	7. Purpose of easement WATER PURPOSES
-----------------------------------	---

8. Grant/Execution

The Grantor for the above consideration grants to the Grantee the easement over the servient tenement for the purpose stated in item 7 and the Grantor and Grantee covenant with each other in terms of the attached schedule

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

.....signature

.....full name

.....qualification

Witnessing Officer

/ /
Execution Date

.....
Grantor's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Andersonsignature

ALANA LOUISE ANDERSONfull name

JP (QUAL) Reg No. 121421qualification

Witnessing Officer

6/03/2018
Execution Date

Sarah Brown
Grantee's Signature
SARAH BROWN, SENIOR LEGAL COUNSEL

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Executed by CENTRAL SEQ DISTRIBUTOR-RETAILER AUTHORITY by its delegate under section 53 of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009

Title Reference:

This is the schedule referred to in the Form 9 Easement dated _____, 2018.

1. Definitions and interpretation

1.1 Definitions

In this easement:

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Grantee's Rights means the rights granted under clause 3.

Grantor means the person shown as "Grantor" in Item 1 of the Form 9 and each assignee or successor of that person in respect of the Easement Area.

Grantor's Land means the parcel or parcels of the Grantor's land that includes the Easement Area.

Improvements means everything, including vegetation, on the Easement Area.

Relevant Works means the Water Supply Works.

Water Supply Works means all water reticulation mains or pipes for carrying water supplied by the Grantee, all ancillary plant, equipment (including pumps and pump stations and water reservoirs), fittings and attachments, and works of any nature to protect or support any of them.

1.2 Interpretation

In this grant of easement:

(a) headings are for convenience only and do not affect

interpretation; and unless the context indicates a contrary intention:

(b) an obligation or a liability assumed by, or a right conferred on, 2 or more persons binds or benefits them jointly and severally;

(c) "person" includes an individual, the estate of an individual, a corporation, an authority, an association or a joint venture (whether incorporated or unincorporated), a partnership and a trust;

(d) a reference to a party includes that party's executors, administrators, successors and permitted assigns, including persons taking by way of novation, and, in the case of a trustee, includes a substituted or an additional trustee;

(e) a word importing the singular includes the plural (and vice versa), and a word indicating a gender includes every other gender;

(f) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;

Title Reference:

- (g) if the Easement Area is defined using a horizontal plane and references to marks on the surface of land:
 - (i) a reference to a thing on, or the doing of any thing on or in respect of, land in the Easement Area includes a reference to a thing, or the doing of the thing, through, over, across or under the land;
 - (ii) a reference to land in the Easement Area includes the land's surface, sub-surface and strata above the surface;
- (h) if the Easement Area is defined using 3 dimensionally located points to identify the position, shape and dimensions of each bounding surface:
 - (i) a reference to a thing on, or the doing of any thing on or in respect of, land in the Easement Area includes a reference to a thing, or the doing of the thing, in or through the land;
 - (ii) if the Easement Area includes a surface of land, a reference to land in the Easement Area includes that surface, and any sub-surface of, and strata above that, land (in the Easement Area);
- (i) "includes" in any form is not a word of limitation.

2. Public utility easement

This easement is a public utility easement for:

- (a) the Easement Purpose;
- (b) undertaking or engaging in any service, facility or activity that directly or indirectly refers to or is related to the Easement Purpose and which the Grantee has authority to undertake or engage in under a law; and
- (c) the exercise by the Grantee of the other rights given to the Grantee by this easement.

3. Grantee's Rights

The Grantor grants the Grantee the right for the Grantee and its Authorised Persons:

- (a) to transmit, or permit to be transmitted water in and through Water Supply Works, on the Easement Area;
- (b) to construct, place, lay, deepen, widen, inspect, clean, maintain, change, add to, remove, repair, replace, relay, renew, use and manage the Relevant Works on, or inspect or survey, the Easement Area at all times and from time to time;
- (c) In order to exercise the right in clauses 3 (a) to (b), the Grantee must provide the Grantor 14 days' notice (except when undertaking urgent or emergency works) prior to:
 - (i) enter the Easement Area, remain on it, and pass and repass on it, with or without vehicles, machinery, plant, equipment, tools and materials;
 - (ii) place on the Easement Area the machinery, plant, equipment, tools and materials required to exercise those rights and leave them there;

Title Reference:

- (iii) dig into, sink shafts in, and erect scaffolding on and open and break up the Easement Area;
- (iv) remove and dispose of spoil created by the exercise of those rights;
- (v) construct and maintain any ancillary works on the Easement Area;
- (vi) clear vegetation from the Easement Area;
- (vii) cross any part of the Grantor's Land that the Grantee requires to access the Easement Area from the public road and back again;
- (viii) remove fences, gates, pathways or other parkland infrastructure on the Grantor's Land; and
- (ix) do anything else on the Easement Area that the Grantee considers reasonably necessary to exercise those rights.

4. Grantor's obligations

- (a) The Grantor must:
 - (i) allow the Relevant Works to remain on the Easement Area;
 - (ii) keep the Easement Area in good order and repair and suitable for exercising the Grantee's Rights;
 - (iii) pay all rates, taxes and imposts in the nature of a tax payable in connection with the Easement Area or the Grantor's ownership of it, on time;
 - (iv) provide the Grantee with security cards and access keys to enable the Grantee and its Authorised Persons to access the Easement Area;
 - (v) not, unless it has the Grantee's written consent:
 - A. erect any structure or other thing on the Easement Area;
 - B. remove from or stockpile on the Easement Area soil, sand, gravel or any other substance or material;
 - C. install concrete, bitumen or other pavement or driveways on the Easement Area or gardens or landscaping involving concrete, brick or other permanent materials or otherwise build over the Relevant Works;
 - D. alter the ground level, or alter or disturb the existing grades of the Easement Area or change its topography;
 - E. inundate the Easement Area with water;
 - F. plant any tree or other vegetation or crop on the Easement Area;
 - G. light a fire on the Easement Area, or allow a fire to escape onto the Easement Area from the Grantor's Land (that is not part of the Easement Area);
 - H. construct any road or other earthwork on the Easement Area; or
 - I. do or cause or permit anything (including granting rights to another person) in connection with the Easement Area that could obstruct or interfere with the

Title Reference:

Relevant Works or their proper and effective use or the proper exercise of the Grantee's Rights; and

- (vi) notify the Grantee within 14 days if the Grantor receives or becomes aware of any application for, or grant of, a mining or petroleum tenement under the *Mineral Resources Act 1989*, *Petroleum Act 1923*, *Petroleum and Gas (Production and Safety) Act 2004* or any other law in respect of the Easement Area.
- (b) If the Grantor does not comply with any of its obligations under this easement (whether a positive or negative obligation) the Grantee may remedy the Grantor's breach and recover the cost of doing so from the Grantor as a debt owing to the Grantee.
- (c) The Grantor must comply with its obligations under a law relating to the Easement Area and the Relevant Works, including the *Water Supply (Safety and Reliability) Act 2008* and the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*.

5. Property in and expenses of Relevant Works

- (a) The Relevant Works are the Grantee's property and do not become the Grantor's property.
- (b) The Grantee is responsible for and must pay all expenses in connection with the Relevant Works.

6. Exercise of Grantee's Rights

- (a) In exercising the Grantee's rights, the Grantee must, at its own cost:
 - (i) ensure all work is done in a proper and workmanlike manner;
 - (ii) comply with all relevant laws;
 - (iii) cause as little inconvenience or obstruction as practicable to the Grantor and any occupier of the Grantor's Land;
 - (iv) cause as little damage as practicable to the Grantor's Land, including the Easement Area, and any Improvements;
 - (v) if damaged by the Grantee, restore the Grantor's Land and infrastructure similar to a standard which is not less than the quality and materials of workmanship of the existing improvements; and
 - (vi) make good any collateral damage.
- (b) Without limiting clause 6(a), the Grantee must:
 - (i) reinstate all fences, gates, pathway and parkland infrastructure damaged by it in the exercise of any of the Grantee's Rights; or
 - (ii) in lieu of reinstating any such fence, install a gate the quality of materials and workmanship of which, except with the Grantor's consent, must be not less than the quality and materials of workmanship of the existing fence.
- (c) Section 85B(2) of the *Land Title Act 1994* and section 366(2) of the *Land Act 1994* are excluded from this easement.
- (d) This easement does not affect any rights or powers the Grantee may have under a statute, including the *Water Supply (Safety and Reliability) Act 2008* and the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*. The Grantee may exercise its rights and powers under a statute in respect of the Easement Area and its Relevant Works in lieu of, or without regard to, its rights and powers under this easement.

Title Reference:

7. Waiver

- (a) Failure to exercise or enforce, or a delay in exercising or enforcing, or the partial exercise or enforcement of, a right, power or remedy provided by law or under this easement by a party does not preclude, or operate as a waiver of, the exercise or enforcement, or further exercise or enforcement, of that or any other right, power or remedy provided by law or under this easement.
- (b) A waiver or consent given by a party under this easement is only effective and binding on that party if it is given or confirmed in writing by that party.
- (c) No waiver of a breach of a term of this easement operates as a waiver of another breach of that term or of a breach of any other term of this easement.

8. Costs

- (a) Unless stated otherwise in this easement, each party must pay its own costs and expenses in performing its obligations under this easement.
- (b) In respect of this easement, the Grantor must pay:
 - (i) the Grantee's costs and expenses in connection with negotiating, preparing and executing this easement;
 - (ii) the costs and expenses of and incidental to preparing any survey required to register it;
 - (iii) any duty payable on it; and
 - (iv) the fees for registering it and answering any requisition.

9. Registration

So that this easement can be registered, the Grantor must promptly:

- (a) produce the relevant instrument of title (if any) to the Grantor's Land to the Registrar of Titles or other appropriate officer; and
- (b) obtain and produce to the Registrar of Titles or other appropriate officer any consent required from any person having any interest in that party's land.

10. Burden

- (a) The burden of this easement passes with the Easement Area.
- (b) Each promise made in this easement by the Grantor binds the Grantor's successors in title and is for the benefit of the Grantee and its assignees.
- (c) Subject to clause 10(e), from the date the Grantor ceases to be the owner of the Easement Area, the Grantor is released from all obligations under this easement
- (d) Despite clause 10(c), the Grantor is not released and remains liable for breaches of obligations that occurred before the date the Grantor ceases to be the owner of the Easement Area.
- (e) The Grantor, at its own cost, must, before it sells or otherwise disposes of the Easement Area, obtain from any buyer or donee of the Easement Area a covenant, in favour of the Grantee, by which the buyer or donee agrees to comply with the terms (whether positive or negative) of this easement.
- (f) Clause 10(c) does not apply unless clause 10(e) is complied with.

Title Reference:

11. Governing law

The laws of Queensland govern this easement.

12. Severance

If at any time a provision of this easement is or becomes illegal, invalid or unenforceable in any respect, that will not affect or impair the legality, validity or enforceability of any other provision of this easement.

13. Goods and Services Tax

(a) For the purpose of this clause unless the context otherwise requires:

- (i) **GST Legislation** means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any related tax imposition Act (whether imposing tax as a duty of customs excise or otherwise) and includes any legislation which is enacted to validate recapture or recoup the tax imposed by any of such Acts;
- (ii) **Applicable GST** has the meaning ascribed to it in clause 13(b);
- (iii) **GST** means any tax imposed by or through the GST Legislation on a supply (without regard to any input tax credit);
- (iv) **Recipient** means the party treated by the GST Legislation as the recipient of a supply from the Supplier;
- (v) **Representative** means a representative member of a GST group to which the relevant Supplier belongs;
- (vi) **Supply** means any supply (within the meaning which it bears in the GST Legislation) by the Supplier under this easement;
- (vii) **Supplier** means any party to this easement treated by the GST Legislation as making a taxable supply under or in connection with this easement;
- (viii) where any other term is used in this clause which is defined in the GST legislation it will have the meaning which it bears in the GST Legislation.

(b) In the case of a Supply which is a taxable supply:

- (i) the consideration payable or otherwise provided (apart from under this clause) to the Supplier (under the other provisions of this easement) will be increased by an amount equal to the Applicable GST;
- (ii) the Applicable GST will be the GST payable on the Supply;
- (iii) the Applicable GST will be added to the consideration payable or otherwise provided (apart from under this clause) for the Supply under the other provisions of this easement so as to form an additional part of the consideration for the Supply.

(c) The Recipient will pay on demand to the Supplier an amount equal to any increment in consideration which is payable under this clause in respect of any Supply, and such amount will be a debt due and owing by the Recipient to the Supplier which is recoverable without setting off any refund or counter claim.

(d) The Supplier will provide the Recipient with tax invoices and/or adjustment notes in relation to the Supply (but will not be obliged or requested to create such invoices for amounts in excess of amounts received from the Recipient) and do all things reasonably necessary to assist the Recipient to enable it to claim and obtain any input tax credit available to the Recipient in respect of the Supply.

Title Reference:

- (e) Where the consideration for a Supply consists (in whole or in part) of the recovery by the Supplier of all or a proportion of the Supplier's costs, the amount recoverable will be reduced by the amount (or the corresponding proportion) of the input tax credits available to the Supplier in respect of such costs and then increased by any Applicable GST under clause 13(b).
- (f) In the event that liability for payment of GST in respect of a Supply under this easement is imposed upon a Representative of a Supplier this clause will nonetheless apply and the Adjustments will be calculated in all respects as if the Supplier was liable for the GST imposed on such Supply and entitled to input tax credits properly allocated to the making of that Supply.

14. Where the Easement Area is trust land under the Land Act 1994

Where the Easement Area is included in trust land under the *Land Act 1994* this clause 14 will also apply:

- (a) If the trust land is a reserve, in clause 1.1 the definition of "Grantor" is replaced by the following:
Grantor means the person shown as "Grantor" in Item 1 of the Form 9 and, where the context permits, any trustee of the Easement Area.
- (b) In this clause 14:
Minister means the Minister administering the *Land Act 1994*;
- (c) Despite anything else, the Grantee may not cut or remove any timber or trees from the Easement Area without first giving reasonable notice to the Grantor and obtaining all necessary approvals at law. Such notice will not be required under this clause if there is an actual or potential danger to persons or property or if there is any interference or jeopardy to the supply of the Relevant Works.
- (d) Release and Indemnity
 - (i) The Grantee indemnifies and agrees to keep indemnified the Minister, the State of Queensland and the Grantor (the **Indemnified Parties**) against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses (**Claim**) arising out of or in any way connected to or resulting from the granting of this easement to the Grantee or which is connected to or resulting from the Grantee's use and occupation of the Easement Area (all of which are referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the indemnity to any of the other Indemnified Parties.
 - (j) The Grantee hereby releases and discharges the Indemnified Parties from any Claim relating to the indemnified acts or omissions which may be made against the Indemnified Parties, save to the extent that the Claim arises as a result of any negligent act or omission of the Indemnified Parties, however, any negligent act or omission of one of the Indemnified Parties does not negate the release and discharge in favour of any of the other Indemnified Parties.
 - (k) To remove doubt, the Grantee specifically agrees that the indemnity provided by the Grantee in this clause 14(d) extends to any Claim (as defined by this clause 14) arising from the use of any other area of the trust land by the Grantee.
- (e) Public Liability Insurance
 - (i) The Grantee must effect a public liability insurance policy with an insurer authorised under the Insurance Act 1973 (Commonwealth) or, in any other case, to the satisfaction of the Minister, naming the Grantee as the insured covering legal liability for any loss of or damage to any property and for the injury (including death) to any person arising out of anything done or omitted on or about the Easement Area and against all claims, demands, proceedings, costs, charges and

Title Reference:

expenses whatsoever in respect thereof subject to the terms and conditions of the insurance policy.

Such policy must:

- A. be for an amount of not less than twenty million dollars (\$20,000,000.00) in respect of all claims arising out of a single event or such higher amounts as the Minister may reasonably require; and
 - B. be effected on a "claims occurring" basis so that any claim made by the Grantee under the policy after the expiration of the period of policy cover but relating to an event occurring during the currency of the policy will be covered by the policy subject to the claim meeting the policy's other terms and conditions; and
 - C. be maintained at all times during the currency of this easement, and upon receipt of any Notice of Cancellation, the Grantee must immediately effect another public liability insurance policy in accordance with the terms and conditions of this easement.
- (ii) The Grantee must forward a certificate of currency to the Grantor within 10 business days of the commencement of each respective renewal period.
 - (iii) The Grantee must, as soon as practicable, inform the Minister and the Grantor, in writing, of the occurrence of any event that the Grantee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Minister and the Grantor are kept fully informed of subsequent actions and developments concerning the claim.
 - (iv) To remove doubt, the requirements of this clause 14(e) apply to any other area of the Grantor's Land used by the Grantee.

A5051528

30 August 2018

MEMORANDUM

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

FROM: ACTING FINANCE MANAGER

RE: MONTH-END PERFORMANCE – JULY 2018

INTRODUCTION

This is a report by the Acting Finance Manager dated 30 August 2018 concerning Council performance for the period ending 31 July 2018, submitted in accordance with *Section 204 of the Local Government Regulation 2012*.

BACKGROUND

Section 204 of the Local Government Regulation 2012 requires a monthly report to be submitted to Council in respect of the performance of Council's budget. The monthly performance report for July 2018 is included at Attachment A.

ATTACHMENT:

Name of Attachment	Attachment
July 2018 Monthly Performance Report	Attachment A

RECOMMENDATIONS:

That the report be received and the contents noted.

Lavina Britton
ACTING FINANCE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)



City of
Ipswich

Ipswich City Council

Performance Report

July 2018

Ipswich City Council - Summary Financial Results

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	FY Budget \$'000	EOY Forecast \$'000	Detail Page ref:
Net Result as at 31 July 2018:						
Cash Operational Revenue						
Net Rates and Utilities	48,028	51,337	(3,309)	201,642	201,642	Page 9
Fees and Charges	3,119	2,721	398	29,751	29,751	Page 10
Operational Grants and Contributions	177	1,189	(1,012)	16,789	16,789	Page 11
Interest	317	216	101	2,905	2,905	Page 12
Other Cash Revenue	5,681	1,381	4,300	32,879	32,879	"
Total Cash Operational Revenue	57,322	56,844	478	283,966	283,966	
Cash Operational Expenses						
Employee Expenses*	8,551	9,178	627	96,081	96,081	Page 13
Materials and Services#	5,406	7,752	2,346	88,707	88,707	"
Finance costs	1,097	1,079	(18)	14,882	14,882	"
Other Cash Expenses	493	719	226	8,364	8,364	"
	15,547	18,728	3,181	208,034	208,034	
Cash Operational Result	41,775	38,116	3,659	75,932	75,932	
Non-Cash Operational Revenue						
Gain on Asset Disposal	39	0	39	0	39	Page 12
Internal Revenue	2,581	2,556	25	23,504	23,504	"
Total Non-Cash Operational Revenue	2,620	2,556	64	23,504	23,543	
Non-Cash Operational Expense						
Depreciation	5,424	5,831	407	68,075	68,075	Page 13
Loss on Asset Disposal	223	0	(223)	0	223	"
Internal Expense	2,360	2,363	3	20,850	20,850	"
Total Non-Cash Operational Expense	8,007	8,194	187	88,925	89,148	
Net Result before Capital	36,388	32,478	3,910	10,511	10,327	
Capital						
Capital Grants	0	0	0	4,692	4,692	Page 11
Donated Asset Revenue	0	5,593	(5,593)	67,122	67,122	"
Contributions	129	1,729	(1,600)	20,737	20,737	"
Total Capital	129	7,322	(7,193)	92,551	92,551	
Total Net Result	36,517	39,800	(3,283)	103,062	102,878	
Capital Program as at 31 July 2018:						
Cash Capital Items						
Asset Construction and Purchase	4,623	3,312	(1,311)	174,730	174,730	Page 17
Non-cash Capital Items						
Donated Assets	7,646	4,446	(3,200)	67,122	67,122	"
Total Capital Program	12,269	7,758	(4,511)	241,852	241,852	

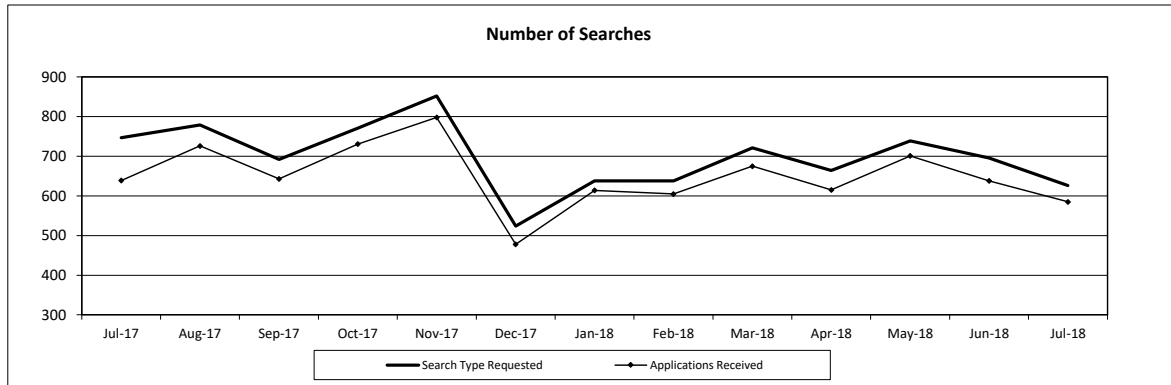
* Including contract labour

excluding contract labour

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

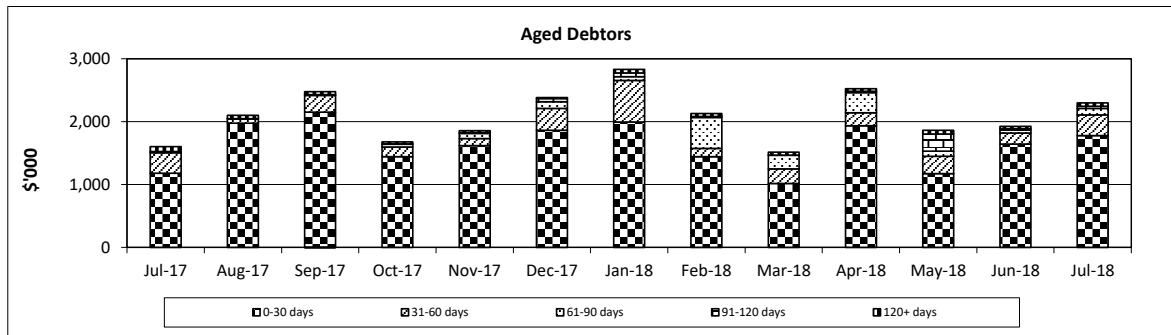
Additional Performance Information:

Property Searches:



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Search Type Requested	747	779	692	771	852	524	638	638	721	664	739	696	626
Applications Received	639	726	643	731	798	478	614	605	675	615	701	638	585

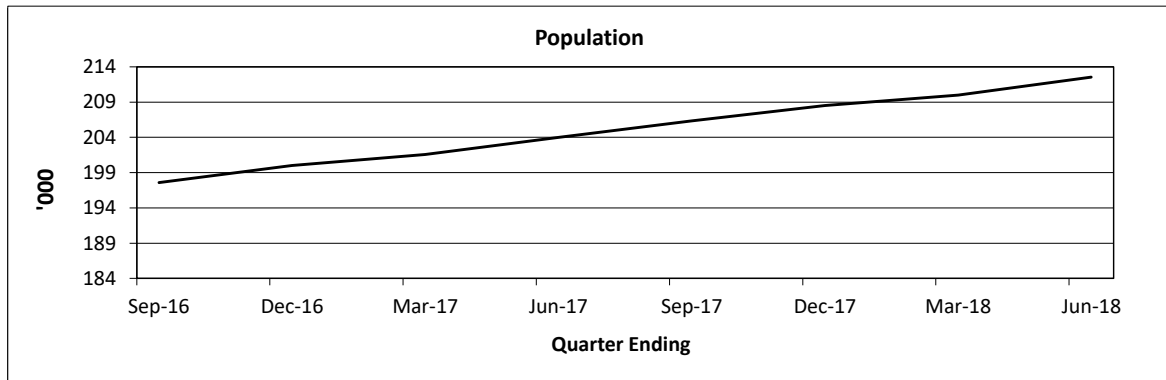
Aged Debtors:



	Jul-17 \$'000	Aug-17 \$'000	Sep-17 \$'000	Oct-17 \$'000	Nov-17 \$'000	Dec-17 \$'000	Jan-18 \$'000	Feb-18 \$'000	Mar-18 \$'000	Apr-18 \$'000	May-18 \$'000	Jun-18 \$'000	Jul-18 \$'000
0-30 days	1,181	1,977	2,153	1,444	1,619	1,862	1,995	1,443	1,016	1,936	1,174	1,645	1,778
31-60 days	325	67	265	152	113	350	661	132	233	207	276	173	331
61-90 days	8	1	13	45	82	106	60	491	215	319	82	47	102
91-120 days	12	3	1	7	12	51	60	16	5	21	273	22	34
120+ days	77	52	46	29	31	14	57	49	46	43	59	40	53

Satisfactory results overall.

Population:

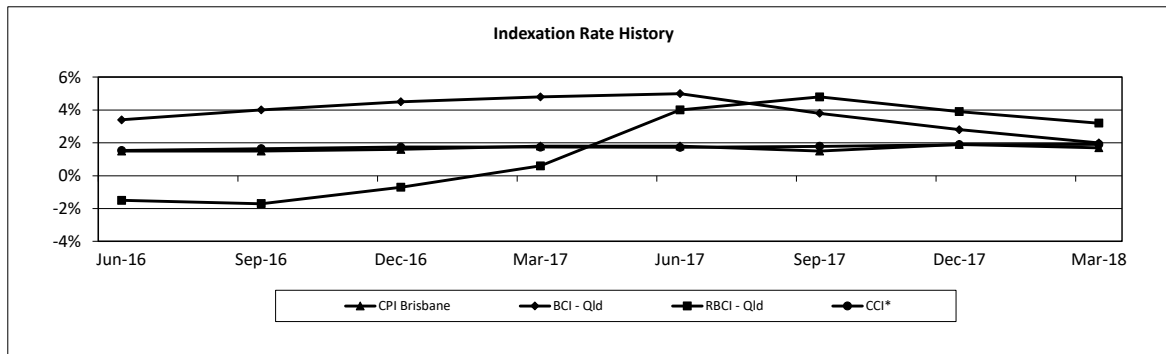


	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Population	198	200	202	204	206	209	210	213

Growth in Waste Domestic Services:

	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Growth per quarter:	0.82%	1.40%	0.83%	1.25%	1.26%	1.13%	0.93%	1.16%

Indexation Rate History:



	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
CPI Brisbane	1.50%	1.50%	1.60%	1.80%	1.80%	1.50%	1.90%	1.70%
BCI - Qld	3.40%	4.00%	4.50%	4.80%	5.00%	3.80%	2.80%	2.00%
RBCI - Qld	-1.50%	-1.70%	-0.70%	0.60%	4.00%	4.80%	3.90%	3.20%
CCI*	1.53%	1.64%	1.74%	1.74%	1.73%	1.79%	1.89%	1.90%

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

June quarterly figures for indexation will be available in the August report

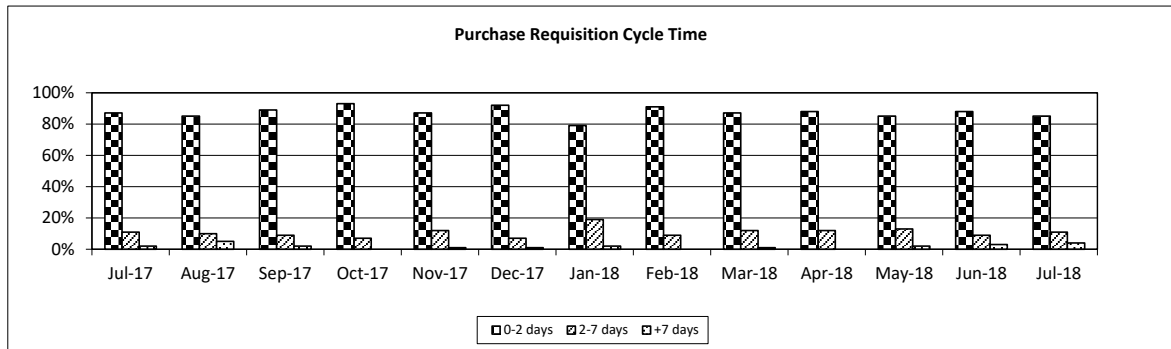
ICC Performance Report
July 2018

Invoices Paid within Terms:

	Jan-18		Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
Total invoices paid	4,797		4,806		5,169		4,779		5,482		5,245		5,838	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
% paid within terms	91%	91%	95%	97%	97%	98%	97%	97%	94%	97%	91%	90%	94%	94%
% paid <1 week outside terms	4%	4%	1%	2%	2%	1%	2%	2%	1%	1%	5%	6%	3%	3%
% paid >1 week outside terms	5%	5%	4%	1%	1%	1%	1%	1%	5%	3%	4%	4%	3%	3%

Target of 95% invoices paid on terms was not met in the month of July. This is due to administrative and systems errors that have since been rectified and are not expected to cause any issues going forward.

Purchase Requisition Cycle Time:

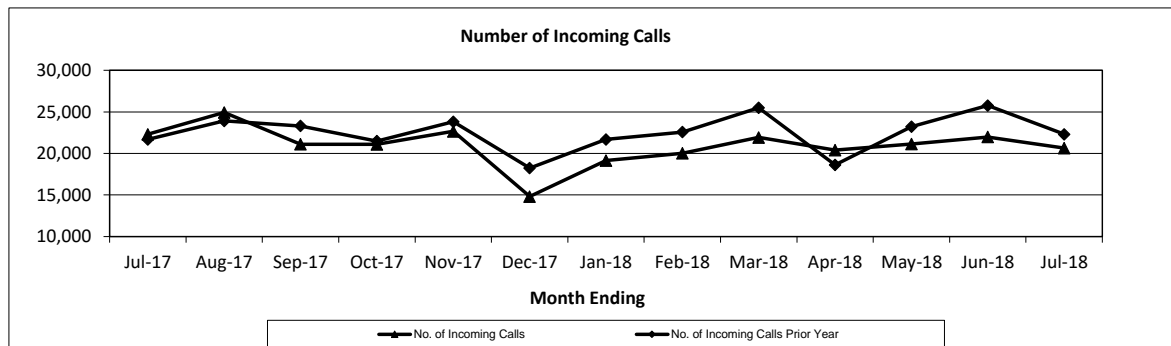


Key performance indicator for this activity is two days.

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
0-2 days	87%	85%	89%	93%	87%	92%	79%	91%	87%	88%	85%	88%	85%
2-7 days	11%	10%	9%	7%	12%	7%	19%	9%	12%	12%	13%	9%	11%
+7 days	2%	5%	2%	0%	1%	1%	2%	0%	1%	0%	2%	3%	4%

Purchase requisition cycle time results for July 2018 are within the agreed KPIs.

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



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
No. of Incoming Calls	22,308	24,933	21,109	21,097	22,656	14,818	19,147	20,027	21,922	20,397	21,153	21,986	20,634
No. of Incoming Calls Prior Year	21,689	23,927	23,313	21,495	23,814	18,241	21,681	22,579	25,508	18,637	23,222	25,768	22,308

Statement of Cashflows

	July Actuals	July Budget	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget
Cashflows from Operating Activities													
Receipts from Customers	(4,364)	(4,620)	(44,057)	(716)	(4,658)	(44,415)	(901)	(4,762)	(45,433)	(920)	(4,449)	(42,313)	(4,654)
General Rates and Utilities Charges	(3,380)	(2,721)	(2,409)	(2,419)	(2,665)	(2,265)	(2,199)	(2,205)	(2,166)	(2,420)	(2,512)	(2,255)	(2,857)
Fees and Charges	29	(574)	(574)	(574)	(579)	(574)	(574)	(574)	(574)	(574)	(574)	(574)	(1,192)
Operating Contributions	(206)	(615)	(1,819)	(256)	(186)	(1,819)	(286)	(535)	(1,837)	(208)	(184)	(1,820)	(722)
Operating Grants and Subsidies	(3,420)	(1,381)	(1,383)	(1,454)	(1,809)	(1,391)	(1,440)	(1,348)	(1,324)	(1,560)	(1,477)	(1,421)	(1,094)
Other Income	(129)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(2,318)
Capital Contributions													
Capital Grants and Subsidies													
	(11,469)	(11,640)	(51,972)	(7,148)	(11,627)	(52,193)	(7,129)	(12,210)	(53,063)	(7,412)	(10,925)	(52,229)	(14,357)
Payments to Suppliers and Employees													
Employee Payments	6,179	8,985	7,217	7,214	9,032	7,257	9,030	7,276	7,271	7,274	9,051	7,274	10,081
Supplier Payments	7,350	10,752	8,053	8,006	7,107	6,813	7,938	6,999	6,704	7,383	7,095	6,781	11,544
Other Expenses	532	755	584	736	721	685	776	672	680	736	677	671	1,471
	14,062	20,493	15,855	15,956	16,860	14,756	17,744	14,948	14,654	15,393	16,823	14,726	23,096
Interest Received	(317)	(216)	(270)	(269)	(209)	(254)	(268)	(201)	(233)	(260)	(186)	(245)	(194)
Borrowing Costs	8		3,096				3,819			3,584			3,797
	2,283	8,636	(36,387)	11,636	5,024	(37,692)	14,166	2,536	(38,641)	11,306	5,712	(37,747)	12,342
Net Cash Outflow (Inflow) from Operating Activities													
Cashflows from Investing Activities													
Payments for property, plant and equipment*	7,913	3,312	4,715	23,823	7,298	7,484	25,293	8,165	9,204	26,775	9,426	13,432	28,884
Dividends Received	(4,765)		(5,300)		(828)	(2,050)	(7,627)	(944)	(944)	(5,423)	(537)	(537)	(2,512)
Proceeds from sale of (payments for) equity investments	600	(1,398)	(502)	(4,167)			(700)						(1,998)
Transfers to/from subsidiary entities													
	3,748	1,914	4,213	14,357	6,470	5,435	16,966	7,221	8,260	21,352	8,889	12,895	24,374
Net Cash Outflow (Inflow) from Investing Activities													
Cashflows from Financing Activities													
Proceeds from Borrowings													(101,000)
Redemption of Borrowings				4,701			5,401			5,472			22,333
Interest free loan (proceeds) redemption													
Working Capital (Proceeds) Redemption													
				4,701			5,401			5,472			(78,667)
Net Cash Outflow (Inflow) from Financing Activities													
Net Decrease (Increase) in Cash Held	6,032	10,550	(32,174)	30,694	11,494	(32,257)	36,533	9,757	(30,382)	38,130	14,601	(24,852)	(41,951)
Cash at Beginning of Period	139,601	139,601	133,567	165,742	135,048	123,554	155,811	119,278	109,520	139,902	101,772	87,172	112,024
Cash at End of Reporting Period	133,567	129,051	165,742	135,048	123,554	155,811	119,278	109,520	139,902	101,772	87,172	112,024	153,974

* Including intangible assets

The end of year cash balance is \$153.974 million.

ICC Performance Report
July 2018

Departmental Breakdown

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

Trend of year to date results as at 31 July 2018:

Departmental Controlled:

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

Satisfactory results for expenses. Revenue under budget \$401k or 50.8% primarily due to the delayed payment of the Home Assist Grant.
Capital expenditure over budget by \$70k or 97.2%.

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

Satisfactory results for expenses. Revenue under budget \$62k or 98.4% relating to major events sponsorships, budget has been realigned in August.

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

Satisfactory results for expenses.
Capital expenditure over budget for infrastructure program \$1.4m. See pages 18-21 for details.

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

Satisfactory results for revenue and expenses.
Capital expenditure under budget by \$176k or 30.9%.

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

ICC Performance Report
July 2018

Departmental Breakdown

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

Trend of year to date results as at 31 July 2018:

Departmental Controlled:

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

Satisfactory results for revenue and expenses.
Capital expenditure under budget for Infrastructure Program \$306k or 19.3%. Capital expenditure for fleet and equipment purchases over budget \$377k.
Satisfactory results for IWS capital expenditure.

