

VML:MB  
Vicki Lukritz  
3810 6221

5 October 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, 9 October 2018.**

<u><b>MEMBERS OF THE CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE</b></u>	
<b>Greg Chemello (Interim Administrator) (Chairperson)</b>	

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, 9 October 2018**

Council Chambers

Item No.	Item Title	Officer
1	Community Donations exceeding \$15,000.00	COO (ASDCE)
2	Christmas Closure 2018	A/CEO
3	Springfield Central State High School Multi-Purpose Hall and Community Facilities Partnership Opportunity – Division 9	A/COO (FCS)
4	<b>**Budget Amendment – Carryovers from 2017-2018</b>	A/COO (FCS)
5	Month End Performance – August 2018	A/COO (FCS)
6	Overdue Rates and Charges – July – September 2018 Quarter	A/COO (FCS)
7	Travel and Training Requests	A/COO (FCS)
8	Energex Limited – Pad Mount Transformer – Excise of Land from Lot 1100 on SP283567 for Dedication as Road Reserve – 7002 Parkland Drive, Springfield Central – Southern Sports Fields	A/COO (FCS)
9	Customer Service Activities Status Report – August 2018	A/COO (FCS)
10	New Trustee Lease Arrangement to the Ipswich Bowls Club Inc – Part of 10D Milford Street, Ipswich described as Part of Lot 1 on SP 154140 – Division 7	A/COO (FCS)
11	<b>**New Lease to Brisbane City Council – Part of 2B Kenneth Street, Riverview described as Lease B in Lot 1 on RP215975 on SP 234917 – Division 3</b>	A/COO (FCS)
12	<b>**Lease to West Moreton Hospital and Health Service over part of level 3 and whole of Level 4 – Hayden Centre, 37 South Street, Ipswich described as Lot 10 on RP150792 – Division 7</b>	A/COO (FCS)
13	Office of the CEO Update	A/CEO
14	Report – Employee Development Advisory Committee No. 2018(05) of 2 October 2018	-
<b>LATE ITEM 15</b>	Policy to Deal with Future Corruption Allegations against the Council's Chief Executive Officer	<b>CAE</b>
<b>LATE ITEM 16</b>	<b>**Amendment to Tender No. 13-14-327 – Site and Fill Management</b>	<b>A/COO (WPR)</b>

**\*\* Item includes confidential papers**

**CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(11)**

**9 OCTOBER 2018**

**AGENDA**

**1. COMMUNITY DONATIONS EXCEEDING \$15,000.00**

With reference to a report by the Community Grants Coordinator dated 26 September 2018 concerning approval for community donation requests from organisations who have received donations in excess of \$15,000.00 for the current financial year.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That a community donation of \$5,929.50 be allocated to Western Pride Football Club towards the rental of food vans over a twelve week period, and hire of infrastructure for junior and senior presentation days to be held in October 2018.
  - B. That a community donation of \$17,673.00 be allocated to the Brassall Christmas in the Park Committee towards its Christmas Carols event, on condition that the applicant provide the public liability insurance certificate of currency and a park permit to Council.
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**2. CHRISTMAS CLOSURE 2018**

With reference to a report by the Manager, People and Culture dated 28 September 2018 concerning proposed working arrangements for Council staff over the 2018-2019 Christmas/New Year period.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council offices close from 1.00 pm Monday, 24 December 2018, re-opening Wednesday, 2 January 2019, except for staff providing emergency or essential services.
- B. That as per the relevant Certified Agreements, staff be granted a day off work on Thursday, 27 December 2018 with pay and without applying for any form of leave, except those required to provide emergency or essential services.
- C. That those employees who attend work on Thursday, 27 December 2018 be credited with one day's accrued leave.
- D. That staff not required to provide emergency or essential services be required to apply for Flex Time, Annual Leave, TIL or Long Service Leave to cover the remaining two day period of the shutdown.

- E. That Council communicate the working/leave arrangements for 2018–2019 Christmas/New Year period to all Council staff as soon as practical.
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3. SPRINGFIELD CENTRAL STATE HIGH SCHOOL MULTI-PURPOSE HALL AND COMMUNITY FACILITIES PARTNERSHIP OPPORTUNITY – DIVISION 9

With reference to a report by the Senior Property Officer dated 28 September 2018 concerning the development of a multi-purpose sports hall and community centre in partnership with the Queensland Department of Education (DOE) in Springfield Central

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous recommendations A, E, F, G, H as per Item No. 8 of the City Management, Finance and Community Engagement Committee No. 2017 (05) of 23 May 2017 and adopted by the Council Ordinary meeting of 30 May 2017, as detailed in Attachment A to the report by the Senior Property Officer dated 28 September 2018, be repealed.
- B. That Council enter into a jointly -funded partnership arrangement with the Queensland Department of Education for development of a shared use multi-purpose hall on Council land (Lot 1200 SP303994) located at 7003 Parkland Drive, Springfield Central to meet Springfield Central State High School's indoor sport facility needs, as well as Council's community facility and indoor sports facility needs, as detailed in Attachment A of the report by the Senior Property Officer dated 28 September 2018.
- C. That Council resolve to enter into a Transfer of Land for Council to acquire:
1. Part of land located at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 for the consideration sum of \$1, if demanded;
  2. Part of land located at 7006 Sinnathamby Boulevard, Springfield Central described as Lot 12 on SP234040 for the consideration sum of \$1, if demanded.
- D. That the Chief Executive Officer be authorised to negotiate and execute the Transfer of Land with the landowners for Council to acquire part of the land at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 and acquire part of the land located at 7006 Sinnathamby Boulevard Springfield Central described as Lot 12 on SP234040 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.
- E. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* ("the Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a leasehold arrangement between Council and the Queensland Department of Education.

- F. That Council enter into a Lease with the Queensland Department of Education (“the tenant”) for the whole of proposed Lot 1200 on SP303994 and for a period of twenty (20) years.
- G. 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*.
- H. That Council enter into a Sublease with the Queensland Department of Education (“the sublessor”) for Part of the Ground and First Level of the Building described as Area C for a period of twenty (20) years.
- I. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Sublease to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
- J. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 (“the land”), by way of a new easement arrangement between Council and the Queensland Department of Education.
- K. That Council agree to grant Easement A to the Queensland Department of Education for drainage purposes over 7003 Parkland Drive described as Lot 1200 on SP303994.
- L. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by the Queensland Department of Education, for Council granting to the Queensland Department of Education, Easement A for drainage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
- M. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
- N. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994 (“the land”), by way of a new easement arrangement between Council and Queensland Urban Utilities.
- O. That Council agree to grant Easement B to Queensland Urban Utilities for sewerage purposes over part of 7003 Parkland Drive described as Lot 1200 on SP303994.

- P. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by Queensland Urban Utilities, for Council granting to Queensland Urban Utilities, Easement B for Sewerage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
- Q. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and 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. \*\*BUDGET AMENDMENT – CARRYOVERS FROM 2017-2018

With reference to a report by the Acting Finance Manager dated 28 September 2018 concerning an amendment of the 2018-2019 Budget.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the proposed amended budget 2018–2019, as detailed in Attachments A, B and C, to the report by the Acting Finance Manager dated 28 September 2018, be adopted.

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5. MONTH END PERFORMANCE – AUGUST 2018

With reference to a report by the Acting Finance Manager dated 27 September 2018 concerning Council performance for the period ending 31 August 2018, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

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6. OVERDUE RATES AND CHARGES – JULY-SEPTEMBER 2018 QUARTER

With reference to a report by the Recoveries Manager dated 2 October 2018 concerning rate arrears and rate collection statistics for the period July-September 2018.

RECOMMENDATION

That the report be received and the contents noted.

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7. TRAVEL AND TRAINING REQUESTS

With reference to a report by the Acting Corporate Services and Risk Manager dated 24 September 2018 concerning the request of the Interim Administrator (IA) and Acting Chief Executive Officer (A/CEO) to attend the 2018 Annual Conference of the Local Government Association of Queensland (LGAQ).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the proposed attendance of the Interim Administrator and Acting Chief Executive Officer at the 2018 Local Government Association of Queensland Annual Conference as detailed in the report by the Acting Corporate Services and Risk Manager dated 24 September 2018.

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8. ENERGEX LIMITED – PAD MOUNT TRANSFORMER – EXCISE OF LAND FROM LOT 1100 ON SP283567 FOR DEDICATION AS ROAD RESERVE - 7002 PARKLAND DRIVE, SPRINGFIELD CENTRAL – SOUTHERN SPORTS FIELDS

With reference to a report by the Senior Property Officer dated 28 September 2018 concerning the proposed excise of 35m2 of Lot 1100 on SP283567 to be dedicated as road reserve to accommodate a pad mount transformer for Energex Limited. Lot 1100 on SP283567 is owned by Ipswich City Council (Council) as freehold land in trust.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decision of Council, as per Item No. 12 of the City Management, Finance and Community Engagement Committee No. 2018(08) on 17 July 2018 and adopted by the Council Ordinary meeting of 24 July 2018, be repealed.
  - B. That Council agree to excise 35m2 of land from Lot 1100 on SP283567 and dedicate the portion of land as road reserve as identified in the proposed survey plan for Lot 1100 on SP303712 for a pad mount transformer located at 7002 Parkland Drive, Springfield Central.
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9. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – AUGUST 2018

With reference to a report by the Acting Strategic Client Office Manager dated 24 September 2018 concerning customer service delivery activities for the period 1 August to 31 August 2018.

## RECOMMENDATION

That the report be received and the contents noted.

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10. NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC – PART OF 10D MILFORD STREET, IPSWICH DESCRIBED AS PART OF LOT 1 ON SP 154140 – DIVISION 7

With reference to a report by the Development and Relationship Manager dated 20 September 2018 advising that the trustee lease term recommended at the City Management, Finance and Community Engagement Committee (CMFCE) No. 2018(08) of 17 July 2018 and adopted by Council on 24 July 2018, does not comply with the *Land Act 1994* (Qld) s.61, “conditions on trustee leases”, for part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Recommendations A, B and C of the report titled “New Trustee Lease Arrangement to The Ipswich Bowls Club Inc – Part of 10D Milford Street, Ipswich Described as part of Lot 1 On Sp154140 – Division 7”, as detailed in Attachment A, as per Item 8 of the City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018 and adopted at Council on 24 July 2018, be repealed.
  - B. That Council, as trustee, resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at Part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 (“the land”) by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc. for a consideration sum of \$1,000.00 per annum (excluding GST).
  - C. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc. (the tenant) for a period of 10 years.
  - D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee 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*.
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11. \*\*NEW LEASE TO BRISBANE CITY COUNCIL – PART OF 2B KENNETH STREET, RIVERVIEW DESCRIBED AS LEASE B IN LOT 1 ON RP 215975 ON SP234917 – DIVISION 3

With reference to a report by the Development and Relationship Manager dated 25 September 2018 concerning the lease to Brisbane City Council (BCC) at 2B Kenneth Street, Riverview (Lot 1 on RP215975).

## 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 Council resolve that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at:
    - 2B Kenneth Street Riverview described as Lease B in Lot 1 on RP215975 on SP234917
  - B. That Council enter into a Lease with Brisbane City Council as detailed in Confidential Attachment B of the report by the Development and Relationship Manager dated 25 September 2018.
  - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease (where applicable) 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*.
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12. \*\*LEASE TO WEST MORETON HOSPITAL AND HEALTH SERVICE OVER PART OF LEVEL 3 AND WHOLE OF LEVEL 4 – THE HAYDEN CENTRE, 37 SOUTH STREET, IPSWICH DESCRIBED AS LOT 10 ON RP 150792 – DIVISION 7

With reference to a report by the Senior Property Manager dated 3 October 2018 regarding the negotiation of a Lease between Ipswich City Council (Council) and West Moreton Hospital and Health Service (WMHHS) for part of Level 3 and the whole of Level 4 of the Hayden Centre. Ipswich City Council (Council) owns The Hayden Centre as freehold title which is located at 37 South Street, Ipswich and described as Lot 10 on RP150792. The property has been declared as surplus to future council requirements under a Council resolution in June 2018.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve pursuant to Section 236(2) of the *Local Government Regulation 2012* ("The Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at the Hayden Centre 37 South Street, Ipswich described as Lot 10 on RP150792 by way of a leasehold arrangement between Council and West Moreton Hospital and Health Services for a consideration sum as per the negotiated fees contained in the Confidential Background Report.
- B. That Council enter into the following agreements with West Moreton Hospital and Health Services for a period of two (2) years:
  - a. a Lease for a part of Level 3 of the Hayden Centre

- b. a Lease for the whole of Level 4 of the Hayden Centre
- c. a Licence for six (6) car parks in the basement of the Hayden Centre and six (6) car parks at the Southern Street car park

That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Leases and Licences and 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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13. OFFICE OF THE CEO UPDATE

With reference to a report by the Chief Executive Officer dated 2 October 2018 providing an update on the Office of the Chief Executive Officer for the month September 2018.

RECOMMENDATION

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

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14. REPORT – EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE NO. 2018(05) OF 2 OCTOBER 2018

With reference to the report of the Employee Development Advisory Committee No. 2018(05) of 2 October 2018.

RECOMMENDATION

That the report of the Employee Development Advisory Committee No. 2018(05) of 2 October 2018 be received, the contents noted and the recommendations contained therein be adopted.

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**LATE ITEM**

15. POLICY TO DEAL WITH FUTURE CORRUPTION ALLEGATIONS AGAINST THE COUNCIL'S CHIEF EXECUTIVE OFFICER

With reference to a report by the Chief Audit Executive dated 4 October 2018 to effect changes as suggested by the Crime and Corruption Commission (CCC) to the policy from the previous report dated 10 May 2018 of the Acting Chief Executive Officer as amended at Policy and Administration Advisory Committee No. 2018(05) of 15 May 2018.

RECOMMENDATION

- A. That the policy titled "Dealing with a complaint involving the Chief Executive Officer" referred to in Attachment A of the report by the Chief Audit Executive dated 4 October 2018 as per Resolution No. 9 of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 and adopted by Council on 29 May 2018, be repealed.

- B. That the policy titled “Dealing with a complaint involving the Chief Executive Officer” referred to in Attachment E of the report by the Chief Audit Executive dated 4 October 2018, in accordance with Section 48A of the *Crime and Corruption Act 2001*, be adopted.

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**LATE ITEM**

16. **\*\*AMENDMENT TO TENDER NO. 13-14-327 – SITE AND FILL MANAGEMENT**

With reference to a report by the Chief Operating Officer (Works, Parks and Recreation) dated 2 October 2018 concerning the preparation of a tender consideration plan under section 230 of the *Local Government Regulation 2012* to enable Council to enter into a large sized contractual arrangement with the existing supplier of contract 13-14-327 without complying with the requirements for written tenders under section 228 of the *Local Government Regulation 2012*.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to prepare a Tender Consideration Plan to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- B. That Council resolve to adopt the Tender Consideration Plan to enter into a contract with existing supplier of tender 13-14-327 Site and Fill Management Services set out in Confidential Attachment A to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- C. That Council resolve to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services on similar terms and conditions, and the same commercial rates, as the expired contract and as described in the confidential reports of the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
- E. That Council adopt the recommendations contained in Confidential Attachment B to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.

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**\*\* Item includes confidential papers**

and any other items as considered necessary.

<b>City Management, Finance &amp; Community Engagement Committee</b>	
Mtg Date: 09.10.18	OAR: YES
<b>Authorisation:</b> Caroline McMahon	

26 September 2018

## **MEMORANDUM**

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS COORDINATOR

RE: COMMUNITY DONATIONS EXCEEDING \$15,000

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### **INTRODUCTION:**

This is a report by the Community Grants Coordinator dated 26 September 2018 concerning approval for community donation requests from organisations who have received donations in excess of \$15,000.00 for the current financial year. The Community Donations Policy states that:

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

### **1. Western Pride Football Club**

#### **Background**

Western Pride Football Club (the Club) is a National Premier League Football Club that is based at the Briggs Road Sports Complex (the Complex). Due to the lack of disability access, Western Pride Football Club is unable to use the upper level of the Complex, which is closed for functions, however the lower level of the Complex has a canteen. The Club advises that they have lost revenue due to cancelled fundraising events at the Complex function rooms.

The Club caters for 20 teams over five nights per week training schedules and game days which draws extended families, supporters and sponsors.

Funding is sought towards the following:

- Rental of 2 food vans over a 12 week period, for senior and junior games and training. The vans have been hired from 1 July 2018 until 21 October 2018. The quote provided by the food van vendor totals \$7,636.36 (ex-GST), however the amount sought towards this cost within the budget provided by Western Pride Football Club is \$4,800.00.
- Hire of infrastructure for junior and senior presentation days on 12 October and 19 October respectively. Infrastructure includes marquees, tables, chairs and lighting.

Western Pride Football Club seeks a community donation of \$7,906.00, to support the above projects.

The application was received prior to the adoption of the new Community Donations Policy and has been assessed under the previous Mayoral and Councillors Discretionary Funding Program Policy. The application has been independently assessed by 2 Council officers, whose weighted scores align to 75% of total funding requested.

It is recommended that Council approves funding of \$5,929.50.

Western Pride Football Club has received \$10,000.00 this financial year. Provision of the recommended funding will take the Club over the threshold of \$15,000.00 and therefore requires Council approval.

The following information provides an overview of funding and In-Kind Assistance allocated to Western Pride Football Club in the past 4 years:

<b>Appln No.</b>	<b>Funding Type</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
1	Community Donation	24/09/2014	\$ 2,650.00	Financial assistance for talented under privileged children.
2	Community Donation	27/02/2015	\$ 20,309.30	Assist with costs associated with running of the club
3	Community Donation	17/07/2015	\$ 3,100.00	General donation disseminated to football programs
4	Community Donation	18/09/2015	\$ 22,228.80	Club funding
5	In-Kind Assistance	24/05/2016	\$ 1,650.00	Football event
6	Community Donation	15/07/2016	\$ 200.00	Fee payment for local player
7	Community Donation	18/08/2016	\$ 1,000.00	Funding for fundraising event
8	Community Donation	26/10/2016	\$ 3,000.00	Organisation running costs
9	Community Donation	3/02/2017	\$ 27,222.14	Cafe blinds & dugouts

10	In-Kind Assistance	8/03/2017	\$ 255.43	Western Pride Football Club Golf Day
11	Community Donation	17/07/2017	\$ 14,000.00	Nerima & Tokyo Trip
12	Community Donation	25/08/2017	\$ 2,000.00	Travelling costs for Seniors Men's Team
13	In-Kind Assistance	29/08/2017	\$ 1,334.05	NPL Final
14	Community Donation	26/10/2017	\$ 1,000.00	WPFC Sportsman's Lunch
15	Community Donation	26/10/2017	\$ 1,000.00	Fundraising event
16	Community Donation	30/11/2017	\$ 500.00	Junior trophy Presentations
17	Community Donation	17/07/2018	\$ 5,000.00	Purchase of practice equipment
18	Community Donation	13/08/2018	\$ 5,000.00	Junior strip
			<b>\$ 111,449.72</b>	

## 2. Brassall Christmas in the Park

The Brassall Christmas in the Park Committee organises a free Christmas Carols event annually at Sutton Park, Brassall. This event began in 1996 and has steadily grown, drawing an annual audience of approximately 5,000 community members.

Entertainment is provided by local singers, musicians and dancers, and the event includes free rides, face painting and food outlets which include commercial food vendors and local community groups who will use the opportunity for fundraising. The event is planned to take place on 30 November 2018.

The Brassall Christmas in the Park Committee comprises 14 local community members. The Committee advises that it is undertaking a more active role in seeking local sponsors for the event, which the Committee hopes to grow over the next 2-3 years.

The Committee has applied for and been approved Public Liability Insurance for 1 year, and has provided an email from the insurance company confirming this, however it is awaiting an invoice to pay for the insurance and therefore was not able to provide a certificate of currency at the time of submitting its application. The Committee is also unable to submit its application for use of Sutton Park until the certificate of currency is provided. Due to the urgency of this Community Donation request, recommendation of funding is made on the condition that the Brassall Christmas in the Park Committee provides the certificate of currency and a park permit to Council before funding can be uplifted. Failure to provide those documents will result in the offer of funding (if approved) to be withdrawn.

The total costs of the event outlined in the Community Donations application form is \$48,764.00 and the Brassall Christmas in the Park Committee seeks \$35,000.00 to support the event. The applicant is only eligible for \$23,564.00, however, which is the budget shortfall within the application.

The application has been independently assessed by two Council officers, whose weighted scores align to 75% of total funding requested. It is recommended that Council approves funding of \$17,673.00, on condition that the Brassall Christmas in the Park Committee provides Council with a certificate of currency for its public liability insurance, and the approved park permit for use of Sutton Park.

The following information provides an overview of funding and In-Kind Assistance allocated to the Brassall Christmas in the Park Committee in the past 4 years:

<b>Appln No.</b>	<b>Funding Type</b>	<b>Decision Date</b>	<b>Total Paid</b>	<b>Purpose</b>
1.	Community Donation	8/08/2014	\$ 3,200.00	Christmas in the Park Event 2014
2.	Community Donation	29/08/2014	\$ 25,000.00	Christmas in the Park Event 2014
3.	Community Development Grant	4/09/2014	\$ 2,000.00	Christmas in the Park Event 2014
4.	In-Kind Assistance	1/07/2015	\$ 1,241.26	Christmas in the Park Event 2015
5.	Community Donation	3/07/2015	\$ 3,850.00	Christmas in the Park Event 2015
6.	Community Donation	28/08/2015	\$ 25,000.00	Christmas in the Park Event 2015
7.	Christmas Grant	15/09/2015	\$ 2,000.00	Christmas in the Park Event 2015
8.	Community Donation	25/11/2015	\$ 5,000.00	Christmas in the Park Event 2015
9.	In-Kind Assistance	22/08/2016	\$ 1,310.30	Christmas in the Park Event 2016
10.	Christmas Grant	13/09/2016	\$ 1,800.00	Christmas in the Park Event 2016
11.	Community Donation	18/11/2016	\$ 6,600.00	Christmas in the Park Event 2016
12.	In-Kind Assistance	11/09/2017	\$ 555.80	Christmas in the Park Event 2017
13.	Christmas Grant	19/09/2017	\$ 1,500.00	Christmas in the Park Event 2017
14.	Community Donation	30/11/2017	\$ 9,850.00	Christmas in the Park Event 2017
			<b>\$ 88,907.36</b>	

**FINANCIAL IMPLICATIONS:**

Funding for provision of Community Donations has been budgeted for in the 2018–2019 Community Engagement Budget.

**RECOMMENDATIONS:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That a community donation of \$5,929.50 be allocated to Western Pride Football Club towards the rental of food vans over a twelve week period, and hire of infrastructure for junior and senior presentation days to be held in October 2018.
- B. That a community donation of \$17,673.00 be allocated to the Brassall Christmas in the Park Committee towards its Christmas Carols event, on condition that the applicant provide the public liability insurance certificate of currency and a park permit to Council.

Josie Berry

**COMMUNITY GRANTS COORDINATOR**

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

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)**

<b>City Management Finance and Community Engagement Committee</b>	
Mtg Date: 09/10/18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

LH:SKJ  
A5105034

28 September 2018

## **MEMORANDUM**

TO: CHIEF EXECUTIVE OFFICER

FROM: MANAGER, PEOPLE AND CULTURE

RE: CHRISTMAS CLOSURE 2018

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### **INTRODUCTION:**

This is a report by the Manager, People and Culture dated 28 September 2018 concerning proposed working arrangements for Council staff over the 2018-2019 Christmas/New Year period.

### **BACKGROUND:**

The days on which the public holidays fall over the Christmas/New Year period for 2018-2019 are as follow:

- Christmas Day – Tuesday, 25 December 2018
- Boxing Day – Wednesday, 26 December 2018
- New Year's Day – Tuesday, 1 January 2019

### **PROPOSAL:**

Council's Certified Agreements for Local Government Employees' and Local Government Officers' provide that Council will close down for the entire Christmas – New Year period with the exception of emergency and essential service situations. Under these arrangements Council will close on Thursday, 27 December 2018 to Monday, 31 December 2018 in addition to the public holidays above.

The Agreements also provide that Council will nominate one day during this period in which employees may take off work without having to apply for some other form of paid leave. It is proposed that the nominated day in this period be Thursday, 27 December 2018 and that those employees required to work on this day will be granted an additional day of leave with pay.

Council employees will be required to submit a leave application form for flex time (if applicable), annual leave, TIL, long service leave or any combination for the remaining working days within the close-down period being Friday, 28 December 2018 and Monday, 31 December 2018. The Agreements provide staff with greater flexibility as to which type of leave they wish to apply for during this period.

#### **GOVERNANCE:**

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

#### **Ipswich City Council Officers' Agreement 2011**

##### **Clause 38.6.1 Christmas Closure**

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

#### **Ipswich City Council Local Government Employees' Certified Agreement 2011**

##### **38.4.1 Christmas**

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

**RECOMMENDATIONS:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council offices close from 1.00 pm Monday, 24 December 2018, re-opening Wednesday, 2 January 2019, except for staff providing emergency or essential services.
- B. That as per the relevant Certified Agreements, staff be granted a day off work on Thursday, 27 December 2018 with pay and without applying for any form of leave, except those required to provide emergency or essential services.
- C. That those employees who attend work on Thursday, 27 December 2018 be credited with one day's accrued leave.
- D. That staff not required to provide emergency or essential services be required to apply for Flex Time, Annual Leave, TIL or Long Service Leave to cover the remaining two day period of the shutdown.
- E. That Council communicate the working/leave arrangements for 2018–2019 Christmas/New Year period to all Council staff as soon as practical.

Louise Harding  
**MANGER, PEOPLE AND CULTURE**

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

Sean Madigan  
**CHIEF EXECUTIVE OFFICER**

<b>City Management Finance and Community Engagement Committee</b>	
Mtg Date: 9.10.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

BM:KF  
A5100352

28 September 2018

## **MEMORANDUM**

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

FROM: SENIOR PROPERTY OFFICER

RE: SPRINGFIELD CENTRAL STATE HIGH SCHOOL MULTI-PURPOSE HALL AND  
COMMUNITY FACILITIES PARTNERSHIP OPPORTUNITY  
DIVISION 9

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### **INTRODUCTION:**

This is a report by the Senior Property Officer dated 28 September 2018 concerning the development of a multi-purpose sports hall and community centre in partnership with the Queensland Department of Education (DOE) in Springfield Central. It seeks to amend some of the previous resolutions for Ipswich City Council to enter into a joint partnership arrangement with DOE for the development of 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP283567 in May 2017.

### **BACKGROUND:**

Springfield Central State High School (SCSHS) does not have a multi-purpose hall or available space on the school grounds to accommodate such development. During initial master planning of the school, Council identified a 3,042m<sup>2</sup> parcel of Council land at 7003 Parkland Drive, Springfield Central (Lot 1200 on SP283567) next to the school as a potential site for a shared sports hall and community facility. Council holds the land as freehold in trust with the defined purpose of the land including uses for Indoor Recreation and Community Building. DOE proposes to partially fund and build a Multi-Purpose Sports Hall and Community Centre (the Hall) on this site. Extended discussions have been held between Council, DOE and SCSHS about the proposed development of the site.