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

Satisfactory results for revenue and expenses.
Satisfactory results for capital expenditure.

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

Satisfactory results overall.

Corporate Controlled:

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

Satisfactory results for expenses. Revenue under budget \$10.9m or 20.94%.
Capital expenditure for donated assets over budget \$3.2m or 72%.

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

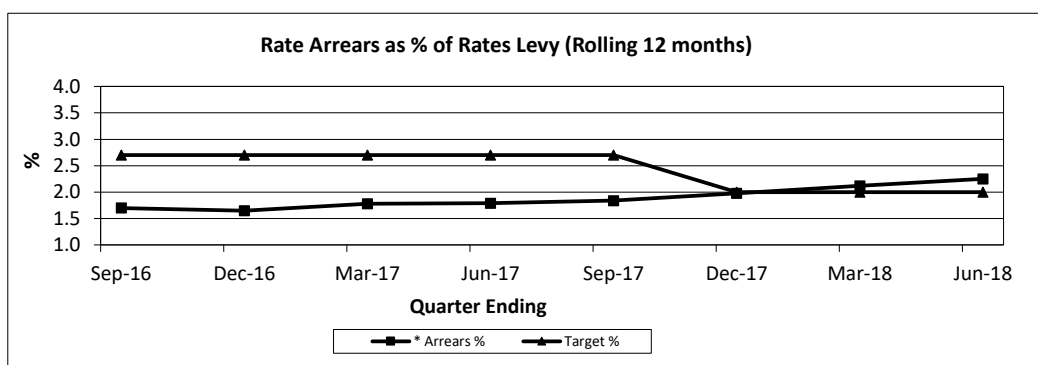
Revenue

Net Rates and Utilities:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	40,642	43,821	(3,179)	178,134	23%	178,134
Utilities and Other Charges	8,386	8,411	(25)	34,370	24%	34,370
Discounts/Remissions	(1,000)	(895)	(105)	(10,862)	9%	(10,862)
	48,028	51,337	(3,309)	201,642	24%	201,642

General rates under budget due to phasing which has been corrected in August. The quarterly rates run is in accordance with modelling and on track for full year budget.

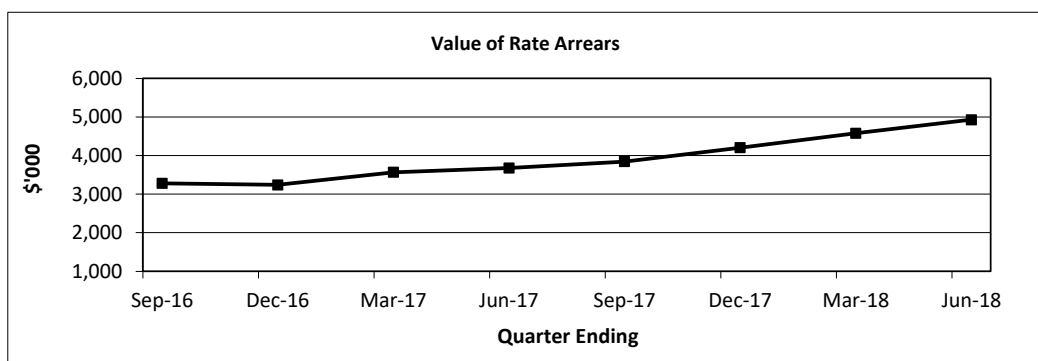
Rate Arrears as at 30 June 2018:



	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
* Arrears %	1.7	1.65	1.78	1.79	1.84	1.98	2.12	2.25
Target %	2.70	2.70	2.70	2.70	2.70	2.00	2.00	2.00

* Rolling 12 month average

Value of Rate Arrears:



	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
\$'000	3,281	3,242	3,568	3,680	3,844	4,207	4,579	4,929

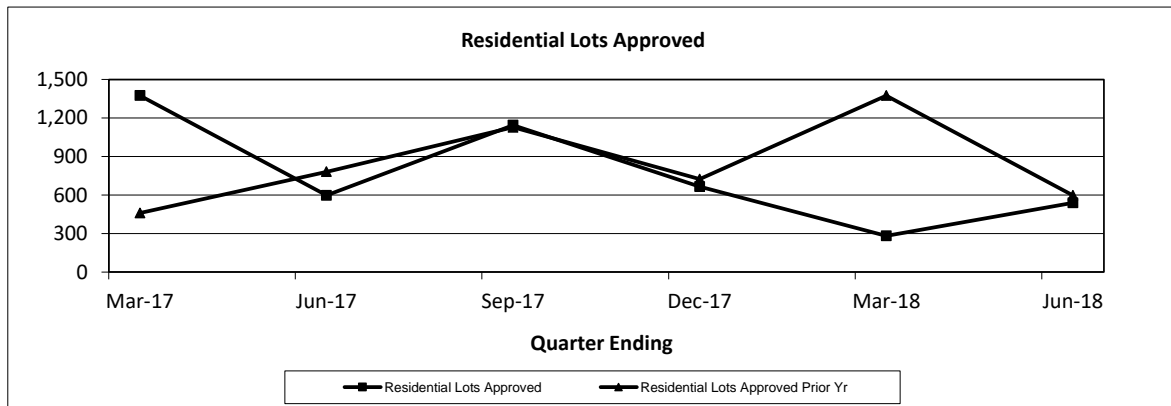
ICC Performance Report
July 2018

Fees and Charges:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	1,475	1,178	297	14,865	10%	14,865
Hlth Animal Cemetery Fees	347	363	(16)	1,920	18%	1,920
Traffic and Reg Park Fees	261	238	23	3,086	8%	3,086
Waste Fees	667	551	116	6,608	10%	6,608
Other Fees	369	391	(22)	3,272	11%	3,272
	3,119	2,721	398	29,751	10%	29,751

Satisfactory results overall.

Residential Lots Approved:



	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Residential Lots Approved	1,374	597	1,144	665	282	538
Residential Lots Approved Prior Yr	459	781	1,127	724	1,374	597

ICC Performance Report
July 2018

Grants and Contributions:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Operational Grants	206	615	(409)	9,879	2%	9,879
Capital Grants	0	0	0	4,692	0%	4,692
Donated Asset Revenue	0	5,593	(5,593)	67,122	0%	67,122
*Operational Cash Contributions	(29)	574	(603)	6,910	0%	6,910
*Capital Cash Contributions	129	1,729	(1,600)	20,737	1%	20,737
	306	8,511	(8,205)	109,340	0%	109,340

Operational grants under budget primarily relates to delayed payment of the home assist grant which is expected to be received in August. Donated assets and cash contributions are developer driven and will be monitored closely.

***Cash Contribution Actuals Breakdown YTD:**

	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Operational Cash Contribution	0	0	128	0	(157)	(29)
Capital Cash Contribution	0	0	129	0	0	129
	0	0	257	0	(157)	100

Balance Sheet Movement YTD:

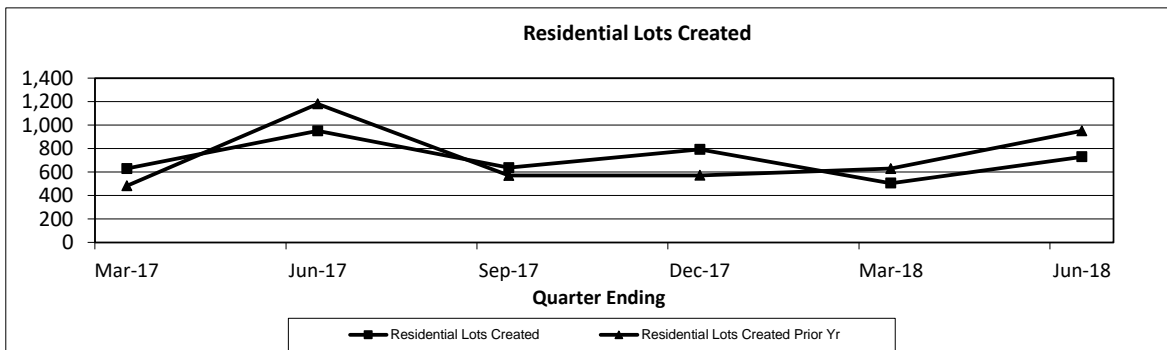
	Footpaths \$'000	Open Space \$'000	Roads \$'000	Social \$'000	Others \$'000	Grand Total \$'000
Open Space NCL	0	140	0	0	0	140
Stormwater NCL	0	0	0	0	11	11
Social NCL	0	0	0	24	0	24
Footpaths NCL	21	0	0	0	0	21
Streetscape NCL	0	0	0	0	0	0
	21	140	0	24	11	195

Total Cash Contributions

	21	140	257	24	(146)	295
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Other operational cash contributions include Queen's Parks Nature Centre (\$6k), trainee revenue (\$5k) which will be transferred in August and remaining (\$168k) currently under review.

Residential Lots Created:



	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Residential Lots Created	629	951	637	792	505	730
Residential Lots Created Prior Yr	482	1,181	571	572	629	951

ICC Performance Report
July 2018

Other Revenue Sources:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	240	226	14	2,978	8%	2,978
Interest	317	216	101	2,905	11%	2,905
Other Revenue	5,441	1,155	4,286	29,901	18%	29,901
Gain on Asset Disposal	39	0	39	0	n/a	39
Internal Revenue	2,581	2,556	25	23,504	11%	23,504
	8,618	4,153	4,465	59,288	15%	59,327

Satisfactory results overall. Other revenue relates to a dividend payment from the wind up of a council controlled entity.

ICC Performance Report
July 2018

Expense

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	7,350	8,060	710	85,287	9%	85,287
Overtime	132	150	18	1,559	8%	1,559
Allowances	23	25	2	263	9%	263
Other employee costs	1,942	2,211	269	23,486	8%	23,486
Total Labour Opex + Capex	9,447	10,446	999	110,595	9%	110,595
<i>Less Capitalised Labour</i>	(1,400)	(1,436)	(36)	(16,129)	9%	(16,129)
Opex Labour before Contractors	8,047	9,010	963	94,466	9%	94,466
<i>Plus Contract Opex Labour</i>	504	168	(336)	1,615	31%	1,615
Opex Labour incl Contractors	8,551	9,178	627	96,081	9%	96,081

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	138	138	0	1,696	8%	1,696
Materials	616	966	350	12,378	5%	12,378
Motor Vehicle Expenses	155	237	82	3,237	5%	3,237
Other Goods	231	304	73	3,367	7%	3,367
Other Services	1,100	1,102	2	11,228	10%	11,228
Service Contracts	1,736	3,502	1,766	37,469	5%	37,469
Utilities Expenses	369	691	322	10,454	4%	10,454
Consultants	86	234	148	2,882	3%	2,882
Other Materials and Services	975	578	(397)	5,996	16%	5,996
	5,406	7,752	2,346	88,707	6%	88,707

Other Expense Sources:

Depreciation	5,424	5,831	407	68,075	8%	68,075
Finance Costs	1,097	1,079	(18)	14,882	7%	14,882
Other Expenses	493	719	226	8,364	6%	8,364
Loss on disposal assets	223	0	(223)	0	n/a	223
Internal Expenses	2,360	2,363	3	20,850	11%	20,850
	9,597	9,992	395	112,171	9%	112,394

TOTAL

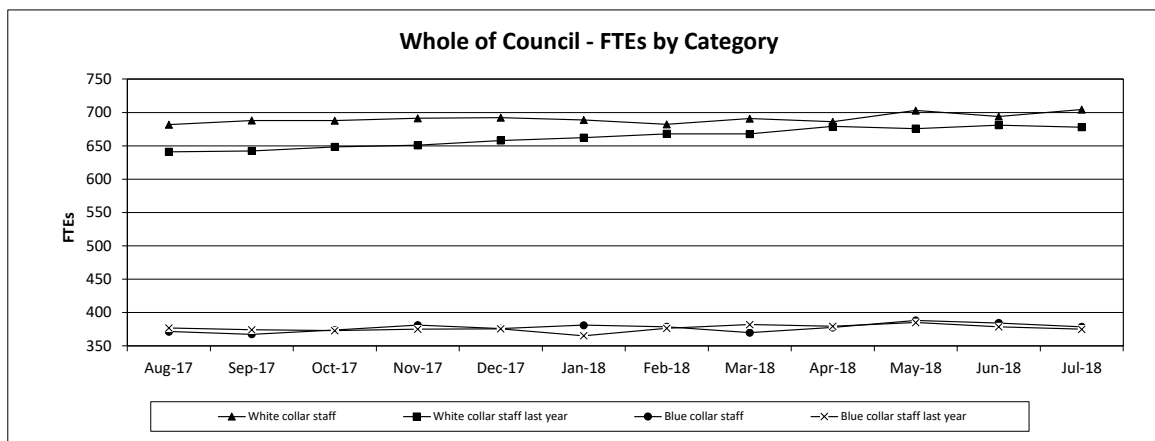
15,003 17,744 2,741 200,878 7% 201,101

Satisfactory results overall. Service contracts \$511k under in FCS due to a delayed payment and will realign with budget in August.

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

Full Time Equivalents:

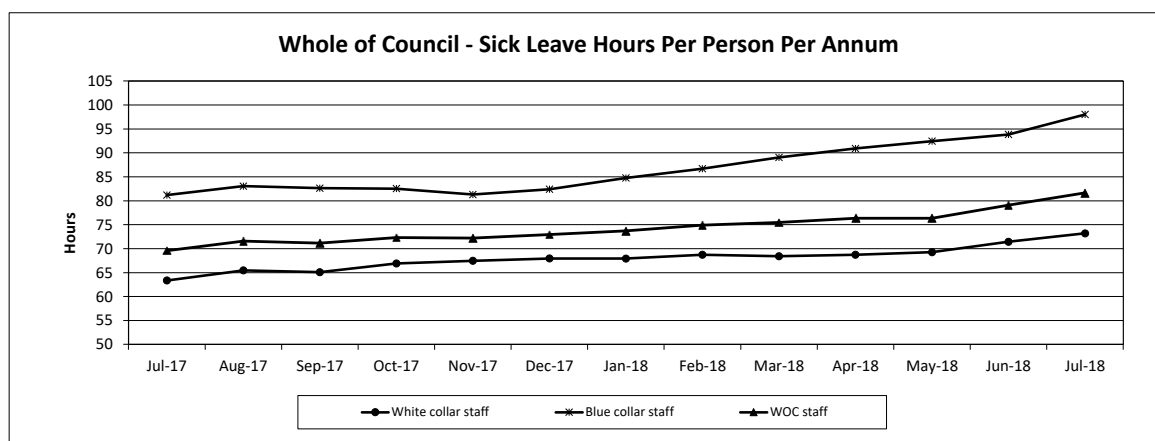
Whole of Council



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	681.7	688.0	687.8	691.4	692.4	688.9	682.3	690.9	686.0	702.9	694.1	704.4
Blue collar staff	371.5	367.5	373.8	381.2	375.9	381.1	378.7	369.9	377.8	388.2	384.5	378.7
Total	1,053.2	1,055.5	1,061.7	1,072.5	1,068.3	1,069.9	1,061.0	1,060.8	1,063.9	1,091.1	1,078.6	1,083.1
<i>Movement prior month (white collar)</i>	3.6	6.3	(0.1)	3.5	1.0	(3.5)	(6.6)	8.6	(4.9)	16.8	(8.7)	10.3
<i>Movement prior month (blue collar)</i>	(3.5)	(4.0)	6.3	7.3	(5.2)	5.1	(2.4)	(8.8)	7.9	10.4	(3.8)	(5.7)
<i>White collar staff last year</i>	641.1	642.4	648.5	650.8	658.0	662.4	668.1	667.7	679.0	675.8	681.0	678.1
<i>Blue collar staff last year</i>	376.9	374.2	372.9	375.1	375.8	365.3	376.5	382.0	379.5	385.0	378.7	375.0
<i>Total FTEs last year</i>	1,018.1	1,016.6	1,021.4	1,025.9	1,033.8	1,027.7	1,044.6	1,049.7	1,058.5	1,060.9	1,059.7	1,053.1

Sick Leave:

Whole of Council



	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
White collar staff	63.35	65.46	65.08	66.91	67.45	67.96	67.94	68.73	68.40	68.74	69.24	71.42	73.17
Blue collar staff	81.17	83.03	82.61	82.54	81.30	82.41	84.75	86.70	89.06	90.91	92.45	93.84	98.02
WOC staff	69.57	71.57	71.15	72.31	72.22	72.93	73.71	74.90	75.48	76.33	76.33	79.07	81.65

* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has increased by 4.18 hours for blue collar staff and 1.75 hours for white collar staff.

Annual Leave:

Annual Leave Balances as at pay period ended 30 July 2018:

Whole of Council

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
No of people with 0-4 weeks	794	786	785	808	803	800	880	854	845	841	841	816	820
No of people with 4-8 weeks	290	303	307	285	296	291	230	240	240	241	256	280	285
No of people with 8+ weeks	12	8	10	14	15	14	8	8	15	14	12	18	13

Of the 13 people with balances over 8+ weeks, the highest balance is 15.90 weeks, which relates to an employee whose assigned hours are 10.6 per week.

Long Service Leave Balances over and above 26 Weeks as at pay period ended 30 July 2018:

Whole of Council and Departments

	Apr-18			May-18			Jun-18			Jul-18		
	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'001
ASDCE	-	-	-	-	-	-	-	-	-	-	-	-
EDM	1	7	2	1	7	2	1	7	2	1	7	2
IS	3	2	3	3	2	2	4	2	3	4	2	2
FCS and EX	5	12	14	4	12	13	5	13	15	6	12	15
WPR	12	4	7	9	4	5	10	4	7	10	5	8
IWS	1	1	2	1	1	2	1	2	2	1	2	2
HSRS	1	1	1	1	-	1	1	1	1	1	1	1
PD	1	1	3	1	1	3	1	1	4	1	1	5
WOC	24	28	31	20	26	28	23	29	33	24	29	35

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

The number of people with long service leave over 26 weeks has increased by 1 to 24. The value figure has increased by 2 to \$ 35k.

Lost Time Injury Frequency Rates:

Whole of Council

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTIS	1	0	0	0	0	0	1	0	1	0	0	1	1
LTIFR	0	0	0	0	0	0	7	0	7	0	0	7	6
LTIFR Rolling 12 months	3	3	3	2	2	2	2	2	2	2	2	3	3
Cumulative Days lost 12 months	100	111	129	138	155	171	197	204	219	192	238	238	273
LTISR Rolling 12 months	58	64	74	79	88	101	112	116	125	109	141	141	169

Flex Balances (hours) as at pay period ended 30 July 2018:

Whole of Council

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Arts, Social Dev and Com Engagement	321	354	367	333	367	312	336	345	388	376	352	406	384
Economic Development and Marketing	189	197	178	169	167	119	101	130	170	169	153	182	190
Finance and Corporate Services	635	647	707	753	751	733	650	748	756	724	726	722	687
Health, Security and Regulatory Services	413	423	407	376	405	436	432	446	383	393	377	392	366
Infrastructure Services	445	383	416	443	378	380	305	304	427	382	395	372	444
Planning and Development	673	663	660	647	674	781	466	578	671	623	628	644	686
Works, Parks and Recreation	775	715	748	697	710	781	669	846	925	877	897	936	862
	3,451	3,381	3,484	3,419	3,454	3,541	2,959	3,397	3,720	3,543	3,528	3,654	3,619

Time in Lieu Balances (hours) as at pay period ended 30 July 2018:

Whole of Council

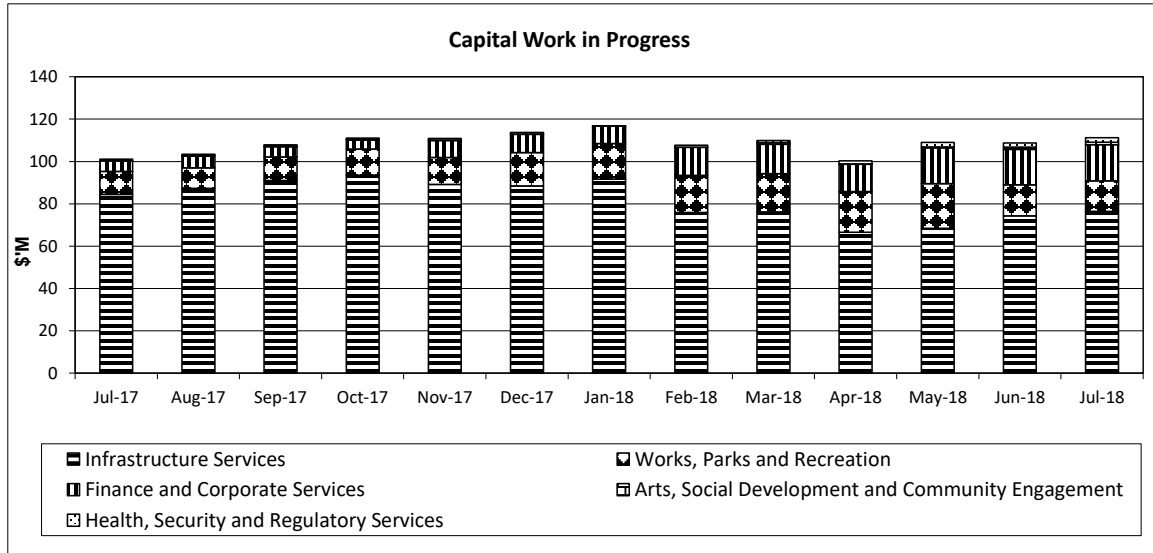
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Arts, Social Dev and Com Engagement	185	211	252	245	290	144	145	198	293	285	305	300	307
Economic Development and Marketing	144	152	155	110	103	82	91	96	125	147	163	168	177
Finance and Corporate Services	315	245	237	228	262	177	212	255	325	396	432	491	458
Health, Security and Regulatory Services	150	132	133	137	88	105	74	114	156	170	189	239	206
Infrastructure Services	153	140	133	133	38	7	22	26	20	20	23	23	23
Planning and Development	144	135	111	122	98	95	99	88	97	90	93	104	151
Works, Parks and Recreation	394	684	734	431	405	369	331	436	352	275	298	284	357
	1,485	1,700	1,755	1,405	1,283	979	975	1,214	1,367	1,383	1,503	1,607	1,679

Capital Expenditure

Results as at 31 July 2018:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled	4,623	3,312	(1,311)	174,730	3%	174,730
Corporate Controlled	7,646	4,446	(3,200)	67,122	11%	67,122
	12,269	7,758	(4,511)	241,852	5%	241,852

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



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M	\$M
Infrastructure Services	84.49	87.27	91.03	93.52	89.17	88.48	91.64	75.89	76.19	66.60	68.47	74.33	76.48
Works, Parks and Recreation	10.81	9.75	11.17	12.40	12.72	15.75	16.82	17.56	18.02	19.22	21.05	14.67	14.37
Finance and Corporate Services	5.10	5.67	4.82	4.30	8.03	8.63	8.22	13.25	13.90	12.90	16.95	16.70	17.09
Arts, Social Development and Community Engagement	0.08	0.10	0.16	0.16	0.15	0.08	0.08	0.10	0.78	0.11	0.44	1.05	1.19
Health, Security and Regulatory Services	0.58	0.65	0.68	0.71	0.77	0.79	0.03	0.90	0.96	1.48	2.14	1.96	2.07
	101.06	103.44	107.86	111.09	110.84	113.73	116.79	107.70	109.85	100.31	109.05	108.71	111.20

The above figures exclude infrastructure credits and donated assets.

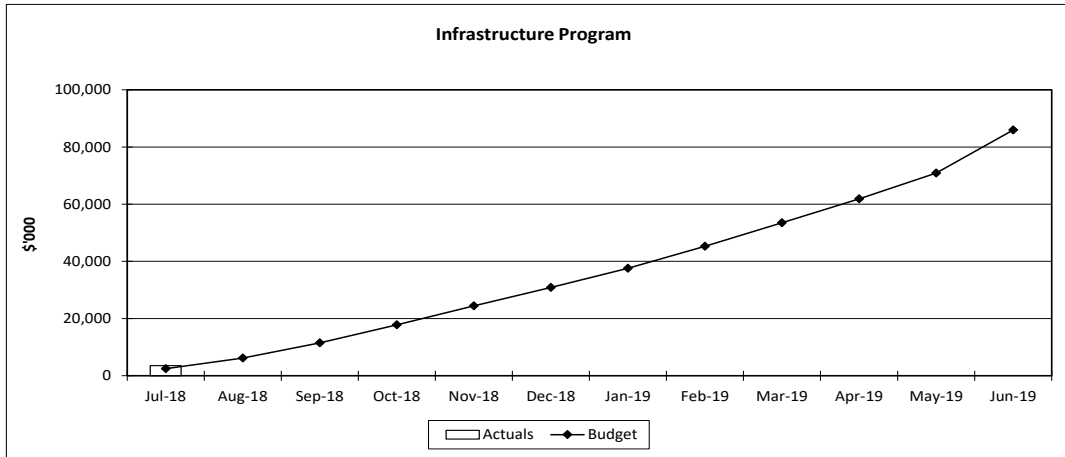
CWIP Balance by Project Status (as % of total):

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Concept	2%	2%	2%	2%	1%	2%	2%	2%	2%	2%	2%	2%	2%
Design	5%	6%	6%	5%	5%	4%	7%	8%	8%	9%	4%	4%	4%
Delivery	62%	45%	32%	33%	37%	48%	44%	56%	53%	63%	70%	71%	68%
Completion	31%	47%	60%	60%	56%	46%	47%	34%	37%	26%	24%	23%	26%

Infrastructure Capital Portfolio by Delivery Department

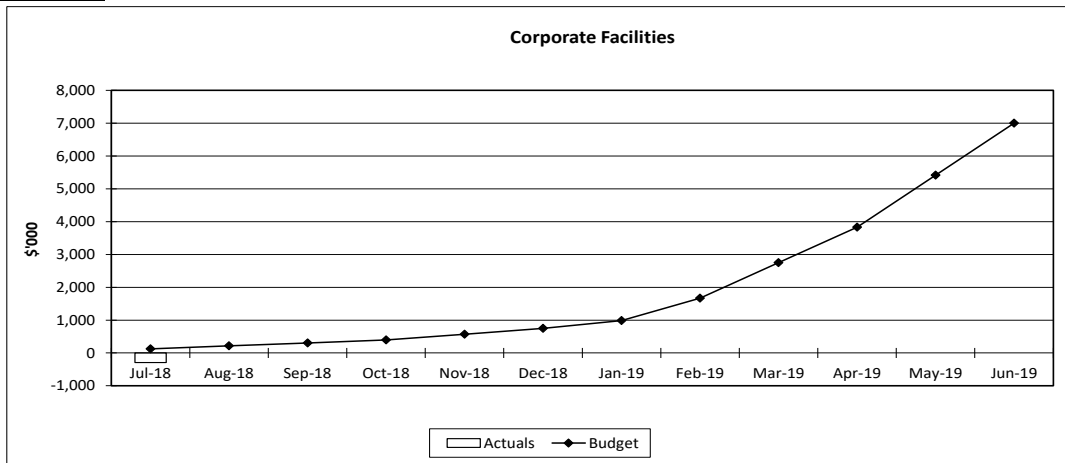
Results as at 31 July 2018:

Department Controlled	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Infrastructure Portfolio - IS	2,275	867	(1,408)	65,891	3%	65,891
Infrastructure Portfolio - WP	1,282	1,588	306	20,056	6%	20,056
Total	3,557	2,455	(1,102)	85,947	4%	85,947



Infrastructure Capital Expenditure by Program

Corporate Facilities

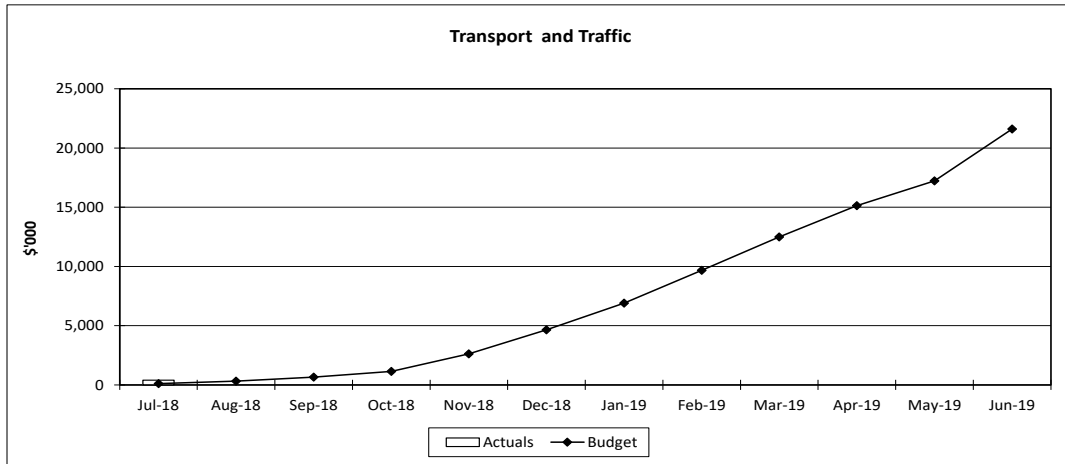


Comments per IS - 2018-2019 Estimated Financial Expenditure \$3m.

Comments per WPR - Expenditure relates to the Depot Relocation work. Funds requested to be carried over from previous financial year.

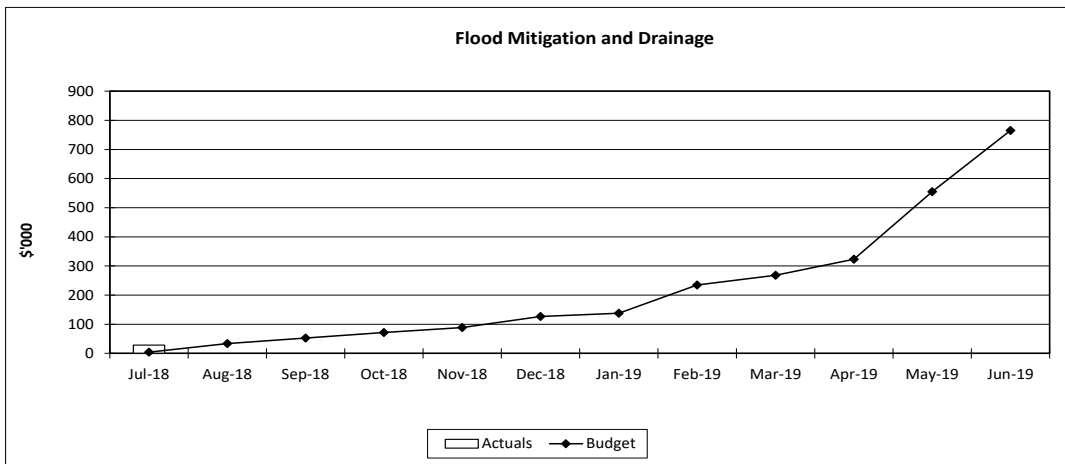
Infrastructure Capital Expenditure by Program con't

Transport and Traffic



Comments per IS - 2018-2019 Estimated Financial Expenditure \$22m includes 2017-2018 requested carry over \$2m.

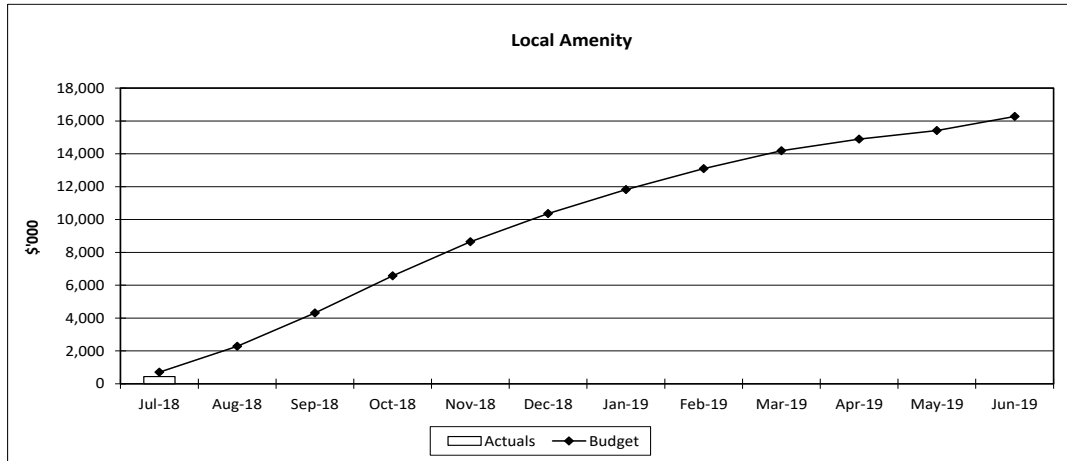
Flood Mitigation and Drainage



Comments per IS - 2018-2019 Estimated Financial Expenditure \$3m includes 2017-2018 requested carry over \$2m.

Infrastructure Capital Expenditure by Program con't

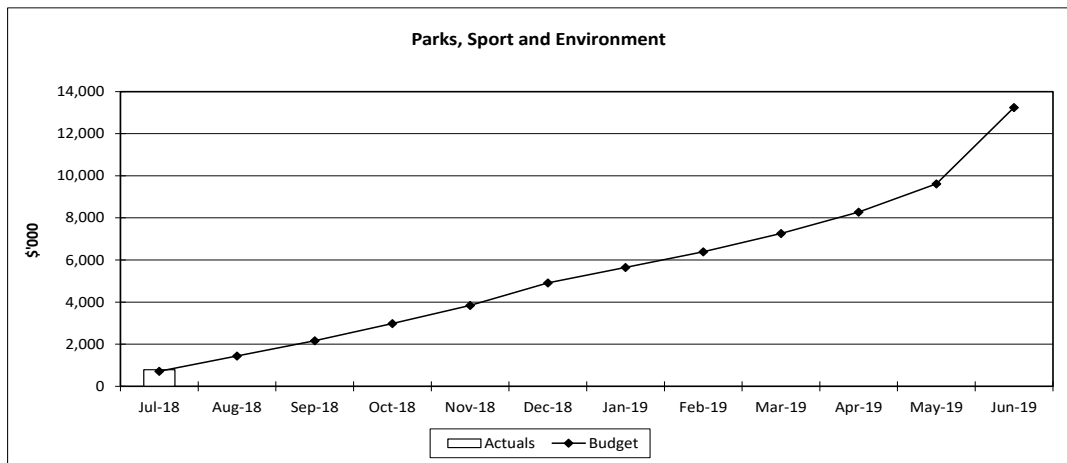
Local Amenity



Comments per IS - 2018-2019 Estimated Financial Expenditure \$17m includes 2017-2018 requested carry over \$1m.

Comments per WPR - Slightly below budget, phasing of the budget to occur in alignment with requested carry overs when approved.

Parks, Sport and Recreation

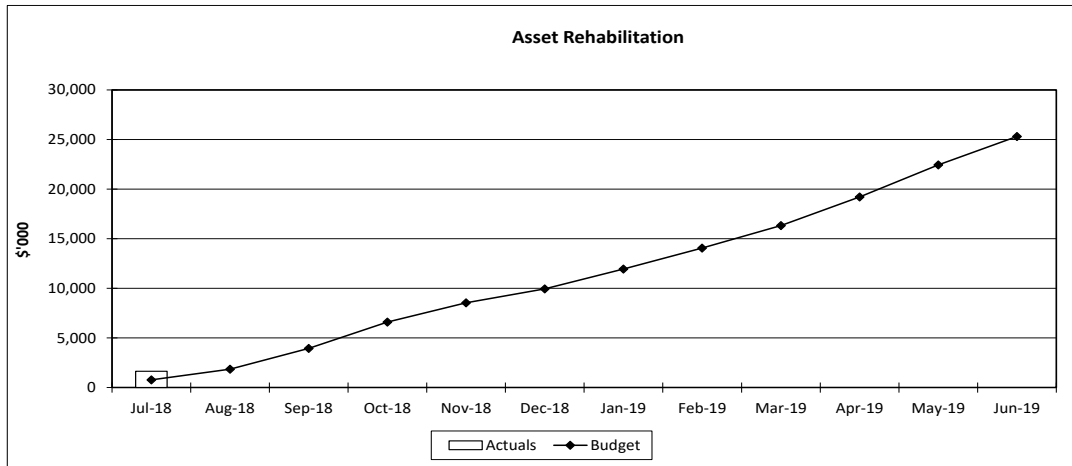


Comments per IS - 2018-2019 Estimated Financial Expenditure \$4m includes 2017-2018 requested carry over \$1.8m.