On 30 May 2017, resolutions were adopted by Council to enter into a joint funding arrangement with DOE to build the Hall on the whole of Lot 1200 on SP283567 (3042m<sup>2</sup>) (Attachment A) with an in principle commitment of up to \$2.2 million towards the Hall's development. Council has acknowledged the Council contribution of \$2.2 million in the 2017-2018 budget. The funding allocation is expected to carry over to the 2018-2019 budget in a budget amendment report yet to be adopted by Council. DOE made a development application to Council on 27 April 2018 seeking approval for the Hall to be established on Council land. In formal discussions with DOE, the parties entered into a Heads of Agreement in July 2018 (Attachment B) to identify the obligations of each party under the proposal and to establish key terms and conditions for a suite of agreements governing the development of the Hall on Council land including:

- A ground lease for DOE to locate the Hall on the whole of Council's land
- A licence for Council to have non-exclusive access to Area A of the building for after-hours community use
- A sub-lease for Council to have exclusive use of Area C of the Hall
- A funding agreement to document both party's financial contributions (Council's contribution includes the land and \$2.2m (including GST) towards the capital cost of construction)

DOE will have exclusive use of Area B as owner of the Hall. Refer to Attachment C for the layout of licence area (Area A) and lease area (Area C).

As part of DOE's development application to Council, it was identified that Lot 1200 on SP283567 would not be large enough to accommodate the Hall's footprint and would require a reconfiguration to increase the lot size to 4,642m<sup>2</sup>. Lot 1200 is surrounded by 90 Parkland Drive, Springfield Central (Lot 11 on SP234040) and 7006 Sinnathamby Boulevard, Springfield Central (Lot 12 on SP234040) owned by DOE as well as 7002 Parkland Drive, Springfield Central (Lot 1100 on SP283567) owned by Council.

In order to reconfigure 7003 Parkland Drive, Springfield Central into the new lot size by realignment of boundaries, Council will need to:

- Acquire part of Lot 11 on SP234040 (420m<sup>2</sup>) from DOE
- Acquire part of Lot 12 on SP234040 (780m<sup>2</sup>) from DOE
- Excise part of Lot 1100 on SP283567 (400m<sup>2</sup>) owned by Council

A resolution is required for Council to acquire part of Lot 11 and Lot 12 of SP234040 from DOE. (Refer to Attachment D for the proposed reconfigured Lot 1200 on SP303994).

Further to this, a resolution is also required for Council to enter into the proposed site arrangements contained in the Heads of Agreement over the future reconfigured Lot 1200 on SP303994. This includes two proposed Easements over part of the reconfigured future Lot 1200 on SP303994. Council was made aware of these Easements after the Heads of Agreement was executed. The purpose of the Easements are for drainage benefitting DOE and sewerage benefitting Queensland Urban Utilities (QUU). Both Easements will facilitate access to the Grantee (QUU) to construct and maintain these services.

### **BENEFITS TO COMMUNITY AND CUSTOMERS:**

This partnership proposal will bring the following benefits:

- A Hall to meet DOE's facility requirements for SCSHS
- Access to two indoor sports courts for community groups outside of core school hours
- Provision of local level community centre for the Springfield Central community
- Co-location of school and community facilities on Council land makes for better utilisation of limited land availability
- Co-location of school and community facilities on Council land will negate the need for DOE to acquire land for development of the facilities and brings a reduced construction cost for Council in the development of indoor sports courts and community facilities.

### **CONCLUSION:**

It is recommended that Council enters into negotiations with DOE for:

- The transfer of part of Lot 11 on SP234040 (420m<sup>2</sup>) to Council
- The transfer of part of Lot 12 on SP234040 (780m<sup>2</sup>) to Council
- A new twenty (20) year lease agreement for the whole of the reconfigured future Lot 1200 on SP303994
- An Easement for drainage purposes over part of the reconfigured future Lot 1200 on SP303994
- A new twenty (20) year sublease agreement be for Area C inside the Hall
- A new twenty (20) year licence for Council to have non-exclusive access to Area A of the Hall for after-hours community use
- A funding agreement to document both party's financial contributions (Council's contribution includes the land and \$2.2m (including GST)) towards the capital cost of construction

In addition, it is recommended that Council excises part of Lot 1100 on SP283567 (400m<sup>2</sup>) for the creation of reconfigured future Lot 1200 on SP303994.

It is also recommended that Council enters into negotiations with Queensland Urban Utilities for an Easement for sewerage purposes over part of the reconfigured future Lot 1200 on SP303994.

Therefore, to progress the development of the Hall on Council land, Property Services recommends that Council negotiates the following agreements on the following terms:

**Land Transfers**

Transaction	Transferor	Transferee	Property Description	Area	Consideration
1	Department Of Education	Council	Part of Lot 11 on SP234040	420m2	\$1
2	Department Of Education	Council	Part of Lot 12 on SP234040	780m2	\$1

**Leases**

Transaction	Lessor	Lessee	Property Description	Area	Term	Rent
1	Council	Department Of Education	Whole of Lot 1200 on SP303994	4783m2	20 yrs	\$1pa
2	Department Of Education	Council	Part of Ground & First Floor of the Building described as Area C	To be surveyed	20 yrs	\$1pa

**Easements**

Transaction	Grantor	Grantee	Property Description	Area	Consideration
1	Council	Department Of Education	Easement A on SP303994	446m2	\$1
2	Council	Queensland Urban Utilities	Easement B on SP303994	86m2	\$1

**Licence for Shared Use**

Transaction	Licensor	Licensee	Property Description	Area	Fee
1	Department of Education	Council	Part of Ground Floor of the Building described as Area A	To be surveyed	\$1pa

**Funding Agreement**

Transaction	Council Contribution	Department of Education's Contribution
1	\$2.2m (Inc. GST) plus value of land (valued at \$1.225m @ May 2017)	Estimated to be \$7m

**ATTACHMENTS:**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">Committee Report - Springfield Multi-Purpose Sports Hall - May 2017</a>	<a href="#">Attachment A</a>
<a href="#">Heads of Agreement - Springfield Multi - Purpose Sports Hall - July 2018</a>	<a href="#">Attachment B</a>
<a href="#">Springfield Multi-Purpose Sports Hall - Plan of Lease Area (Area C) and Licence Area (Area A)</a>	<a href="#">Attachment C</a>
<a href="#">Formal Survey Plan of reconfigured Lot 1200 on SP303994</a>	<a href="#">Attachment D</a>

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous recommendations A, E, F, G, H as per Item No. 8 of the City Management, Finance and Community Engagement Committee No. 2017 (05) of 23 May 2017 and adopted by the Council Ordinary meeting of 30 May 2017, as detailed in Attachment A to the report by the Senior Property Officer dated 28 September 2018, be repealed.
- B. That Council enter into a jointly -funded partnership arrangement with the Queensland Department of Education for development of a shared use multi-purpose hall on Council land (Lot 1200 SP303994) located at 7003 Parkland Drive, Springfield Central to meet Springfield Central State High School's indoor sport facility needs, as well as Council's community facility and indoor sports facility needs, as detailed in Attachment A of the report by the Senior Property Officer dated 28 September 2018.
- C. That Council resolve to enter into a Transfer of Land for Council to acquire:
  - 1. Part of land located at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 for the consideration sum of \$1, if demanded;
  - 2. Part of land located at 7006 Sinnathamby Boulevard, Springfield Central described as Lot 12 on SP234040 for the consideration sum of \$1, if demanded.
- D. That the Chief Executive Officer be authorised to negotiate and execute the Transfer of Land with the landowners for Council to acquire part of the land at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 and acquire part of the land located at 7006 Sinnathamby Boulevard Springfield Central described as Lot 12 on SP234040 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.

- E. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* ("the Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a leasehold arrangement between Council and the Queensland Department of Education.
- F. That Council enter into a Lease with the Queensland Department of Education ("the tenant") for the whole of proposed Lot 1200 on SP303994 and for a period of twenty (20) years.
- G. 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*.
- H. That Council enter into a Sublease with the Queensland Department of Education ("the sublessor") for Part of the Ground and First Level of the Building described as Area C for a period of twenty (20) years.
- I. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Sublease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- J. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a new easement arrangement between Council and the Queensland Department of Education.
- K. That Council agree to grant Easement A to the Queensland Department of Education for drainage purposes over 7003 Parkland Drive described as Lot 1200 on SP303994.
- L. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by the Queensland Department of Education, for Council granting to the Queensland Department of Education, Easement A for drainage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
- M. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

- N. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a new easement arrangement between Council and Queensland Urban Utilities.
- O. That Council agree to grant Easement B to Queensland Urban Utilities for sewerage purposes over part of 7003 Parkland Drive described as Lot 1200 on SP303994.
- P. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by Queensland Urban Utilities, for Council granting to Queensland Urban Utilities, Easement B for Sewerage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
- Q. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and 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  
**ACTING 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)**

<b>City Management Finance and Community Engagement Board</b>	
Mtg Date: 23.05.17	OAR: YES
<b>Authorisation:</b> Craig Maudsley	

JB: JB

H:\Departmental\Committee Reports\1703JB Springfield Central State High Multi-Purpose Sports Hall and Community Centre Partnership OpportunityCR

*The Chairperson has determined this matter is of real urgency and approval has been given to refer this report to the City Management Finance and Community Engagement Board Meeting as a late item.*

8 May 2017

## **MEMORANDUM**

TO: SPORT, RECREATION AND NATURAL RESOURCES MANAGER

FROM: SENIOR SPORT AND RECREATION PLANNING OFFICER

RE: SPRINGFIELD CENTRAL STATE HIGH SCHOOL MULTI-PURPOSE HALL AND  
COMMUNITY FACILITIES PARTNERSHIP OPPORTUNITY  
DIVISION 9

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### **INTRODUCTION:**

This is a report by the Senior Sport and Recreation Planning Officer dated 8 May 2017 concerning potential development of a multi-purpose sports hall and community centre in partnership with the Qld Department of Education and Training (DET) in Springfield Central.

### **BACKGROUND:**

Springfield Central State High School (SCSHS) does not have a multi-purpose hall or available space on the school grounds. During initial Master Planning of the school, Council identified a 3,042m<sup>2</sup> parcel of Council land (Lot 1200 SP283567 at 7003 Parkland Drive, Springfield Central) next to the school (Attachment A) as an opportunity for a shared sports hall and community facility. Extended discussions have been held between Council, DET and SCSHS about the proposed development. DET have recently advised that the construction of the sports hall has been funded by the State Government.

## **DESIGN OPTIONS AND COSTINGS:**

DET have prepared two concept/schematic design options for a joint use school/community facility and potential shared financial arrangement in funding a joint use centre.

**1. Design Option 1** - minimum benchmark requirement for SCSHS to use as an indoor sports centre and assembly hall (Attachment B)

- Basic school minimum level of service
  - includes 2 x multi-purpose sports courts, mezzanine, amenities, kinesiology rooms (scientific study of human/non-human body movement) etc.
- Cost estimated in the order of \$6.265 million (ex GST).

**2. Design Option 2** - based on a joint use school and community facility incorporating various spaces to meet community centre requirements (Attachment C)

- Highest end level of service – school/indoor sport and community facilities
  - includes DET base Level of Service (Design Option 1) plus one extra court and community centre (approx. 2,500m<sup>2</sup>)
  - includes 2 levels, 3 x multi-purpose sports courts, amenities, kinesiology rooms, community hall, meeting rooms, commercial kitchen, canteen facilities etc.
    - Sports courts located on upper level
    - Community facilities and school kinesiology rooms located on lower level
- Cost estimated in the order of \$12.329 million (ex GST)
- This option was designed at Council request for indication of higher end order of costs to provide maximum community centre facilities (based on Functional Brief (Attachment D) from Arts, Social Development & Community Engagement Department (ASDCE)) combined with maximum number of courts within the available footprint.

**3. Design Option 3** - based on a joint use school and community facility incorporating minimum benchmark requirement for SCSHS to use as an indoor sports centre and assembly hall and various spaces to meet minimum benchmark community centre requirements (Attachment E)

- School/DET base Level of Service (Design Option 1) plus basic community centre minimum level of service (approx. 650m<sup>2</sup>)
  - *School facilities* - includes 2 x multi-purpose sports courts, mezzanine, amenities, kinesiology rooms (scientific study of human/non-human body movement) etc.
  - *Community facilities* - includes meeting hall, meeting rooms, offices, reception, foyer, amenities, kitchen/canteen facilities and storage etc.
- Cost estimated in the order of \$8.15 million (ex GST)
- This option was designed at Council request to provide minimum required community centre facilities combined with DET base Level of Service with the available footprint.

On 22 March 2017, Premier for Qld, Anastacia Palaszczuk announced \$200 million in capital funding to fast track the Advancing Qld Schools Program. A new multi-purpose hall (Design Option 1) for SCSHS is a priority with Tenders to be called in May 2017, funds committed in June 2017 and fully constructed in the 2017/18 financial year. DET is now seeking direction from Council as to how we would like to proceed in a potential joint facility development.

## **CONSIDERATIONS FOR COUNCIL:**

The three design options and associated costs bring about a number of issues for Council to consider in determining preferred development of the proposed facility:

1. The land has been dedicated to Council for community facilities purposes as a requirement under the Springfield Town Centre Infrastructure Agreement. Indoor sports courts do not constitute community facilities. Council must provide the minimum required level of service for community facilities first, with school/community indoor sports facilities provided secondary to community facilities.
2. Land Tenure and access – The development, management and ongoing access to a multipurpose hall by DET on Council land should be subject to meeting all community facility requirements in addition to the sports hall and development of a shared-use agreement for community access to the sports facilities outside of core school hours and appropriate land and facility tenure arrangements.
3. The need for the proposed facilities and whether Council should partner with DET to provide community and/or indoor sporting facilities at this location.
4. The level of financial investment that Council would be prepared to contribute towards development of the facility over and above the value of the land (approx. \$1,225,926).

Whichever facility option is progressed, Council needs to look at how the proposed facilities can meet gaps in the provision of (1) community facilities and (2) indoor sports facilities.

### **1. Community Facilities**

- The draft *10 Year Community Facilities Investment Plan* identified the need for a local level 'indoor recreation/community centre' (approx. 800m<sup>2</sup>) in Springfield in 2019/20.
- The community facilities (2,500m<sup>2</sup>) component within Design Option 2 is almost equivalent in size to the requirements for a District level community facility (2,600m<sup>2</sup>). This space is more than what is required for the Springfield area.
- The community facilities (650m<sup>2</sup>) component within Design Option 3 combined with access to the court area is well above the minimum requirements for a Local level community facility (800m<sup>2</sup>).
- The function of this facility should provide a range of more active community recreational, cultural and social participation activities, with an ability for the not for profit sector to undertake some level of outreach services.
- Co-locating a community space with a sports facility enables greater community use and a variety of functions if the facility is designed as a multipurpose centre.
- High level cost estimates for a local community centre (800m<sup>2</sup>) are in the order of \$2.2m based on \$2,750/m<sup>2</sup>. A 2,500m<sup>2</sup> District level community centre as indicated within Design Option 2 would be in the order of \$6.875m. A 650m<sup>2</sup> Local level community centre as indicated within Design Option 3 would be in the order of \$1.8m.
- There is the ability through the project to future proof the site by enable a second story to be added in the future to the community facility. This is an estimated additional cost of \$300,000 up-front with further costs at fitout to achieve this outcome

## **2. Indoor Sports Facilities**

- A preliminary indoor sports facilities gap analysis has identified the need for 10 new indoor sports courts in the Springfield Lakes, Springfield, Bellbird Park and Brookwater area to 2031 to meet future needs.
- Facilities with two or more courts are preferred to single court facilities as they provide a greater level of service, flexibility and usability in meeting indoor sport facility requirements for community sports groups.
- Council now has the opportunity to partner with DET to provide a level of service in the provision of 2-3 indoor sports courts in the Springfield area.

The opportunity to partner with DET could see both cost savings and development of a joint use multi-purpose facility that can be used by both the community and the education sector. The combining of multiple spaces and user groups makes better use of limited space and land availability for similar facilities.

### **OPTIONS:**

Based on the above information, the following facility options can be considered:

#### **1. Concept/Schematic Design 2 - School & Community Facilities (est. \$12.5m)**

- **Facilities** - Three (3) courts, community facilities (2,500m<sup>2</sup>) plus associated facilities/amenities
- **DET contribution** – approx. \$6.25m
- **Council contribution** – land (\$1.226m) plus up \$6.25m
- **Access – Sports Courts** - School only access during core school hours.
  - 100% Community sporting group access outside of core school hours
  - *Community facilities* – 100% community access at all times
- *This option meets minimum community facility requirements up to district level.*

#### **2. DET Base Level of Service plus Local Level Community Facilities (est. \$8.15m)**

- **Facilities** - Two (2) courts, community facilities (650m<sup>2</sup>) plus associated facilities/amenities
  - Final Design for configuration of community facilities to be developed in accordance with the Functional Brief for community centre facilities from ASDCE (Attachment F)
  - *Design to allow for the ability to develop further community facilities above the ground floor footprint of the current proposed community facilities, in effect increasing to 1,300m<sup>2</sup> community facilities into the future*
- **DET contribution** – approx. \$6.25m
- **Council contribution** – land (\$1.226m) plus approx. \$1.9m
- **Access – Sports Courts** - School only access during core school hours.
  - 100% Community sporting group access outside of core school hours
  - *Community facilities* – 100% community access at all times
- *This option is just less than minimum local level community facility requirements.*

Option 2 provides the best option to Council from a facility provision and cost perspective. This option would require approximately \$2.1m from Council to progress. No budget has

been set aside for development of these facilities in the 17/18 financial year. Two funding options are available to Council:

1. Council to provide funding for the community facility component in 2017/18.
2. DET to develop the facility in 2017/18 and the community facility be designed however construction be deferred as a stage 2 to be funded by Council when funds are available.

Considering the opportunity that a co-funded partnership development can provide in terms of both the development of facilities, current and future costs, it is suggested that funding option 1 is the most suitable for development of the proposed facilities.

#### **BENEFITS TO COMMUNITY AND CUSTOMERS:**

This partnership proposal will bring the following benefits:

- Multi-purpose sports hall to meet DET's facility requirements for SCSHS
- Access to 2 x indoor sports courts for community groups outside of core school hours
- Provision of local level community centre for the Springfield Central community
- Co-location of school and community facilities on Council land makes for better utilisation of limited land availability
- Co-location of school and community facilities on Council land negates the need for DET to acquire land for development of the facilities and brings a reduced construction cost for Council in the development of indoor sports courts and community facilities.

#### **CONSULTATION:**




Extended discussions have been held between Council, DET and SCSHS about development of a joint use multi-purpose sports hall and community facility for the past six years. Cr Sheila Ireland has been involved in numerous meetings with SCSHS regarding this proposal.

#### **CONCLUSION:**

Council and DET have held extended discussions about development of a joint use multi-purpose hall on Council land (dedicated for community facilities) to meet SCSHS's indoor sport facility needs as well as Council's community facility and indoor sports facility needs. DET are in a position to develop the facility in the 2017-2018 financial year through the Advancing Qld Schools Program and are subsequently seeking direction from Council as to how we would like to proceed with developing a joint use school and community centre and potential shared financial arrangement in funding a joint use centre.

It is proposed that Council enter into a partnership arrangement with DET for the development of a joint use multi-purpose hall which provides two indoor sports courts and associated facilities and 650m<sup>2</sup> of community facilities in the 2017-2018 financial year.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Lot 1200 SP283567 located at 7003 Parkland Drive, Springfield Central</a>	 Attachment A
<a href="#">DET Concept/Schematic Design Option 1</a>	 Attachment B
<a href="#">DET Concept/Schematic Design Option 2</a>	 Attachment C
<a href="#">ASDCE Functional Brief for Springfield Community Centre (2,500m2)</a>	 Attachment D
<a href="#">DET Concept/Schematic Design Option 3</a>	 Attachment E
<a href="#">ASDCE Functional Brief for DET Concept/Schematic Design Option 3 Community Centre Facilities (650m2)</a>	 Attachment F

**RECOMMENDATION:**

- A. That Council enter into a jointly -funded partnership arrangement with the State of Queensland (Department of Education and Training) for development of a shared use multi-purpose hall on Council land (Lot 1200 SP283567 located at 7003 Parkland Drive, Springfield Central) to meet Springfield Central State High School's indoor sport facility needs, as well as Council's community facility and indoor sports facility needs, as detailed in the report by the Senior Sport and Recreation Planning Officer dated 8 May 2017.
- B. That the preferred design for the development of the shared use multi-purpose hall be in line with DET Concept/Schematic Design Option 3 as detailed in Attachment E of the report by the Senior Sport and Recreation Planning Officer dated 8 May 2017.
- C. That the community facilities component to be designed in accordance with the community facilities Functional Brief as detailed in Attachment F with provision to be expanded to an upper level above the 650m2 community facilities footprint as detailed in the report by the Senior Sport and Recreation Planning Officer dated 8 May 2017.

- D. That Council provide an in-principle commitment of up to \$2.2 million in funding in the 2017-2018 financial year, towards the development of the shared use multi-purpose hall.
- E. That Council resolve to enter into a lease with the State of Queensland (Department of Education and Training) ("the tenant") for a period of 20 years (including any options to renew).
- F. That Council's entry into the lease with the State of Queensland (Department of Education and Training) is conditional upon the State of Queensland agreeing to a formal shared use arrangement with Council for the multi-purpose facility as detailed in the report by the Senior Sports and Recreation Planning Officer dated 8 May 2017.
- G. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemption referred to in section 236 (1) (b) (i) of the Regulation applies to Council on the disposal of the lease interest located at 7003 Parkland Drive, Springfield and described as Lot 1200 on SP283567, by way of a new lease arrangement between Council and the State of Queensland (Department of Education and Training).
- H. That the Chief Executive Officer be authorised to negotiate and finalise the terms of any new proposed lease arrangement as detailed in Recommendations E, F and G of the report by the Senior Sport and Recreation Planning Officer dated 8 May 2017 and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- I. That the Chief Operating Officer (Works, Parks and Recreation) develop the shared-use agreement with the State of Queensland (Department of Education and Training) for 100% community access to the community centre facilities at all times, with 100% community access to the indoor sports facilities outside of core school hours, as detailed in the report by the Senior Sport and Recreation Planning Officer dated 8 May 2017.