Comments per WPR - Expenditure relates to Land acquisition, rephasing of GL budget to occur during August to align with proposed delivery timeframe.

Infrastructure Capital Expenditure by Program con't

Asset Rehabilitation



Comments per IS - 2018-2019 Estimated Financial Expenditure \$27m includes 2017-2018 requested carry over \$9m.

Comments per WPR - Standard program Rehabilitation projects currently on schedule.

Arts, Social Development and Community Engagement Department

Performance Report

July 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Civic Centre Service Fees	11	19	(8)	192	6%	192
Library Fees and Fines	2	5	(3)	55	4%	55
Other Fees	50	15	35	322	16%	322
Operational Grants	187	615	(428)	2,401	8%	2,401
Capital Grants	0	0	0	0	n/a	0
Other Revenue	118	115	3	1,547	8%	1,547
Internal Revenue	20	20	0	337	6%	337
	388	789	(401)	4,854	8%	4,854
Corporate Controlled						
Donated Asset Revenue	0	2	(2)	28	0%	28
Cash Contributions	0	284	(284)	3,407	0%	3,407
Hdwks Credit Consumption	0	0	0	0	n/a	0
	0	286	(286)	3,435	0%	3,435
TOTAL	388	1,075	(687)	8,289	5%	8,289

Revenue under budget primarily relates to the delayed payment of the Home Assist Grant. This is expected to be received in August.

Cash contributions are under budget and will be monitored closely.

ASDCE Performance Report
July 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	798	898	100	9,495	8%	9,495
Overtime	19	17	(2)	174	11%	174
Allowances	1	2	1	18	6%	18
Other employee costs	219	235	16	2,491	9%	2,491
Total Labour Opex + Capex	1,037	1,152	115	12,178	9%	12,178
<i>Less recovery/charge out</i>	(23)	19	42	0	n/a	0
Opex Labour before Contractors	1,014	1,171	157	12,178	8%	12,178
<i>Plus Contract Opex Labour</i>	19	17	(2)	278	7%	278
Opex Labour incl Contractors	1,033	1,188	155	12,456	8%	12,456

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	20	31	11	315	6%	315
Materials	21	38	17	1,327	2%	1,327
Other Goods	74	101	27	1,216	6%	1,216
Other Services	130	249	119	2,212	6%	2,212
Service Contracts	86	53	(33)	1,151	7%	1,151
Other Materials and Services	4	44	40	288	1%	288
	335	516	181	6,509	5%	6,509
Other Expense Sources						
Other Expenses	87	185	98	2,818	3%	2,818
Internal Expenses	33	29	(4)	463	7%	463
	455	730	275	9,790	5%	9,790
TOTAL DEPARTMENT CONTROLLED	1,488	1,918	430	22,246	7%	22,246

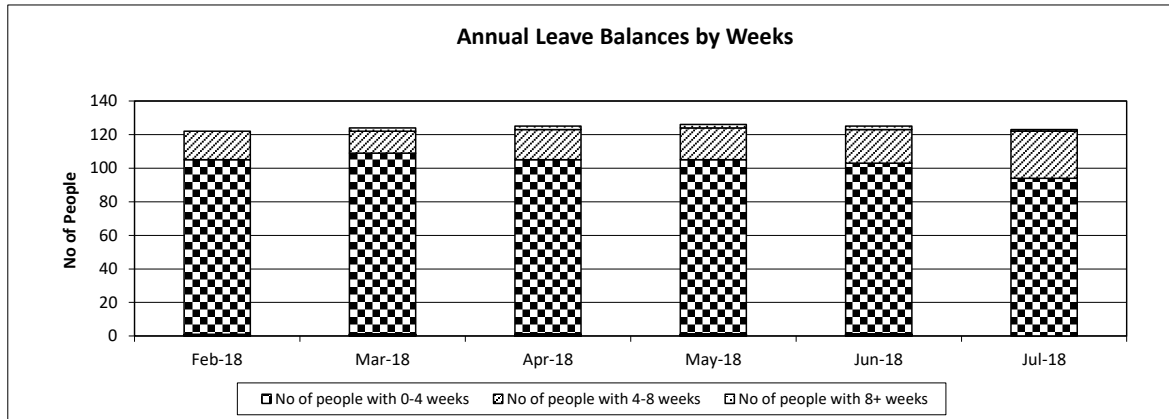
Corporate Controlled Expenses

Depreciation	29	23	(6)	258	11%	258
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	29	23	(6)	258	11%	258

Satisfactory results overall.

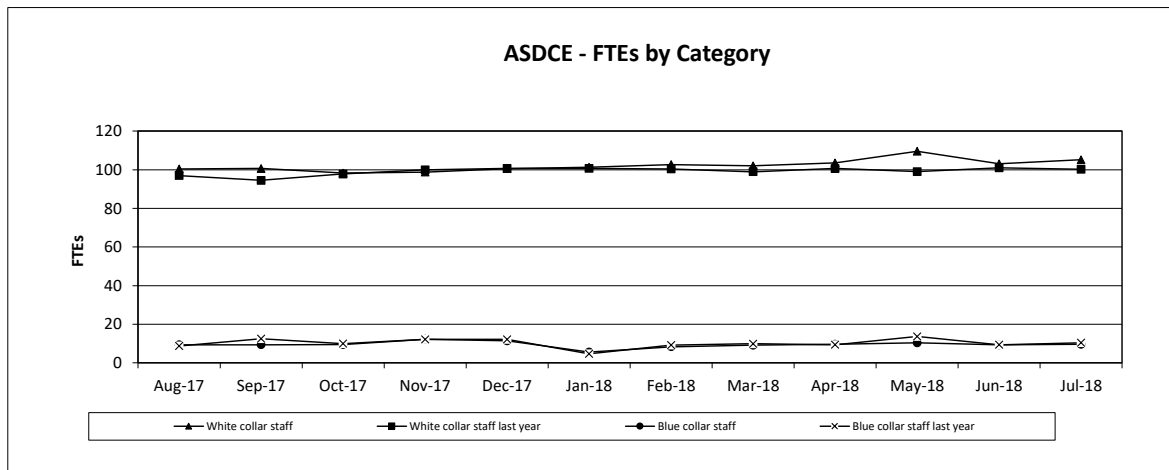
Arts, Social Development and Community Engagement Department

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	105	86.1%	109	87.9%	105	84.0%	105	83.3%	103	82.4%	94	76.4%
No of people with 4-8 weeks	17	13.9%	13	10.5%	18	14.4%	19	15.1%	20	16.0%	28	22.8%
No of people with 8+ weeks	0	0.0%	2	1.6%	2	1.6%	2	1.6%	2	1.6%	1	0.8%

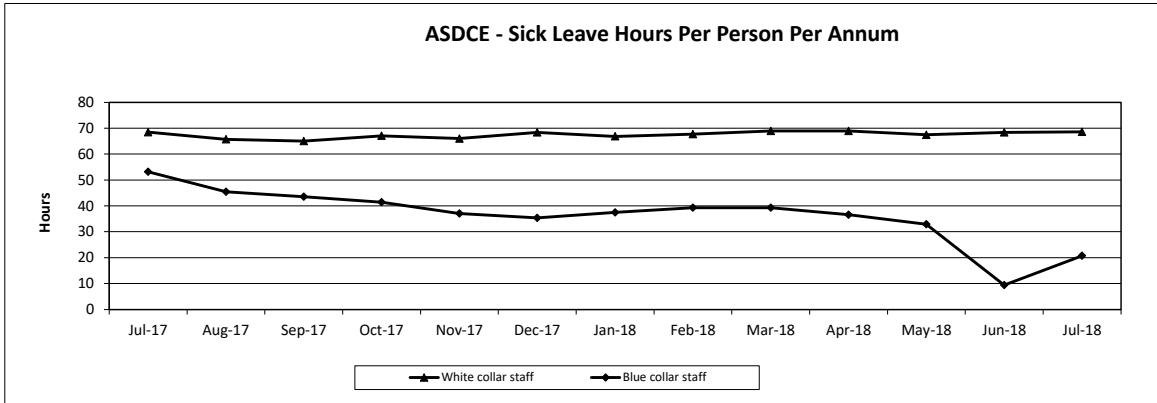
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	100.4	100.6	98.3	98.8	100.6	101.3	102.7	102.1	103.5	109.6	103.1	105.2
Blue collar staff	9.4	9.4	9.5	12.3	11.4	5.6	8.3	9.1	9.7	10.4	9.3	9.6
Total	109.8	110.0	107.7	111.1	112.0	106.9	111.0	111.2	113.2	120.0	112.4	114.8
<i>Movement prior month (white collar)</i>	0.2	0.2	(2.4)	0.5	1.8	0.7	1.4	(0.7)	1.5	6.0	(6.5)	2.1
<i>Movement prior month (blue collar)</i>	(1.1)	0.0	0.1	2.8	(0.9)	(5.8)	2.7	0.8	0.5	0.7	(1.1)	0.3
<i>White collar staff last year</i>	97.0	94.5	97.8	99.9	100.7	100.7	100.4	99.0	100.7	99.0	101.0	100.2
<i>Blue collar staff last year</i>	8.8	12.5	9.9	12.2	12.2	4.6	9.2	9.9	9.4	13.7	9.4	10.4
<i>Total FTEs last year</i>	105.8	107.0	107.7	112.1	112.9	105.4	109.6	108.9	110.0	112.7	110.4	110.7

Arts, Social Development and Community Engagement Department

Sick Leave:



	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
White collar staff	68.47	65.71	65.01	67.06	65.97	68.39	66.85	67.72	68.90	68.91	67.44	68.35	68.58
Blue collar staff	53.19	45.44	43.56	41.44	37.06	35.31	37.44	39.31	39.31	36.56	32.88	9.38	20.75

* Rolling 12 month average

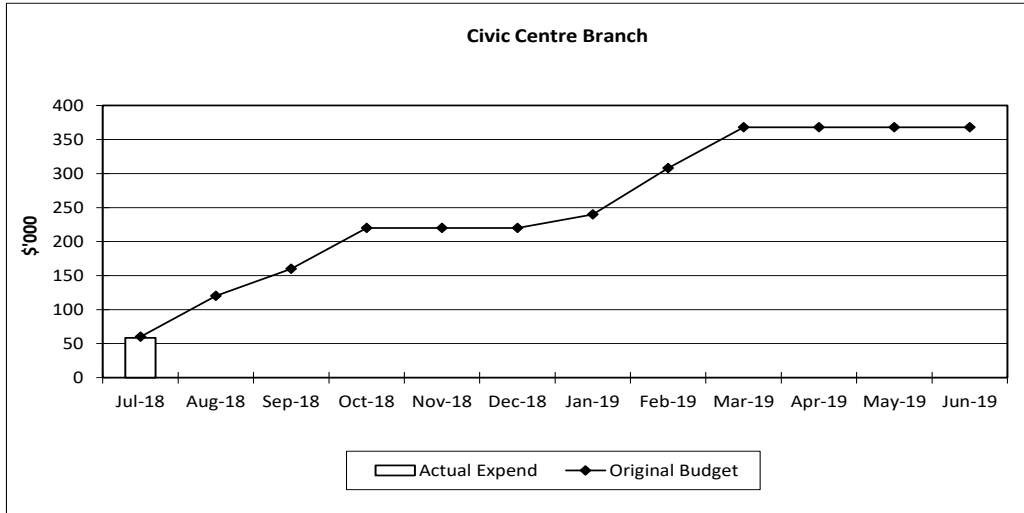
Lost Time Injury Frequency Rates:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

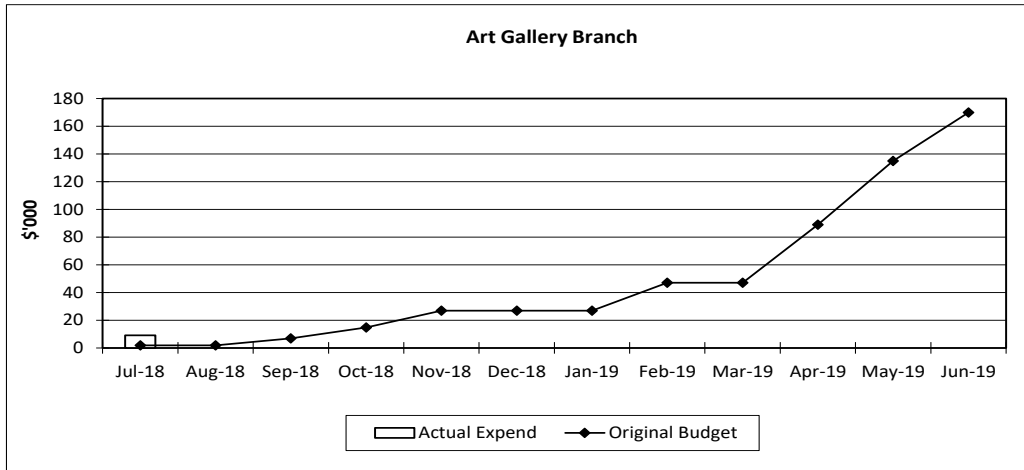
ASDCE Capital Expenditure by Program

Results as at 31 July 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department controlled	142	72	(70)	1,388	10%	1,388

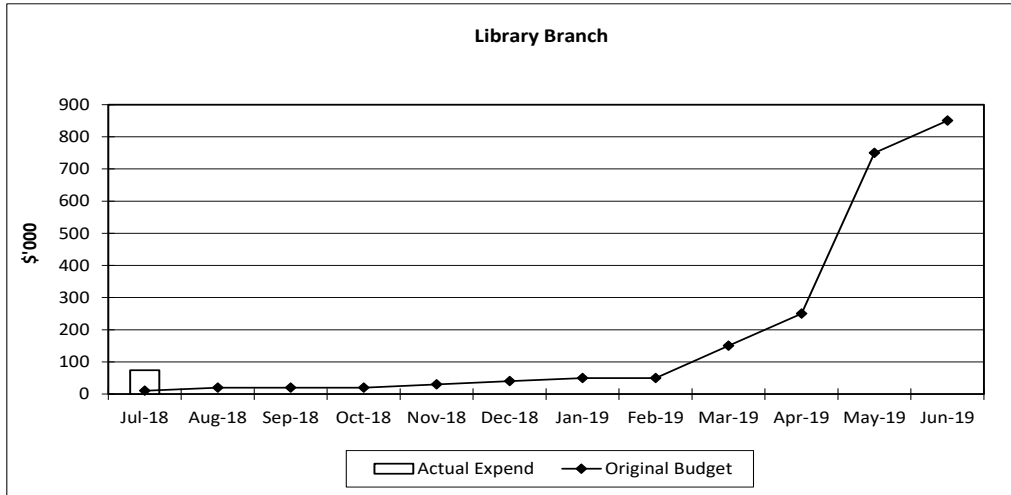


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DCH00020/ DCH00022	Civic Centre Assets	59	60	No issues



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	9	2	No Issues

ASDCE Capital Expenditure by Program con't



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEL10018	Library Capital Purchases	74	10	July expenditure is carried over from June for major projects, this will continue into August and September. Expected to be on budget once the capital budget amendment is considered.

Economic Development and Marketing

Performance Report

July 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Operational Grants	0	0	0	0	n/a	0
Other Revenue	1	63	(62)	1,150	0%	1,150
Internal Revenue	0	0	0	0	n/a	0
	1	63	(62)	1,150	0%	1,150
Corporate Controlled	0	0	0	0	n/a	0
TOTAL	1	63	(62)	1,150	0%	1,150

Other revenue under budget primarily due to major events sponsorships, budget has been realigned in August.

EDM Performance Report
July 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	307	383	76	4,040	8%	4,040
Overtime	7	5	(2)	54	13%	54
Allowances	1	1	0	12	8%	12
Other employee costs	87	111	24	1,182	7%	1,182
Total Labour Opex + Capex	402	500	98	5,288	8%	5,288
<i>Less Capitalised Labour</i>	9	7	(2)	0	n/a	9
Opex Labour before Contractors	411	507	96	5,288	8%	5,297
<i>Plus Contract Opex Labour</i>	40	0	(40)	0	n/a	40
Opex Labour incl Contractors	451	507	56	5,288	9%	5,337

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	107	91	(16)	1,079	10%	1,079
Communication	0	0	0	0	n/a	0
Other Goods	2	18	16	222	1%	222
Other Services	51	84	33	1,046	5%	1,046
Service Contracts	1	105	104	2,312	0%	2,312
Entertainment	14	3	(11)	67	21%	67
Other Materials and Services	35	18	(17)	219	16%	219
	210	319	109	4,945	4%	4,945
Other Expense Sources						
Other Expenses	0	10	10	115	0%	115
Internal Expenses	9	9	0	119	8%	119
	219	338	119	5,179	4%	5,179
TOTAL DEPARTMENT CONTROLLED	670	845	175	10,467	6%	10,516

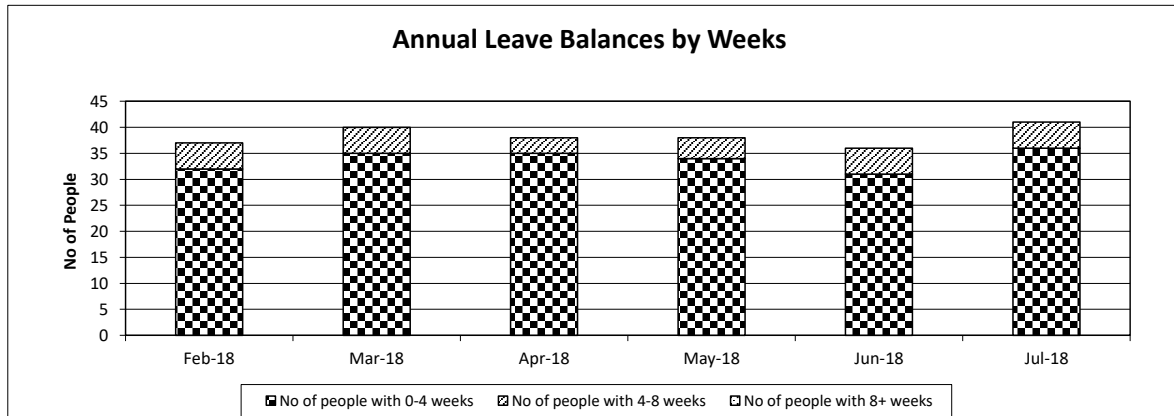
Corporate Controlled Expenses

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

Satisfactory results overall. Materials and services under budget primarily in Events branch. Major Ipswich events are conducted by Council and budget phasing of this is currently under review.

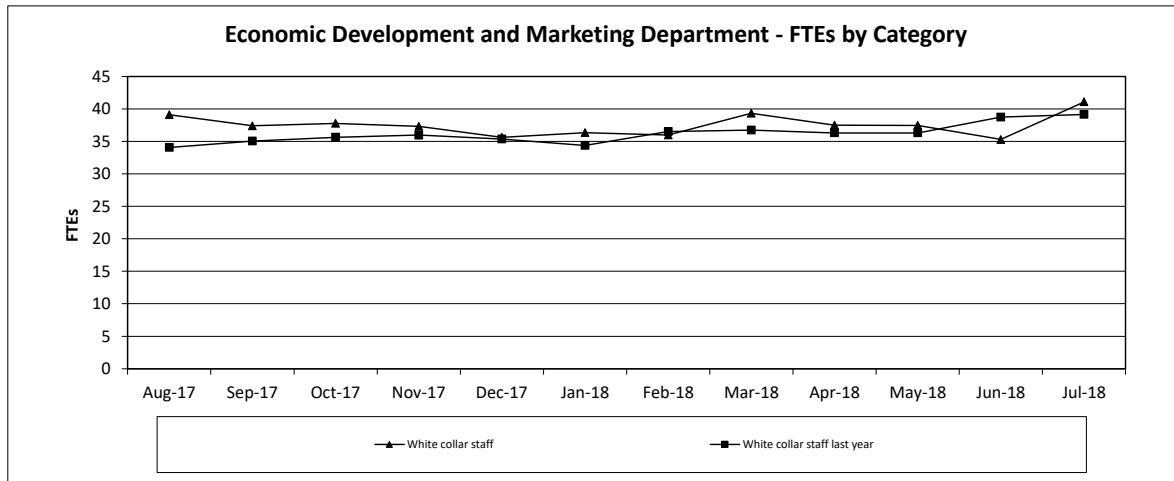
Economic Development and Marketing Department

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	32	86.5%	35	87.5%	35	92.1%	34	89.5%	31	86.1%	36	87.8%
No of people with 4-8 weeks	5	13.5%	5	12.5%	3	7.9%	4	10.5%	5	13.9%	5	12.2%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

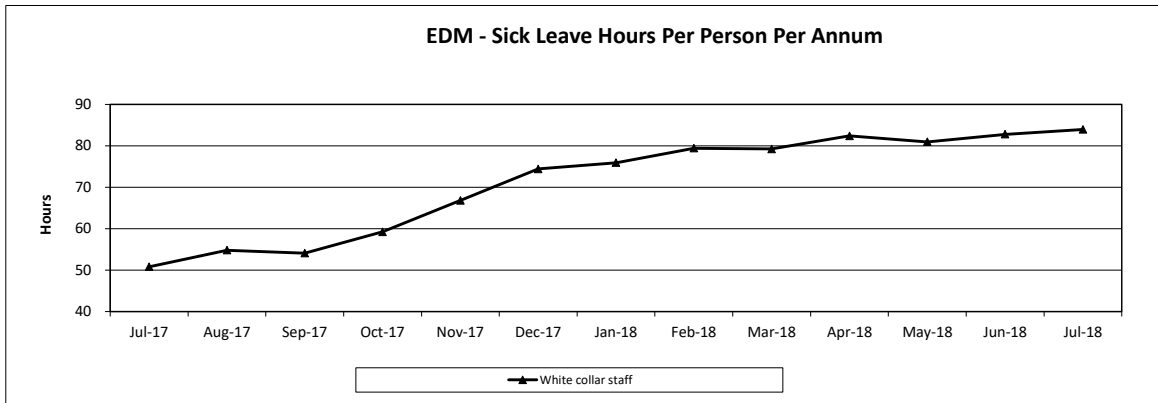
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	39.1	37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5	35.3	41.1
Total	39.1	37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5	35.3	41.1
<i>Movement prior month (white collar)</i>	<i>(0.1)</i>	<i>(1.7)</i>	<i>0.4</i>	<i>(0.5)</i>	<i>(1.7)</i>	<i>0.8</i>	<i>(0.4)</i>	<i>3.3</i>	<i>(1.8)</i>	<i>(0.0)</i>	<i>(2.2)</i>	<i>5.8</i>
<i>White collar staff last year</i>	<i>34.1</i>	<i>35.0</i>	<i>35.6</i>	<i>36.0</i>	<i>35.4</i>	<i>34.4</i>	<i>36.5</i>	<i>36.7</i>	<i>36.3</i>	<i>36.3</i>	<i>38.7</i>	<i>39.2</i>
<i>Total FTEs last year</i>	<i>34.1</i>	<i>35.0</i>	<i>35.6</i>	<i>36.0</i>	<i>35.4</i>	<i>34.4</i>	<i>36.5</i>	<i>36.7</i>	<i>36.3</i>	<i>36.3</i>	<i>38.7</i>	<i>39.2</i>

Economic Development and Marketing Department

Sick Leave:



Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
50.79	54.79	54.06	59.20	66.78	74.39	75.89	79.39	79.20	82.36	80.94	82.76	83.94

White collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

Infrastructure Services Department

Performance Report

July 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Other Fees and Charges	0	0	0	0	n/a	0
Sales, Recoverable works	0	0	0	0	n/a	0
Capital Grants	0	0	0	0	n/a	0
Other Revenue	0	0	0	0	n/a	0
	0	0	0	0	n/a	0
Corporate Controlled						
Donated Asset Revenue	0	4,446	(4,446)	53,354	0%	53,354
Cash Contributions	198	872	(674)	10,461	2%	10,461
	198	5,318	(5,120)	63,815	0%	63,815
TOTAL	198	5,318	(5,120)	63,815	0%	63,815

Satisfactory results for Department controlled revenue.

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

Department Controlled Expenses

General Ledger

Employee Expenses (incl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	746	952	206	10,053	7%	10,053
Contract (opex and capex)	37	0	(37)	0	n/a	37
Overtime	4	8	4	82	5%	82
Allowances	0	2	2	25	0%	25
Other employee costs	193	258	65	2,743	7%	2,743
Total Labour Opex + Capex	980	1,220	240	12,903	8%	12,940

Labour Breakdown (Project Ledger)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Capex						
Wages	884	1,089	205	11,385	8%	11,385
Contract	37	0	(37)	0	n/a	37
	921	1,089	168	11,385	8%	11,422
Opex						
Wages	103	132	29	1,572	7%	1,572
Contract	0	0	0	0	n/a	0
	103	132	29	1,572	7%	1,572
Total Project Labour (opex and capex)	1,024	1,221	197	12,957	8%	12,994

Satisfactory results overall.

IS Performance Report
July 2018

Department Controlled Expenses (con't)

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Service Contracts	0	30	30	368	0%	368
Consultants	0	27	27	849	0%	849
Other Materials and Services	9	23	14	351	n/a	351
	9	80	71	1,568	1%	1,568
Other Expense Sources						
Other Expenses	2	0	(2)	0	n/a	2
Internal Expenses	6	1	(5)	14	43%	14
	8	1	(7)	14	57%	16
TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)	17	81	64	1,582	1%	1,584

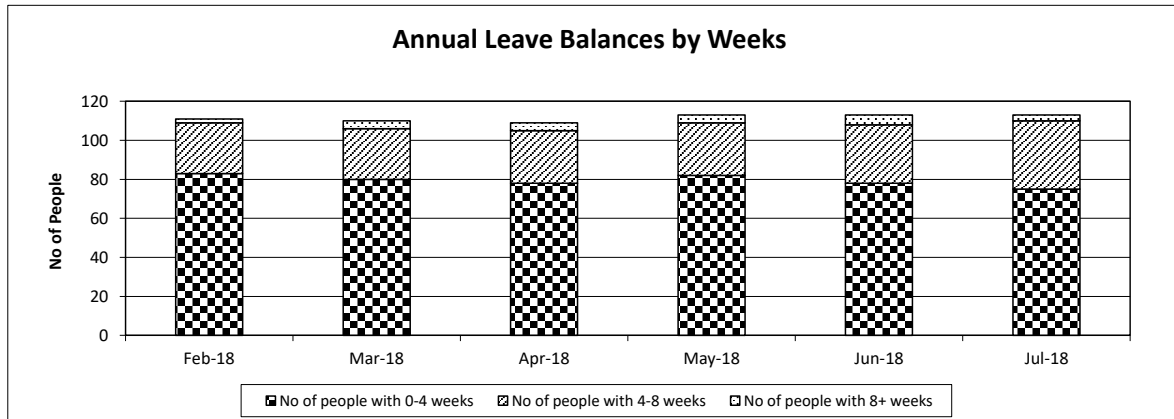
Corporate Controlled Expenses

Depreciation	13	10	(3)	119	11%	119
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	13	10	(3)	119	11%	119

Satisfactory results overall.

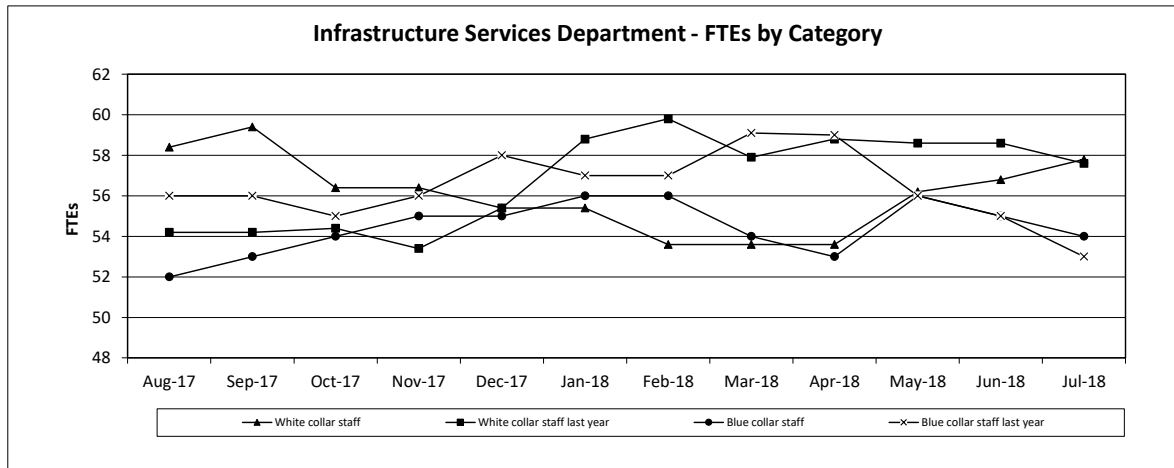
Infrastructure Services Department

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	83	74.7%	80	72.7%	78	71.7%	82	72.5%	78	69.1%	75	66.4%
No of people with 4-8 weeks	26	23.4%	26	23.6%	27	24.8%	27	23.9%	30	26.5%	35	31.0%
No of people with 8+ weeks	2	1.8%	4	3.6%	4	3.7%	4	3.5%	5	4.4%	3	2.6%

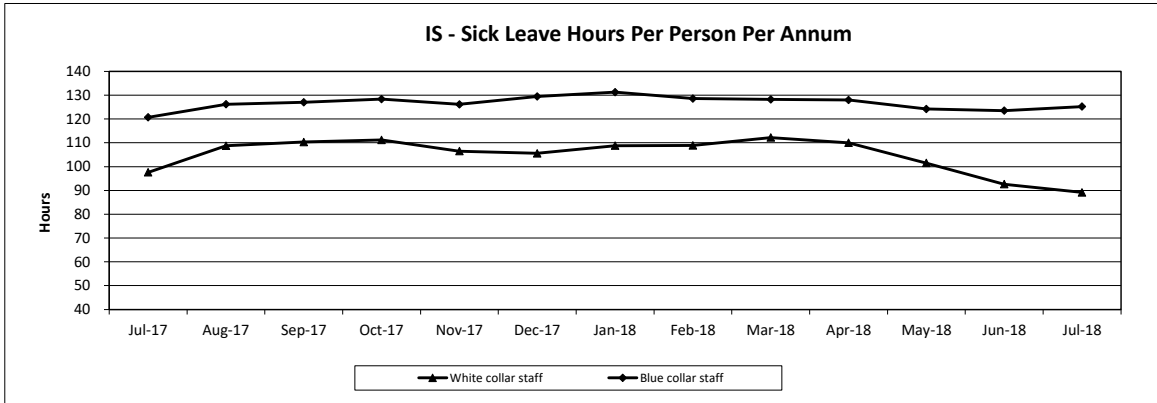
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	58.4	59.4	56.4	56.4	55.4	55.4	53.6	53.6	53.6	56.2	56.8	57.8
Blue collar staff	52.0	53.0	54.0	55.0	55.0	56.0	56.0	54.0	53.0	56.0	55.0	54.0
Total	110.4	112.4	110.4	111.4	110.4	111.4	109.6	107.6	106.6	112.2	111.8	111.8
Movement prior month (white collar)	0.8	1.0	(3.0)	0.0	(1.0)	0.0	(1.8)	0.0	0.0	2.6	0.6	1.0
Movement prior month (blue collar)	(1.0)	1.0	1.0	1.0	0.0	1.0	0.0	(2.0)	(1.0)	3.0	(1.0)	(1.0)
White collar staff last year	54.2	54.2	54.4	53.4	55.4	58.8	59.8	57.9	58.8	58.6	58.6	57.6
Blue collar staff last year	56.0	56.0	55.0	56.0	58.0	57.0	57.0	59.1	59.0	56.0	55.0	53.0
Total FTEs last year	110.2	110.2	109.4	109.4	113.4	115.8	116.8	117.0	117.8	114.6	113.6	110.6

Infrastructure Services Department

Sick Leave:



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	97.62	108.76	110.29	111.17	106.48	105.57	108.80	108.87	112.21	109.99	101.50	92.63	89.14
Blue collar staff	120.70	126.19	126.98	128.34	126.14	129.43	131.24	128.55	128.18	127.99	124.19	123.53	125.23

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	1	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	67	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	6	6	9	6	6
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	17	17	5	17	17
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	97	96	43	96	96

Finance and Corporate Services Department

Performance Report

July 2018

Revenue

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Utilities and Other Charges	16	11	5	85	19%	85
Change of Ownership Fees	182	178	4	714	25%	714
Other Fees and Charges	84	117	(33)	1,408	6%	1,408
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	0	0	0	4,148	0%	4,148
Capital Grants	0	0	0	0	n/a	0
Other Revenue	4,920	815	4,105	25,228	20%	25,228
Internal revenue	154	154	0	1,854	8%	1,854
	5,356	1,275	4,081	33,437	16%	33,437
Corporate Controlled						
General Rates	40,642	43,821	(3,179)	178,134	23%	178,134
Discounts/Remissions	(985)	(876)	(109)	(10,787)	9%	(10,787)
Net Rates and Utilities	39,657	42,945	(3,288)	167,347	24%	167,347
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	258	198	60	2,660	10%	2,660
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalent Revenue	1,070	1,033	37	5,343	20%	5,343
	40,985	44,176	(3,191)	175,350	23%	175,350
TOTAL	46,341	45,451	890	208,787	22%	208,787

Satisfactory results overall. Other fees and charges under budget due to less than expected volume of property searches. Other revenue relates to a dividend payment from the wind up of a council controlled entity.

General rates under budget due to phasing which has been corrected in August. The quarterly rates run is in accordance with modelling and on track for full year budget.

FC Performance Report
July 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	1,616	1,726	110	18,252	9%	18,252
Overtime	3	1	(2)	11	27%	11
Allowances	6	10	4	106	6%	106
Other employee costs	430	485	55	5,139	8%	5,139
Total Labour Opex + Capex	2,055	2,222	167	23,508	9%	23,508
<i>Less Capitalised Labour</i>	(257)	(217)	40	(2,429)	11%	(2,429)
Opex Labour before Contractors	1,798	2,005	207	21,079	9%	21,079
<i>Plus Contract Opex Labour</i>	153	82	(71)	640	24%	640
Opex Labour incl Contractors	1,951	2,087	136	21,719	9%	21,719

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	138	138	0	1,686	8%	1,686
Other Goods	96	141	45	1,582	6%	1,582
Other Services	379	506	127	5,555	7%	5,555
Service Contracts	680	1,191	511	8,289	8%	8,289
Legal Expenses	112	46	(66)	552	20%	552
Other Materials and Services	103	197	94	1,540	7%	1,540
	1,508	2,219	711	19,204	8%	19,204
Other Expense Sources						
Finance Costs	39	36	(3)	577	7%	577
Other Expenses	340	433	93	3,867	9%	3,867
Internal expenses	24	31	7	344	7%	344
Community Services Expense	39	39	0	470	8%	470
	1,950	2,758	808	24,462	8%	24,462
TOTAL DEPARTMENT CONTROLLED	3,901	4,845	944	46,181	8%	46,181

Corporate Controlled

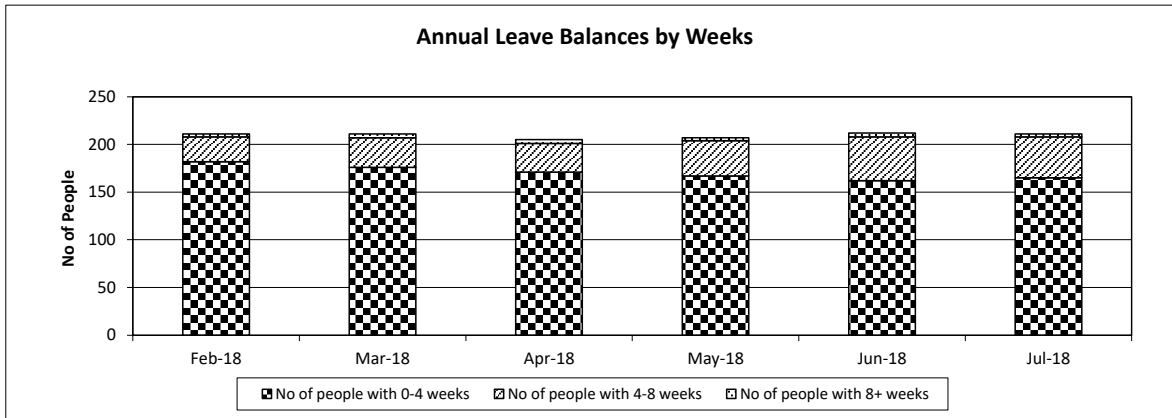
Depreciation	655	640	(15)	7,595	9%	7,595
Loss on disposal assets	0	0	0	0	n/a	0
QTC Finance Costs	1,028	1,014	(14)	13,969	7%	13,969
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	1,683	1,654	(29)	21,564	8%	21,564

Satisfactory results overall. Legal expenses relate to various legal matters and will be monitored closely. Service contracts under budget due to a delayed payment and will re-align with the budget in August.