John Bolton

**SENIOR SPORT AND RECREATION PLANNING OFFICER**

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

Bryce Hines

**SPORT, RECREATION AND NATURAL RESOURCES MANAGER**

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

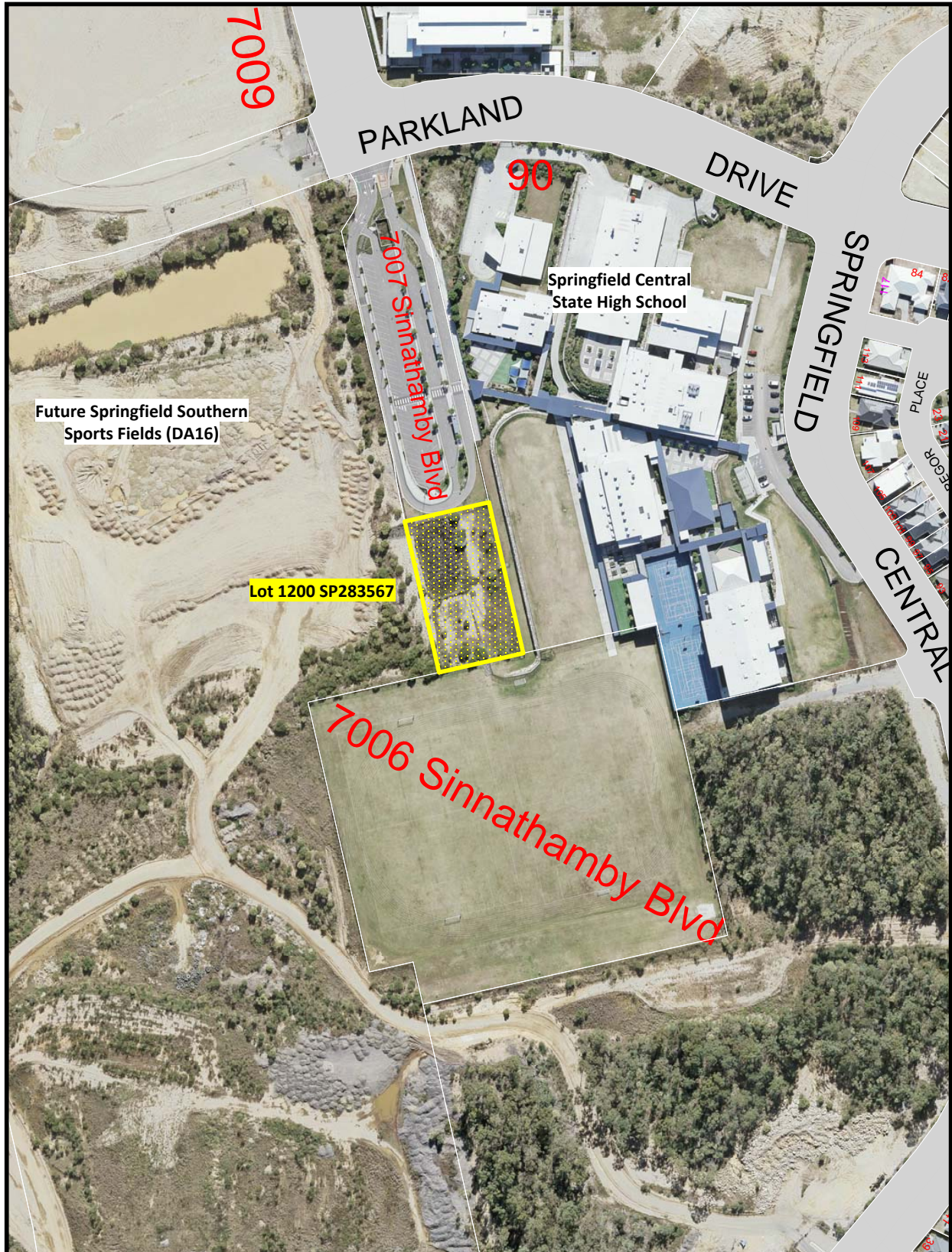
Craig Maudsley

**CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

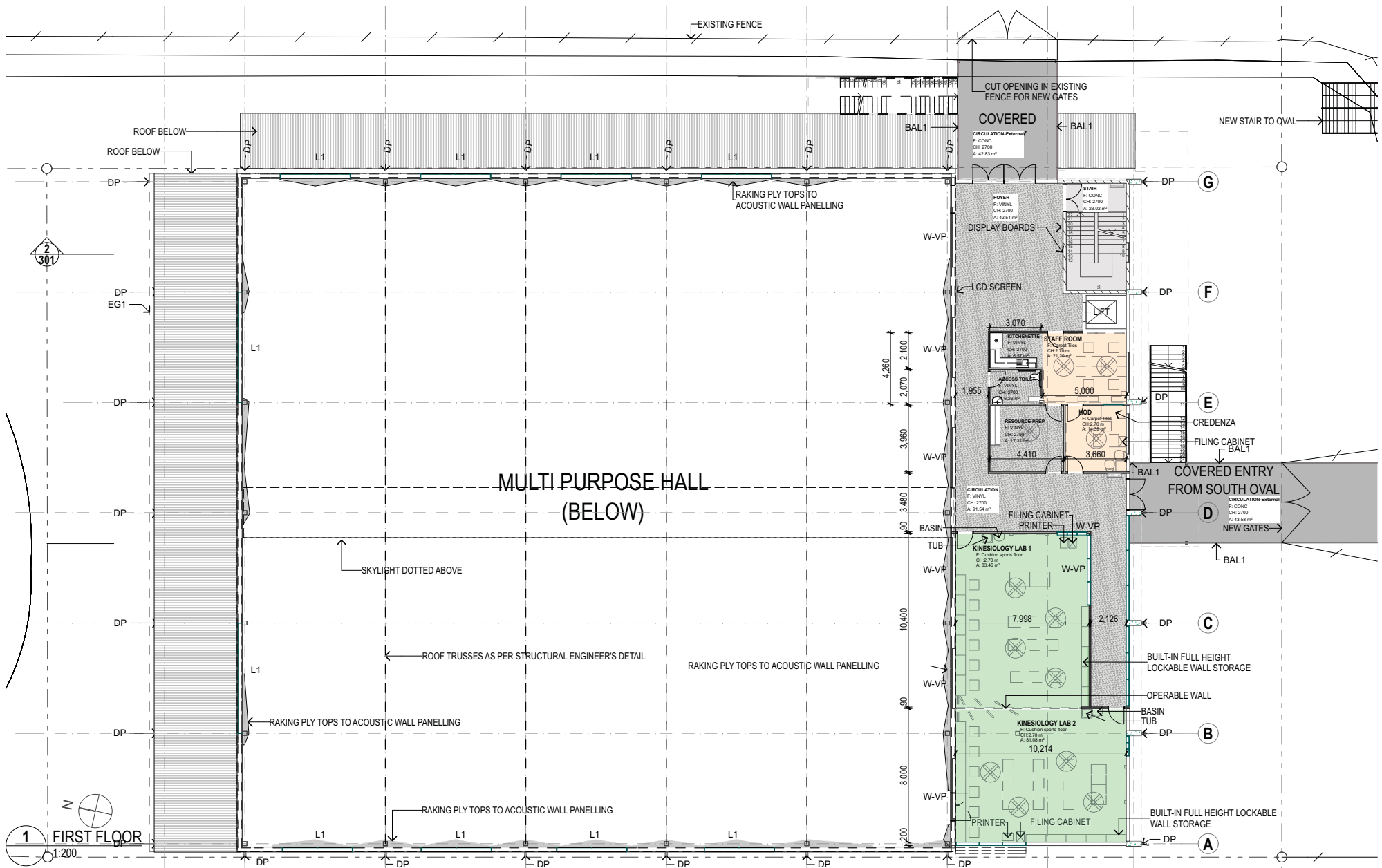


**Lot 1200 SP283567**

**7003 Parkland Drive, Springfield Central**







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REV ID	DESCRIPTION	Issue Date	ISSUED BY
P1	OPTION 1 PRELIM Issue	24/10/2016	RB
P2	ISSUE [P2]	8/11/2016	RB
P3	ISSUE [P3]	11/11/2016	RB
P4	ISSUE [P4]	15/11/2016	RB
A- WIP	ISSUE [A]		JCC

Project Name	SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL - OPTION 1
Client	DET

Project Address	WELLNESS WAY SPRINGFIELD CENTRAL
Drawing Title	FIRST FLOOR PLAN



Coordinated by	RB	Verified by	#Verified by	Approved by	RB
Project Status:	SDPP	Scale:	As Shown	Drawn by	RB
Project No:	1095	Drawing No.:	SK104	Revision	A- WIP

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4 SW Perspective



2 NE Perspective



1 SE Perspective



3 NW Perspective

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Client	DET

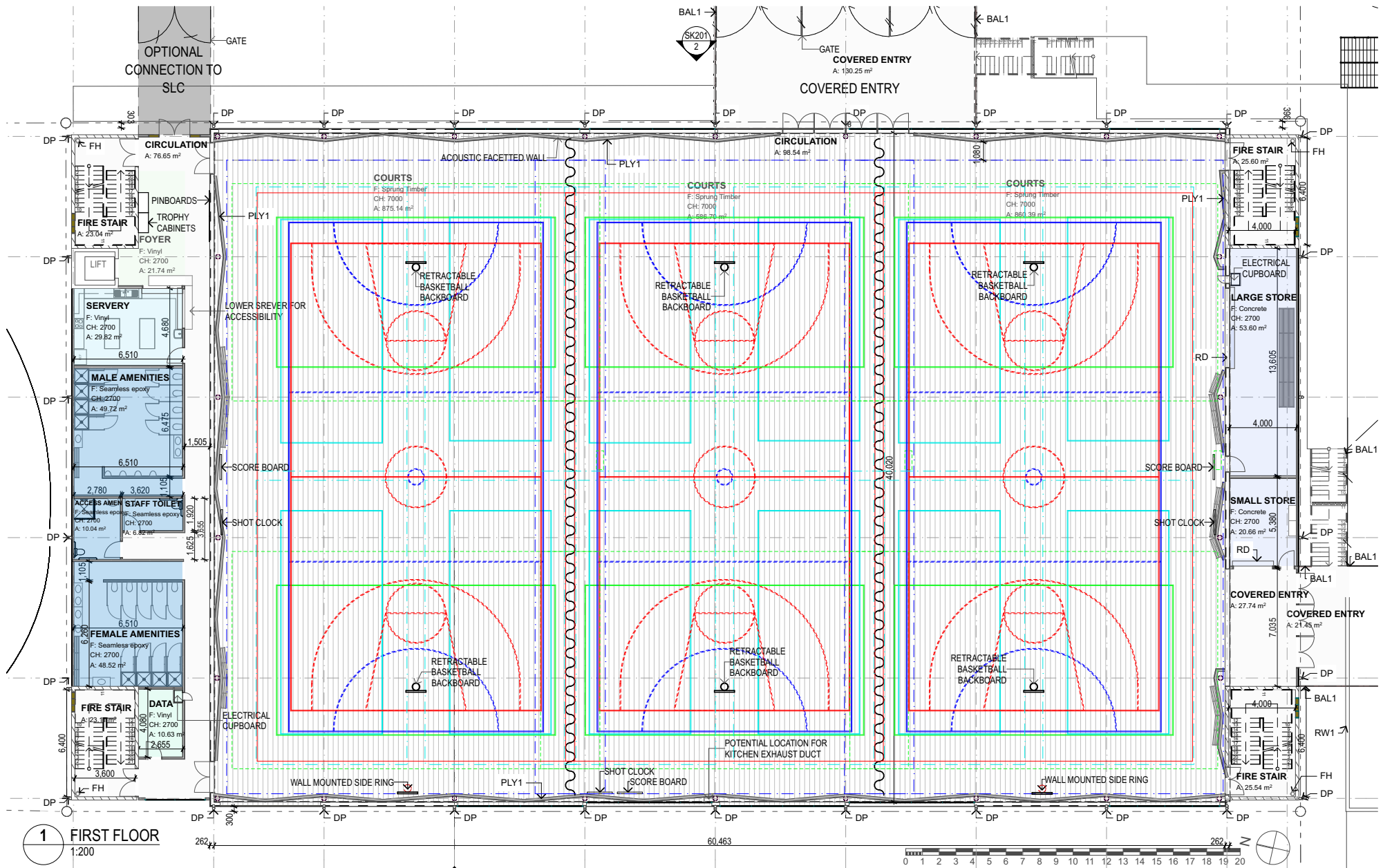
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Drawing Title	3D VIEWS



Coordinated by RB	Verified by #Verified by	Approved by RB
Project Status: SDPP	Scale: As Shown	Drawn by RB
Project No: 1095	Drawing No.: SK701	Revision A - WIP

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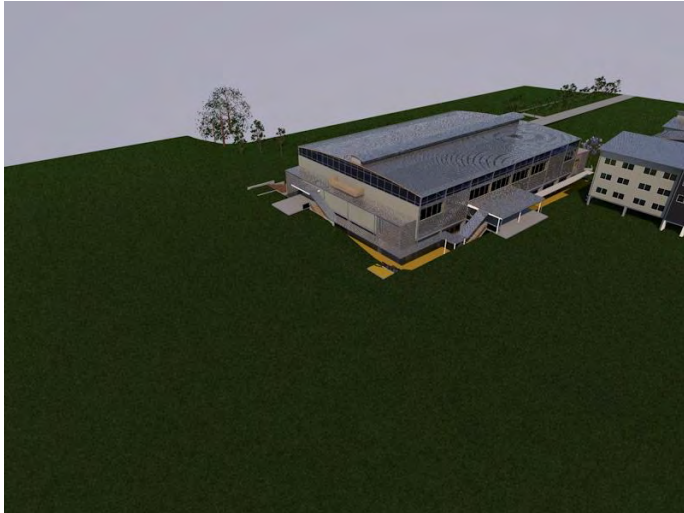
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P2	ISSUE [B]	19/11/2016	RB
P3	ISSUE [C]	11/11/2016	RB
P4	ISSUE [D]	01/10/2016	RB
P5	CONCULAT COORD UPDATE	28/10/2016	RB
P6	PRELIMINARY ISSUE	19/10/2016	RB

Project Name	SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL - OPTION 2
Client	DET

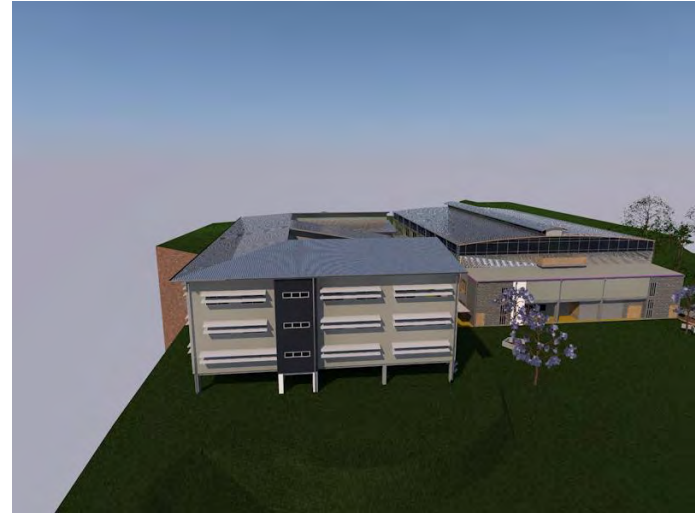
Project Address	WELLNESS WAY SPRINGFIELD CENTRAL
Drawing Title	FIRST FLOOR PLAN



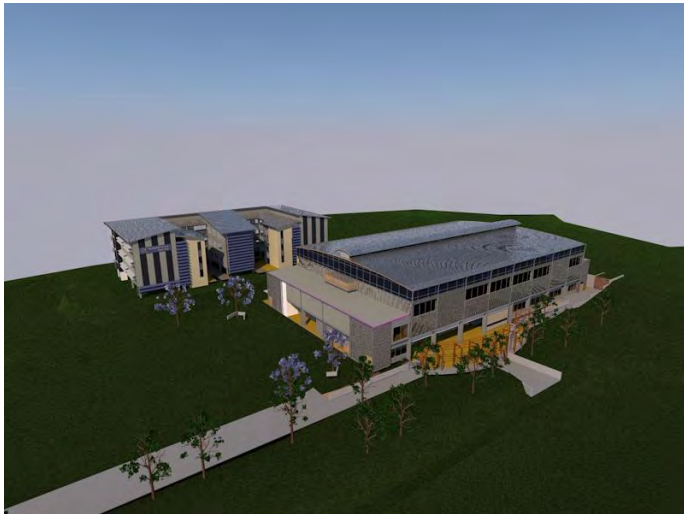
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Project Status: SDPP	Scale: As Shown	Drawn by RB
Project No: 1095	Drawing No.: SK103	Revision A



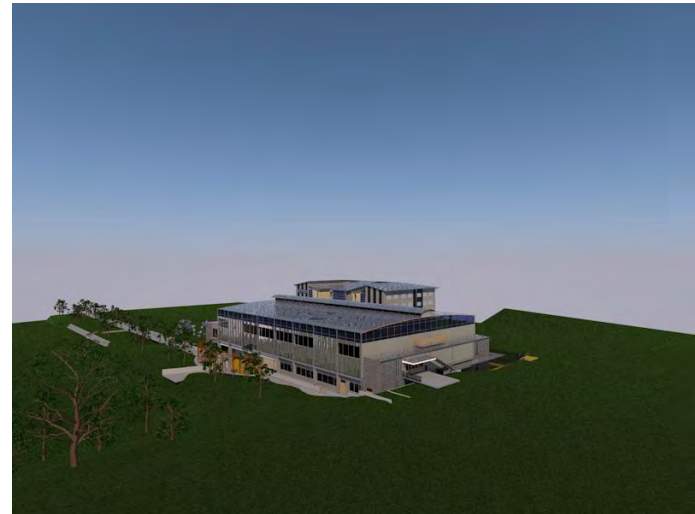
1 SE Perspective



2 NE Perspective



3 NW Perspective



4 SW Perspective

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REV ID	DESCRIPTION	Issue Date	ISSUED BY
A	ISSUE [A]	12/12/2016	JCC
P6	ISSUE [P6]	19/11/2016	RB
P5	ISSUE [P5]	11/11/2016	RB
P4	ISSUE [P4]	8/11/2016	
P3	CONULT COORD UPDATE	24/10/2016	RB
P2	PRELIMINARY ISSUE	19/10/2016	RB
P1	PRELIMINARY ISSUE	17/10/2016	JT

Revisions and Amendments

Project Name	SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL - OPTION 2
Client	DET

Project Address	WELLNESS WAY SPRINGFIELD CENTRAL
Drawing Title	3D VIEWS



Coordinated by  
RB  
Project Status:  
SDPP  
Project No:  
1095

Verified by  
#Verified by  
Scale:  
As Shown  
Drawing No.:  
SK701

Approved by  
RB  
Drawn by  
RB  
Revision  
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Ipswich City Council

# Functional Brief

**Springfield Central State High School  
Community Centre**

RESEARCH AND SOCIAL PLANNING UNIT



August 2016

## FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE

### 1. Overview

Springfield Lakes is a growing area with an anticipated growth rate of 63% from 2011 (20,591 persons) to 2036 (56,313 persons).<sup>1</sup> The age profile of new residents over this period indicates that Springfield Lakes will be predominantly populated by children, families and young people. Additionally, the makeup of Ipswich residents in the eastern corridor (Goodna and Springfield Lakes to Riverview and Redbank Plains) is becoming more culturally diverse. As a rapidly growing community, Springfield will require appropriate community infrastructure to meet the social and service needs of current and future residents.