Satisfactory results for corporate controlled expenditure.

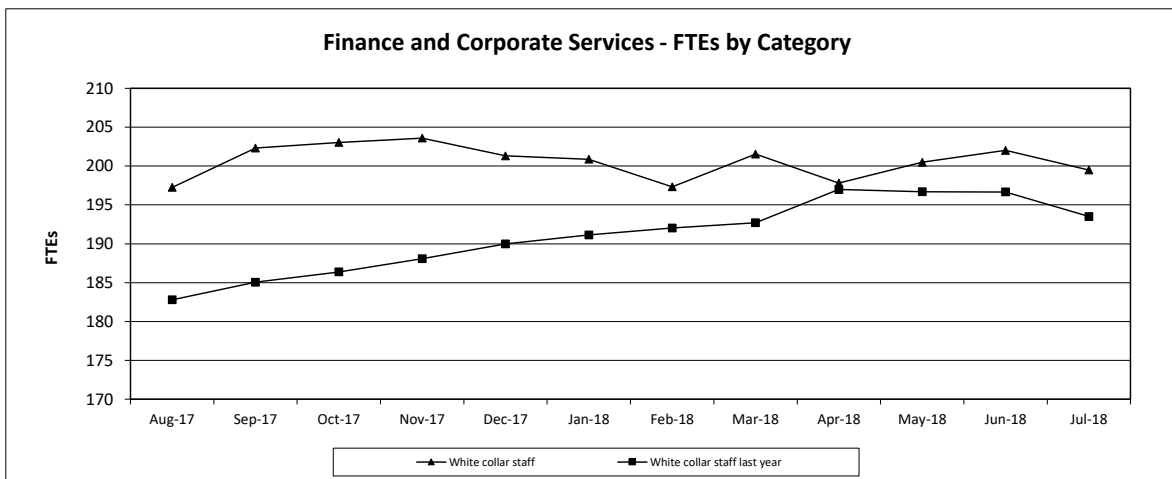
Finance and Corporate Services Annual Leave

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	182	86.3%	176	83.4%	171	83.4%	167	80.7%	162	76.4%	165	78.2%
No of people with 4-8 weeks	26	12.3%	31	14.7%	30	14.6%	37	17.9%	46	21.7%	43	20.4%
No of people with 8+ weeks	3	1.4%	4	1.9%	4	2.0%	3	1.4%	4	1.9%	3	1.4%

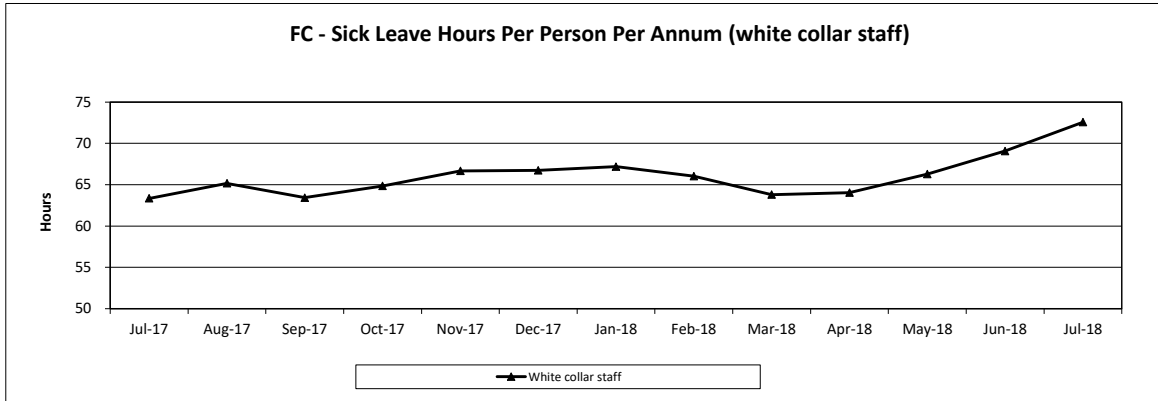
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	197.3	202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5	202.0	199.5
Total	197.3	202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5	202.0	199.5
<i>Movement prior month (white collar)</i>	3.8	5.0	0.7	0.6	(2.3)	(0.4)	(3.5)	4.2	(3.7)	2.7	1.5	(2.5)
<i>White collar staff last year</i>	182.8	185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5
<i>Total FTEs last year</i>	182.8	185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5

Finance and Corporate Services Department

Sick Leave:



White collar staff

* Rolling 12 month average

Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
63.35	65.17	63.43	64.86	66.68	66.73	67.19	66.04	63.80	64.04	66.28	69.07	72.57

Lost Time Injury Frequency Rates - FCS:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

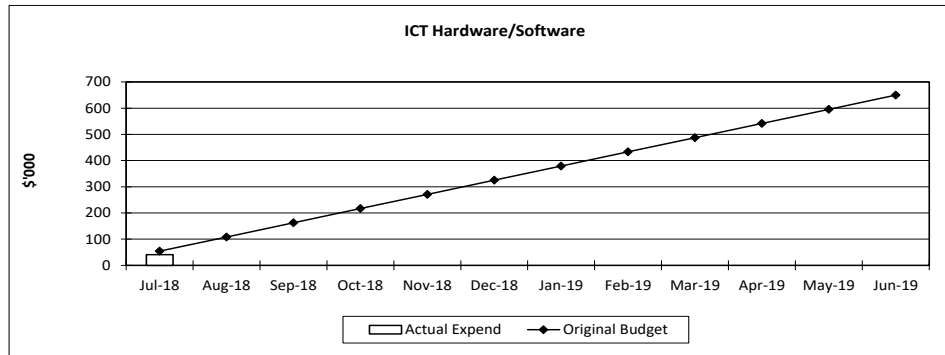
Lost Time Injury Frequency Rates - Executive Office:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	34	34	34
Cumulative Days lost 12 months	15	2	2	0	0	0	0	0	0	0	38	59	81
LTISR Rolling 12 months	451	61	61	0	0	0	0	0	0	0	1,302	2,028	2,723

FC Capital Expenditure by Program

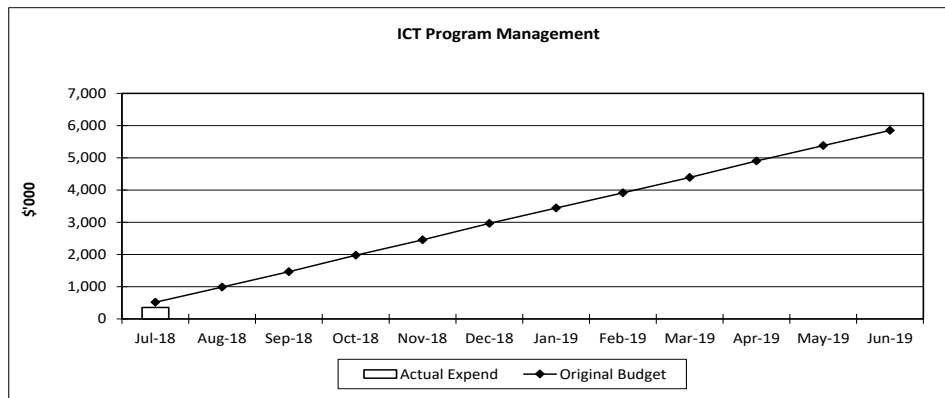
Results as at 31 July 2018:

	YTD Act	YTD Bud	YTD Var	FY Budget	FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved
Department Controlled*	393	569	176	76,735	1%
					\$'000
					76,735



Major Projects

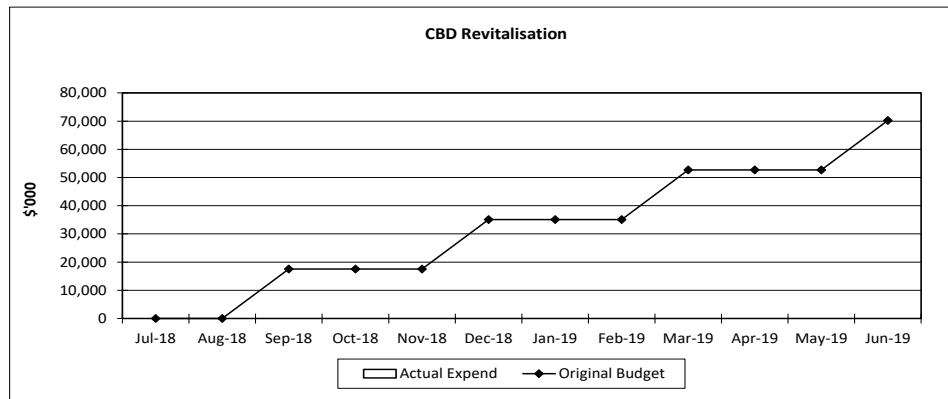
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	41	54	Satisfactory result.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	352	515	Satisfactory result.

FC Capital Expenditure by Program con't



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	0	0	Satisfactory result.

Works, Parks and Recreation Department

Performance Report

July 2018

Excluding Ipswich Waste

Revenue

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Utilities and Other Charges	1,019	991	28	3,962	26%	3,962
Traffic and Reg Park Fees	90	110	(20)	1,265	7%	1,265
Other Fees and Charges	0	0	0	0	n/a	0
Sales, Recoverable Works	240	226	14	2,978	8%	2,978
Operational Grants	5	0	5	3,147	0%	3,147
Capital Grants	0	0	0	4,692	0%	4,692
Other Revenue	333	154	179	1,867	18%	1,867
Internal Revenue	1,205	1,219	(14)	14,407	8%	14,407
	2,892	2,700	192	32,318	9%	32,318
Corporate Controlled						
Discounts/Remissions	(14)	(19)	5	(75)	19%	(75)
Donated Asset Revenue	0	1,145	(1,145)	13,740	0%	13,740
Cash Contributions	(98)	1,147	(1,245)	13,774	-1%	13,774
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	39	0	39	0	n/a	39
	(73)	2,273	(2,346)	27,439	(0%)	27,478
TOTAL	2,819	4,973	(2,154)	59,757	5%	59,796

Satisfactory results overall. Traffic and Reg Parking fees under budget as July was budgeted to include increased parking fees that are not in effect until August.

Cash contributions and donated asset revenue are developer driven.

Department Controlled Expenses

Excluding Ipswich Waste

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	2,197	2,281	84	24,205	9%	24,205
Overtime	49	72	23	752	7%	752
Allowances	9	7	(2)	75	12%	75
Other employee costs	570	619	49	6,575	9%	6,575
Total Labour Opex + Capex	2,825	2,979	154	31,607	9%	31,607
<i>Less Capitalised Labour</i>	(250)	(166)	84	(2,349)	11%	(2,349)
Opex Labour before Contractors	2,575	2,813	238	29,258	9%	29,258
<i>Plus Contract Opex Labour</i>	113	12	(101)	120	94%	120
Opex Labour incl Contractors	2,688	2,825	137	29,378	9%	29,378

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	373	8	(365)	116	322%	373
Materials	576	900	324	10,775	5%	10,775
Motor Vehicle Expenses	155	236	81	3,227	5%	3,227
Service Contracts	542	1,358	816	16,145	3%	16,145
Utilities Expenses	358	665	307	10,199	4%	10,199
Consultants	25	68	43	880	3%	880
Other Materials and Services	629	214	(415)	2,575	24%	2,575
	2,658	3,449	791	43,917	6%	44,174
Other Expense Sources						
Other Expenses	50	86	36	1,523	3%	1,523
Internal Expenses	462	501	39	5,547	8%	5,547
	3,170	4,036	866	50,987	6%	51,244
TOTAL DEPARTMENT CONTROLLED	5,858	6,861	1,003	80,365	7%	80,622

Corporate Controlled

Depreciation	4,593	5,055	462	58,869	8%	58,869
QTC Finance Costs	30	29	(1)	336	9%	336
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	219	0	(219)	0	n/a	219
TOTAL CORPORATE CONTROLLED	4,842	5,084	242	59,205	8%	59,424

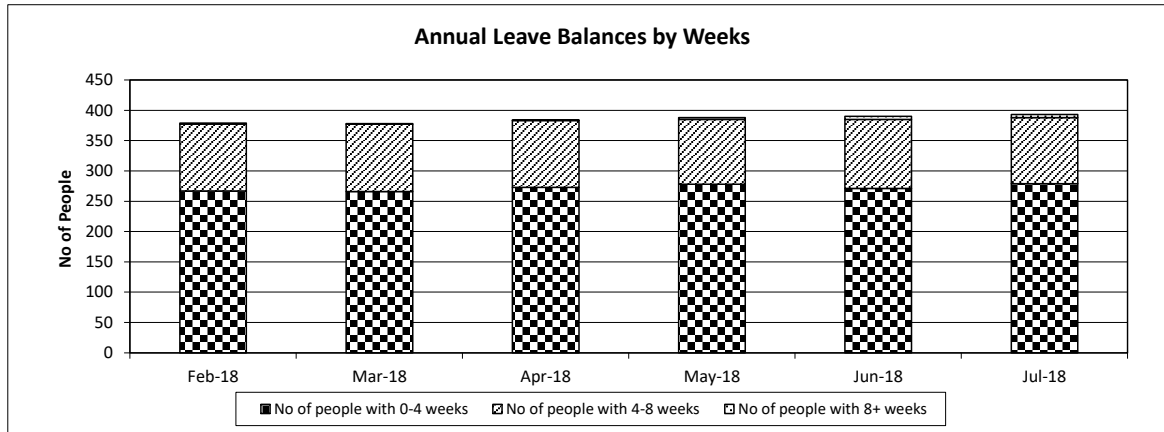
Satisfactory results overall.

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

Works, Parks and Recreation Department

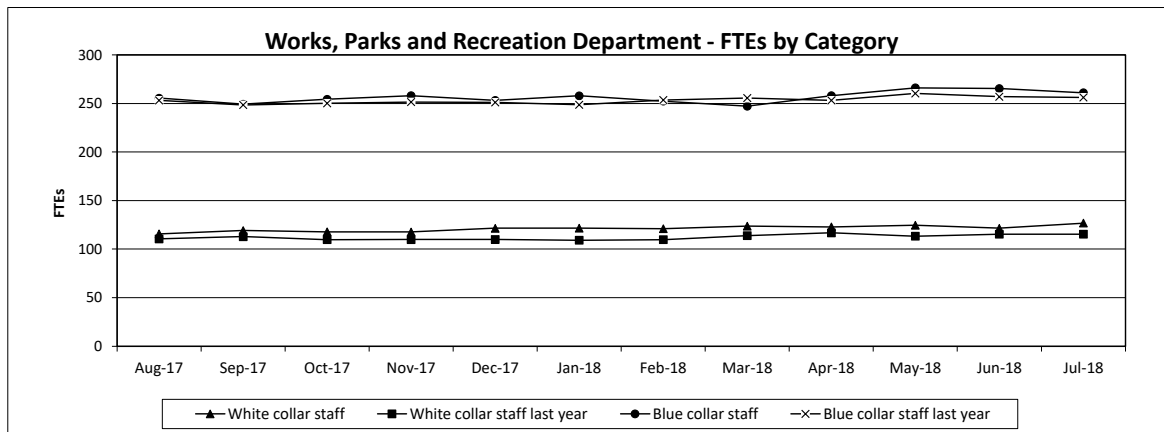
Excluding Ipswich Waste

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	267	70.4%	266	70.5%	273	71.1%	278	71.6%	271	69.5%	279	71.0%
No of people with 4-8 weeks	110	29.0%	111	29.4%	110	28.6%	107	27.6%	114	29.2%	109	27.7%
No of people with 8+ weeks	2	0.5%	1	0.2%	1	0.3%	3	0.8%	5	1.3%	5	1.3%

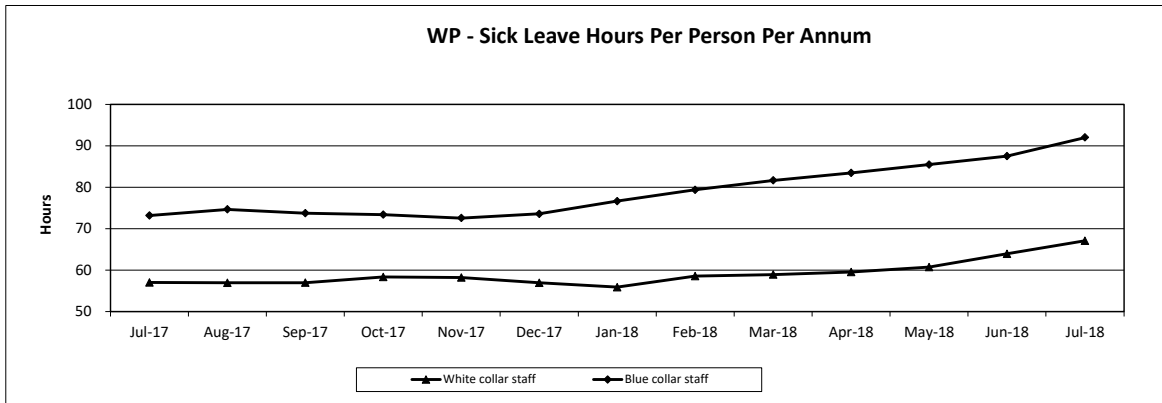
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	115.8	119.1	117.8	117.7	121.5	121.7	121.2	123.7	122.9	124.7	121.6	126.8
Blue collar staff	255.5	249.4	254.4	258.1	253.3	258.0	252.4	247.2	258.1	266.2	265.4	261.1
Total	371.3	368.5	372.2	375.8	374.8	379.7	373.6	370.9	381.0	390.9	387.0	388.0
<i>Movement prior month (white collar)</i>	0.3	3.3	(1.3)	(0.1)	3.8	0.2	(0.5)	2.6	(0.9)	1.8	(3.2)	5.3
<i>Movement prior month (blue collar)</i>	(0.8)	(6.2)	5.0	3.8	(4.9)	4.8	(5.6)	(5.3)	10.9	8.1	(0.8)	(4.3)
<i>White collar staff last year</i>	110.5	112.9	109.8	109.9	110.0	109.2	109.8	113.9	116.8	113.3	115.5	115.5
<i>Blue collar staff last year</i>	253.3	248.5	250.2	251.6	251.3	248.8	253.6	255.7	253.3	260.5	257.1	256.3
<i>Total FTEs last year</i>	363.8	361.4	360.0	361.4	361.2	358.0	363.5	369.6	370.1	373.8	372.5	371.8

Works, Parks and Recreation Department

Sick Leave:



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	56.99	56.90	56.93	58.32	58.20	56.92	55.84	58.52	58.91	59.51	60.68	63.91	67.04
Blue collar staff	73.15	74.64	73.70	73.35	72.55	73.54	76.62	79.35	81.63	83.43	85.44	87.49	91.99

* Rolling 12 month average

Lost Time Injury Frequency Rates:

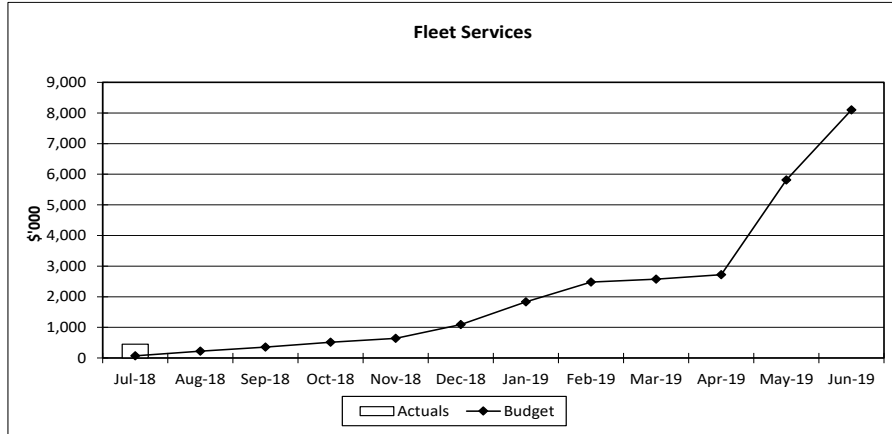
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	1	1
LTIFR	0	0	0	0	0	0	0	0	0	0	0	19	18
LTIFR Rolling 12 months	5	5	3	2	2	2	2	0	0	0	0	5	3
Cumulative Days lost 12 months	70	70	67	64	62	56	56	44	42	24	26	8	27
LTISR Rolling 12 months	114	113	108	103	99	99	90	69	67	37	41	13	42

WP Capital Expenditure by Program

Non-Infrastructure Program and excluding Ipswich Waste

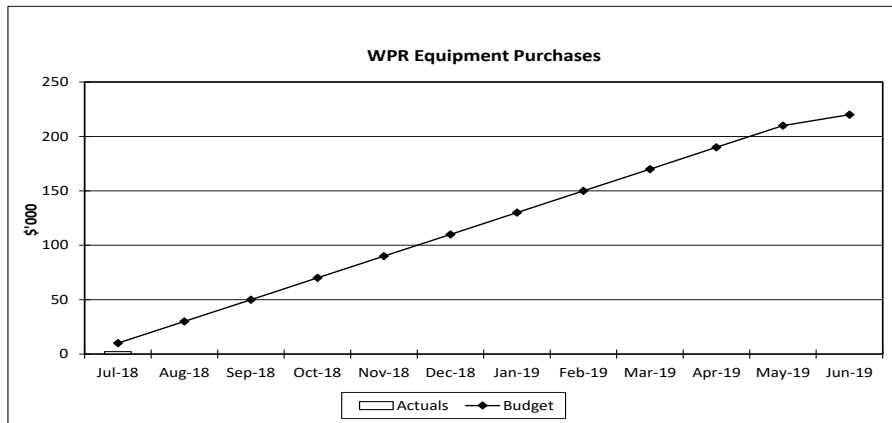
Results as at 31 July 2018:

Department Controlled	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Fleet	453	68	(385)	8,103	6%	8,103
WPR - Equipment	2	10	8	220	1%	220
Total Department Controlled	455	78	(377)	8,323	5%	8,323



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	453	68	Over Budget YTD due to the delivery of Job Trucks, funding requested to be carried over from the 2017/18 Financial year.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	2	10	No budget implications.

Ipswich Waste

Performance Report

July 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Garbage Charges Revenue	7,351	7,393	(42)	30,131	24%	30,131
Net Rates and Utilities	7,351	7,393	(42)	30,131	24%	30,131
Waste Disposal Fees	667	551	116	6,608	10%	6,608
Operational Grants	0	0	0	0	n/a	0
Other Revenue	5	5	0	81	6%	81
Internal Revenue	92	91	1	1,094	8%	1,094
	8,115	8,040	75	37,914	21%	37,914
Corporate Controlled						
Interest	59	18	41	245	24%	245
	59	18	41	245	24%	245
TOTAL	8,174	8,058	116	38,159	21%	38,159

Satisfactory results overall.

IWS Performance Report
July 2018

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	366	416	50	4,405	8%	4,405
Overtime	42	40	(2)	415	10%	415
Allowances	2	2	0	19	11%	19
Other employee costs	94	112	18	1,188	8%	1,188
Total Labour Opex + Capex	504	570	66	6,027	8%	6,027
<i>Less recovery/charge out</i>	3	10	7	0	n/a	3
Opex Labour before Contractors	507	580	73	6,027	8%	6,030
<i>Plus Contract Opex Labour</i>	85	30	(55)	417	20%	417
Opex Labour incl Contractors	592	610	18	6,444	9%	6,447

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Advertising	3	10	7	142	2%	142
Maintenance	8	15	7	183	4%	183
Materials	7	18	11	208	3%	208
Service Contracts	185	384	199	4,639	4%	4,639
Other Materials and Services	22	17	(5)	243	9%	243
	225	444	219	5,415	4%	5,415
Other Expense Sources						
Other Expenses	14	0	(14)	9	156%	14
Internal Expenses	659	665	6	7,894	8%	7,894
	898	1,109	211	13,318	7%	13,323
TOTAL DEPARTMENT CONTROLLED	1,490	1,719	229	19,762	8%	19,770

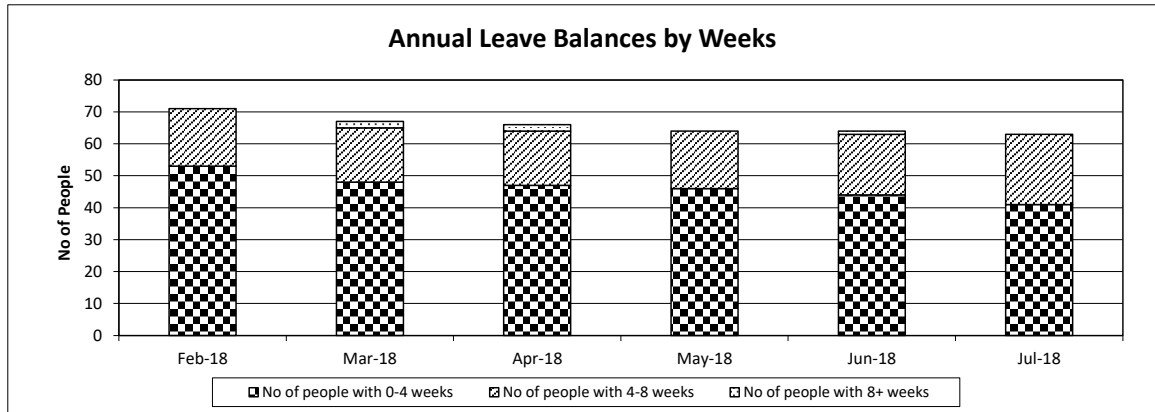
Corporate Controlled Expenses

Depreciation	65	66	1	797	8%	797
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	4	0	(4)	0	n/a	4
Tax Equivalent Expense	1,070	1,033	(37)	5,343	20%	5,343
TOTAL CORPORATE CONTROLLED	1,139	1,099	(40)	6,140	19%	6,144

Satisfactory results overall. Other expenses relates primarily to provision for doubtful debts.

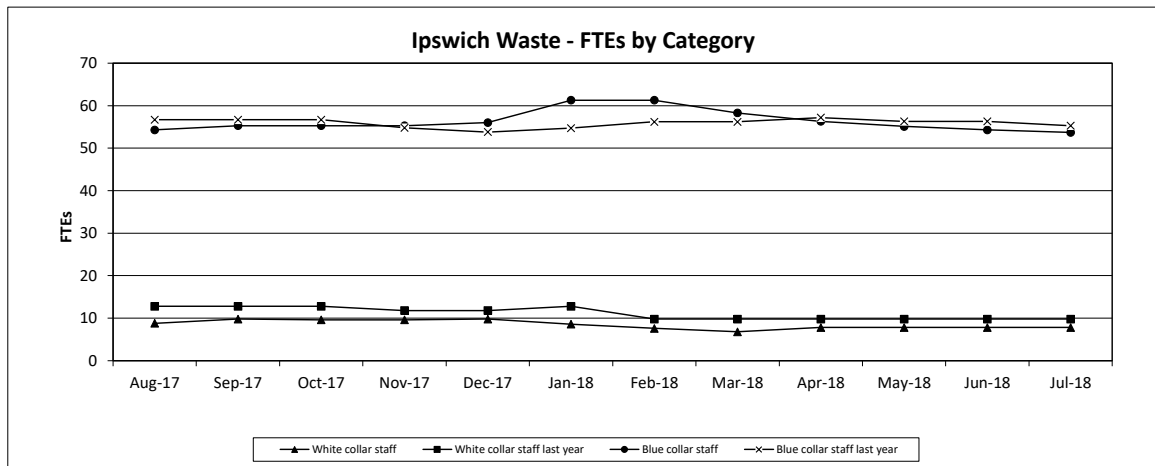
Ipswich Waste Annual Leave

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
No of people with 0-4 weeks	53	48	47	46	44	41
No of people with 4-8 weeks	18	17	17	18	19	22
No of people with 8+ weeks	0	2	2	0	1	0
	74.6%	71.6%	71.2%	71.9%	68.7%	65.1%
	25.4%	25.4%	25.8%	28.1%	29.7%	34.9%
	0.0%	3.0%	3.0%	0.0%	1.6%	0.0%

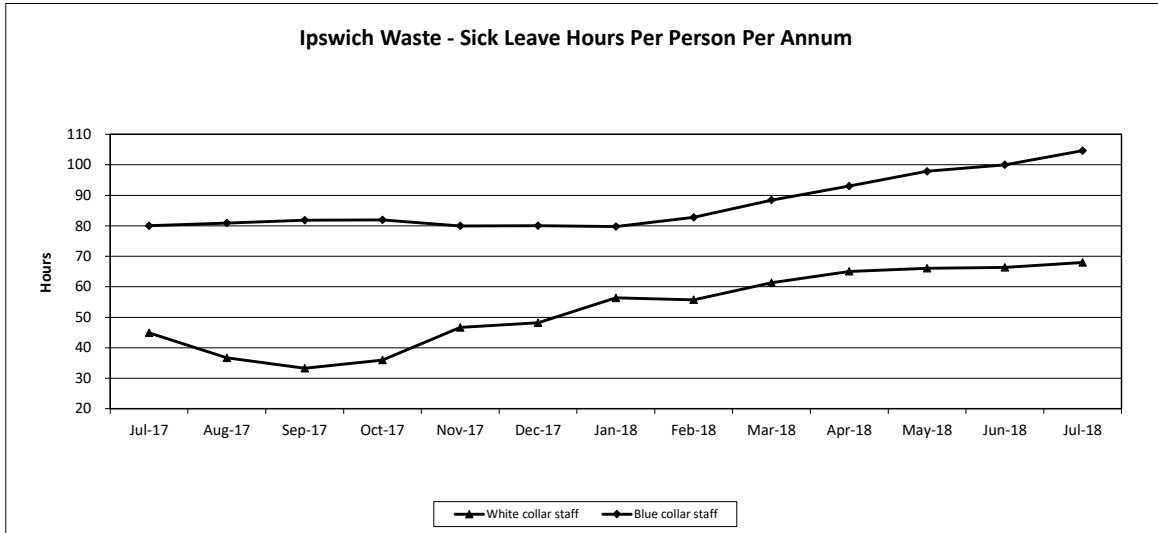
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	8.8	9.8	9.6	9.6	9.8	8.6	7.6	6.8	7.8	7.8	7.8	7.8
Blue collar staff	54.3	55.3	55.3	55.3	56.0	61.3	61.3	58.3	56.3	55.1	54.3	53.7
Total	63.1	65.1	64.9	64.9	65.8	69.9	68.9	65.1	64.1	62.9	62.1	61.5
Movement prior month (white collar)	(1.0)	1.0	(0.2)	0.0	0.2	(1.2)	(1.0)	(0.8)	1.0	0.0	0.0	0.0
Movement prior month (blue collar)	(1.0)	1.0	0.0	0.0	0.7	5.3	0.0	(3.0)	(2.0)	(1.2)	(0.8)	(0.6)
White collar staff last year	12.8	12.8	12.8	11.8	11.8	12.8	9.8	9.8	9.8	9.8	9.8	9.8
Blue collar staff last year	56.7	56.7	56.7	54.8	53.8	54.7	56.2	56.2	57.2	56.3	56.3	55.3
Total FTEs last year	69.5	69.5	69.5	66.6	65.6	67.5	66.0	66.0	67.0	66.1	66.1	65.1

Ipswich Waste Services

Sick Leave:



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	44.92	36.70	33.27	35.99	46.68	48.25	56.36	55.77	61.35	65.07	66.09	66.38	68.01
Blue collar staff	80.01	80.91	81.87	81.96	79.98	80.04	79.77	82.77	88.43	93.06	97.87	100.04	104.63

* Rolling 12 month average

Lost Time Injury Frequency Rates:

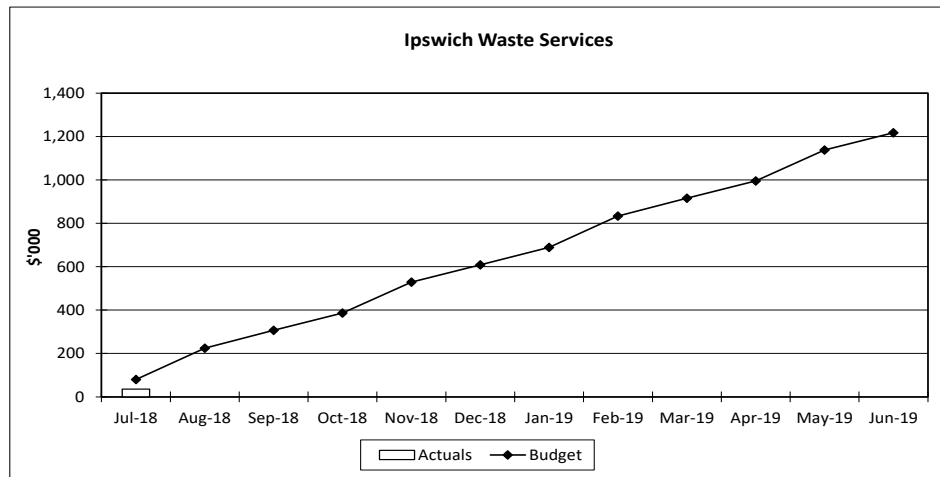
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	1	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	97	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	9	9	9	9	9	9	44
Cumulative Days lost 12 months	0	0	0	0	0	0	5	5	5	5	5	5	5
LTISR Rolling 12 months	0	0	0	0	0	0	43	43	43	43	43	44	44

Waste Capital Expenditure by Project or Program Areas:

Ipswich Waste

Results as at 31 July 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	36	80	44	1,218	3%	1,218



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	36	80	No budget implications.

Health, Security and Regulatory Services Department Performance Report

July 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	0	16	(16)	192	0%	192
Net Rates and Utilities	0	16	(16)	192	0%	192
Town Planning Develop Fees	0	0	0	0	n/a	0
Hlth Animal Cemetery Fees	347	363	(16)	1,920	18%	1,920
Traffic and Reg Park Fees	171	128	43	1,820	9%	1,820
Other Fees	30	46	(16)	541	6%	541
Operational Grants	15	0	15	183	8%	183
Capital Grants	0	0	0	0	n/a	0
Other Revenue	22	2	20	25	88%	25
	585	555	30	4,681	12%	4,681
Corporate Controlled						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	0	0	0	0	n/a	0
TOTAL	585	555	30	4,681	12%	4,681

Satisfactory results overall. Utilities and other charges under budget however, process to recover overgrown allotments is currently under review and will be monitored closely.

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	511	559	48	5,905	9%	5,905
Overtime	7	4	(3)	45	16%	45
Allowances	4	0	(4)	5	80%	5
Other employee costs	132	153	21	1,619	8%	1,619
Total Labour Opex + Capex	654	716	62	7,574	9%	7,574
<i>Less Capitalised Labour</i>	(2)	0	2	0	n/a	0
Opex Labour before Contractors	652	716	64	7,574	9%	7,574
<i>Plus Contract Opex Labour</i>	95	28	(67)	160	59%	160
Opex Labour incl Contractors	747	744	(3)	7,734	10%	7,734

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	0	15	15	193	0%	193
Other Services	42	114	72	700	6%	700
Service Contracts	242	367	125	4,400	6%	4,400
Other Materials and Services	42	130	88	784	5%	784
	326	626	300	6,077	5%	6,077
Other Expense Sources						
Other Expenses	1	5	4	21	5%	21
Internal Expenses	31	30	(1)	370	8%	370
	358	661	303	6,468	6%	6,468
TOTAL DEPARTMENT CONTROLLED	1,105	1,405	300	14,202	8%	14,202

Corporate Controlled Expenses

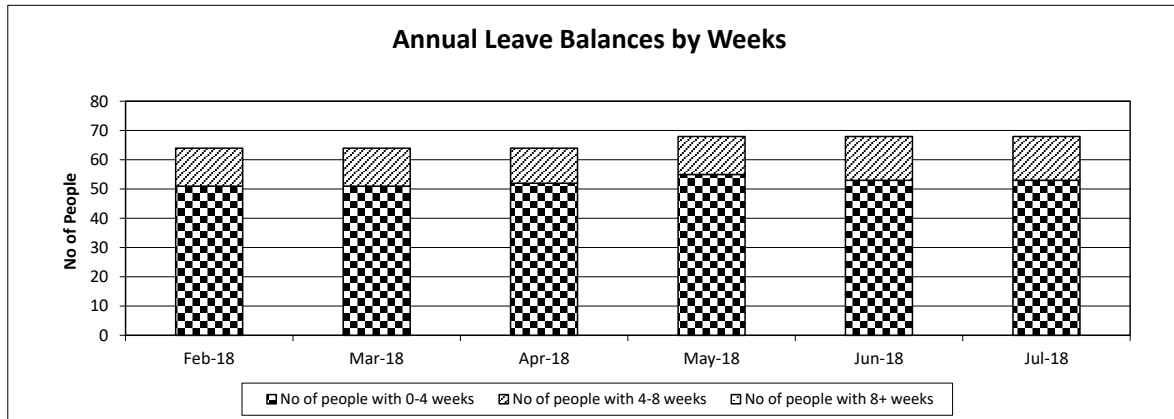
Depreciation	68	36	(32)	436	16%	436
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	68	36	(32)	436	16%	436

Satisfactory results overall.

Depreciation is over budget and will be monitored closely.

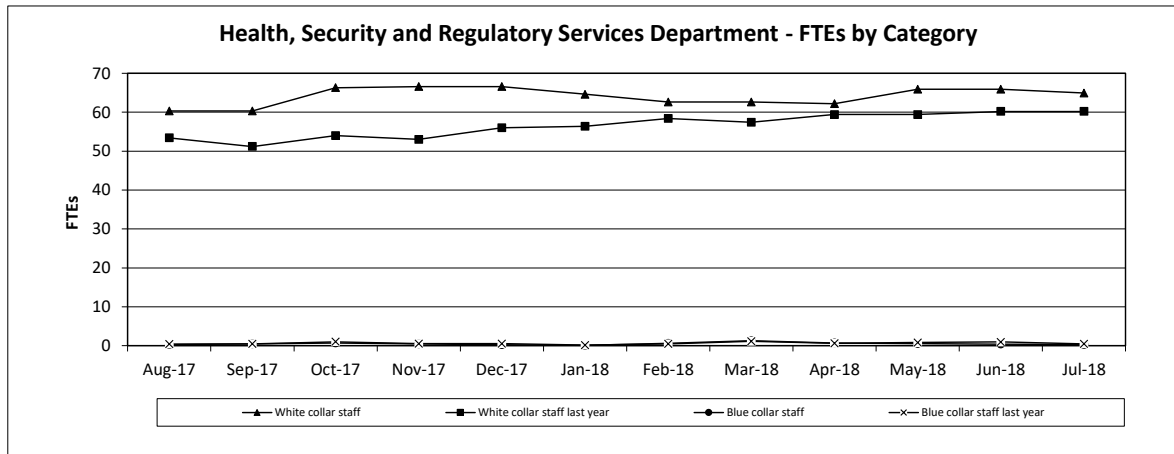
Health, Security and Regulatory Services Department

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	51	79.7%	51	79.7%	52	81.2%	55	80.9%	53	77.9%	53	77.9%
No of people with 4-8 weeks	13	20.3%	13	20.3%	12	18.8%	13	19.1%	15	22.1%	15	22.1%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

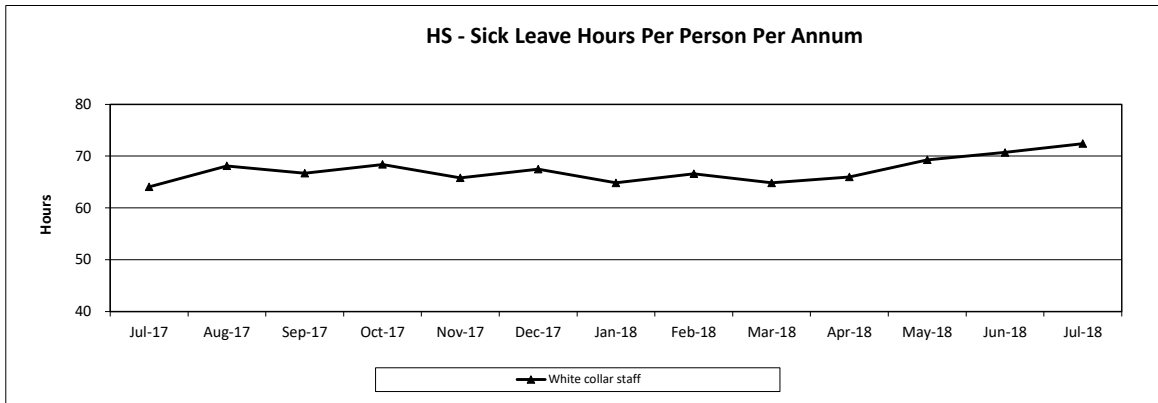
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	60.3	60.3	66.3	66.6	66.6	64.6	62.6	62.6	62.2	65.9	65.9	64.9
Blue collar staff	0.3	0.5	0.7	0.5	0.3	0.1	0.6	1.3	0.7	0.6	0.4	0.3
Total	60.6	60.8	67.0	67.1	66.9	64.7	63.2	63.9	62.9	66.5	66.3	65.2
Movement prior month (white collar)	0.1	0.0	6.0	0.3	0.0	(2.0)	(2.0)	0.0	(0.4)	3.7	0.0	(1.0)
Movement prior month (blue collar)	(0.2)	0.2	0.2	(0.2)	(0.2)	(0.2)	0.6	0.7	(0.6)	(0.2)	(0.2)	(0.1)
White collar staff last year	53.4	51.2	54.0	53.0	56.0	56.4	58.4	57.4	59.4	59.4	60.2	60.2
Blue collar staff last year	0.4	0.5	1.0	0.5	0.5	0.2	0.5	1.2	0.6	0.8	1.0	0.5
Total FTEs last year	53.8	51.7	55.0	53.5	56.5	56.6	58.9	58.6	60.0	60.2	61.2	60.7

Health, Security and Regulatory Services Department

Sick Leave:



	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
White collar staff	64.05	68.11	66.68	68.39	65.81	67.48	64.82	66.57	64.82	65.96	69.27	70.69	72.40

* Rolling 12 month average

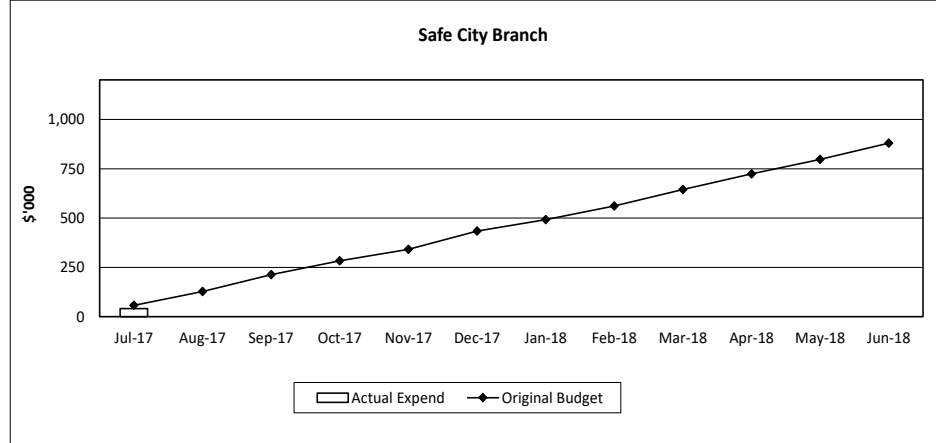
Lost Time Injury Frequency Rates:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	11	11	10	10	10	10	10	10	10	0	0	0	0
Cumulative Days lost 12 months	9	9	9	9	9	15	15	15	15	6	9	6	6
LTISR Rolling 12 months	95	95	92	90	89	147	144	143	143	56	84	56	55

Health, Security and Regulatory Services Department

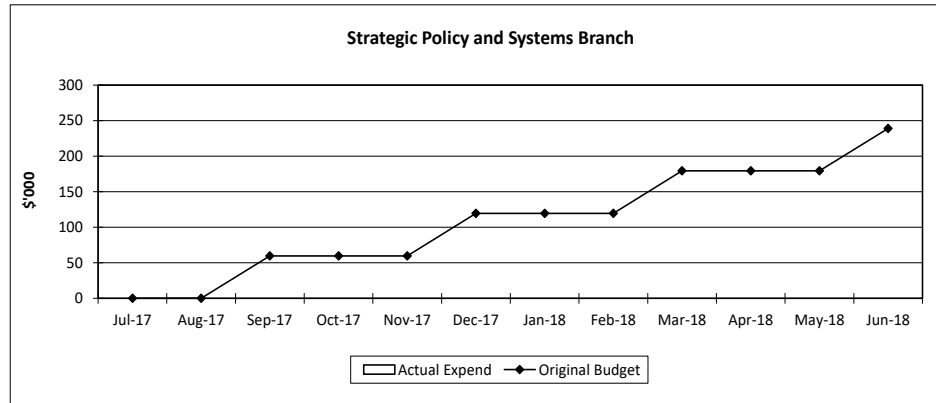
Results as at 31 July 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	41	58	17	1,119	4%	1,119



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	41	58	No budget implications.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	0	0	No budget implications.

Planning and Development Department

Performance Report

July 2018

Revenue:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Town Planning Develop Fees	1,475	1,178	297	14,865	10%	14,865
Other Fees	10	10	0	41	24%	41
Govt Grant Subsidy	0	0	0	0	n/a	0
Other Revenue	41	1	40	4	1025%	41
Community Service Revenue	39	39	0	470	8%	470
	1,565	1,228	337	15,380	10%	15,417
Corporate Controlled						
Cash Contributions	0	0	0	5	0%	5
Interest	0	0	0	0	n/a	0
	0	0	0	5	0%	5
TOTAL	1,565	1,228	337	15,385	10%	15,422

Satisfactory results overall.

PD Performance Report
July 2018

Department Controlled Expenses

Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	808	846	38	8,931	9%	8,931
Overtime	0	2	2	25	0%	25
Allowances	0	0	0	3	0%	3
Other employee costs	216	240	24	2,550	8%	2,550
Total Labour Opex + Capex	1,024	1,088	64	11,509	9%	11,509
<i>Less recovery/charge out</i>	3	0	(3)	0	n/a	3
Opex Labour before Contractors	1,027	1,088	61	11,509	9%	11,512
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	1,027	1,088	61	11,509	9%	11,512

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

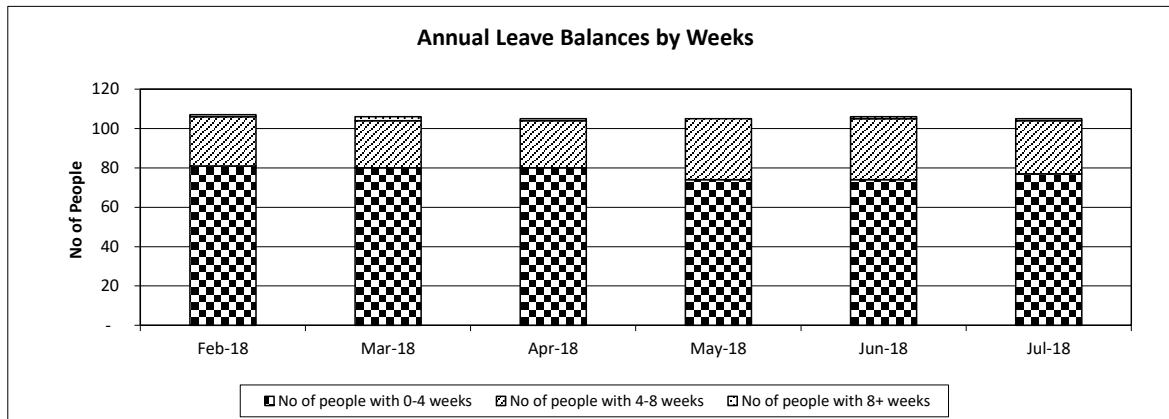
	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Legal Expenses	125	54	(71)	650	19%	650
Consultants	0	12	12	149	0%	149
Other Materials and Services	9	32	23	273	3%	273
	134	98	(36)	1,072	13%	1,072
Other Expense Sources						
Other Expenses	0	0	0	11	0%	11
Internal Expenses	26	25	(1)	285	9%	285
	160	123	(37)	1,368	12%	1,368
TOTAL DEPARTMENT CONTROLLED	1,187	1,211	24	12,877	9%	12,880

Corporate Controlled

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

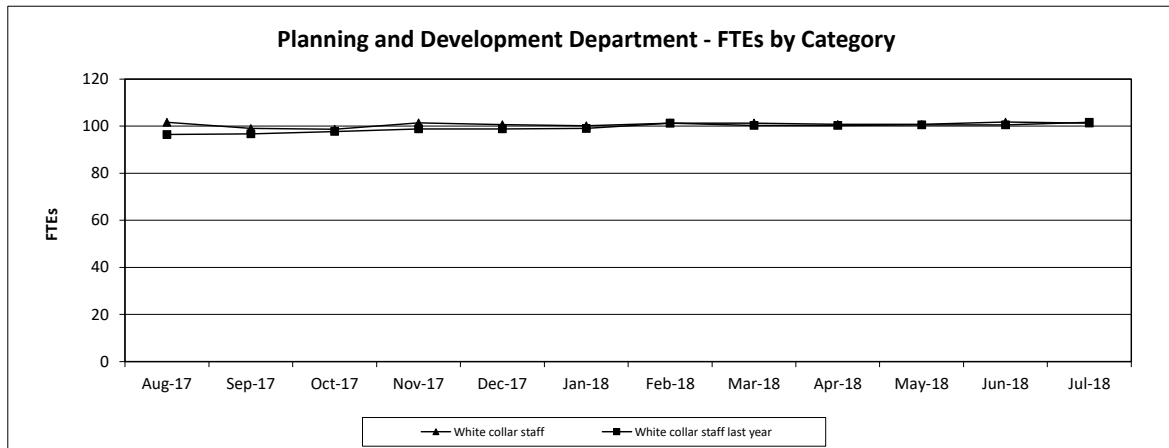
Satisfactory results overall. Legal expenses over budget due to various legal appeals and will be monitored closely.

Annual Leave Balances as at pay period ended 30 July 2018:



	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18	
No of people with 0-4 weeks	81	75.7%	80	75.5%	80	76.1%	74	70.5%	74	69.9%	77	73.3%
No of people with 4-8 weeks	25	23.4%	24	22.6%	24	22.9%	31	29.5%	31	29.2%	27	25.7%
No of people with 8+ weeks	1	0.9%	2	1.9%	1	1.0%	-	0.0%	1	0.9%	1	1.0%

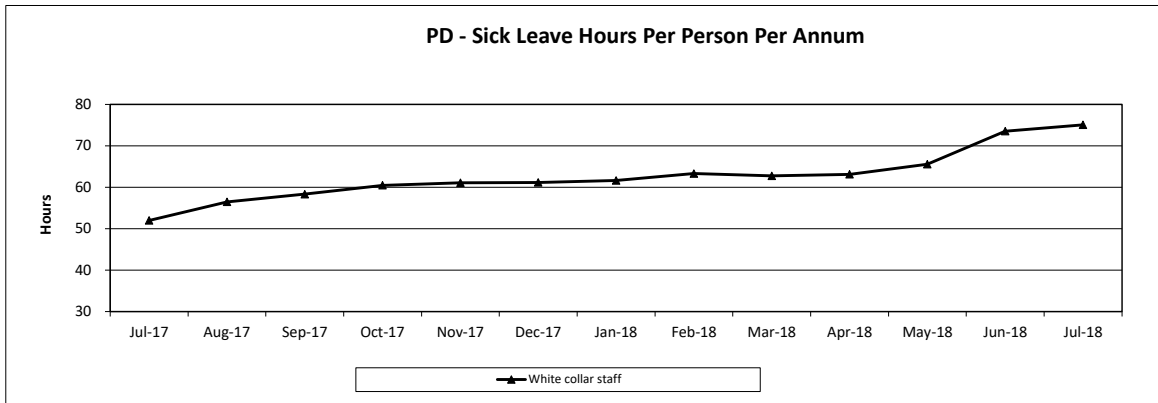
Full Time Equivalents:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
White collar staff	101.6	99.0	98.7	101.4	100.6	100.1	101.3	101.3	100.7	100.7	101.7	101.3
Total	101.6	99.0	98.7	101.4	100.6	100.1	101.3	101.3	100.7	100.7	101.7	101.3
<i>Movement prior month (white collar)</i>	0.0	(2.6)	(0.3)	2.7	(0.8)	(0.5)	1.2	0.0	(0.6)	0.0	1.0	(0.4)
<i>White collar staff last year</i>	96.4	96.7	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5	100.5	101.6
<i>Total FTEs last year</i>	96.4	96.7	97.7	98.8	98.8	99.0	101.3	100.3	100.3	100.5	100.5	101.6

Planning and Development Department

Sick Leave:



Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours	Feb-18 Hours	Mar-18 Hours	Apr-18 Hours	May-18 Hours	Jun-18 Hours	Jul-18 Hours
51.98	56.43	58.29	60.45	61.05	61.15	61.59	63.28	62.72	63.10	65.53	73.49	75.02

White collar staff

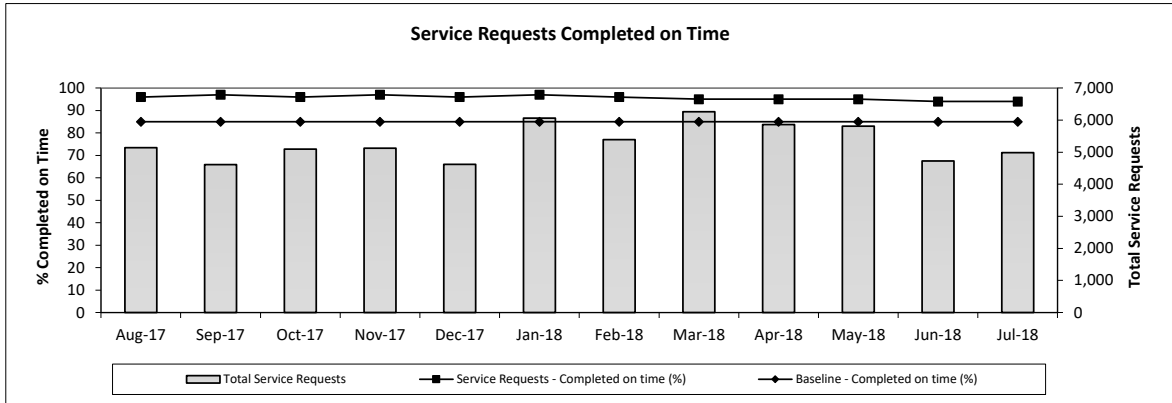
* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
LTI's	1	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	-	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	12.22	12.23	12.29	12	6	6	6	6	6	6	6	6	6
Cumulative Days lost 12 months	6	30	51	65	84	100	121	140	140	140	143	143	137
LTISR Rolling 12 months	36.65	183.4	313.4	399	514	615	741	858	866	858	879	887	849

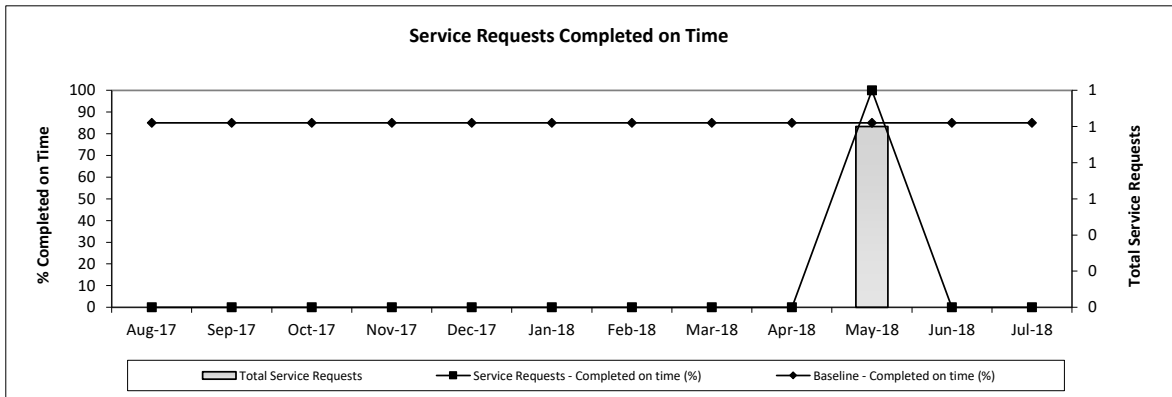
Customer Engagement System

All Council:



All Council	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	96	97	96	97	96	97	96	95	95	95	94	94
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	5,140	4,612	5,095	5,124	4,620	6,062	5,391	6,261	5,861	5,811	4,725	4,985

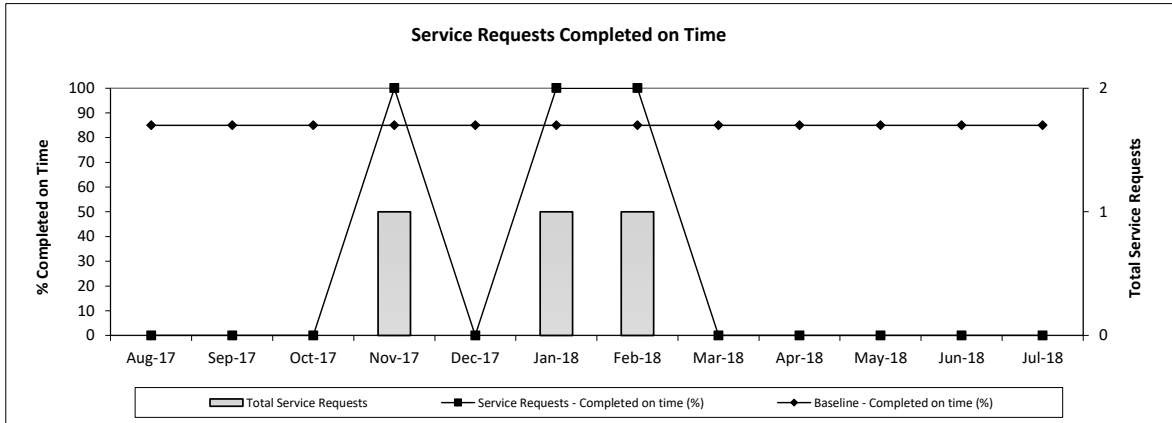
Arts, Social Development and Community Development Department:



AS	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	0	0	0	0	0	0	0	0	0	100	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	0	0	0	0	1	0	0

July
No service requests received in July.

Economic Development and Marketing Department:

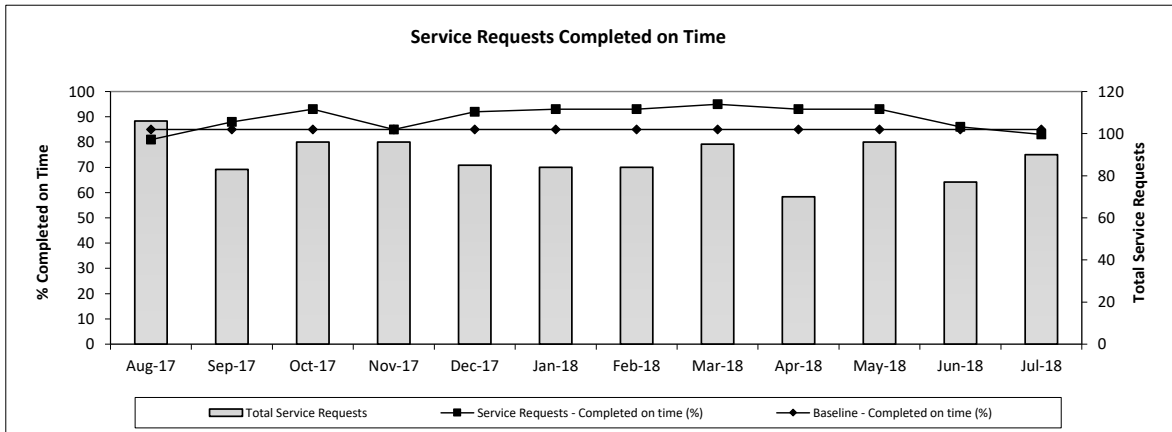


EDM	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	0	0	0	100	0	100	100	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	1	0	1	1	0	0	0	0	0

July

No service requests received in July.

Infrastructure Services Department:

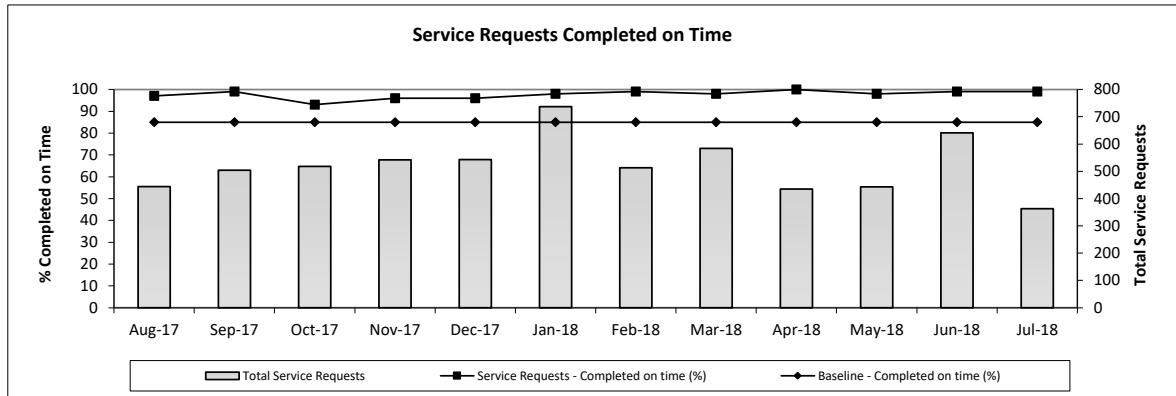


IS	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	81	88	93	85	92	93	93	95	93	93	86	83
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	106	83	96	96	85	84	84	95	70	96	77	90

July

The percentage of SR's completed for July has dropped just below the baseline corporate target for the first time in almost 12 months. The main factor for this drop was due a resource focus to assist other areas to manage new financial year capital portfolio project programming. In addition, the team has received a very high number of Divisional Allocation projects to manage.

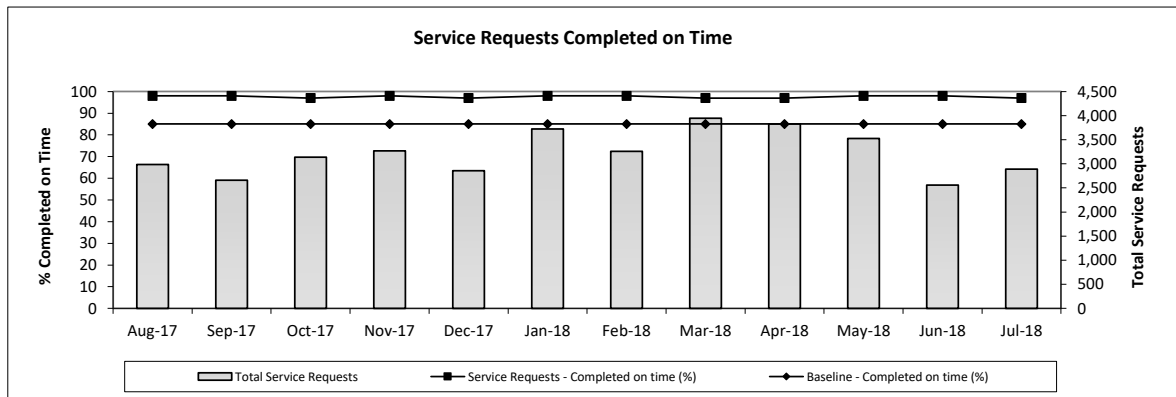
Finance and Corporate Services Department:



FC	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	97	99	93	96	96	98	99	98	100	98	99	99
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	444	504	518	542	543	737	513	584	435	443	641	363

July
The results exceed the baseline for July.

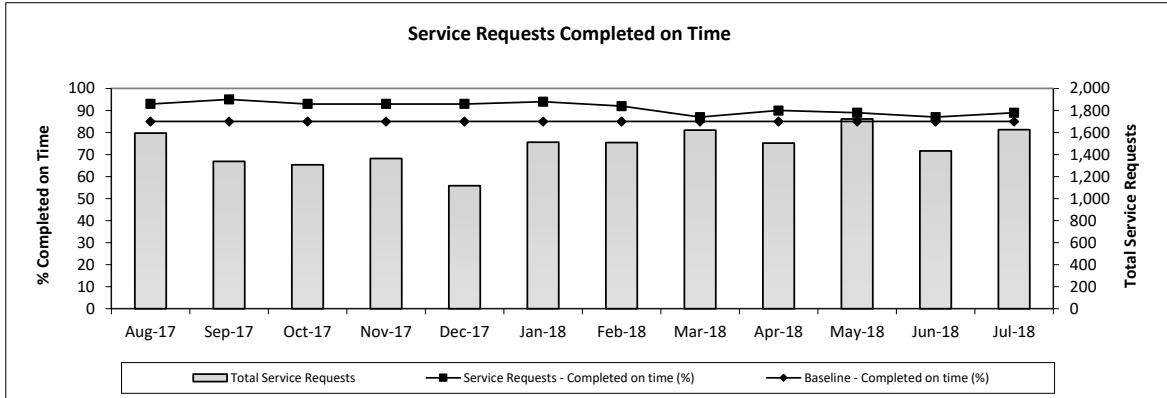
Works Parks and Recreation Department:



WP	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	98	98	97	98	97	98	98	97	97	98	98	97
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	2,986	2,660	3,138	3,269	2,857	3,723	3,259	3,946	3,827	3,526	2,559	2,890

July
The results exceed the baseline for July.

Health, Security and Regulatory Services Department:

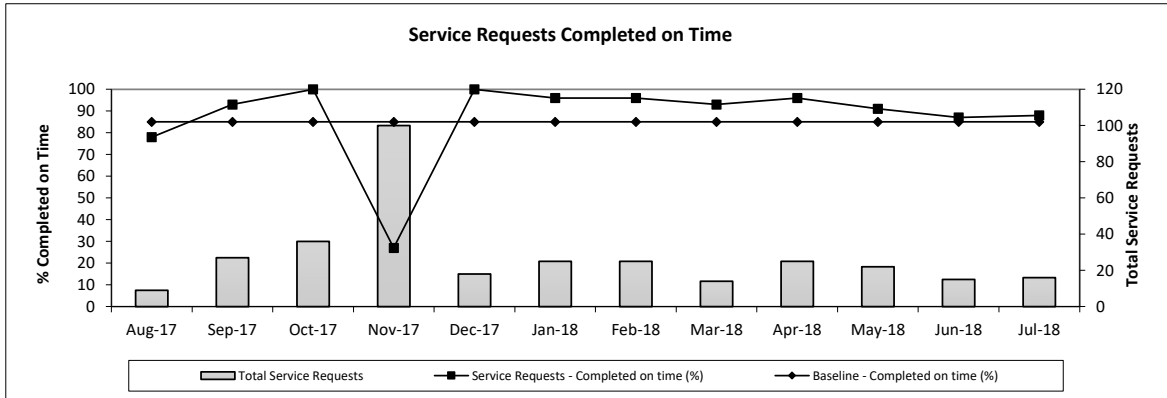


HS	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	93	95	93	93	93	94	92	87	90	89	87	89
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,595	1,338	1,307	1,364	1,117	1,512	1,509	1,622	1,504	1,723	1,433	1,626

July

The results exceed the baseline for July.

Planning and Development:



PD	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Service Requests - Completed on time (%)	78	93	100	27	100	96	96	93	96	91	87	88
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	9	27	36	100	18	25	25	14	25	22	15	16

July

The results exceed the baseline for July.

Council Environmental Performance:

Waste Generated by Council Departments (Tonnes):

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
AS													
Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
Depot Commercial and Industrial	0.39	0.39	1.17	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.59	0.20
Office Recycling	0.19	0.24	0.11	0.01	0.21	0.01	0.11	0.20	0.68	0.11	0.20	0.01	0.30
Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-	-
IS													
Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
Depot Construction and Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-
FC													
Office Recycling	0.30	0.31	0.47	0.57	0.12	0.15	0.39	0.49	0.40	0.51	0.71	0.60	0.70
Office Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Commercial and Industrial	0.26	0.27	0.04	0.29	0.23	0.26	0.26	0.24	0.26	0.26	0.27	0.26	0.38
WPR													
Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
Depot Construction and Demolition	51.36	75.91	63.84	39.67	54.81	22.22	24.38	47.16	46.02	48.92	49.20	65.54	67.00
Depot Commercial and Industrial	18.37	20.70	51.19	20.86	17.75	17.17	18.75	16.75	20.87	17.68	20.85	19.19	18.65
Depot Recycling	13.34	9.02	10.94	4.99	4.26	7.89	11.77	5.13	3.19	4.55	9.32	10.27	8.18
Office Commercial and Industrial	9.70	11.25	3.90	9.88	9.85	9.84	10.40	9.23	9.80	8.74	10.32	9.74	8.34
Office Recycling	4.48	4.64	4.41	4.22	4.57	3.46	4.42	3.61	3.66	3.60	4.91	3.72	4.43
Timber	36.04	22.30	38.58	24.94	16.46	4.55	6.48	10.22	13.36	15.60	11.68	40.96	44.32
Metal collected from Depots	3.71	1.72	2.68	3.50	3.39	1.97	10.72	8.32	-	2.30	9.38	3.64	8.04
Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-	-
HS													
Depot Commercial and Industrial	0.50	-	-	0.15	0.08	-	0.38	-	0.19	-	0.29	0.10	-
PD													
Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Waste	133.35	106.96	97.43	120.00	140.88	138.64	146.75	177.33	109.28	111.93	117.33	154.62	160.54

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

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

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

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

*# Park Recycling is recycling from parks

Community Environmental Performance:

	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
	%	%	%	%	%	%	%	%	%	%	%	%	%
Total recycling rate	33.72	26.89	31.84	33.32	34.34	29.69	35.92	38.06	32.50	31.71	31.5	30.44	27.42
% Waste diverted from landfill*	56.12	32.89	49.46	45.43	49.88	41.16	51.68	56.52	45.99	42.77	48.74	36.59	37.84

*At Riverview Transfer Station

City Management Finance and Community Engagement Committee	
Mtg Date: 11.09.18	OAR: Yes
Authorisation: Jeff Keech	

31 August 2018

MEMORANDUM

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

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: OCTOBER 2018 RATES INSERTS: GLASS DROP-OFF STATIONS RATES FLYER

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 31 August 2018 concerning the insertion of the Glass Drop-off Stations Promotional Flyer in the October 2018 Council rates notice.

BACKGROUND:

The next Council rate notice mail out will be in mid-October 2018. In addition to the standard rates information, it is proposed that the Glass Drop-off Stations Promotional Flyer be included in this mailout. Marketing Services Branch, Economic Development and Marketing Department provided a illustrative proof of the promotional flyer.