Extended discussions have been held with Education Queensland and Springfield Central State High School about the development of a joint use indoor sports hall on Council land adjacent to the school and Council's playing fields in Central Springfield. The opportunity has arisen to potentially incorporate a community centre in this facility to meet some of the non-sports activity needs of the community.

The purpose of this functional brief is to identify the range of potential community uses this facility could service should a decision be made to incorporate a community centre in the design. The brief describes the likely *users* and *uses* of a co-located community centre, considers its role in relation to the development of a nearby community centre at the Orion Shopping Centre and compares similar centres established elsewhere in Queensland.

### 2. Direction from Council's Social Infrastructure Plan and Land for Community Purposes

A review of Council's current Social Infrastructure Plan (now being revised) has identified gaps in the provision of social infrastructure to meet the growing social, community services and recreation needs of residents across the City. The gaps include:

- A sufficient number of district and local level community centres to service current and future growth areas
- Community centres large enough to hold large social gatherings (300 plus people)
- Local community centres that can support a range of small group cultural, social and recreational activities

Planning for the Local Government Infrastructure Plan (LGIP) and Council's standards for provision of land for community purposes has identified the commercial centre of Springfield as a location for City wide library and cultural facilities. Planning for the first stage of a library and associated community centre adjacent to the Orion Centre is well advanced. Similarly, Council's land at the Springfield Central State High School has been identified as a local centre requiring a community centre servicing 10-15,000 people.

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<sup>1</sup> Queensland Government Statistician's Office (QGSO). Projected population (medium series), by five-year age group, persons, by statistical area level 2 (SA2), SA3 and SA4, Queensland, 2011 to 2036.

## **FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE**

### **3. Description of the proposed facility**

It is understood that initial discussions have centred on the provision of a Council owned and managed indoor sports facility large enough to support 3 indoor basketball courts with guaranteed use by the school during school days. Inclusion of a community centre for social, cultural and recreational activities under the sports hall is under consideration.

Irrespective of whether a community centre is included in the design, the size of the sports hall will make it attractive to groups and organisations that need to access a facility capable of seating in excess of 500 people. Church gatherings, cultural gatherings, weddings are all examples of activities that require access to a larger facility. If the sports hall is made available for these bigger activities, then the requirement for a large meeting area in any community centre component will be correspondingly reduced.

Accordingly, this suggests a co-located community centre might comprise a number of flexible spaces designed to meet a wide range of small group activities, a number of which could be conducted in the community space at the same time. Because the sports hall space is primarily a large open area, it is likely to have some restrictions on its ability to conduct disparate activities at the same time. The ability to locate a range of smaller group activities in a downstairs community area would not only increase the multi-functionality of the whole building but also take pressure off the upstairs sports area to accommodate non-sports community activities.

Because the Springfield town centre library will not be progressing with co-locating the library with a community space, then the function of this facility should be to provide a range of community activities, with the ability for the not for profit sector to undertake some outreach services.

The emphasis of the community centre needs to be on recreational, cultural and social participation activities that are more active with some level of service outreach by community sector.

### **4. Functional uses of the facility**

Co-locating a community space with the sports facility enables greater community use and a variety of functions if the structure is designed as a multipurpose centre. The table below lists some of the likely users and uses of the community centre component based on Council's growing knowledge of the needs of different groups for social infrastructure. It is anticipated that a floor space in the 400-500 sq metres range would be required for these functions.

# FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE

Likely users	Example of uses	Use of Community space (bottom floor)	Use of sports hall (top floor) *when used outside school hours	Requirements for Community space (bottom floor)	Other essential requirements for the whole facility
<b>1. Cultural and religious groups</b>	• Cultural activities/social gatherings	✓	✓	• Bookings for church services- Saturdays & Sundays	<ul style="list-style-type: none"> <li>• Commercial grade kitchen</li> <li>• Reception area and community notice board</li> <li>• Light tables &amp; chairs</li> <li>• Technology: <ul style="list-style-type: none"> <li>- Internet/Wi-Fi</li> <li>- Sound systems</li> <li>- Video links</li> </ul> </li> <li>• Use of partitions to create smaller rooms in Community space similar to Springfield Lakes Community Centre.</li> <li>• Sound proofing upstairs and downstairs for noise</li> <li>• Cleaning closet to store cleaning products</li> <li>• Library deposit boxes.</li> <li>• Outdoor area: BBQ amenities and outside circulation area</li> </ul>
	• Weddings		✓	• Adhoc bookings for general gatherings & specific bookings for cultural observances.	
	• Church services	✓	✓	• Small hall (or opened up adjacent meeting rooms) to seat up to 120	
	• Cultural observances	✓	✓		
<b>2. Youth groups</b>	e.g. Movie nights	✓	✓	• Small hall (or opened up adjacent meeting rooms) to seat up to 120	
<b>3. Playgroups</b>		✓		<ul style="list-style-type: none"> <li>• Non-carpeted floors</li> <li>• Enclosed outdoor play area</li> <li>• Limited storage for equipment</li> <li>• Food preparation area</li> </ul>	
<b>4. Art groups - multimedia groups, etc.</b>	<ul style="list-style-type: none"> <li>• Band practice</li> <li>• Art workshops</li> </ul>	✓		Sound proofing Wet area	
<b>5. Leisure groups</b>	<ul style="list-style-type: none"> <li>• Dance groups</li> <li>• Bridge club</li> </ul>	✓		Polished cement or similar flooring	
<b>6. Seniors groups</b>	<ul style="list-style-type: none"> <li>• Line dancing</li> <li>• U3A</li> </ul>	✓		Carpeted floor	
<b>7. Community group committees</b>	• Sports and rec group committees.	✓		Meeting room, table and chairs for 10-12 people	

# FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE

Likely users	Example of uses	Use of Community space (bottom floor)	Use of sports hall (top floor) *when used outside school hours	Requirements for Community space (bottom floor)	Other essential requirements for the whole facility
8. Self-help groups	<ul style="list-style-type: none"> <li>AA</li> </ul>	✓		Combination of meeting room size and small hall size space	
8. Community services	<ul style="list-style-type: none"> <li>Youth services</li> <li>Early childhood and parenting services</li> <li>Employment and training services etc.</li> </ul>	✓		Meeting room, table and chairs for 10-12 people	

## FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE

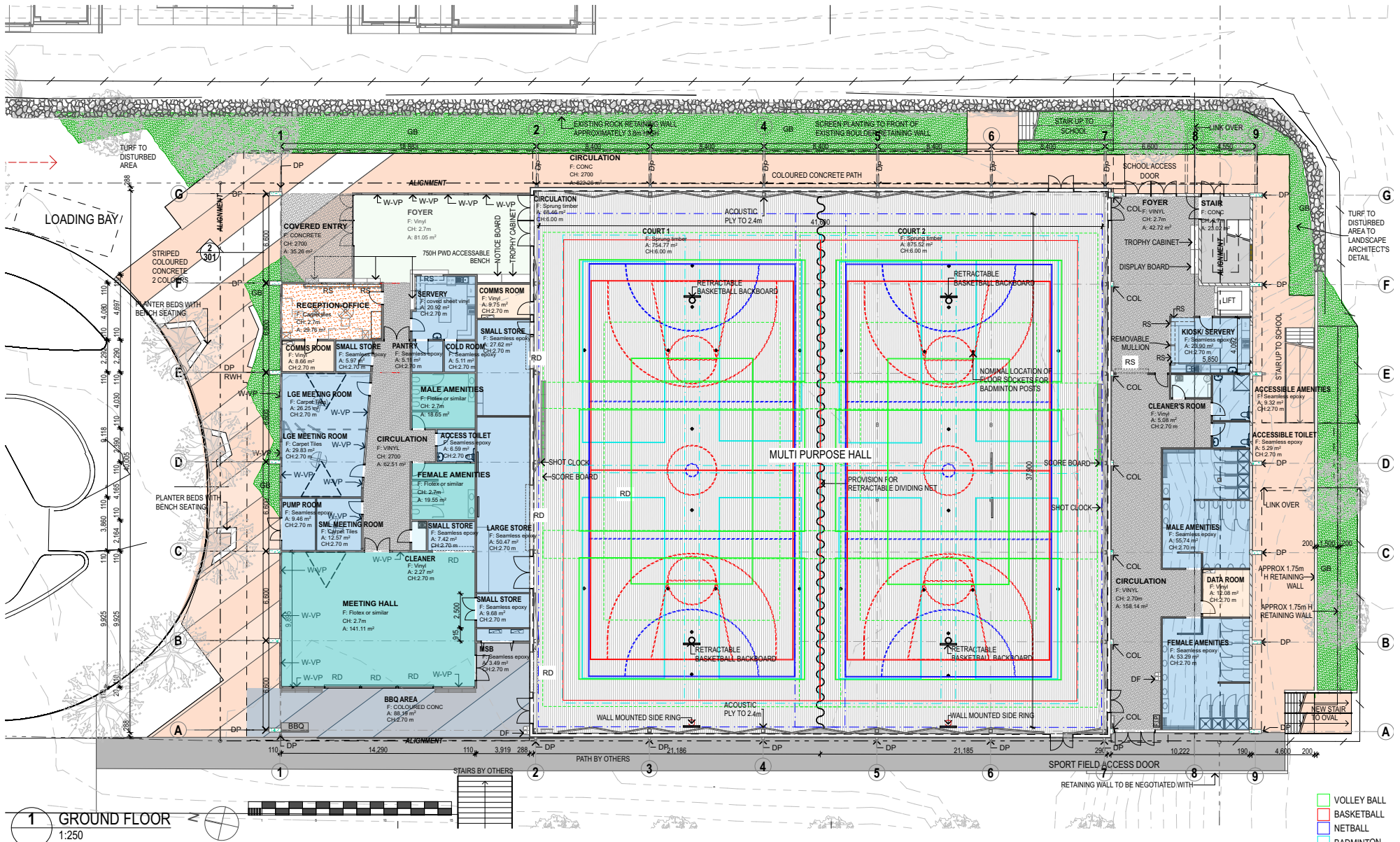
### 5. Comparison with other facilities

Other multipurpose facilities were reviewed either as multi-sports complex or district-level multipurpose community centres which run indoor recreation and social activities. As expected, none of the reviewed facilities offer the exact structural requirements proposed for Springfield Central High school's facility (*see table below*). Of the 3 large sports complex, 2 facilities appear to have provided a slightly bigger land-take for their community space. The other district-level community centres have been successful in meeting a variety of community needs. This is because of their co-location with libraries or shopping centres and their ability to configure large meeting halls with smaller meeting spaces.

A local facility that may possibly offer a similar design alternative is the Springfield Lakes Community Centre which is co-located with the Springfield Lakes State School. The centre appears to have achieved the same functionality of community use on the ground floor and primary school hall on the top floor.

# FUNCTIONAL BRIEF FOR SPRINGFIELD CENTRAL HIGH SCHOOL COMMUNITY CENTRE

1. Logan Metro Sports Centre (ground floor complex)	<b>Features of facility:</b> <ul style="list-style-type: none"> <li>• 3 international standard courts with 2000 seating capacity</li> <li>• Health and fitness centre</li> <li>• 4 function rooms</li> <li>• Commercial café with commercial kitchen</li> </ul>	<b>Uses for:</b> Function rooms: for conferences and business meetings Fitness centre includes: gym, group fitness classes etc. *However centre appears to cater to more commercial uses
2. Landsborough sports complex (ground floor complex)	<b>Features of facility:</b> <ul style="list-style-type: none"> <li>• Community building with capacity to seat 200 theatre style, 100 banquet style.</li> <li>• Has commercial kitchen</li> <li>• Sporting fields and car track</li> </ul>	<b>Uses for:</b> Community meetings, functions and events including sporting activities
3. Maroochydore multi sports complex (24-hectare reserve) (ground floor complex)	<b>Features of facility:</b> <ul style="list-style-type: none"> <li>• Community building with capacity to seat 120 people and removable partitions to make 2 small meeting rooms.</li> <li>• -small kitchenette facility</li> <li>• AFL ovals and soccer fields</li> <li>• indoor netball courts</li> </ul>	<b>Uses for:</b> Community meetings, functions and events including sporting activities
4. Upper Coomera Community Centre (district-level facility)	<b>Features of facility:</b> <ul style="list-style-type: none"> <li>• large multi-purpose hall (250 people)</li> <li>• five meeting rooms,</li> <li>• two activity rooms,</li> <li>• an art workshop, computer room, youth space and a kitchen</li> </ul>	<b>Usual user groups:</b> <ul style="list-style-type: none"> <li>-Dance classes for kids</li> <li>-Indoor fitness/recreation e.g. karate, zumba etc.</li> <li>-Playgroups (services 90 families)</li> <li>-Child health nurses</li> <li>-Youth programs, school holiday programs</li> <li>-Has attracted 2 big not for profits to be located in centre and utilise spaces as administrative offices and to deliver activities/services. E.g. Centacare offers counselling services</li> </ul>
5. North Lakes Community Centre (district level facility)	<b>Features of facility:</b> <ul style="list-style-type: none"> <li>• Hall (250 people)</li> <li>• Boardroom</li> <li>• Meeting Room 1 &amp; 2</li> <li>• Activity room</li> </ul>	<b>Usual user groups:</b> <ul style="list-style-type: none"> <li>• Sporting/fitness e.g. Pilates, karate, taekwondo, yoga etc.</li> <li>• Commercial leasing</li> <li>• AV technology makes space desirable for meetings/training and commercial use</li> </ul>



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Revisions and Amendments

REV ID	DESCRIPTION	Issue Date	ISSUED BY
P1	OPTION 1 PRELIMINARY	24/10/16	RB
P2	ISSUE [P2]	8/11/16	RB
P3	ISSUE [P3]	11/11/16	RB
P4	ISSUE [P4]	15/11/16	RB
A	ISSUE [A]	27/01/17	RB
B - WP	ISSUE [B]	Work in Progress	

Project Name

SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL - OPTION 1C

Client

DET

Project Address

WELLNESS WAY SPRINGFIELD CENTRAL

Drawing Title

GROUND FLOOR PLAN



Coordinated by

RB

Project Status:

SDPP

Project No:

1095

Verified by

#Verified by

Scale:

As Shown

Drawing No.:

SK103

Approved by

RB

Drawn by

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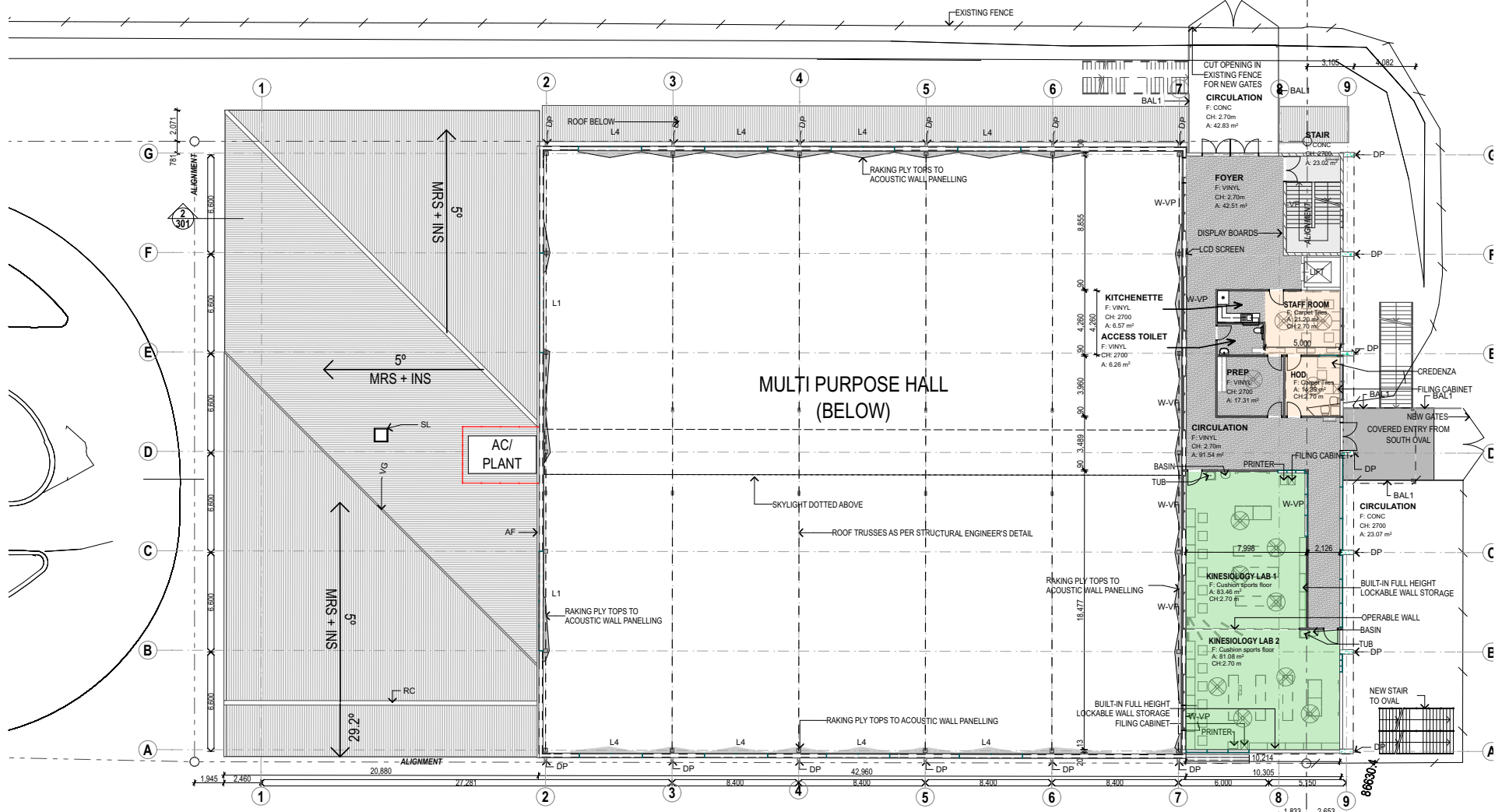
Revision

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SCHOOL



1 FIRST FLOOR 1:250



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A	ISSUE [A]	27/1/17	
B - WIP	ISSUE [B]	Work in Progress	

Project Name  
SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL -  
OPTION 1C

Client  
DET

Project Address  
WELLNESS WAY SPRINGFIELD CENTRAL

Drawing Title  
FIRST FLOOR PLAN



Coordinated by  
RB

Project Status:  
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Project No:  
1095

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Drawing No.:  
SK104

Approved by  
RB

Drawn by  
RB

Revision  
B - WIP

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3 May 2017

## **MEMORANDUM**

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

FROM: COORDINATOR COMMUNITY DEVELOPMENT

RE: **FUNCTIONAL BRIEF - PROPOSED SPRINGFIELD CENTRAL STATE SCHOOL  
MULTIPURPOSE CENTRE**

---

### **PURPOSE**

The purpose of this memorandum is to provide a functional brief for the construction of a Community Centre as a component of the Springfield Central State High School Multipurpose Centre, a joint Ipswich City Council and Department of Education and Training project.

### **THE SPRINGFIELD CENTRAL COMMUNITY**

Recent increase in the release of new housing developments and subsequent high rate of new home construction indicates a good mix of home owners and renters. The suburb is predominately home to young families with children aged 0-8 years as well as young people 15-25. There is a growing migrant population (Indian and Chinese).

Springfield Central's resident population count is contained within the Springfield Lakes Statistical Area Level 2 (SA2)<sup>1</sup>. The Queensland Government Statistician reported the SA2's 2016 resident population count at 13,769 persons.

The proposed Community Centre will provide Springfield Central and Springfield residents with a place to meet, access services and connect as a community. It is envisaged that the multifunctional centre's sporting facilities will attract residents from areas outside of Springfield Central; further creating the need for the Centre's planning, design and management model to be people-centred.

### **FUNCTION OF THE COMMUNITY CENTRE**

The primary function of this new facility is to provide a community meeting place and activity centre for the local community of Springfield Central. The 650 m<sup>2</sup> of the facility is intended to accommodate the following spaces:

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<sup>1</sup> According to the Australian Bureau of Statistics (2017), the Statistical Area Level 2 classification "aims to represent a community that interacts together socially and economically" (2017).

- Community Hall (ability to be partitioned into 2-3 separate workshop rooms)
- Three (3) Offices (to accommodate the delivery of government & non-government services during and after business hours)
- One (1) kitchen
- Amenities and parents' change room
- Covered veranda
- Reception desk
- Lounge area
- Small locker style storage for community groups' equipment
- Storage for tables and chairs
- Pull out stadium seating on basketball courts

External elements will include:

- Outdoor area (inclusive of small child playground, youth space, and outdoor cooking area)
- Car parking
- Library deposit stations

Outlined below are functionality and capability descriptions for each of the spaces within the community centre building.

#### Community Hall

The community hall space is intended to function as a large open plan space which has the capability to be divided into two (2) or more independent spaces by means of retractable acoustic partitioning. The Community Hall should be located adjacent to the outdoor room space (covered veranda). The community hall will offer the following functionality / capability;

- Indoor passive group activities (ie. sewing and scrap booking, quilting, small seminars, community meetings)
- Indoor active group activities (ie. Yoga, pilates, line dancing, early childhood and school aged activities)

#### Office spaces

It is desirable to provide three (3) office spaces. Two (2) office spaces would be utilised as counselling rooms containing a small desk and two to three comfortable chairs. One (1) of the office spaces will be utilised as a medical consultation room and should be large enough to contain a small sink, examination/treatment table and a small desk. These rooms will have the capability to accommodate the delivery of government and non-government services. They should be located within the centre to accommodate client confidentiality and be accessible after hours.

#### Reception

The reception will be first point of contact for users of the centre entering. It will provide over the bench / desk conversation opportunities between centre staff and users. The

reception area is intended to accommodate two (2) persons. The office may an open area with the placement of reception counter delineating the space.

#### Lounge Area

Ideally situated near the reception and kitchen area, the lounge would provide a space for residents to relax and meet in an informal setting.

#### Kitchen

The kitchen is intended to function on a communal basis, servicing all users and staff operating within the facility. It will also be used to sell cold drinks, tea, coffee and light snacks for sports events and residents. It is desirable for the kitchen located adjacent to the outdoor room space (covered veranda) and entrance to the basketball courts. The kitchen will offer the following functionality;

- Refrigeration (desirable to have 2 large domestic refrigerators)
- Bench space for serving/food preparation (Stainless steel prep table) commercial grade coffee machine. To accommodate this use both water, power and waste connection need to be considered in the design.
- Storage (for communal cutlery, crockery, cooking equipment and non – perishable foods)
- Food preparation, cooking and reheating heating capability (oven and microwave)
- Washing (deep base double sink and large dishwasher)

#### Amenities and parents' change room

Amenities and parents' change room are to be provided in accordance relevant standards and building code.

#### Outdoor room space (covered veranda)

The "outdoor room" will accommodate both passive and active activities. In lieu of its central location, it will serve as an extension to the "Community Hall" space. Combined the two (2) spaces will have the spatial capacity to accommodate between 130 – 150 persons seated.

#### Outdoor area

The "outdoor area" refers to outdoor space adjacent the community centre. It is intended to accommodate outdoor cooking facilities, informal dining, leisure activities for all ages, community garden and small child playground. The space will function both day and night. It will require water / electrical supply, lighting and artificial shade structures, playground equipment, permanent tables and seating.

#### Locker Storage

The provision of locker style storage for community groups to keep a small amount of essential equipment. The front of the lockers should secure the contents of the locker while still having visibility of the contents and allowing for mail received on behalf of the group to be placed in the locker.

#### Storage

The Community Hall requires adequate, accessible and user-friendly storage for tables and chairs.

**Stadium Seating**

Adequate, accessible and user-friendly storage to facilitate use of the basketball court floor area to hold presentations, concerts, religious services etc. The seating would need to be designed to “pack up” to a small size and not infringe on the sports played when not in use.

Refer Attachment A for information on proposed Community Centre Users and their activities.

**FUTURE EXTENSION OF THE COMMUNITY CENTRE**

Council’s current Desired Standards of Service (DSS) (refer Attachment B) specifies the GFA for a Local Level Multi-purpose Centre at 800m<sup>2</sup> to service 10,000 to 15,000 residents and a District Level Multi-purpose Centre at 2,600m<sup>2</sup> to service 30,000 to 50,000 residents.

Springfield Central’s population is contained within the Springfield Lakes SA2 area. The Queensland Government Statistician reported the SA2’s 2016 resident population count at 13,769 persons and predicts the 2026 count to be 26,841 and 2036 count to be 45,331.

With this expected rapid future population growth, it would be beneficial to design the community centre to allow for the possible future construction of a second story. This additional floor space would increase the GFA for the Community Centre to 2,400m<sup>2</sup>.

The design would need to allow for the inclusion of internal or external weather proof stairs to the second story as well as a lift shaft and housing space for mechanical equipment to operate the lift.

**OTHER REQUIREMENTS**

Other requirements for Community Centre building are listed below:

- The Community Centre should be equipped with electronic security so that community groups can access the Centre after hours. Service providers utilising the two (2) counselling and (1) consultation rooms after hours would need access to these rooms and facilities without having access to other areas of the Centre. The security system should allow Council to identify which users are accessing the Community Centre and when. It would be beneficial for access to be via a security code which will eliminate the need for collection and return of keys. After hours users should not be able to access other areas of the Community Centre only the areas of the centre their activity is approved for their specific activity
- The Community Centre will have WI-FI capability
- All spaces will have adequate access to electrical supply with recharging facilities for personal computer and mobile phones by users
- The Community Centre should be designed to have good ventilation, acoustics / sound proofing and be environmentally friendly
- The Community Hall will have audio / visual capability
- Floor finishes are to be durable / hard wearing
- Adequate built in storage is to be provided in the community hall space.
- All access ways (inclusive of the “Outdoor room”) will have security screening / panelling to allow for the centre to be fully secured outside of operating hours.

- Internal wall finishes are to be durable / hard wearing.
- External cladding to be durable and hard wearing. Note: Material selection for external cladding at front of Centre needs to have the capacity for community mural to be painted on at a later date.