1. The DL to go into every rates notice; and
2. To link the PDF's of the two artworks for electronic rates notices.
3. This flyer is a double sided double sheet DL and as such will not increase the postage costs.

In accordance with the Inserts For Rates Notice Mail-outs Procedure, the Strategic Client Office Manager is to seek confirmation from Council for the inclusion of the brochures with the October 2018 rates issue.

FINANCIAL IMPLICATIONS:

There are no financial implications for these inserts.

CONCLUSION:

The inclusion of the Glass Drop-off Stations Promotional Flyer in the October 2018 rate notices is consistent with Council's communication objectives and is no cost to Council.

A representation of the flyer to be used follows:




Did you know




**100%
of glass
bottles
and jars
can be
recycled
into new
glass?**

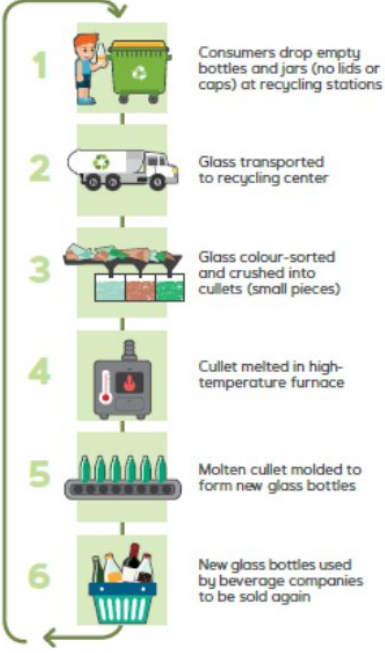
**Don't let
a good thing
go to waste.**

Find your nearest glass recycling station at
ipswich.qld.gov.au/glass | Phone (07) 3810 6666






 **BOTTLE-2-BOTTLE**
Closed Loop Recycling

Glass can be recycled endlessly into new glass without loss in quality.



- 1 Consumers drop empty bottles and jars (no lids or caps) at recycling stations
- 2 Glass transported to recycling center
- 3 Glass colour-sorted and crushed into cullets (small pieces)
- 4 Cullet melted in high-temperature furnace
- 5 Molten cullet molded to form new glass bottles
- 6 New glass bottles used by beverage companies to be sold again

Find your nearest glass recycling station at
ipswich.qld.gov.au/glass | Phone (07) 3810 6666



RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

That the approved Glass Drop-Off Stations printed material be inserted in the October 2018 quarterly rates mail-out.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

JEFFREY KEECH
CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.2018	OAR: YES
Authorisation: Jeffrey Keech	

BA:BA
A5048426

30 August 2018

MEMORANDUM

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

FROM: TREASURY ACCOUNTING MANAGER

RE: AMENDMENTS TO 2018-2019 FEES AND CHARGES

INTRODUCTION:

This is a report by the Treasury Accounting Manager dated 30 August 2018 concerning amendments to Council's 2018-2019 Fees and Charges.

BACKGROUND:

The annual review and update of the register of fees and charges is coordinated by the Finance Branch. The fees and charges are reviewed by the Council department that administers the respective services.

The fees and charges to apply for 2018-2019 were considered by Council in May 2018 and adopted with effect from 1 July 2018. A small number of minor amendments have been subsequently identified by Departments for consideration by Council.

PROPOSED FEES AND CHARGES AMENDMENTS:

The proposed changes to the fees and charges register are outlined in Attachment A.

Development Planning Application Fees (Planning and Development Department)

The register currently includes two fees of \$590.00 for processing a minor alteration development application. The fees are so similar as to effectively be a duplication. It is therefore proposed that one fee be removed from the register.

Removal of the duplicate fee will have no impact on Council revenues.

Springfield Library Meeting Room Fees (Arts, Social Development and Community Engagement Department)

With the Springfield library now open, charges are proposed for the commercial use of meeting rooms and event spaces.

Library members can access these venues for non-commercial purposes free of charge.

Fire Station 101 (Economic Development and Marketing Department)

The Fees and Charges register makes provision for payment of an access card deposit of \$45.00 for full and part time members of Fire Station 101. To minimise administrative effort, it is proposed that in lieu of a deposit, members be charged a replacement fee in the event that the access card is lost or damaged.

Fire Station 101 also intends to cease offering the virtual membership option at \$110.00 per year, in favour of the more popular monthly and drop in membership options. It is therefore proposed that this fee be removed from the register.

ATTACHMENT/S:

Name of Attachment	Attachment
Fees and Charges Minor Amendments – September 2018	Attachment A

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

That the amendments to Fees and Charges, as detailed in Attachment A to the report by the Treasury Accounting Manager dated 30 August 2018, be adopted.

Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

I concur with the recommendation contained in this report.

Lavina Britton
ACTING FINANCE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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Ipswich City Council

PLANNING AND DEVELOPMENT DEPARTMENT

4. Development Planning Application Fees

4.3 Development Planning Sundry Matters

4.3.2 Changes During Appeal Period (Change Representations)

(a) Lodgement of Change Representations

4.3.3 Changes After Appeal Period

Minor Change to Conditions, Minor Change to Approval, Extension Application, Minor Alteration, Cancellation Application, 'Other' Change Application

(a) Minor Change Application for

(i) Change of Conditions where not involving any changes to approved plans

Per Condition	\$520.00	Planning Act 2016 s79	(a)
Minimum fee	\$960.00	Planning Act 2016 s79	(a)

(ii) Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions

Request to Change a Development Approval or Change to Approved Plans which necessitates changes to conditions	25% of relevant current application fee. Maximum fee \$31,500.00	Planning Act 2016 s79	(a)
Minimum fee	\$960.00	Planning Act 2016 s79	(a)

(b) Extension Application

Extending the Period of an Approval	\$960.00	Planning Act 2016 s86	(a)
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(c) Request for a Minor Alteration

Request for a Minor Alteration	\$590.00	Planning Act 2016	(a)
(Nil fee applies for corrections or minor administrative and/or incidental alterations)			

Request for a Minor Alteration – setback and siting for single residential	\$590.00	Planning Act 2016	(a)
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(Nil fee applies for corrections or minor administrative and/or incidental alterations)

(d) Cancellation Application

Request to Cancel Development Approval	\$250.00	Planning Act 2016 s84	(a)
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(e) 'Other' Change Application

'Other' Change Application	100% of the relevant current application fee.	Planning Act 2016 s79	(a)
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT DEPARTMENT

4. Library Services

Fees and charges apply at all Ipswich Library branches, unless specified otherwise.

4.2 Library Venue Hire

Non-Profit/Community Groups may make a request for fee relief in regards to Venue Hire.

Venue and equipment hire is offered free to Library Members for non-commercial use.

Springfield Library Branch venues are only available for hire during Library opening hours.

Venues must be left in a clean and tidy state. If extra cleaning is required, customers will be charged at actual cost plus 10%.



4.2.1 Barry Jones Auditorium (BJA) at Ipswich Library

(a) Venue Hire

Monday to Sunday – per hour	\$60.00	Local Government Act s262(3)(c)	#
Monday to Sunday – Half day (2 – 4 hours)	\$230.00	Local Government Act s262(3)(c)	#
Monday to Friday – Full day (4 – 8 hours)	\$360.00	Local Government Act s262(3)(c)	#
Public Holidays – Half day (2 – 4 hours)	\$650.00	Local Government Act s262(3)(c)	#
Public Holidays – Full day (4 – 8 hours)	\$1,230.00	Local Government Act s262(3)(c)	#

(b) Operator Charges

(An operator is required to be in attendance for set up of equipment)

Monday to Friday up to 6:00 p.m. (per hour, minimum half hour)	staff cost plus 10%	Local Government Act s262(3)(c)	#
Monday to Friday after 6:00 p.m. (per hour, minimum half hour)	staff cost plus 10%	Local Government Act s262(3)(c)	#
Saturdays and Sundays (per hour, minimum half hour)	staff cost plus 10%	Local Government Act s262(3)(c)	#

(c) BJA Equipment Hire (to all users)

Surface tablet – with direct connection to Internet hub	No charge	Local Government Act s262(3)(c)	
Audio Visual Equipment, Slide Projector, Electronic whiteboard, Overhead Projector Data Projector	\$22.00	Local Government Act s262(3)(c)	#
Lectern, Microphones (hand held / lapel), Standard Whiteboard, Tables and Chairs	No charge	Local Government Act s262(3)(c)	
Out of Hours Lockup / Early Opening	Actual Cost	Local Government Act s262(3)(c)	#
Actual Cost of external body passed on to user			

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
Monday to Friday – 05:30am – 18:30pm	Actual Cost	Local Government Act s262(3)(c)	#	
Monday to Friday – 18:30pm – 05:30 am	Actual Cost	Local Government Act s262(3)(c)	#	
Saturday (24 hours) and overtime	Actual Cost	Local Government Act s262(3)(c)	#	
Sunday (24 hours) and overtime	Actual Cost	Local Government Act s262(3)(c)	#	
Public Holidays (24 hours) and overtime	Actual Cost	Local Government Act s262(3)(c)	#	

4.2.2 Library Courtyard – Ipswich Library

Courtyard available only during Ipswich Library Branch Opening Hours

Hire of Library Courtyard	\$30.00	Local Government Act s262(3)(c)	#
Set up and Clean up	\$16.00	Local Government Act s262(3)(c)	#
Crockery Hire	\$16.00	Local Government Act s262(3)(c)	#
Urn Hire	\$16.00	Local Government Act s262(3)(c)	#

4.2.3 Library Study Rooms - Ipswich Library

(a) Non-commercial Use

*Note non-commercial services can only be booked by a library member. For Non-members, see charges under 4.2.3 (b)

Members (for non-commercial purposes)	No charge	Local Government Act s262(3)(c)	
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(b) Non-Members and Business/Commercial Use

Monday to Sunday – per hour	\$25.00	Local Government Act s262(3)(c)	#
Monday to Sunday – Half day (2 – 4 hours)	\$70.00	Local Government Act s262(3)(c)	#
Monday to Friday – Full day (4 – 8 hours)	\$135.00	Local Government Act s262(3)(c)	#

(c) Equipment

Other equipment available	see Barry Jones Auditorium charges	Local Government Act s262(3)(c)	
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(d) Deposit

A refundable deposit may be charged for the area concerned based on the value of the contents of the facility	10% of Venue Hire	Local Government Act s262(3)(c)	
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Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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4.2.4 Training Room Hire - Ipswich Library

The training room is only available during the opening hours of the Library Branch.

Ipswich Library Branch: Monday to Friday 9am – 5pm – per hour or part thereof	\$80.00	Local Government Act s262(3)(c)	#	
Room hire at Ipswich Library Branch includes a maximum of 8 PCs.				
Ipswich Library Branch: Saturday or Sunday 9am – 12pm – per hour or part thereof	\$100.00	Local Government Act s262(3)(c)	#	
Room hire at Ipswich Library Branch includes a maximum of 8 PCs.				
Springfield Library Branch: Monday to Friday 9am – 5pm – per hour or part thereof	\$140.00	Local Government Act s262(3)(c)	#	
Room hire at Springfield Library Branch includes a maximum of 20 PCs.				
Springfield Library Branch: Saturday or Sunday 9am – 12pm – per hour or part thereof	\$160.00	Local Government Act s262(3)(c)	#	
Room hire at Springfield Library Branch includes a maximum of 20 PCs.				

4.2.5 Springfield Library Meeting Room Hire

Springfield meeting rooms are only available during the opening hours of the Library Branch.

(a) Non-commercial Use

Springfield Library Branch Meeting Room Hire: Monday to Sunday – per hour (Library Members Only)	No charge	Local Government Act s262(3)(c)	#	
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(b) Non-Members and Business/Commercial Use

Springfield Library Branch Meeting Room Hire: Monday to Sunday – per hour	\$25.00	Local Government Act s262(3)(c)	#	
Springfield Library Branch Meeting Room Hire: Monday to Sunday – half day (4 hours)	\$70.00	Local Government Act s262(3)(c)	#	
Springfield Library Branch Meeting Room Hire: Monday to Friday – full day (4-8 hours)	\$135.00	Local Government Act s262(3)(c)	#	

4.2.6 Springfield Library Event Space Hire

Springfield Event Spaces are only available during the opening hours of the Library Branch.

(a) Non-commercial Use

Springfield Library Branch Event Space Hire: Monday to Sunday - per hour (Library Members Only)	No charge	Local Government Act s262(3)(c)	#	
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(b) Non-Members and Business/Commercial Use

Springfield Library Branch Event Space Hire: Monday to Sunday – per hour	\$60.00	Local Government Act s262(3)(c)	#	
Springfield Library Branch Event Space Hire: Monday to Sunday – half day (4 hours)	\$230.00	Local Government Act s262(3)(c)	#	
Springfield Library Branch Event Space Hire: Monday to Friday – full day (4-8 hours)	\$360.00	Local Government Act s262(3)(c)	#	
Springfield Library Branch Event Space Hire: Catering Kitchen	No Charge	Local Government Act s262(3)(c)	#	

Use of kitchen is available with event space hire only.

Name	Year 18/19 Fee (incl. GST)	Legislative Provision / Head of Power	GST	LGA s97(2)
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ECONOMIC DEVELOPMENT AND MARKETING DEPARTMENT

3. Other Services

3.1 Fire Station 101

3.1.1 Fire Station 101 Memberships

Monthly memberships are payable in advance and may be charged on a pro-rata basis for mid-month commencement. For full terms and conditions, refer to the membership agreement available from Fire Station 101.

Day Pass	\$22.00	Local Government Act s262(3)(c)	#	
Day Passes are valid for a single day for members on the drop-in plan.				
Part Time Membership (per calendar month)	\$165.00	Local Government Act s262(3)(c)	#	
Full Time Membership (per calendar month)	\$275.00	Local Government Act s262(3)(c)	#	
Access Card Deposit	\$45.00	Local Government Act s262(3)(c)	#	
Available to full and part time members only. Bond is refundable upon return of access card. Consistent with price of WPR community key deposits.				
Access Card Replacement Fee	\$45.00	Local Government Act s262(3)(c)	#	
Available to full and part time members only. Replacement fee is applicable for lost, damaged and non-returned Access Cards				
Virtual Membership (per year)	\$110.00	Local Government Act s262(3)(c)	#	

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.18	OAR: YES
Authorisation: Jeffrey Keech	

AH:AH
A5054633

31 August 2018

MEMORANDUM

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

FROM: ACTING CORPORATE SERVICES AND RISK MANAGER

RE: CORPORATE SERVICES KEY GOVERNANCE PROJECTS

INTRODUCTION:

This is a report by the Acting Corporate Services and Risk Manager dated 31 August 2018 concerning a motion from the 20 August 2018 Council meeting.

BACKGROUND:

At the 20 August 2018 Ordinary meeting the Council purported to pass a motion (refer Attachment A) amending the report of City Management Finance and Community Engagement Committee No. 2018(08) of 14 August.

The motion referred to the tabling of five recommendations in relation to public question time and reporting processes for future Council meetings. Legal advice has confirmed that the motion was not properly raised and did not comply with the notice requirements for inclusion on the agenda at meetings, under Council's subordinate local law, and therefore is of no effect.

PROPOSED WAY FORWARD:

Corporate Services has finalised Project Plans for the delivery of a number of key governance projects that stem from the 19 completed recommendations of the 2017 Governance Review. The motion's five (5) recommendations align to these projects and therefore it is proposed that the recommendations be considered and evaluated during the delivery projects.

Corporate Services in conjunction with the Executive Team are currently developing project schedules and timeframes for delivery of the projects, taking into consideration broader organisation priorities and projects and ensuring organisational wide consultation and involvement.

Governance Action	Description	Relevant Project/s
Review Council's Local Law 2, relevant Policy/s and Procedures regarding the conduct of Council and committee Meetings	<p>Recent amendments to the <i>Local Government Act 2009</i> now require the Chief Executive of the Department of Infrastructure, Local Government and Planning, to make a procedure for the conduct of meetings of a local government and its committees. The procedure will be available in September. Upon its release Corporate Services will:</p> <ul style="list-style-type: none"> review Council's current <i>Local Law 2 – Meetings</i> which provides the current framework for the conduct of Council Committee and Ordinary Meetings and relevant policies and procedures including the nature/subject of reports to be presented to council for resolution (other than those required under legislation to need council resolution) 	Conduct of meetings of the local government and its committees
	<ul style="list-style-type: none"> roll out and train staff in the specialist meetings software package <i>InfoCouncil</i> which will manage Council agendas and minutes with a view to automating and streamlining the current process 	<i>InfoCouncil</i>
	<ul style="list-style-type: none"> the <i>InfoCouncil</i> project includes the review and formatting of committee templates 	Review formatting of Committee reports and Council Standing Minutes
	<ul style="list-style-type: none"> Council's Line of Sight Project 6 (Business Decisions and Operational Practices) undertook a review of Council's forms and templates with a view to incorporating Council's Purpose Statement and values which are: Purpose: "Together, we proudly enhance the quality of life for our community" Values: Collaboration, Communication, Integrity, Efficiency, Leadership 	Line of Sight

Governance Action	Description	Relevant Project/s
	The Committee report template was identified as one template that could include them.	
Review all Council Delegations and Sub-delegations under the <i>Local Government Act 2009</i> and other Queensland Acts and Regulations relevant to Council's functions and services	<p>The main objectives of the review are to ensure:</p> <ul style="list-style-type: none"> • all powers of Ipswich City Council are appropriately delegated by Council to the CEO and sub-delegated by the CEO to officers in accordance with Queensland Legislation • delegated Councillors and officers perform their duties with a clear understanding of the intent, responsibilities and obligations of such powers. • appropriate training and support is provided to delegate Councillors and officers to empower them to confidently exercise such powers within the responsibilities of their role 	Delegation Review
Develop a Complaints Management Framework	<p>The establishment of an appropriate framework that enables the implementation of strong governance practices for the effective administration, investigation and response to complaints.</p> <p>The Complaints Framework project evolved out of Recommendation # 25 of the Governance Review and Recommendation #8 of the Office of Information Commissioner Compliance Review.</p> <p>Work has commenced on establishing the Complaints Framework, with associated Complaint categories, complaint types, descriptions and escalation processes. A review of operational complaints, Public Interest Disclosure (PID) complaints and internal review mechanisms have been conducted with recommendations being made.</p>	Complaints Framework
Undertake a review of legislative requirements and current Council practices in prevention and investigation of fraud and corruption	<p>A review of Council's Complaints Management Framework has identified that a separate Fraud and Corruption Framework is required to directly address strategic and operational fraud and corruption legislative requirements and practices throughout Council.</p> <p>The project relates to the Governance Review Recommendation # 30 and will be considered in conjunction with the Complaints Management Framework which forms part of the Office of</p>	Fraud and Corruption Framework

Governance Action	Description	Relevant Project/s
	<p>Information Commissioner Compliance Review – Recommendation #8.</p> <p>The Fraud and Corruption Management Framework Project aims to implement a strategic approach that enables the implementation of robust practices for the effective detection, investigation and prevention of fraud and corruption.</p> <p>Work has commenced on establishing the Fraud and Corruption Framework with the creation of a Fraud Policy, Fraud Control Plan and recently adopted Complaint against Public Official Policy.</p>	

ATTACHMENT:

Name of Attachment	Attachment
Motion passed at 20 August 2018 Ordinary Meeting of Council	Attachment A

RECOMMENDATIONS:

That the interim administrator of Ipswich City Council resolve:

- A. That Council receive and note the report of the Acting Corporate Services Manager and Risk Manager dated 31 August 2018 outlining the additional key governance projects to be implemented.
- B. That the Chief Executive Officer provide quarterly progress reports on the implementation of the projects to Council.

Angi Harms

ACTING CORPORATE SERVICES AND RISK MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

Attachment A

15. PUBLIC QUESTION TIME AND REPORTING PROCESS TO COUNCIL

With reference to a verbal report by Councillor Tully concerning the tabling of resolutions in relation to public question time and reporting processes for future council meetings.

RECOMMENDATION

- A. That a Public Question Time be included in the agenda of all future Council Meetings with details of all questions and responses recorded in the Council Minutes.
- B. That notwithstanding the provision of any delegation, all proposed contracts of \$250,000 or more be forwarded to full Council for determination by resolution.
- C. That notwithstanding the provisions of any delegation, any development application where five or more submissions have been made against the proposed development and all other development applications relating to dumps, landfills, waste disposal facilities, transfer stations, waste-to-energy facilities, composting or soil treatment/ conditioning facilities, mining leases and/or tenements, poultry farms, shopping centres or billboards, be forwarded to full Council for determination by resolution.
- D. That notwithstanding the provisions of any delegation, all development applications relating to the creation of 10 or more lots as part of a reconfiguration of one or more lots, be forwarded to full Council for determination by resolution.
- E. That notwithstanding the provisions of any delegation, details of all redundancies, payouts or compensation to any member of staff be tabled for incorporation in the Council Minutes to the next full meeting of Council, subject to the redaction of only such information as required by law.

A5046074

City Management Finance & Community Engagement Committee	
Mtg Date: 11/09/2018	OAR: Yes
Authorisation: Jeffrey Keech	

28 August 2018

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER, FINANCE AND CORPORATE SERVICES

FROM: RATES/PROPERTY SPECIALIST

RE: REQUEST FOR RATES CONCESSION
3 WILLIAM STREET, ROSEWOOD QLD 4340
DIVISION 10

INTRODUCTION:

This is a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Rosewood Masonic Lodge, for a rates concession of the general rates on their property at 3 William Street, Rosewood Qld 4340 (Attachment A).

BACKGROUND:

Council Rates Concession Policy allows for a general rate concession of a 100% remission of the differential general rates on properties that meet the criteria outlined in the policy (Attachment B).

The Freemasons (Rosewood Masonic Lodge) are active in most of the state's towns and regions, in city and bush, mentoring men and working to lead and support community initiatives that change lives for the better.

In accordance with the Rates Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be considered for a rate remission. The former Divisional Councillor was consulted at the time of application in accordance with procedure.

The activities undertaken on the property are considered to contribute to 'the preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific to the Ipswich City Council local government area'. Accordingly the property is considered eligible to be granted a rates concession.

The amount of rate concession or remission is \$404.50 ongoing per quarter.

ATTACHMENTS:

Name of Attachment	Attachment
Letter requesting rates concession	Attachment A
Rate Concession Policy	Attachment B

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 3 William Street, Rosewood Qld 4340 owned by Rosewood Masonic Lodge, be granted and backdated to 5 June 2018 (date of the new building handover).

Tina Huggins

RATES/PROPERTY SPECIALIST

I concur with the recommendation contained in this report.

Richard Bennett

STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech

**ACTING CHIEF OPERATING OFFICER
(FINANCE AND CORPORATE SERVICES)**



ROSEWOOD LODGE No 120

HOLDING UNDER THE UNITED GRAND LODGE OF QUEENSLAND

Worshipful Master: Wor. Bro. Gary Hilton
33, Haigslea – Amberley Road
Walloon, Qld. 4306
Telephone: 0438 933 088
Email: ghilton@tellam.com.au

Secretary: Wor. Bro. Victor Chandler
4, Bell Street
Walloon, Qld. 4306
Telephone: (07) 54 645 349
Email: lodgerosewood120@gmail.com

17th. January 2018

Ipswich City Council
PO Box 191
Ipswich
Qld. 4305

Attn. Rates Department

Dear Sirs ,

For some years Rosewood Masonic Lodge , located in Rosewood , being a not for profit community organization , has enjoyed a 100% rebate on General Rates.

Recently the premises suffered fire damage , and although it was thought that the original structure could be retained this has not proved to be possible.. Consequently it was demolished in the last months of 2017. Reconstruction has commenced and is progressing quickly and we expect that the building will be handed back to us in late February or early March.

Due to the circumstances as indicated above , the rebate on General rates was discontinued and we are currently paying the full amount. Enclosed is an application for the re-instatement of the rebate as we will once again be occupying the premises.

Yours sincerely ,

Victor Chandler
Secretary
Rosewood Lodge No. 120 UGLQ.

IMU RECEIVED	
24 JAN 2018	
App No.	
Responsible Officer:	

**NOTICE OF OBJECTION
CATEGORISATION OF LAND
FOR DIFFERENTIAL RATING PURPOSES**

To lodge this objection - Please detach form and return to:



Chief Executive Officer
Ipswich City Council
PO Box 191
Ipswich QLD 4305

Objection is hereby made to the categorisation of land as detailed below:

- Assessment No. (as shown on Rate Notice):

1359

- Property Address (as shown on Rate Notice):

3 WILLIAM STREET
ROSELWOOD, QLD 4340

- Owner's Name and Mailing Address (as shown on Rate Notice):

MR. V. CHANDLER
4 BELL STREET
WALLON, QLD 4306

- Existing Rating Category (as shown on Rate Notice):

19

- Existing Use of Property (e.g. shop, flats, etc.):

COMMUNAL HALL

- Rating Category in which Property should be included:

UNRATED

14

- Reason you believe it should be in the above category (e.g. no longer rented, rented to relative, etc):

OCCUPIED BY NFP ORGANISATION

- If living on property, but mailing address is different please give brief explanation:

N/A

Date: 17/10/2019

Signature: [Signature]

(See over page for information concerning your privacy)

Ipswich City Council is collecting your personal information in accordance with the Local Government Act 2009 and the Local Government Regulation 2012 so that we can determine the outcome of your objection to the rating category for land owned by you. We will not disclose your personal information outside of Council unless we are required to do so by law, or you have given consent.

However, in performing the above functions, we may need to disclose your personal information to the Chief Executive of the department which administers the Valuation of Land Act, to valuers or to the Queensland Civil and Administrative Tribunal.

By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

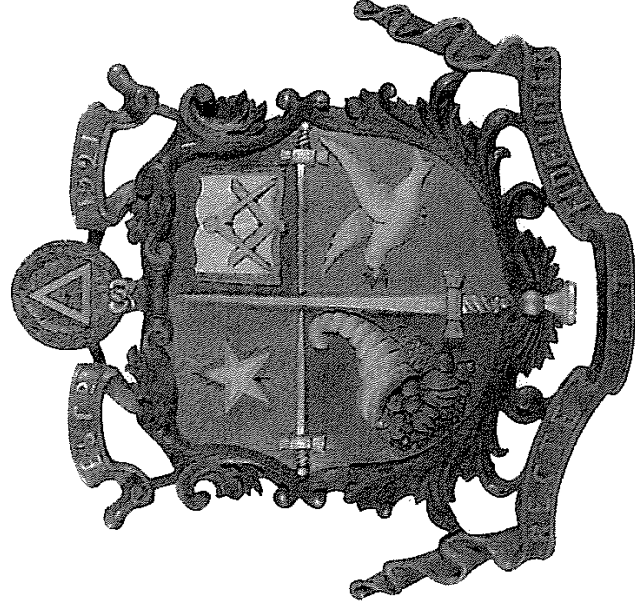
Where an inconsistency exists between this document and the adopted budget and rating resolutions, the adopted budget and rating resolutions shall prevail. The adopted budget and rating resolutions are available on Council's web site www.ipswich.qld.gov.au

The United Grand Lodge of
Queensland



Constitutions
with
Rulings and Decisions

The United Grand Lodge
of Antient Free and Accepted
Masons of Queensland



Constitutions

Published under the authority of
The United Grand Lodge of Queensland
Brisbane, April 2015

PROPERTY

GRAND LODGE

- Directors shall by resolution or resolutions from time to time direct limit or appoint.
74. Investments: It shall be the duty of the Grand Treasurer or, in his absence, the Deputy Grand Treasurer, to make such investments of the funds of Grand Lodge in such manner in every respect as the General Board of Directors shall by resolution or resolutions from time to time direct limit or appoint.
75. Authorised investments: Provided however, that the investment of the funds of Grand Lodge shall, except where approval to the contrary is given by Grand Lodge, be made and retained in investments which by the Trusts Act 1973 of Queensland as from time to time amended, or by any Act passed in substitution for that Act, are defined as "authorised investments" for trust funds.
76. Indemnification of trustees: The trustees, the Grand Treasurer and the Deputy Grand Treasurer and each of them and each of their estates shall be indemnified from all loss damage and expense, not occasioned by their or his own wilful default, out of the property of Grand Lodge.
77. Certificate: The production of a certificate under the hands of the Grand Registrar and Executive Manager for the time being of Grand Lodge shall be conclusive evidence as to the correctness of copies of any resolutions passed by the General Board of Directors pursuant to the powers given by this Article.
78. Authorised Representative: A certificate under the hand of the authorised or acting authorised representative of Grand Lodge appointed under the provisions of "The United Grand Lodge of Antient Free and Accepted Masons of Queensland Trustees Act 1942-1986", shall be conclusive evidence as to who are the trustees, the Grand Treasurer and the Deputy Grand Treasurer, for the time being of Grand Lodge.
79. Application of funds:
- 79.1. The income and property of Grand Lodge, other than the income and property vested in the Board of Benevolence by virtue of section 3A of The United Grand Lodge of Antient Free and Accepted Masons of Queensland Trustees Act. 1942-1986, shall be applied solely towards the promotion of the objects of the Craft in accordance with these Constitutions and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the members of Grand Lodge.
69. Trustees of Grand Lodge: All lands and any estate therein and all moneys and securities for moneys and all personal property of Grand Lodge (other than any such real or personal property vested by law in the Board of Benevolence) and the investments from time to time representing the same shall be vested in three trustees to be recommended by the Nominations Panel and appointed by Grand Lodge at a quarterly communication.
70. Removal of trustee: Any trustee or trustees so appointed may at the pleasure of Grand Lodge be removed from the office of trustee by resolution duly passed at any quarterly communication of Grand Lodge.
71. Trustee casual vacancy: Whenever a vacancy shall occur in the office of trustee by death, removal, resignation, or any other cause whatsoever, Grand Lodge shall, as soon as is practicable thereafter at a quarterly communication, appoint a new trustee or trustees to fill such vacancy or vacancies and thereupon every assurance instrument act and thing requisite for vesting the trust property in the continuing trustees or trustee and the new trustees or trustee shall be executed and done.
72. Power of continuing trustees: Until such vacancy is filled as aforesaid the continuing trustees or trustee shall have full power to act as trustees or trustee.
73. Powers of trustees: The trustees for the time being shall hold all the property vested in them upon trust for Grand Lodge and upon further trust to enter into any contract to build, erect, construct, repair, renovate, maintain, alter, add to, extend, convert, demolish or rebuild any building or buildings, manage, hold, convey, transfer, mortgage, lease and deal with the same and any income, revenues and monies arising therefrom, to raise or borrow money upon such terms and in such manner and upon such securities as it shall think fit, and to secure the same or the repayment or performance of any debt, liability, contract or engagement incurred or to be entered into by or in any way and in particular by giving mortgages, charges or securities and to purchase, pay off or redeem any such securities, to invest and deal with its monies in such manner as may from time to time be determined and any income, revenue and monies arising therefrom in such manner in every respect as the General Board of

Directors shall by resolution or resolutions from time to time direct limit or appoint.

74. Investments: It shall be the duty of the Grand Treasurer or, in his absence, the Deputy Grand Treasurer, to make such investments of the funds of Grand Lodge in such manner in every respect as the General Board of Directors shall by resolution or resolutions from time to time direct limit or appoint.
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 - 79.1 The income and property of Grand Lodge, other than the income and property vested in the Board of Benevolence by virtue of section 3A of The United Grand Lodge of Antient Free and Accepted Masons of Queensland Trustees Act 1942-1986, shall be applied solely towards the promotion of the objects of the Craft in accordance with these Constitutions and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the members of Grand Lodge.

vicmiu100@gmail.com

From: "Mark Jackson" <mark.jackson@uglq.org.au>
Date: Tuesday, 10 April 2018 5:17 PM
To: <vicmiu100@gmail.com>
Cc: "UGLQ Grand Secretary" <grandsecretary@uglq.org.au>
Attach: 'Not for Profit'.pdf
Subject: RE: Not for Profit

Victor

Please see attached an extract from the current constitution which has satisfied other local councils in similar situations.

Kind regards

Mark Jackson

From: vicmiu100@gmail.com <vicmiu100@gmail.com>
Sent: Tuesday, April 10, 2018 1:08:27 PM
To: UGLQ Grand Secretary; UGLQ Accounts
Subject: Not for Profit

Good afternoon brethren ,

I am sending this email to both of you as I don't know whose jurisdiction this would be under , (if anyone's).

For many , many years , Rosewood Lodge has enjoyed a rebate from Ipswich City Council on General Rates under the category of a 'not for profit organisation'. With the demolition of the old premises and the erection of the new , the rating category has changed; however we can still apply for rates relief. This we have done. However , the Council has requested that we provide written proof that we are indeed a 'not for profit organisation'.

Does Grand Lodge have anything that states that this is the case which we can give to the Council?. If not , can either of you give me some guidance as to how to go about providing this?.

This is of some importance as we expect to be occupying the premises in about six weeks.

Many thanks for your anticipated assistance.

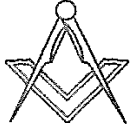
Fraternal greetings from

WBro. Victor Chandler

Secretary

Rosewood Lodge No. 120

11/04/2018



ROSEWOOD LODGE No 120

HOLDING UNDER THE UNITED GRAND LODGE OF QUEENSLAND

Worshipful Master: Wor. Bro. Gary Hilton
33 , Haigslea – Amberley Road
Walloon , Qld. 4306
Telephone: 0438 933 088
Email: ghilton@tellam.com.au

Secretary: Wor. Bro. Victor Chandler
4 , Bell Street
Walloon , Qld. 4306
Telephone: (07) 54 645 349
Email: lodgerosewood120@gmail.com

17th. January 2018

Ipswich City Council
PO Box 191
Ipswich
Qld. 4305

Attn. Rates Department

Dear Sirs ,

For some years Rosewood Masonic Lodge , located in Rosewood , being a not for profit community organization , has enjoyed a 100% rebate on General Rates.

Recently the premises suffered fire damage , and although it was thought that the original structure could be retained this has not proved to be possible.. Consequently it was demolished in the last months of 2017. Reconstruction has commenced and is progressing quickly and we expect that the building will be handed back to us in late February or early March.

Due to the circumstances as indicated above , the rebate on General rates was discontinued and we are currently paying the full amount. Enclosed is an application for the re-instatement of the rebate as we will once again be occupying the premises.

Yours sincerely ,

Victor Chandler
Secretary
Rosewood Lodge No. 120 UGLQ.

RECEIVED
12 APR 2018
BY: Teagan

1359-2

**NOTICE OF OBJECTION
CATEGORISATION OF LAND
FOR DIFFERENTIAL RATING PURPOSES**

To lodge this objection - Please detach form and return to:



Chief Executive Officer
Ipswich City Council
PO Box 191
Ipswich QLD 4305

Objection is hereby made to the categorisation of land as detailed below:

- Assessment No. (as shown on Rate Notice):
1359
- Property Address (as shown on Rate Notice):
3 WILLIAM STREET
ROSEWOOD QLD 4310
- Owner's Name and Mailing Address (as shown on Rate Notice):
MR. V. CHANDLER
4 BELL STREET
WALLOON QLD 4306
- Existing Rating Category (as shown on Rate Notice): 19
- Existing Use of Property (e.g. shop, flats, etc.):
COMMUNAL HALL
- Rating Category in which Property should be included: 14
LINNAPISB
- Reason you believe it should be in the above category (e.g. no longer rented, rented to relative, etc):
OCCUPIED BY NFP ORGANISATION
- If living on property, but mailing address is different please give brief explanation:
N/A

Date: 17/01/2018
Signature: [Handwritten Signature]

(See cover page for information concerning your privacy)

Ipswich City Council is collecting your personal information in accordance with the Local Government Act 2009 and the Local Government Regulation 2012 so that we can determine the outcome of your objection to the rating category for land owned by you. We will not disclose your personal information outside of Council unless we are required to do so by law, or you have given consent.

However in performing the above functions, we may need to disclose your personal information to the Chief Executive of the department which administers the Valuation of Land Act, to valuers or to the Queensland Civil and Administrative Tribunal.

By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice

Where an inconsistency exists between this document and the adopted budget and rating resolutions, the adopted budget and rating resolutions shall prevail. The adopted budget and rating resolutions are available on Council's web site www.ipswich.qld.gov.au

Your reference
Our reference 2540/2018/PCPC
Contact Officer Greg Brown
Telephone 07 3810 6130



Ipswich City Council

45 Roderick St
PO Box 191
Ipswich QLD 4305
Australia

Tel (07) 3810 6666
Fax (07) 3810 6731
Email council@ipswich.qld.gov.au
Web www.ipswich.qld.gov.au

Rosewood Masonic Lodge
C/- Mr V Chandler
4 Bell Street
WALLOON QLD 4306

8 August 2018

Dear Rosewood Masonic Lodge

Re: Compliance Certificate Application

Application Number: 2540/2018/PCPC
Proposal: Hall/Lodge - 11 Fixtures
Property Location: 3 William Street, ROSEWOOD QLD 4340
Real Property Description: Lot 2 RP 35574
For the: Assessment of Compliance Assessable Work
(Section 86 of the Plumbing and Drainage Act 2002)

Inspection	Date	Inspected by
Combined Rough-in & Stack/EPW	26 April 2018	Greg Brown
Drainage	21 May 2018	Paul McGeary
Plumbing Final	1 June 2018	Greg Brown

The Council also received a satisfactory compliance report from the responsible person for the work and for the testing and commissioning of the following items:

- Hydrostatic Pressure Test Certificate for bathroom fixtures connection to floor waste gullies.
- Hydrostatic Pressure Test Certificate for internal soil or waste stack, elevated sanitary drain or sanitary plumbing.
- Hydrostatic Pressure Test Certificate at 1500 KPA to water supply.
- Confirmation of Hot Water delivery temperature in accordance with clause 1.9.2 of *AS/NZS 3500.4:2003 Plumbing and drainage - Heated water services* (Temperature 50° C).

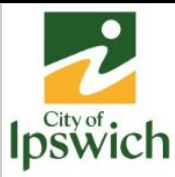
Upon completion of the plumbing and drainage work the Council requested and received a plan of the completed work and has retained this on file. Copies can be purchased through Council's website, www.ipswich.qld.gov.au/online_services.

If you have any questions about the intent of this Certificate, please feel free to contact Council's Building and Plumbing Branch.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'GBrown'.

Greg Brown
PLUMBING INSPECTOR



RATES CONCESSION POLICY

Document No:
A4241069

1.1 Objectives: The objective of this policy is to describe the criteria that determine which properties council may consider eligible for a rates concession and how an application for concession is processed and administered over time.

1.2 Regulatory Authority:

Local Government Act 2009, Chapter 4 Rates and Charges, Part 10 Concessions
Local Government Regulation 2012, Chapter 4 Rates and Charges, Part 10 Concessions
Australian Charities and Not-for-profits Commission
Charities Act 2013 (Commonwealth)
Charitable Funds Act 1958 (Queensland)
Office of Fair Trading Queensland, Associations, Charities and Not for Profits

1.3 Policy Statement:

The Rates Concession Policy shall be applied in accordance with Council's Revenue Policy and Budget and Rating Resolutions with the result that eligible property owners undertaking specified activities at the property receive a concession on their rates.

1.4 Scope:

The core matters addressed by the policy include which type of entities or landowners are eligible to be considered for a concession and the types of activities being conducted at the property that could be determined as qualifying for a concession.

This policy does not consider the concessions applicable for pensioners as the Pensioner Remission of Rates Policy deals with such matters.

This policy does not consider whether land is eligible to be exempt from rating, such determinations are made by reference to the appropriate legislation.

Eligible Property Owners

Property owners that are eligible to be considered for a concession:

- Charities; or
- Incorporated Associations and Not for Profit Organisations; or
- Property Owners that are natural persons suffering hardship,

For a property owner to be granted a concession by Council, they must not only be an eligible property owner but Council must be satisfied that activities being conducted on the property or services being delivered from the property are consistent with activities described as eligible for a concession.

Eligible Activities at the property

Eligible activities or services delivered at the property considered eligible to be considered for a concession.

Eligible Property Owner	Eligible Activities or Services Delivered at the property
Charities	<ul style="list-style-type: none">• The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage; or• The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Ipswich City Council local government area; or• To promote or assist in the promotion of providing educational, training or information aimed at youth development or leisure opportunities; or• The assistance or encouragement for the arts or cultural development; or• The provision of early childhood care and are affiliated with the Crèche and Kindergarten Association or is a community based early childhood provider.
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none">• The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage; or• The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Ipswich City Council local government area; or• The assistance or encouragement for the arts or cultural development; or• The provision of early childhood care and are affiliated with the Crèche and Kindergarten Association or is a community based early childhood provider; or• The provision of facilities for the conduct of amateur sport or recreational activities subject to any revenue from licensed premises, entrance fees or membership fees being deemed incidental to the main activity of conducting the sporting or recreational activities.
Property Owners suffering hardship	<ul style="list-style-type: none">• Property is owner occupied: and• Hardship status is confirmed by a financial assessment of the property owner's circumstances.

Concession applicable if Council resolves to allow concession

Eligible Property Owner	Concession
Charities	<ul style="list-style-type: none">• General Rates Concession of 100%
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none">• General Rates Concession of 100%
Property Owners suffering hardship	<ul style="list-style-type: none">• Deferral of liability to pay rates for 6 months. Rates will still accrue over this period to be paid after the deferral period of 6 months.

1.5 Roles and responsibilities:

Council Officers in the Rating and Billing Team respond to enquiries and process applications for Concessions in accordance with Policy and Procedure. For approved concessions they make the necessary adjustments to the rates levied.

Divisional Councillors are consulted at the time of application before a recommendation is made to Council if the property the subject of the application is within their Electoral Division.

Council, Recommendations for Concessions are presented to Council and do not take effect until Council has resolved to grant the concession.

Council, reviews concessions annually and makes a resolution each financial year of the concessions to be applied.

Chief Financial Officer has overall responsibility for delivery of the objectives and compliance with the legislation, Policy and Procedures.

1.6 Definitions:

Charity as defined by reference to the Australian Charities and Not-for-profits Commission, Charities Act 2013 (Commonwealth), Charitable Funds Act 1958 (Queensland) and the Office of Fair Trading Queensland published information concerning: Associations, Charities and Not for Profits organisations.

A Not for Profit or Incorporated Organisation is an organisations that incorporates in its objectives and constitution that it does not make a profit which is distributed to the directors or principals but is only distributed for the purpose of the continued operation of the organisation. Such an organisation is usually currently registered with the Australian Charities and Not for Profits Commission and the Office of Fair Trading Queensland.

Property owner suffering hardship is a natural person that can demonstrate that payment of rates within the prescribed time period will or has affected the well being of one or more individuals residing at the property in such a way as to constitute an unreasonable outcome based on present community standards.

1.7 Policy Author:

Strategic Client Office Manager is responsible for maintaining of this policy.

Date of Council Resolution: 27 June 2017**Committee Reference and Date:** City Management, Finance and Community Engagement Board No. 2017(06) of 20 June 2017**No. of Resolution:** 4**Date to be reviewed:** 27 June 2019

City Management Finance and Community Engagement Committee	
Mtg Date: 11/09/2018	OAR: Yes
Authorisation: Jeffrey Keech	

A5045952

28 August 2018

MEMORANDUM

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

FROM: RATES/PROPERTY SPECIALIST

RE: REQUEST FOR RATES CONCESSION
6 LILLY COURT, YAMANTO QLD 4305
DIVISION 10

INTRODUCTION:

This is a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Home Base Service Limited, for a rates concession of the general rates on their property at 6 Lilly Court, Yamanto Qld 4305 (Attachment A).

BACKGROUND:

Council Rates Concession Policy allows for a general rate concession of a 100% remission of the differential general rates on properties that meet the criteria outlined in the policy (Attachment B).

Home Base Services Limited is a controlled entity of Mind Australia Ltd. Both are not for profit organisations providing a range of services to people with mental health issues throughout the community. Mind staff work with people who are homeless or at risk of homelessness to find safe and stable accommodation. The staff also work with people to link them up with other important community services to increase their chance of accessing sustainable long-term housing and maintaining a positive lifestyle. The various functions at the Yamanto home will contribute directly or indirectly to our clients and the broader contribution to the wider community on matters of Mental Health.

In accordance with the Rates Concession Policy adopted by Council on 27 June 2017, this organisation meets the criteria to be granted a rate remission. The former Divisional Councillor was consulted at the time of application in accordance with procedure.

The activities undertaken on the property are considered to contribute to 'The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage. Accordingly the property is considered eligible to be granted a rates concession.

The amount of rate concession or remission is \$450.30 ongoing per quarter.

ATTACHMENTS:

Name of Attachment	Attachment
Letter requesting rates concession	Attachment A
Rate Concession Policy	Attachment B

RECOMMENDATION:

That the interim administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 6 Lilly Court, Yamanto Qld 4305 owned by Home Base Service Limited, be granted and backdated to 27 July 2018 (date of purchase).

Tina Huggins

RATES/PROPERTY SPECIALIST

I concur with the recommendation contained in this report.

Richard Bennett

STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech

**ACTING CHIEF OPERATING OFFICER
FINANCE AND CORPORATE SERVICES**



Attention Rates Department
 City of Ipswich
 PO Box 191
 Ipswich QLD 4305
 Australia

13th July 2018

Dear Sir/Madam,

**RE: RATE EXEMPTION REQUEST
 6 Lilly Court YAMANTO**

Home Base Services Limited is a controlled entity of Mind Australia Ltd. Both are NFP not for profit organisations providing a range of services to people with mental health issues throughout the community. As a not for profit organisation and in accordance with Section 154 2(c) of the Local Government Act 1989 our properties do not attract charges for rates.

Home Base Services Limited recently purchased a home at 6 Lilly Crt YAMANTO and will soon commence delivery of NDIS services as specialist disability accommodation

There are various pathways in which clients access our services including through family and carers, self-referral, the public health system, community groups and general practitioners.

There are many types of mental illness. Mind provides services for those experiencing major mental illnesses such as schizophrenia, severe depression, bi-polar disorder and anxiety disorders. Mind assists people to come to terms with and manage their mental illness, supporting skill development and assisting clients to participate more fully in the community. Primarily funding for the various programs is through State and Federal Governments.

Mind staff work with people who are homeless or at risk of homelessness to find safe and stable accommodation. Our staff also work with people to link them up with other important community services to increase their chance of accessing sustainable long-term housing and maintaining a positive lifestyle.

The various functions at the Yamanto home will contribute directly or indirectly to our clients and the broader contribution to the wider community on matters of Mental Health.

We trust you will appreciate the work done for the community by Mind and in particular the services that will be offered from our premises at Lilly Court. We trust our claim for exemption of rates and charges will proceed amicably and look forward to your earliest response.

I have attached the following to support our request: -

- Mind in the Community Booklet
- ACNC Charity Register Summary

Yours sincerely,

Greg Wasmund
 Business Services

IMU RECEIVED	
IMU RECEIVED	
6 AUG 2018	
08 AUG 2018	
App No:	
App No:	File Officer:
Responsible Officer:	



Australian
Charities and
Not-for-profits
Commission

ACNC Charity Register Summary

Home Base Services Limited

Annual Reporting

<u>Due Date</u>	<u>Document</u>	<u>Status</u>	<u>Date Received</u>
31/03/2014	AIS 2013	Received	11/09/2014
31/01/2015	AIS 2014	Received	04/03/2016
31/01/2016	AIS 2015	Received	04/03/2016
31/12/2016	AIS 2016	Not required	
31/12/2017	AIS 2017	Not required	
31/12/2018	AIS 2018		

Charity's Documents

<u>Date</u>	<u>Document Type</u>	<u>Description</u>
04/03/2016	Financial Report	Typo Station Ltd Financial Statements 2014 FINAL Signed by Directors.pdf
04/03/2016	Financial Report	Typo Station financials 2015 - final signed.pdf
29/12/2017	Governing document	Constitution - Home Base Services Limited Final.docx

Using the information on the Register

Information on this Register has been provided to the ACNC by the charity or transferred from the Australian Taxation Office (ATO) and the Australian Business Register (ABR). If information is not shown, this may be because the charity has not yet provided the information or because the ACNC is progressively confirming and uploading information received. The ACNC may also approve information be withheld from the Register in certain circumstances. The Register will be updated over time as we work through the information received and any applications for information to be withheld. Read more about information on the Register.

“

Thank you, thank you to everyone that picked up that phone and assisted. You don't know how much you helped.

”



Interpreters can be arranged if English is not your first language.

Nếu tiếng Anh không phải là tiếng mẹ đẻ của quý vị, chúng tôi có thể sắp xếp thông dịch viên.

يمكن توفير المترجمين في حال لم تكن الإنجليزية لغتك الأم. اگر انگلیسی زبان اول تان نیست، ترجمان برایتان مهیا شده می تواند. यदि अंग्रेजी आपकी पहली भाषा नहीं है तो दुभाषियों की व्यवस्था की जा सकती है।

İngilizce ana diliniz değilse, kendi dilinizde tercümanlar organize edilebilir.

We respect the role and expertise of family, friends and carers in supporting a loved one's recovery from mental illness. We listen to and involve you.



Help, hope and purpose

Mind Connect

1300 286 463

Carer Helpline

1300 554 660

mindaustralia.org.au

info@mindaustralia.org.au



Mind Central Office | 86-92 Mount Street
PO Box 592 | Heidelberg VIC 3084

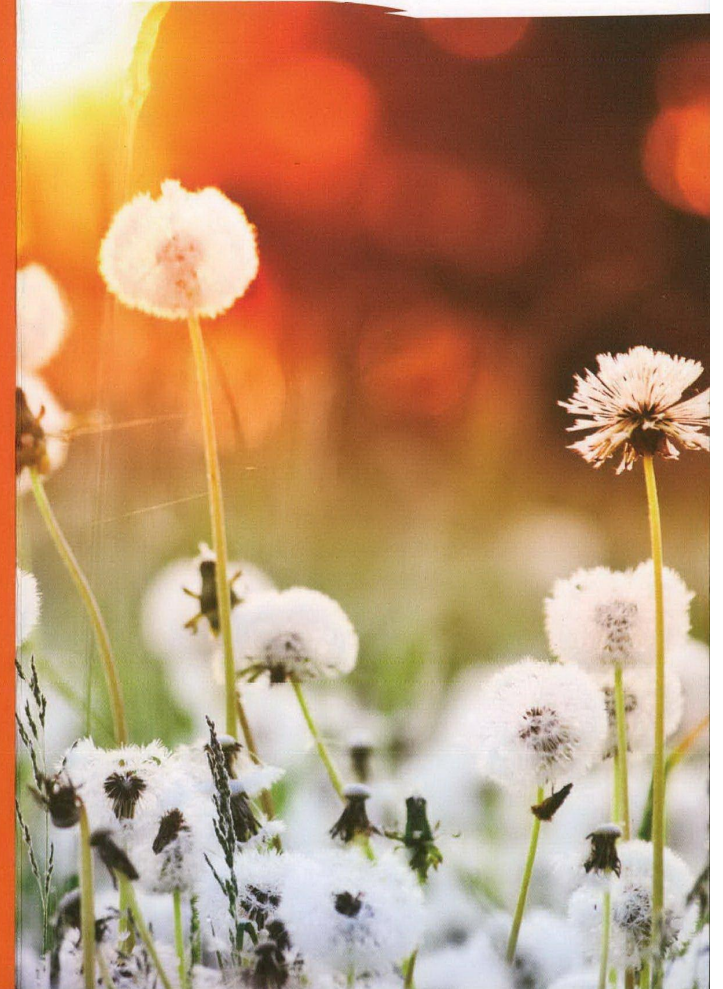
Mind Australia Limited ABN 22 005 063 589

M119/0517



Help, hope and purpose

Family and carer services



How we help

At Mind, we recognise that caring for someone living with mental health issues can be stressful, and that sometimes you need support yourself. We offer a range of carer supports and can help you identify what works best for you.

We understand what carers go through and we are here to provide help and support.



The Carer Helpline

When you call our helpline, we will listen to you and provide you with advice on the best available options for your situation. The helpline is a great source of information, guidance and referral. Health professionals and other interested groups may also use this service to find out about supporting families and carers in the community.

Call the Carer Helpline 1300 554 660 or email: carers@mindaustralia.org.au

Online carer forum

Accessed via Mind's website, the online carer forum is a place where mental health carers can share information, experiences and offer each other support.

Go to: www.mindaustralia.org.au/forums

Education

We know carers have a need for knowledge about mental health and how best to support their loved one. We provide carer education, led by experienced carers. The focus is on helping build your skills and resilience. Session details are available on the Mind website and promoted through our e-newsletter *Community Mind*.

Go to: www.mindaustralia.org.au/carer-education or call the Carer Helpline 1300 554 660

Mind welcomes carers to get involved and provide feedback. Contact our carer consultant for more information on participation@mindaustralia.org.au

Support services

Mind offers a range of additional carer and family support services, including:

Counselling and peer support

A helpful starting point to better understanding, self-care, mapping supports and getting help. Sessions are delivered by supportive counsellors and carer peer workers and are generally delivered as a brief intervention (1-3 sessions).

Short term in-home respite

Having a skilled mental health worker provide additional support to your loved one can really assist you to take time out. You can choose how short term support could work for you – whether it is assistance with the everyday, community linkage or social support – we come to you.

Recreation days and events

We deliver a range of activities and events for carers and for consumers that are designed to increase connection, improve social and emotional wellbeing, and provide a break.

Support groups

Peer support and sharing of learned wisdom have been recognised by many families and carers as essential in their caring journey. Our varied groups aim to increase carers' social connections, learning and self-care.

Call the Carer Helpline 1300 554 660 or email: carers@mindaustralia.org.au

Note: not all services are available at all Mind locations.

A5010121

Access to Mind services

For more information about Mind and our current services, visit our website mindaustralia.org.au, or call our customer service centre **Mind Connect** on **1300 286 463 (1300 AT MIND)**

Mind Connect staff will help you with information, advice and referral.

Participation in services offered by Mind is voluntary.



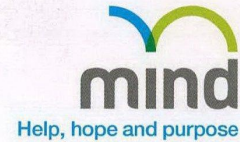
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يمكن توفير المترجمين في حال لم تكن الإنجليزية لغتك الأم. اگر انگلیسی زبان اول تان نیست، ترجمان برایتان مهیا شده می تواند. यदि अंग्रेजी आपकी पहली भाषा नहीं है तो दुभाषियों की व्यवस्था की जा सकती है।

İngilizce ana diliniz değilse, kendi dilinizde tercümanlar organize edilebilir.

**A trusted provider of
community mental health
support services to people
and their families, friends
and carers for 40 years.**



Mind Connect

1300 286 463

Carer Helpline

1300 554 660

mindaustralia.org.au
info@mindaustralia.org.au



Mind Central Office | 86-92 Mount Street
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Mind Australia Limited ABN 22 005 063 589

M153/0617

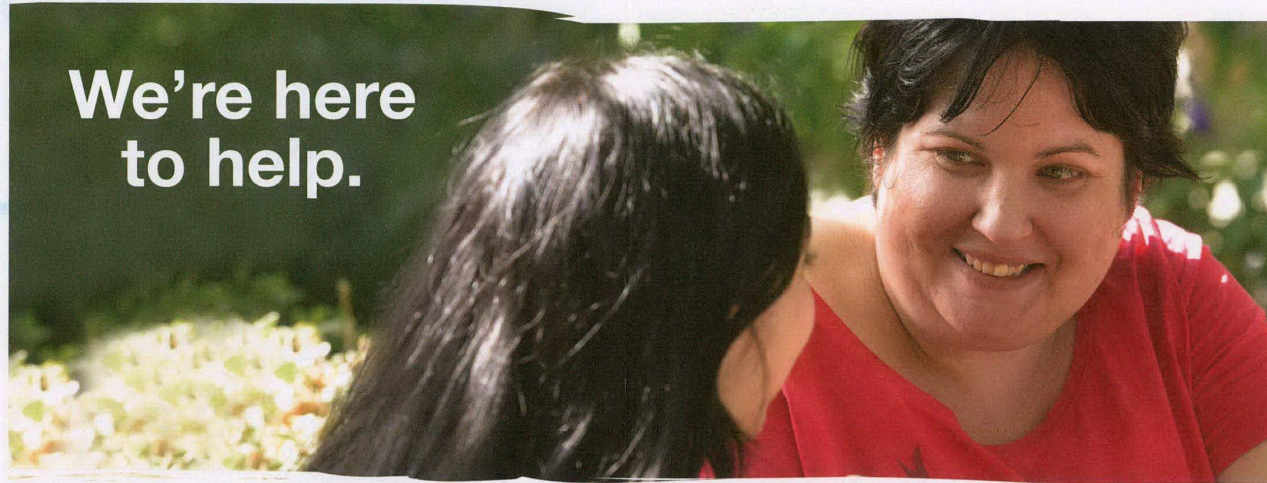


Help, hope and purpose

Mind services

**Hope for a better life.
And the help and support
to get you there.**





**We're here
to help.**

Mind offers a range of specialist psychosocial support services to help you gain better mental health and improve the quality of your life.

We provide practical and motivational support that helps you develop the skills you need to move on, thrive and reclaim your life.

From our years of experience, we know every person's journey to a life of meaning and purpose is a very personal one - so we help you in ways that best suit you.

We care about you and the important people in your life, so will gladly involve them in planning and decisions about your care, according to your wishes.

Mind is a registered NDIS provider. If you have an NDIS package, ask about our NDIS funded services.

Home and community support

Your personal assistant and mentor comes to you to help you build skills and confidence in daily life activities. They'll also help you with some of the bigger things, like making friends and exploring new interests and experiences.

Group recreation and leisure

Mind offers a variety of social, creative and active leisure groups that can help you find new friendships and learn new skills.

Counselling, coaching and learning

We operate a number of centres where you can get support from specialist practitioners, counsellors and peer educators. These include: Mind Thrive Centres, Mind Recovery College™, the Mind Equality Centre, psychological clinics and **headspace** Greensborough (VIC). We also offer alcohol and other drugs counselling and support services and services through other **headspace** centres.

Residential services

Mind offers residential rehabilitation services that provide a safe, home-like environment where you can work on your recovery and strengthen the skills needed to live independently. We also have some supported disability accommodation options.

Sub-acute residential recovery care

Delivered in partnership with hospitals, Mind offers short-term (up to 28 days) residential support as an alternative to hospital (step up) or to help transition from hospital back into the community (step down). Also available are residential programs (up to two years) offering intensive treatment and recovery support to enable a person to move back into the community.

Support coordination

If you need support from a number of different agencies, Mind can help you access them and manage your appointments.

Family and carer support

Families and friends play an important role in helping a person recover from mental illness and achieve a better life. To provide carers with the support they need, Mind delivers a range of services including the Carer Helpline (1300 554 660), an online carer forum, respite services, education, counselling and support groups.



RATES CONCESSION POLICY

Document No:
A4241069

1.1 Objectives: The objective of this policy is to describe the criteria that determine which properties council may consider eligible for a rates concession and how an application for concession is processed and administered over time.

1.2 Regulatory Authority:

Local Government Act 2009, Chapter 4 Rates and Charges, Part 10 Concessions
Local Government Regulation 2012, Chapter 4 Rates and Charges, Part 10 Concessions
Australian Charities and Not-for-profits Commission
Charities Act 2013 (Commonwealth)
Charitable Funds Act 1958 (Queensland)
Office of Fair Trading Queensland, Associations, Charities and Not for Profits

1.3 Policy Statement:

The Rates Concession Policy shall be applied in accordance with Council's Revenue Policy and Budget and Rating Resolutions with the result that eligible property owners undertaking specified activities at the property receive a concession on their rates.

1.4 Scope:

The core matters addressed by the policy include which type of entities or landowners are eligible to be considered for a concession and the types of activities being conducted at the property that could be determined as qualifying for a concession.

This policy does not consider the concessions applicable for pensioners as the Pensioner Remission of Rates Policy deals with such matters.

This policy does not consider whether land is eligible to be exempt from rating, such determinations are made by reference to the appropriate legislation.

Eligible Property Owners

Property owners that are eligible to be considered for a concession:

- Charities; or
- Incorporated Associations and Not for Profit Organisations; or
- Property Owners that are natural persons suffering hardship,

For a property owner to be granted a concession by Council, they must not only be an eligible property owner but Council must be satisfied that activities being conducted on the property or services being delivered from the property are consistent with activities described as eligible for a concession.

Eligible Activities at the property

Eligible activities or services delivered at the property considered eligible to be considered for a concession.

Eligible Property Owner	Eligible Activities or Services Delivered at the property
Charities	<ul style="list-style-type: none">• The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage; or• The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Ipswich City Council local government area; or• To promote or assist in the promotion of providing educational, training or information aimed at youth development or leisure opportunities; or• The assistance or encouragement for the arts or cultural development; or• The provision of early childhood care and are affiliated with the Crèche and Kindergarten Association or is a community based early childhood provider.
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none">• The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage; or• The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Ipswich City Council local government area; or• The assistance or encouragement for the arts or cultural development; or• The provision of early childhood care and are affiliated with the Crèche and Kindergarten Association or is a community based early childhood provider; or• The provision of facilities for the conduct of amateur sport or recreational activities subject to any revenue from licensed premises, entrance fees or membership fees being deemed incidental to the main activity of conducting the sporting or recreational activities.
Property Owners suffering hardship	<ul style="list-style-type: none">• Property is owner occupied: and• Hardship status is confirmed by a financial assessment of the property owner's circumstances.

Concession applicable if Council resolves to allow concession

Eligible Property Owner	Concession
Charities	<ul style="list-style-type: none">• General Rates Concession of 100%
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none">• General Rates Concession of 100%
Property Owners suffering hardship	<ul style="list-style-type: none">• Deferral of liability to pay rates for 6 months. Rates will still accrue over this period to be paid after the deferral period of 6 months.

1.5 Roles and responsibilities:

Council Officers in the Rating and Billing Team respond to enquiries and process applications for Concessions in accordance with Policy and Procedure. For approved concessions they make the necessary adjustments to the rates levied.

Divisional Councillors are consulted at the time of application before a recommendation is made to Council if the property the subject of the application is within their Electoral Division.

Council, Recommendations for Concessions are presented to Council and do not take effect until Council has resolved to grant the concession.

Council, reviews concessions annually and makes a resolution each financial year of the concessions to be applied.

Chief Financial Officer has overall responsibility for delivery of the objectives and compliance with the legislation, Policy and Procedures.

1.6 Definitions:

Charity as defined by reference to the Australian Charities and Not-for-profits Commission, Charities Act 2013 (Commonwealth), Charitable Funds Act 1958 (Queensland) and the Office of Fair Trading Queensland published information concerning: Associations, Charities and Not for Profits organisations.

A Not for Profit or Incorporated Organisation is an organisations that incorporates in its objectives and constitution that it does not make a profit which is distributed to the directors or principals but is only distributed for the purpose of the continued operation of the organisation. Such an organisation is usually currently registered with the Australian Charities and Not for Profits Commission and the Office of Fair Trading Queensland.

Property owner suffering hardship is a natural person that can demonstrate that payment of rates within the prescribed time period will or has affected the well being of one or more individuals residing at the property in such a way as to constitute an unreasonable outcome based on present community standards.

1.7 Policy Author:

Strategic Client Office Manager is responsible for maintaining of this policy.

Date of Council Resolution: 27 June 2017**Committee Reference and Date:** City Management, Finance and Community Engagement Board No. 2017(06) of 20 June 2017**No. of Resolution:** 4**Date to be reviewed:** 27 June 2019

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.2018	OAR: YES
Authorisation: Caroline McMahon	

31 August 2018

MEMORANDUM

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS COORDINATOR

RE: ALLOCATION OF COMMUNITY DONATIONS TO 31 AUGUST 2018

INTRODUCTION:

This is a report by the Community Grants Coordinator dated 31 August 2018 concerning the allocation of community donations for the period ended 31 August 2018 (refer to Attachment A).

Community donations received and endorsed by Councillors prior to 30 June 2018 were assessed under the Community Donations Policy, on the basis that they were submitted before the Mayoral and Councillor Discretionary Funding Policy came into effect on 1 July 2018. Those community donation applications received and endorsed by Councillors post-1 July 2018 have been assessed under the Mayoral and Councillor Discretionary Funding Policy.

All donations are required to be acquitted by the applicant within a three (3) month time frame. Acquittals received can be made available on request.

In accordance with section 202 of the *Local Government Regulation 2012*, information relating to allocated discretionary funds will be published on Council's website and publicly displayed, as required (refer to Attachment A).

BENEFITS TO COMMUNITY AND CUSTOMERS:


Provision of community donations supports Council's commitment to enhancing the quality of life of its community, is consistent with and complements Advance Ipswich and Corporate Plan 2017–2022 Strategies and Goals by:

- Providing equitable access and avenues for all residents of Ipswich to participate and contribute to decisions made in their community.
- Encouraging residents to identify the needs of the community and provide a caring environment with particular attention to youth, families, people with a disability, older people, and people from cultural and linguistically diverse backgrounds.
- Increasing opportunities for active participation in community life.
- Enhancing community belonging and pride.
- Enhancing community capacity.

FINANCIAL IMPLICATIONS:

Funding for provision of community donations is contained in the Community Engagement Branch 2018–2019 budget.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A - Community Donations Report	 Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Josie Berry
COMMUNITY GRANTS COORDINATOR

I concur with the recommendation contained in this report.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendation contained in this report.

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

Mayoral and Councillor's Discretionary Funding - August 2018

Date	Division	Applicant	Total Amt	Description
8/08/2018	Citywide	Apprenticeships Queensland Limited	\$1,500.00	Apprenticeships Queensland 2018 Awards Night
8/08/2018	Citywide	Riverview Neighbourhood House Ass Inc	\$250.00	Springfield Mini Show Day
8/08/2018	Citywide	Ipswich West State School P&C Association	\$998.00	Native Stingless Bees
8/08/2018	Citywide	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	\$500.00	Homework Club and Other activities
15/08/2018	Citywide	Greater Springfield Combined Churches	\$500.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Citywide	Ipswich Musical Theatre Company	\$1,000.00	Production of Strictly Ballroom
22/08/2018	Citywide	Brisbane Super Kings Cricket Club Inc	\$250.00	Multicultural T20 Tournament
22/08/2018	Citywide	Goodna Little Athletics	\$200.00	Line Marker
22/08/2018	Citywide	Ipswich Veteran & Vintage Vehicle Club Inc	\$996.00	2018 Swap Meet
28/08/2018	Citywide	Harvest Rain Christian Care Limited	\$2,000.00	Ipswich Christmas Day Community Dinner
28/08/2018	Citywide	White Rock Warriors Inc	\$500.00	Capital purchase
28/08/2018	Citywide	Riverview Neighbourhood House Ass Inc	\$1,000.00	Community Shed
8/08/2018	Division 1	Riverview Neighbourhood House Ass Inc	\$250.00	Springfield Mini Show Day
8/08/2018	Division 1	Springfield Light Tower	\$3,000.00	ANZAC Day
15/08/2018	Division 1	Greater Springfield Combined Churches	\$5,000.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 1	Ipswich Musical Theatre Company	\$500.00	Production of Strictly Ballroom
22/08/2018	Division 1	Goodna Little Athletics	\$300.00	Line Marker
8/08/2018	Division 10	St Vincent de Paul Society Queensland	\$250.00	Pilgrimage walk of the Ipswich Catholic Community
15/08/2018	Division 10	Greater Springfield Combined Churches	\$400.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 10	Ipswich Musical Theatre Company	\$1,000.00	Production of Strictly Ballroom
22/08/2018	Division 10	Lions Club of Rosewood Inc.	\$2,838.00	Lions Club of Rosewood Christmas Street Carnival 2018
8/08/2018	Division 2	Riverview Neighbourhood House Ass Inc	\$250.00	Springfield Mini Show Day
8/08/2018	Division 2	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	\$500.00	Homework Club and other activities
15/08/2018	Division 2	Greater Springfield Combined Churches	\$2,000.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 2	Ipswich Musical Theatre Company	\$200.00	Production of Strictly Ballroom
22/08/2018	Division 2	Goodna Little Athletics	\$905.00	Line Marker
22/08/2018	Division 2	Gailes Residents Committee Inc	\$1,737.11	Christmas on Karina
28/08/2018	Division 2	White Rock Warriors Inc	\$3,500.00	Capital purchase
8/08/2018	Division 3	Riverview Neighbourhood House Ass Inc	\$650.00	Springfield Mini Show Day
15/08/2018	Division 3	Occasionals Vigoro Club	\$805.88	Junior development program
15/08/2018	Division 3	Ipswich Musical Theatre Company	\$1,500.00	Production of Strictly Ballroom
22/08/2018	Division 3	Dinmore Bushrats Soccer & Sports Club Inc.	\$1,425.00	R2R Return to Riverview Family Fun Day
22/08/2018	Division 3	Goodna Little Athletics	\$200.00	Line Marker
28/08/2018	Division 3	Riverview Neighbourhood House Ass Inc	\$11,000.00	Community Shed
28/08/2018	Division 3	Redbank Plains State High School	\$350.00	2018 Mystery Tour
15/08/2018	Division 4	Raceview State School P&C Association	\$740.00	Catchbox Microphone
15/08/2018	Division 4	Ipswich Musical Theatre Company	\$2,000.00	Production of Strictly Ballroom
22/08/2018	Division 4	Rotary Club of Booval (Ipswich) Inc.	\$4,000.00	Footprints in the Park Program
28/08/2018	Division 4	Brothers Football Club Ipswich Inc	\$5,101.60	Ladies Football Program
8/08/2018	Division 5	Apprenticeships Queensland Limited	\$1,000.00	Apprenticeships Queensland 2018 Awards Night
8/08/2018	Division 5	Riverview Neighbourhood House Ass Inc	\$250.00	Springfield Mini Show Day
8/08/2018	Division 5	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	\$250.00	Homework Club and other activities
15/08/2018	Division 5	Greater Springfield Combined Churches	\$500.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 5	Ipswich Musical Theatre Company	\$1,000.00	Production of Strictly Ballroom
22/08/2018	Division 5	Goodna Little Athletics	\$200.00	Line Marker

28/08/2018	Division 5	Harvest Rain Christian Care Limited	\$2,000.00	Ipswich Christmas Day Community Dinner
28/08/2018	Division 5	Riverview Neighbourhood House Ass Inc	\$500.00	Community Shed
28/08/2018	Division 6	Rugby League Ipswich	\$5,000.00	Rugby League Ipswich Grand Final
8/08/2018	Division 7	Sudanese-Australian Lost Boys and Girls of South Sudan (SALBAGOSS)	\$200.00	Homework Club and other activities
15/08/2018	Division 7	Riverview Neighbourhood House Ass Inc	\$250.00	Springfield Mini Show Day
15/08/2018	Division 7	Ipswich Musical Theatre Company	\$1,000.00	Production of Strictly Ballroom
22/08/2018	Division 7	Goodna Little Athletics	\$200.00	Line Marker
28/08/2018	Division 7	Music Heritage Group Ipswich Inc.	\$3,000.00	Festival Gala 2019
8/08/2018	Division 8	Leichhardt Baptist Church	\$4,000.00	Painting of Church Ministry Centre
8/08/2018	Division 8	Ipswich Arts Foundation Trust	\$10,000.00	Fundraising for the Collection Growth
15/08/2018	Division 8	Music Heritage Group Ipswich Inc.	\$5,000.00	Festival Gala 2019
15/08/2018	Division 8	Leichhardt Community Group Inc.	\$11,000.00	Community Resources
15/08/2018	Division 8	Greater Springfield Combined Churches	\$250.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 8	Ipswich Musical Theatre Company	\$2,000.00	Production of Strictly Ballroom
8/08/2018	Division 9	Springfield Light Tower	\$1,582.50	ANZAC Day
15/08/2018	Division 9	Friends Of Lakes Cultural Association Inc	\$2,000.00	Cultural and Sporting Activities
15/08/2018	Division 9	Riverview Neighbourhood House Ass Inc	\$100.00	Springfield Mini Show Day
15/08/2018	Division 9	Greater Springfield Combined Churches	\$1,000.00	2018 Christmas Carols at Robelle Domain
15/08/2018	Division 9	Ipswich Musical Theatre Company	\$500.00	Production of Strictly Ballroom
22/08/2018	Division 9	Springfield Lakes Nature Care INC	\$1,388.00	Detect & protect
22/08/2018	Division 9	Goodna Little Athletics	\$200.00	Line Marker
22/08/2018	Division 9	Western Pride Football Club	\$5,000.00	Purchase of practice equipment
28/08/2018	Division 9	White Rock Warriors Inc	\$2,000.00	Capital purchase
28/08/2018	Division 9	Music Heritage Group Ipswich Inc.	\$3,000.00	Festival Gala 2019

\$ 124,467.09

City Management, Finance and Community Engagement Committee	
Mtg Date: 11.09.18	OAR: YES
Authorisation: Sean Madigan	

30 August 2018

MEMORANDUM

TO: INTERIM ADMINISTRATOR
FROM: CHIEF EXECUTIVE OFFICER
RE: OFFICE OF THE CEO UPDATE

INTRODUCTION:

This is a report by the Chief Executive Officer dated 30 August 2018 providing an update on the Office of the Chief Executive Officer for the month of August 2018.

BACKGROUND:

The Office of the Chief Executive Officer consists of the areas of Human Resources, Internal Audit, Legal Services and Executive Research.

Following is a summary of activities for each area:

Executive Office

Representative Duties

The CEO has attended the following meetings/ events in the month of August:

- Council Ordinary Meeting
- Company Board Meetings
- Committee Meetings
- South East Queensland CEOs' Forum
- Policy and Administration Advisory Committee
- Employee Development Advisory Committee
- Audit and Risk Management Committee
- Senior Executive Advisory Committee – Healthy Land and Water
- Department of Local Government, Racing and Multicultural Affairs
- Launch of Springfield Central Library

The CEO has also continued meeting with third level managers throughout the month to discuss cultural concerns in their areas. Staff briefing sessions with the Administrator have been held with a further session scheduled for September.

During August the CEO exercised financial delegations as per Council resolutions listed in Attachment A.

Executive Research

Activities for the month of August comprised mainly of preparation for the transition to administration including conducting outgoing audits of allocated equipment. The latter part of the month involved co-ordination of the return of the assets from the former Councillors, cancellation of any ongoing services and subscriptions, and assistance with the transition of the previous Electorate Offices to Community Offices.

Assistance has been provided for the commencement of the Administrator and Interim Management Committee.

Internal Audit

Changes to the Internal Audit Branch have been approved and are being implemented to take on more responsibilities to ensure preventative measures in the organisation are strengthened. We have advertised for an additional internal auditor.

Areas for improvement being considered are:

- Fraud Hotline
- Data analytics and access to information – Council and Internal Audit are doing it but with limited maturity
- To provide or be involved in Ethics Training

The following internal audits/activities are in progress:

- Community Lease Agreements – In progress.
- Construction Quality Verification – draft report issued.
- Design Certification – draft report issued.
- ICT Managed Services Implementation – In progress.
- Enterprise Resource Planning (ERP) Observation /Advice – Ongoing.
- Fraud Prevention and Investigation Process – In progress.

Continued internal audit observer involvement in the following groups:

- Information and Communications Technology Collaborative Group.
- Human Resources Information Systems Project. (E-Hub Project Working Group).
- Central Business District – Project Control Group – Providing feedback and advice.

Internal Investigations

- Internal investigations are ongoing and assistance being provided to the Crime and Corruption Commission in relation to external investigations.
- Preparing responses to various organisations including complainants in regards to the investigations.
- Preparing briefing notes in regards to investigations.
- Planning, sourcing, initiating, obtaining information and managing of investigations that have been outsourced.
- Internal Audit is also looking to add measures to assist in uncovering and dealing with Fraud and Corruption.

Internal Audit attended the Psychological First Aid training.

Legal Services

Legal Requests for August 2018:

- From 1 August – 31 August 2018 Legal Services Branch received 37 Legal Requests, 3 of which were outsourced.
- 10 of those matters were High priority, 6 were Medium, 14 were Low and the remaining 7 are ongoing matters.
- Of the Legal Requests received since 1 August 2018; 43% were received from FCS, 24% from Exec Sec (now Office of the CEO), 11% from PD, 5% each from WPR, IS & EDM, and 3% each from ASDCE & HSRS.

Attachments

Name of Attachment	Attachment
Attachment A – CEO delegations exercised under Council resolution	Attachment A

RECOMMENDATION:

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

Sean Madigan
CHIEF EXECUTIVE OFFICER

Date	Committee	Title of Report	Recommendations	Comments
5/29/2018	CMFCE Ctee	18. EXTENSION OF LEASE OF R	<p>A. That Council resolve, pursuant to s236(2) of the Local Government Regulation 2012 (the Regulation), that the exemptions under s236(1)(b)(ii) and s236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 138 Old Ipswich Road, Riverview and described as the Whole of Land of Lot 3 on SP139403, by way of an extension of the existing leasehold arrangement between Council and the Riverview Neighbourhood House Association Inc for a consideration sum of \$1.00, if demanded (plus GST).</p> <p>B. That Council enter into an extension of a lease with Riverview Neighbourhood House Association Inc ("the tenant") for a period of one (1) year.</p> <p>C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.</p>	06.08.18 - Extension of Lease signed by CEO.
2/27/2018	CMFCE Ctee	17. TRUSTEE LEASE EXTENSION AND VARIATION IN FAVOUR OF IPSWICH SOCCER CLUB INC, 254 BRISBANE ROAD, BUNDAMBA DESCRIBED AS LOT A LOT 507 SL6935 RESERVE 322 – DIVISIONS 3 AND 4	<p>A. That Council resolve pursuant to section 236(2) of the <i>Local Government Regulation 2012</i> (the Regulation) that the exemptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, by way of a renewed leasehold arrangement between Council and Ipswich Knights Soccer Club Inc. for a consideration sum of \$1.00 per annum, if demanded.</p> <p>B. That Council resolve to enter into a variation of the existing trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, that will reduce their rental liability from 1 March 2018 to 29 February 2020 to \$1.00 per annum, if demanded.</p> <p>C. That Council enter into a trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, with Ipswich Knights Soccer Club Inc. ("the trustee lessee") for a period of eight (8) years commencing 1 March 2020.</p> <p>D. That Council enter as lessee into a head lease for part of 66 Riverview Road, Riverview and described as part of Lot 8 on RP22349 with the Ipswich Knights Soccer Club Inc. and West Moreton Darts Association Inc. from 1 March 2018 for a term of 10 years</p> <p>E. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the leases 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</p>	21.08.18 - CEO signed trustee lease extension.

7/24/2018	CMFCE Ctee	5. TRUSTEE LEASE FOR QUEENS PARK CAFÉ – 11 MERLE FINIMORE AVENUE, IPSWICH, DESCRIBED AS LEASE D IN PART OF LOT 1 ON SP154140 ON SP230095 AND LEASES B AND C BEING PART OF THE GROUND FLOOR AND ALL OF THE FIRST FLOOR OF A BUILDING IN LOT 1 ON SP154140 – TENDER 10989 – DIVISION 7	<p>A. That Council note the report by the Development and Relationship Manager dated 6 July 2018 on the process and developments to achieve a Trustee Lease for Queens Park Café</p> <p>B. That Council offer the existing tenant a six month Trustee Permit for Queens Park Café after the expiry of the current permit on 31 August 2018</p> <p>C. That Council, as Trustee Lessor, invite written tenders for the disposal of the leasehold interest in the Queens Park Café located at 11 Merle Finimore Avenue, Ipswich, described as Lease D in part of Lot 1 on SP154140 on SP230095 and Leases B and C being part of the ground floor and all of the first floor of a building in Lot 1 on SP154140 (“the Trustee Lease”</p> <p>D. That the Chief Operating Officer of Arts, Social Development and Community Engagement undertake an investigation of alternative service delivery models for the operation of the Queens Park Café</p> <p>E. That a report be provided to Council detailing the outcomes of the tender process for the operation of Queens Park Café and the outcomes of the analysis of alternative service delivery models</p>	21.08.18 - Trustee permit signed by CEO
4/23/2018	CMFCE Ctee	7. PROPOSED PLAYGROUND AT ORION SPRINGFIELD CENTRAL ON COUNCIL OWNED LAND – 130 SOUTHERN CROSS CIRCUIT, SPRINGFIELD CENTRAL AND DESCRIBED AS LOT 775 ON SP279344 – DIVISION 1	That Council proceed to enter into a five (5) year licence with a five (5) year option with Mirvac Limited for a rental consideration of \$1.00 per annum, if demanded (excluding GST). This includes a six (6) month option to terminate.	29.08.18 - CEO signed licence for playground

City Management, Finance and Community Engagement	
Mtg Date: 11.09.2018	OAR: YES
Authorisation: Caroline McMahon	

The Interim Administrator of Ipswich City Council has determined this matter is of real urgency and approval has been given to submit this report to the City Management Finance and Community Engagement Committee as a late item.

5 September 2018

MEMORANDUM

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

FROM: COMMUNITY ENGAGEMENT MANAGER

RE: MAYORAL AND COUNCILLOR DISCRETIONARY FUNDING PROGRAM

INTRODUCTION:

This is a report by the Community Engagement Manager dated 5 September 2018 concerning the current Mayoral and Councillor Discretionary Funding Program.

LEGISLATIVE CONTEXT:

Section 109 of the *Local Government Act 2009* (Qld) (“the Act”) provides local governments with the ability to utilise discretionary funds in accordance with the requirements prescribed under the *Local Government Regulation 2012* (Qld).

Section 202 of the *Local Government Regulation 2012* (Qld) (“the Regulation”) prescribes a number of requirements for –

- a) a local government for making discretionary funds available; and
- b) a councillor for using discretionary funds.

Local governments in Queensland are not obligated to utilise discretionary funds as outlined within the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

BACKGROUND:

The first policy in relation to community donations was adopted by Council on 27 October 2008. This policy was titled 'Community Donations Policy'. This policy was amended a number of times between 2009 and 2016, however, no substantial changes occurred throughout these various amendments.

In May 2018, the Mayoral and Councillor Discretionary Funds Policy (refer to Attachment A) was adopted, with the new program coming into effect on 1 July 2018. This new program achieved the following:

1. Alignment to the requirements of the Act and the Regulation relating to Councillors' discretionary funding (i.e. publication of Availability Notice and Funding Register);
2. Public advertisement of the program;
3. Publication of Administrative Guidelines (refer to Attachment B) for potential applicants;
4. Introduction of comprehensive online application process via SmartyGrants;
5. Gateway (centralised) assessment of applications against eligibility criteria; and
6. Robust acquittal process.

Responsibility for assessment and approval of discretionary funding lay with the Mayor and/or Councillors until their formal dismissal on Wednesday 22 August 2018.

The new webpage for the Mayoral and Councillor Discretionary Funding Program is able to be accessed at: https://www.ipswich.qld.gov.au/community/grants_sponsorships/mayoral-and-councillor-discretionary-fund-program.

Now under administration, Ipswich City Council must consider the future of the Mayoral and Councillor Discretionary Funding Program.

THE CURRENT PROCESS (HIGH LEVEL PROCEDURAL OVERVIEW):

A flowchart which provides a high level procedural overview of the current program is provided as Attachment C.

OPTIONS:

The following options relating to the Mayoral and Councillor Discretionary Funding Program have been identified.

1. The current Mayoral and Councillor Discretionary Funding Program ceases to continue.
2. The current Mayoral and Councillor Discretionary Funding Program ceases to continue throughout the period of administration and recommences following the 2020 elections.

3. The current Mayoral and Councillor Discretionary Funding Program continues, with the implementation of amendments to enable the provision of recommendations that inform the Interim Administrator's approval of eligible funding applications.

PROPOSED INTERIM AMENDMENTS TO THE PROGRAM:

Based on option 3 (above), the following outlines the proposed structure of the amended program:

1. Community organisations will continue to submit applications for discretionary funding online via SmartyGrants.
2. Applications for discretionary funding received will be subject to a 'gateway assessment' against the eligibility and exclusion criteria and ethics framework by the Community Grants Team. Note that three additional exclusion criteria are proposed:
 - a. Funding requests made retrospectively (i.e. for a project or program that has already occurred);
 - b. Projects or programs which have already received funding or in-kind support from Council; and
 - c. Applications which request funding for a project or program scheduled to occur, or the immediate benefits of which will be delivered, later than 12 months beyond the time of the submission of the application.
3. Introduction of an assessment process against weighted criteria as follows:
 - a. Alignment to Council's Corporate Plan (10%)
 - b. Demonstration of community need (30%)
 - c. Expected outcome of the project / initiative (35%)
 - d. Sustainability of initiative (beyond Council funding) (25%)
4. The assessment will be conducted by an assessor/assessment panel that is made up of Council officer/s who are not involved in the provision of advice to community groups regarding funding for community.
5. Prior to the assessment of any application, the assessor/assessment panel will be prompted to consider whether they have a conflict of interest. If an assessor is aware of a conflict of interest, they will be required to declare this and refrain from any further consideration of the application in question.
6. The overall score allocated to each application as a result of the assessment process will determine a recommendation regarding how much funding is allocated towards each application.
7. On Monday of each week, a report will be sent to the Administrator (or his delegate) detailing the eligible applications received in the previous week, providing a brief description of each project, the assessment undertaken, and making recommendations for funding allocation based on the score the application received pursuant to the independent assessment undertaken. Where applicable, additional comments will be made within the report to provide context to any relevant application (based on the corporate knowledge of the Community Grants Team).

8. The Administrator (or his delegate) will either approve, decline or amend the recommended funding via a written response to the Community Grants Team.
9. The Community Grants Team will then action the decision of the Administrator (or his delegate) and process the relevant payments accordingly.

Additional considerations






It is suggested that the program be re-titled the ‘Community Donations Program’.

In order to effect the above proposed changes to the program, amendments to the following documents are required:

- Mayoral and Councillor Discretionary Funding Program Policy;
- Mayoral and Councillor Discretionary Funding Program Administrative Guidelines;
- Mayoral and Councillor Discretionary Funding Program Procedure;
- Mayoral and Councillor Discretionary Funding Program Application Form;
- Mayoral and Councillor Discretionary Funding Program Availability Notice; and
- Mayoral and Councillor Discretionary Funding Program Funding Register.

Attachment D is the draft Mayoral and Councillor Discretionary Funding Program Policy (including tracked changes), with the final copy of the new Policy (renamed “Community Donations Policy”) attached as Attachment E.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A - Mayoral and Councillor Discretionary Funds Policy	 Attachment A
Attachment B - Mayoral and Councillor Discretionary Funding Program Administrative Guidelines	 Attachment B
Attachment C – Flowchart of the current program process	 Attachment C
Attachment D – Draft Mayoral and Councillor Discretionary Funding Policy with tracked changes (renamed ‘Community Donations Policy)	 Attachment D
Attachment E - Clean skin copy of the draft Community Donations Policy	 Attachment E

RECOMMENDATIONS:

That the interim administrator of Ipswich City Council resolve:

- A. That the current Mayoral and Councillor Discretionary Funding Program continue, with the implementation of amendments to enable the provision of recommendations that inform the Interim Administrator’s approval of eligible funding applications.
- B. That the following eligibility exclusion criteria be applied to the Mayoral and Councillor Discretionary Funding Program:
 - i. Funding requests made retrospectively (i.e. for a project or program that has already occurred);
 - ii. Projects or programs which have already received funding or in-kind support from Council; and
 - iii. Applications which request funding for a project or program scheduled to occur, or the immediate benefits of which will be delivered, later than 12 months beyond the time of the submission of the application.
- C. That all eligible applications for Mayoral and Councillor Discretionary Funding be subject to assessment against the following weighted criteria:
 - i. Alignment to Council’s Corporate Plan (10%)
 - ii. Demonstration of community need (30%)
 - iii. Expected outcome of the project / initiative (35%)
 - iv. Sustainability of initiative (beyond Council funding) (25%)
- D. That the Mayoral and Councillor Discretionary Funding Program be re-titled the “Community Donations Program”.
- E. That the policy titled Mayoral and Councillor Discretionary Funds Policy, as detailed in Attachment A to the report by the Community Engagement Manager dated 5 September 2018, as per Item 6 of the Policy and Administration Board No. 2018(04) of 15 May 2018 and adopted at Council on 29 May 2018, be repealed, with effect from 22 August 2018.
- F. That the policy titled Community Donations Policy, as detailed in Attachment E to the report by the Community Engagement Manager dated 5 September 2018, be adopted, with effect from 23 August 2018.
- G. That all other documents supporting the process for allocation of Community Donations be amended to reflect the changes outlined in Recommendations A – F.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

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

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



**MAYORAL AND COUNCILLOR
DISCRETIONARY FUNDS POLICY**

**Document No:
A4934306**

Objective:

The purpose of this policy is to provide a framework which guides the administration of council's Mayoral and Councillor Discretionary Funding Program in a manner consistent with council's Community Grants Policy and corporate priorities; and complies with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This policy is to be read in conjunction with the Mayoral and Councillor Discretionary Funding Program Administrative Guidelines.

Related Links:

Local Government Act 2009
Local Government Regulation 2012
Citywide and Divisional Funds Allocations Policy
Corporate Plan 2017-2022
Advance Ipswich Community Plan

Outcomes:

The outcomes of this policy include:

- an ability for discretionary funds to be budgeted for community purposes and allocated by the Mayor or a Councillor at their discretion, including discretionary funds for capital works that are for a community purpose;
- achieving the objectives of council's Corporate Plan, long-term asset management plan and annual budget;
- providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and
- distributing funds in an equitable, transparent and sustainable manner.

Scope:

This policy applies to the discretionary funds made available from the Mayor and Councillors to community organisations.

This policy does not apply to Council's grants, sponsorships, scholarships or bursaries made by resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.

This Policy takes effect from **1 July 2018**.

Statement:

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

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

Council may allocate discretionary funding to a community organisation for a project that is also receiving assistance under another Council program providing the community organisation discloses in their application that assistance is being sought via council's Grants programs.

The Mayoral and Councillor discretionary funding cannot be:

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

Guiding Principles:

The following principles provide a consistent approach to the administering of this policy and the delivery of council's Mayoral and Councillor Discretionary Funding Program:

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

Eligibility Criteria:

Community organisations may apply for Mayoral and Councillor Discretionary Funding provided they meet the eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

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

Project/ Program Eligibility:

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

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

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

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

Application Process:

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

Timing of Applications:

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

Applying for discretionary funding:

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

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

The preferred method for submitting applications is online. Councillor support officers and Community Development officers can assist community organisations in lodging their online application.

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

Application may be made at any time during the year.

Assessing discretionary applications:

- This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of Mayoral and Councillor discretionary funds.
- Applications are checked against eligibility criteria and the community organisations ability to meet the funding programs terms and conditions.
- The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities. In some instances, part-funding may be offered.

Acquittal Requirements:

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

Discretionary Funding Decisions:

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

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

Discretionary funding allocations and decisions will be determined by the divisional Councillor/s where the community organisation is located or where there will be the most benefit. If the community benefit can be demonstrated to exist across one or more Councillor divisions, the Councillors involved may mutually agree on a part or equal contribution funding arrangement.

Citywide discretionary funding allocations and decisions will be determined by the Mayor.

In accordance with state legislation, discretionary funding targeted for allocation to capital works requires the Mayor and CEO approval. If the councillor seeking to approve funding for capital works is the Mayor, then the approval of the Deputy Mayor and CEO is required.

Roles and responsibilities:

Assessment

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

Financial Probity

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

Executive Direction

The Offices of the Mayor and Chief Executive Officer provides direction and where required approval for discretionary funding applications where a potential councillor conflict of interest exists to ensure organisational transparency.

Definitions:

Acquittal

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

Business

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

Community Organisation

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

Community Purpose

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

Discretionary Funds

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

Community Donation

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

Individual

A person which is not a community organisation.

In-Kind Support

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

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 26 June 2018

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

No. of Resolution: 12

Date to be Reviewed: 26 June 2020

|

Mayoral and Councillor Discretionary Funding Program

Administrative Guidelines

Guidelines

These guidelines are to be read in conjunction with the Council's Mayoral and Councillor Discretionary Funds Policy Version 1, Document No. A4816530.

Mayoral and Councillor Discretionary Funding Program Overview

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

The Mayoral and Councillor discretionary funding program provides the opportunity to fund both activities and capital projects.

1. Community donations means the provision of funds to assist community organisations in delivering initiatives that address identified community needs
2. Community infrastructure means provision of funds to assist community organisations construct, provide or improve facilities of a capital nature to meet identified community needs.

Community Donations

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

Timeframe

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

[Amended at Policy and Administration Advisory Committee No. 2018\(05\) of 15 May 2018.](#)
[Any application must be lodged at least 6 weeks before the proposed project or initiative is scheduled or due to be delivered. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Executive Officer.](#)

[Applications received after the completion of an event or activity must be accompanied by reasons for the retrospective request.](#)

Funding range

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

If the maximum amount of any single/cumulative amount of funding for any one applicant or project in any financial year is more than \$5,000.00, the allocation will be required to be approved by the Chief Executive Officer in consultation with the Mayor and Deputy Mayor.

Note that a particular applicant (or initiative) may attract funding from more than one Councillor and/or the Mayor.

Funding availability

Funding availability is at the sole discretion of the Mayor or Councillor respectively provided that funding may only be applied for eligible organisations and eligible activities or projects fulfilling the eligibility criteria. The total funding available for discretionary funding is subject to annual appropriation from year to year in Council's annual budget.

Eligibility criteria

Community organisations may apply for Mayoral and Councillor Discretionary Funding provided they meet the eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

- government agencies or departments of local, state or federal government;

- Individuals and private profit-making organisations; and
- organisations who have outstanding, incomplete or unsatisfactory acquittals for other funding provided by Council.

Project/ Program Eligibility

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

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

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

[Amended Policy and Administration Advisory Committee No. 2018\(04\) of 15 May 2018](#)

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

Community Infrastructure Donations

Community infrastructure funding relates to contributions to the cost of a capital project to provide facilities or structures required to fulfil a community purpose. This may include construction or improvements of a capital nature.

Timeframe

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

[Amended Policy and Administration Advisory Committee No. 2018\(04\) of 15 May 2018](#)

~~Any application must be lodged at least 6 weeks before the proposed project or initiative is scheduled or due to be delivered. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Executive Officer.~~

Applications received after the completion of an event or activity must be accompanied by reasons for the retrospective request.

Funding range and availability

The funding constraints for community infrastructure are the same as for community donations, subject to the additional requirement that these contributions must meet the special criteria of being consistent with Council's corporate plan objectives AND be consistent with Council's asset management plans and annual budget in order to be submitted for the approval of the Mayor, Deputy Mayor and Chief Executive Officer.

In addition the Council may require the submission of technical documentation to provide assurance of the structural soundness of the proposed works and compliance with appropriate regulatory approvals.

Funding available

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

Eligibility criteria

To be eligible for a Community Infrastructure Donation, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich
- be a community organisation ("An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit").¹
- have a committee of management that accepts responsibility for the administration of the Community Infrastructure Donation
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council monies (for example, Community Grants or other donations)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (where considered relevant by Council)

¹ *Local Government Regulation 2012 (Qld)*, Schedule 8, Dictionary.

Exclusions

The following will not be funded by a Community Infrastructure Donation:

- Individuals and private profit-making organisations
- Community Infrastructure Donation applications that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools where the Community Infrastructure Donation application relates to initiatives that are considered to be core-curriculum projects (Council encourages partnerships between schools and community organisations (e.g. P&Cs))
- Initiatives or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Initiatives or activities that have already started or have been completed
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Applications for a Community Infrastructure Donation where the financial budget (if applicable) has a positive income (i.e. income exceeds expenses, or where the applicant community organisation has a budget surplus which would cover the cost of the infrastructure sought without receiving a Community Infrastructure Donation)
- Applications which propose to expend the Community Infrastructure Donation offshore or where funds raised through the initiative to which Community Infrastructure Donation relates are proposed to be expended offshore
- Applications which do not provide comprehensive supporting documentation, for example, quotes or development approval documentation.

Community Infrastructure Funding

Community infrastructure funding relates to contributions to the cost of a capital project to provide facilities or structures required to fulfil a community purpose. This may include construction or improvements of a capital nature.

Timeframe

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

[Amended Policy and Administration Advisory Committee No. 2018\(04\) of 15 May 2018](#)
[Any application must be lodged at least 6 weeks before the proposed project or initiative is scheduled or due to be delivered. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Executive Officer.](#)
[Applications received after the completion of an event or activity must be accompanied by reasons for the retrospective request](#)

Funding range and availability

The funding constraints for community infrastructure are the same as for community donations, subject to the additional requirement that these contributions must meet the special criteria of being consistent with Council's corporate plan objectives AND be

consistent with Council's asset management plans and annual budget in order to be submitted for the approval of the Mayor, Deputy Mayor and Chief Executive Officer. In addition the Council may require the submission of technical documentation to provide assurance of the structural soundness of the proposed works and compliance with appropriate regulatory approvals.

Eligibility criteria

To be eligible for Community Infrastructure funding, community organisations must meet the same criteria as provided for Community Donations.

Project/ Program Eligibility

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

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the administrative guidelines.
- capital projects for which required regulatory approval has not been obtained.

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

- Funding requests that are considered by Council to be the funding responsibility of other levels of government.
- Capital projects that have already commenced or have been completed prior to the application being made.
- Capital projects whose funding is already sufficient to cover expected outlays.
- Capital projects for which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents.

Discretionary Funding Principles

Ipswich City Council applies the following principles when providing support through its Mayoral and Councillor Discretionary Funding Program:

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

In addition, Council is committed to the efficient and effective delivery of the Mayoral and Councillor Discretionary Funding Program and transparency and accountability in decision making.

Assessment Process

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

Ethics framework

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

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

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

Approval Process

Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the Mayor and/or councillor respectively (and the Chief Executive Officer where required).

Terms and Conditions That Apply to Successful Applicants:

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

- The funding received by the applicant must be expended within three (3) months of receipt of the funds or such other timeframes as nominated in the approval.
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within eight (8) weeks of the expenditure of the funds.
- Funds must not be used for any purpose other than the purpose for which the funding was provided, unless prior written permission for a variation has been obtained from the Mayor and/or Councillor/s
- If the funds are not fully spent, all remaining funds must be returned to Council
- Again, as noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council and/or the Mayor or Councillor/s.

Making an Application

Applications of a localised nature (local community benefit) may seek funding from a divisional Councillor's discretionary fund where the community organisation is located or where there will be most benefit.

Applications which have broader regional community benefits (within the Ipswich City Council local government area only) may seek funding from the Mayor's discretionary fund.

Applications for funding through the Mayoral and Councillor Discretionary Funding Program must be made using the online Mayoral and Councillor Discretionary Funding Program application form. Councillor support officers and Grants officers can assist community organisations in lodging their online application.

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

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

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

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

Amended CMFCE Committee No. 2018(05) of 22 May 2018

Application must be submitted ~~via~~ using the **online application form** ~~[to be a hyperlink to the online application form]~~. Applicants may complete the form online or download a copy for manual submission.

Once submitted applicants will receive ~~an electronic a~~ confirmation notice.

~~Assistance with lodging the online application will be provided in the following way:~~

- ~~— potential applicants may download a hard copy of the application form to compile a draft application.~~
- ~~— Applicants who need assistance in uploading the required information to the online system may request councillor support staff to guide them through the process.~~
- Council staff however may not act on behalf of applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Notification of Funding Approval

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

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

In accordance with section 202 of the local government regulation 2012 notice of the approval will be published on Council's website and in a conspicuous place in the Council office.

Request for Review

Applicants who believe there has been an administrative error in the assessment of the application may access Council's complaints management procedure to have the matter reviewed.

Process overview:

1

- Online application form completed by applicant.
- If assistance needed, refer to divisional office or Community Engagement Branch. (Council staff may 'walk through' the application form, Administrative Guidelines and attachments with applicants, however must not certify the application form.)

2

- Application received by Community Engagement Branch via community donations email inbox – checked daily by Sarah and Josie.

3

- Each day an email will be sent to each Councillor/Divisional Office, notifying them of the organisation/s which applied.

4

- Applications will be assessed by the Community Engagement Branch within 5 business days (ie eligibility/exclusions/ethics framework). An email will be sent to divisional offices either notifying of why application is not eligible, or seeking approval by the Councillor. (For eligible applications, the full application will be attached).
- Where multiple applications are received by different divisions and/or the Mayor for the same activity or initiative, this will be noted in all email correspondence to all relevant Councillors and divisional offices (ie, those to whom the applications have been sent).
- If the application is ineligible, the Community Engagement Branch will send an email to the applicant notifying them that the request is declined and providing reasons. (Note: the detail provided will be enough detail for the applicant to make another eligible application, if possible.)
- If the Councillor is seeking contributions from other Councillors, the Councillor/divisional office is to coordinate this process.

5

- If the Councillor believes that the application has been made in error (eg the event or activity does not relate to the Councillor's Division), Councillor or Divisional Officer to advise the Community Engagement branch
- Councillor to reply to email from Community Engagement Branch noting a) whether or not they approve the funding, b) the amount they are approving and c) whether they require a cheque to be issued to the divisional office (instead of electronic payment direct to the applicant).
- If there are contributions from other Councillors, the divisional office will send all details (including documented approvals from individual Councillors) to community donations inbox.

6

- If amount allocated is over \$5K or applicant has received over \$5K within current financial year, Community Engagement Branch will liaise with CEO, Mayor and Deputy Mayor for approval.
- If amount allocated is over \$15K or applicant has received over \$15K within current financial year, Community Engagement Branch will prepare a committee report to CMFCE, for Council resolution.
- If the above do not apply, Community Engagement Branch processes on a weekly basis each Friday. Councillor approvals need to be with the Community Engagement Branch by midday Thursday to be processed that week.

7

- Community Engagement Branch authorises payment on each Friday and Finance Branch makes payments on the following Wednesday (or if cheque is required, then Finance Branch will process cheques and send to the relevant Councillor/Divisional Office. Finance Branch sends Community Engagement Branch remittance advices on Wednesday afternoon.
- Each Councillor/Divisional Office to send letters to successful applicants. (Templates for these letters will be made available, if required.)
- Community Engagement branch to send letters to unsuccessful applicants.
- Community Engagement Branch attaches remittance advice to SmartyGrants application and sends the remittance advice and online acquittal form to the applicant organisation.

8

- At the end of each calendar month the Community Engagement Branch sends each divisional office (via email) a report of that month's processed donations.



~~MAYORAL AND COUNCILLOR~~
~~DISCRETIONARY FUNDS~~COMMUNITY
DONATIONS POLICY

Document No:
A4934306

Objective:

The purpose of this policy is to provide a framework which guides the administration of Council's ~~Mayoral and Councillor Discretionary Funding~~Community Donations Program in a manner consistent with council's Community Grants Policy and corporate priorities; and complies with the *Local Government Act 2009* and the Local Government Regulation 2012.

This policy is to be read in conjunction with the ~~Mayoral and Councillor Discretionary Funding Program~~Community Donations Administrative Guidelines.

Related Links:

Local Government Act 2009
Local Government Regulation 2012
Citywide and Divisional Funds Allocations Policy
Corporate Plan 2017-2022
Advance Ipswich Community Plan

Outcomes:

The outcomes of this policy include:

- an ability for ~~discretionary funds~~community donations to be budgeted for community purposes and allocated by ~~the Mayor or a Councillor at their~~Council at its discretion, including ~~discretionary funds~~community donations for capital works that are for a community purpose;
- achieving the objectives of council's Corporate Plan, long-term asset management plan and annual budget;
- providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and
- distributing funds in an equitable, transparent and sustainable manner.

Scope:

This policy applies to the ~~discretionary funds~~community donations made available from ~~the Mayor and Councillors to~~Council to community organisations.

This policy does not apply to Council's grants, sponsorships, scholarships or bursaries

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

This Policy takes effect from ~~1 July~~23 August 2018.

Statement:

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

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

~~Council may allocate discretionary funding to a community organisation for a project that is also receiving assistance under another Council program providing the community organisation discloses in their application that assistance is being sought via council's Grants programs.~~

~~The Mayoral and Councillor~~Council's discretionary funding~~funding for community donations~~ cannot be:

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

Guiding Principles:

The following principles provide a consistent approach to the administering of this policy and the delivery of ~~C~~council's ~~Mayoral and Councillor Discretionary Funding~~Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.

- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the Local Government Regulation 2012.

Eligibility Criteria:

Community organisations may apply for ~~Mayoral and Councillor Discretionary Funding a~~ community donation provided they meet the eligibility criteria as set out below.

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

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

Project / Program Eligibility:

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

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits

the community of Ipswich;

- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the Administrative Guidelines.

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

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

Application Process:

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

Timing of Applications:

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

Applying for ~~discretionary funding~~ a community donation:

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

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

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

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

Applications may be made at any time during the year.

Assessing discretionary applications:

- This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of ~~Mayoral and Councillor discretionary funds~~Council's Community Donations Program.
- Applications are checked against eligibility and exclusion criteria and the community organisations ability to meet the funding programs terms and conditions.
- ~~The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities. In some instances, part-funding may be offered.~~
- Eligible applications will also be assessed against weighted criteria.

Acquittal Requirements:

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

~~Discretionary Funding Decisions~~Decisions about community donations:

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

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

~~Discretionary funding allocations and decisions will be determined by the divisional Councillor/s where the community organisation is located or where there will be the most benefit. If the community benefit can be demonstrated to exist across one or more Councillor divisions, the Councillors involved may mutually agree on a part or equal contribution funding arrangement.~~
~~Citywide discretionary funding allocations and decisions will be determined by the Mayor.~~

~~In accordance with state legislation, discretionary funding targeted for allocation to capital works requires the Mayor and CEO approval. If the councillor seeking to approve funding for capital works is the Mayor, then the approval of the Deputy Mayor and CEO is required.~~

Roles and responsibilities:

Assessment

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

Financial Probity

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

Executive Direction

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

Definitions:

Acquittal

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

Business

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

Community Organisation

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

Community Purpose

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

Discretionary Funds

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

Community Donation

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

Individual

A person which is not a community organisation.

In-Kind Support

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

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 26 June 2018

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

No. of Resolution: 12

Date to be Reviewed: 26 June 2020



COMMUNITY DONATIONS POLICY

Document No:

Objective:

The purpose of this policy is to provide a framework which guides the administration of Council's Community Donations Program in a manner consistent with council's Community Grants Policy and corporate priorities; and complies with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This policy is to be read in conjunction with the Community Donations Administrative Guidelines.

Related Links:

Local Government Act 2009
Local Government Regulation 2012
Citywide and Divisional Funds Allocations Policy
Corporate Plan 2017-2022
Advance Ipswich Community Plan

Outcomes:

The outcomes of this policy include:

- an ability for community donations to be budgeted for community purposes and allocated by Council at its discretion, including community donations for capital works that are for a community purpose;
- achieving the objectives of council's Corporate Plan, long-term asset management plan and annual budget;
- providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and
- distributing funds in an equitable, transparent and sustainable manner.

Scope:

This policy applies to the community donations made available from Council to community organisations.

This policy does not apply to Council's grants, sponsorships, scholarships or bursaries made by resolution of the Council or the allocation of under citywide or divisional works and normal operational programs.

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

Statement:

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

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

Council's funding for community donations cannot be:

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

Guiding Principles:

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

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

Eligibility Criteria:

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

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

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

Project / Program Eligibility:

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

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

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

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

of other levels of government.

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

Application Process:

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

Timing of Applications:

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

Applying for a community donation:

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

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

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

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

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

Applications may be made at any time during the year.

Assessing discretionary applications:

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

Acquittal Requirements:

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

Decisions about community donations:

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

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

Roles and responsibilities:

Assessment

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

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

Financial Probity

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

Executive Direction

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

Definitions:

Acquittal

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

Business

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

Community Organisation

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

Community Purpose

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

Discretionary Funds

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

Community Donation

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

without expectation of reciprocated benefits.

Individual

A person which is not a community organisation.

In-Kind Support

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

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council Resolution: 26 June 2018

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

No. of Resolution: 12

Date to be Reviewed: 26 June 2020