### **DESIGN CONSIDERATIONS**

The design for the building should illustrate consideration of:

**Place Making** – an inclusive space that belongs to the Springfield Central and Springfield communities

**Adaptability and versatility** – to keep up with a growing and rapidly changing community

**Vibrant** – a welcoming and active community meeting place

**Innovative** – in design and multi-purpose usage, adaptable spaces that meet changing community needs



**Durability** - construction materials while aesthetically attractive

**Safety and Security** – designed in keeping with CEPTD principals

**Interactive** - an open connected space utilised by all members of the community

**Sustainable** – low cost maintenance and energy efficient

### **ATTACHMENT**

Attachment A – Community Centre Users and Their Activities	 Attachment A
Attachment B – Community Facilities Desired Standards of Service	 Attachment B

Angi Harms

**COORDINATOR - COMMUNITY DEVELOPMENT**

**HEADS OF AGREEMENT**  
**LEASE AND LICENCE AGREEMENT – MULTI PURPOSE HALL AND COMMUNITY CENTRE**

<b>1. Parties:</b>	<p><b>Lessor:</b> Ipswich City Council of 45 Roderick Street, Ipswich, Queensland (Council)</p> <p><b>Lessee:</b> The State of Queensland (represented by Department of Education) (DOE)</p>
<b>2. Background:</b>	<ul style="list-style-type: none"> <li>• Council is the registered owner of the whole of the land located at 7003 Parkland Drive, Springfield Central and described as Lot 1200 on SP303994</li> <li>• It is proposed that a Partnership arrangement be entered into and documented by way of a Funding Agreement between Council and DOE for the purpose of developing a shared use multi-purpose hall on Council land in order to meet the needs of:- <ol style="list-style-type: none"> <li>1. Springfield Central State High School's indoor sports requirements</li> <li>2. Springfield Central State High School's educational requirements</li> <li>3. Community needs</li> <li>4. Indoor sports requirements in response to community needs.</li> </ol> </li> <li>• A floor plan of the proposed development is outlined in Attachment A.</li> <li>• Construction is proposed to commence in the 2018/19 financial year with completion by 2019/2020.</li> <li>• DOE intends to enter into a transfer with Council to incorporate adjoining State land within the leased area</li> <li>• DOE acknowledges it is a requirement for there to be an official resolution for Council to enter into the transfer and a lease for the reconfigured land located at 7003 Parkland Drive Springfield Central and described as Lot 1200 on SP303994</li> </ul>
<b>3. Leased Area:</b>	<p><b>Address:</b> Ground lease of the whole of 7003 Parkland Drive, Springfield Central as identified on Attachment A from Council in favour of DOE. Lease from DOE in favour of Council for Area C and an Exclusive Licence of Area A from DOE in favour of Council.</p> <p><b>Title details:</b> Lot 1200 on SP303994</p>
<b>4. Term:</b>	Twenty (20) years
<b>5. Financial Considerations:</b>	<ul style="list-style-type: none"> <li>• The financial considerations proposed for this Partnership arrangement will include:- <ol style="list-style-type: none"> <li>1. Council will allow the development on Council owned land as identified above for the purpose of a Multi-Purpose Hall and Community Centre.</li> <li>2. Council will contribute \$2.2 million (including GST) towards the capital cost of the construction.</li> <li>3. The State of Queensland will contribute the balance of the funding towards the construction.</li> <li>4. A funding agreement is to be prepared by DOE for approval by Council, documenting the terms of this proposed transaction.</li> </ol> </li> </ul>
<b>6. Shared Use Arrangements:</b>	<ul style="list-style-type: none"> <li>• It is proposed that the structure of the shared use arrangement be on the following basis and identified in Attachment B:- <ol style="list-style-type: none"> <li>1. DOE will assume responsibility for the cost of repairing, insuring and maintaining immediately following Practical Completion for the whole of the land.</li> <li>2. Licence Area A – Licence in favour of Council. Council will secure an Exclusive Licence Agreement from DOE for the shared use of this area outside of core school hours. For the Licenced time period, Council</li> </ol> </li> </ul>

	<p>will be responsible for the cleaning. The Licence consideration is to be \$1 per annum (excluding GST) if demanded. Council must return the licensed area to DOE in a clean and tidy state free from waste and rubbish prior to the commencement of the core school hours. DOE are responsible to hand over the Licence Area to Council in a clean and tidy state free from waste and rubbish prior to the Outside of core school hours.</p> <p>3. Area B – This area will be for DOE's sole occupation with no shared use arrangement. DOE are responsible to keep the area clean at all times. DOE are responsible for the cost of consumables, repairs and maintenance, replacement and upgrade of the internal building fabric, fittings and fixtures within the area.</p> <p>4. Area C – Head lease in favour of Council with the ability to Sub-Lease to a Non-Government Organisation (NGO).</p>
7. Maintenance and Repair	<p>DOE must undertake the internal and external maintenance and repair of the property, fittings and fixtures in accordance with DOE's current maintenance standards, requirements and schedule in relation to planned and emergent maintenance of the Springfield facilities. DOE are responsible for the cleaning of the common areas and areas where DOE have exclusive possession. Refer to Part 6 (2) of the Heads of Terms regarding the cleaning obligations for Area A. DOE are not responsible for the cleaning of Area C.</p> <p>Council must give written notice to DOE of any damage sustained to, or the defective operation of the Licence Area A, of which they are aware. Following provision of the notice, DOE must use reasonable endeavours to repair the damage or the defective operation of the Licence Area A as soon as possible. Council must reimburse DOE for the reasonable cost of the repairs if they were necessitated by damage or a defect caused by persons using the Licence Area outside the core school hours.</p> <p>Where DOE is required to carry out modification works to the property due to an obligation or request by Council, Council must pay to DOE the full cost of the required modification works.</p> <p>Council will contribute 50% towards the total costs of the consumables, repairs, maintenance, replacement and upgrade of the internal building fabric, fittings and fixtures within the Licensed area A. Where the costs can be directly attributable, they can be applied at the full rate multiplied by 50%, however, when there is no means of attributing the value, the costs are to be calculated based upon the percentage of the subject floor area relative to the overall floor area of the entire building multiplied by 50%, both parties acting reasonably.</p> <p>In relation to Area C, Council will contribute towards the costs that are to be calculated based upon the percentage of subject floor area relative to the overall floor area of the entire building, both parties acting reasonably.</p> <p>DOE must redecorate :-</p> <ul style="list-style-type: none"> <li>(a) In the reasonable opinion of DOE, when required, however,</li> <li>(b) No earlier than once every 5 years, and</li> <li>(c) In any case during the last 3 months of the term</li> </ul>

	<p>DOE and Council will contribute the agreed portion of the cost to Redecorate based on:-</p> <ol style="list-style-type: none"> <li>1. The percentage of use of the Licence Area A by each party</li> <li>2. The percentage of the subject floor area relative to the overall floor area of the entire building at the time the Redecoration is required if: <ol style="list-style-type: none"> <li>(a) DOE has notified Council in advance of the nature, scope and estimated cost of the Redecoration;</li> <li>(b) The nature, scope and estimated cost are approved by Council; and</li> <li>(c) The cost is not materially higher than the estimated cost notified.</li> </ol> </li> </ol> <p>DOE must invoice Council on a monthly basis (or at other intervals as agreed between the parties) for the amounts payable by Council under this Agreement for the cleaning (common areas), maintenance and repair of the Licence Area and Fixtures.</p>
8. Signage	Council is permitted to erect identification or directional signage at appropriate places on the Lease and Licensed Area, with the prior approval of DOE.
9. Commencing Date:	To be determined.
10. Licence Fee for Area A:	\$1.00 per annum (exclusive of GST) if demanded
11. Lease Fee for Area B:	\$1.00 per annum (exclusive of GST) if demanded
12. Permitted Use:	<p>Area A – Operation of an indoor sports facility and ancillary uses.</p> <p>Area B – Educational facility and ancillary uses.</p> <p>Area C - Operation of a Community Centre for community services and associated administration of indoor sports hall for community use.</p>
13. Agreed Times for Licence A:	To be negotiated
14. Option to Renew:	Not applicable.
15. Insurance:	All parties must hold public risk insurance in an amount not less than \$20 million. This will be satisfied if the Lessee is the State of Queensland or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund
16. Costs:	Each party must bear its own costs (including legal costs) associated with this Heads of Agreement and also the Lease and Licence Agreement. The Lessee, however, is responsible for any stamp duty payable and registration in relation to this Heads of Agreement and the Lease Agreement.
17. Confidentiality:	The parties must keep the terms and conditions of this Heads of Agreement confidential.
18. Termination	Upon termination, the Lessee will be required to demolish the building and reinstate the premises to its original condition at the commencement of the lease. Should the building still be required, ownership will revert to the Lessor at no additional cost and the Lessee will be released from an obligation to reinstate the premises.
19. Special Conditions:	<p>The Lease Agreement will contain the following special conditions:</p> <p><b>Gaming &amp; Liquor</b> – neither party will allow the conduct of gaming on the property, or the sale or consumption of liquor, except in accordance with relevant licensing legislation and section 14 of the Education (General Provisions) Regulations 2017. Upon termination of the Lease Agreement the Lessee may be required to transfer any relevant licence to the Lessor or a person nominated by the Lessor.</p>

	<p><b>Assignment, Sublicensing and other dealings</b> – DOE must not assign or sublease its interest in the Lease Agreement without first obtaining the written consent of Council.</p> <p><b>Lessee's Signage</b> - signage must be:</p> <ul style="list-style-type: none"> <li>(i) of a colour, size, style, content and location approved by the Lessor;</li> <li>(ii) installed in accordance with plans and specifications approved by the Lessor;</li> <li>(iii) installed in a proper and workmanlike manner; and</li> <li>(iv) installed in accordance with all relevant laws and requirements relating to such signage.</li> </ul> <p>DOE must obtain and maintain the consent of all government and other authorities required in connection with the installation and operation of the Signage and comply with the requirements of all those consents.</p> <p>A sample of the Lessee's standard signage to be fixed to the Lessee's premises will be provided to the Lessor for approval at the time of entering into the Heads of Agreement</p> <p><b>Good Neighbour Processes</b> – the Agreement will contain a requirement for each party to comply with the Good Neighbour Processes in order to minimise inconvenience to, and complaints from, residents in the neighbourhood of the Leased Area who are affected by the Lessee's use of the Leased Area.</p> <p><b>Dispute Resolution Procedure</b> – the Agreement will contain a requirement for the parties to follow a dispute resolution process in the event of a dispute arising under the agreement.</p>
20. <b>Formal Licence Agreement:</b>	Council shall prepare the formal Lease and Licence Agreement and provide it to the DOE for execution. DOE acknowledges that the documentation will be in the form of Council's standard agreements.

It is not intended that this Heads of Agreement (other than under the heading "Confidentiality") be binding on the parties until such time as a formal Lease Agreement is executed by both parties.

#### Execution

The Lessor offers to enter into a Lease Agreement on the terms set out in this Heads of Agreement

**IPSWICH CITY COUNCIL**



Sean Patrick Madigan  
Chief Executive Officer  
Lessor's Signature

15/7/18  
Execution Date

This Offer is accepted by the Lessee

THE STATE OF QUEENSLAND  
(REPRESENTED BY DEPARTMENT OF EDUCATION)



NAME David Bader  
POSITION Executive Director  
Lessee's Signature

10 / 7 / 18  
Execution Date



## IPSWICH CITY COUNCIL PROPERTY PLAN

Lotplan 1200SP283567

Suburb/Locality: SPRINGFIELD CENTRAL

Division: 9

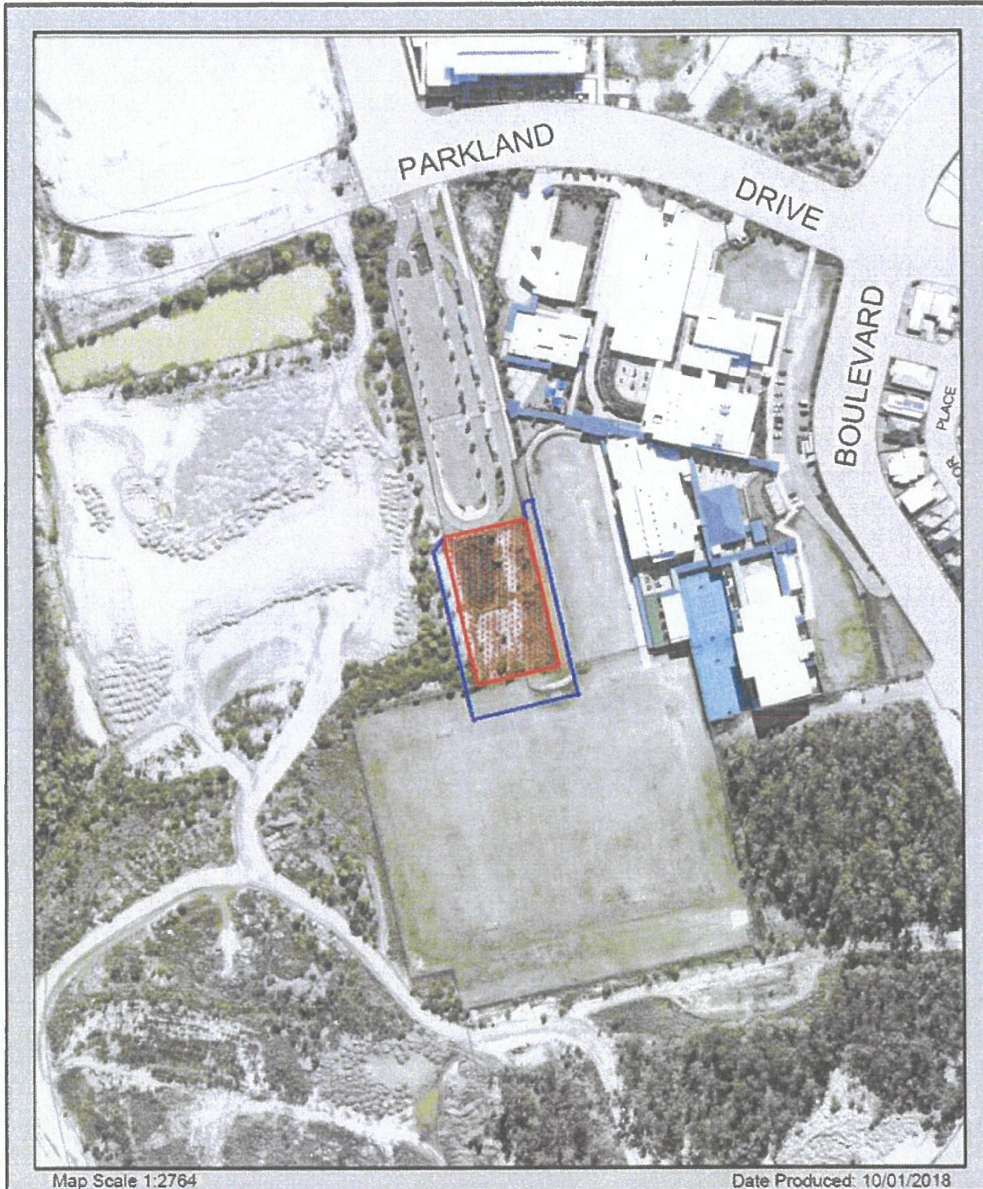
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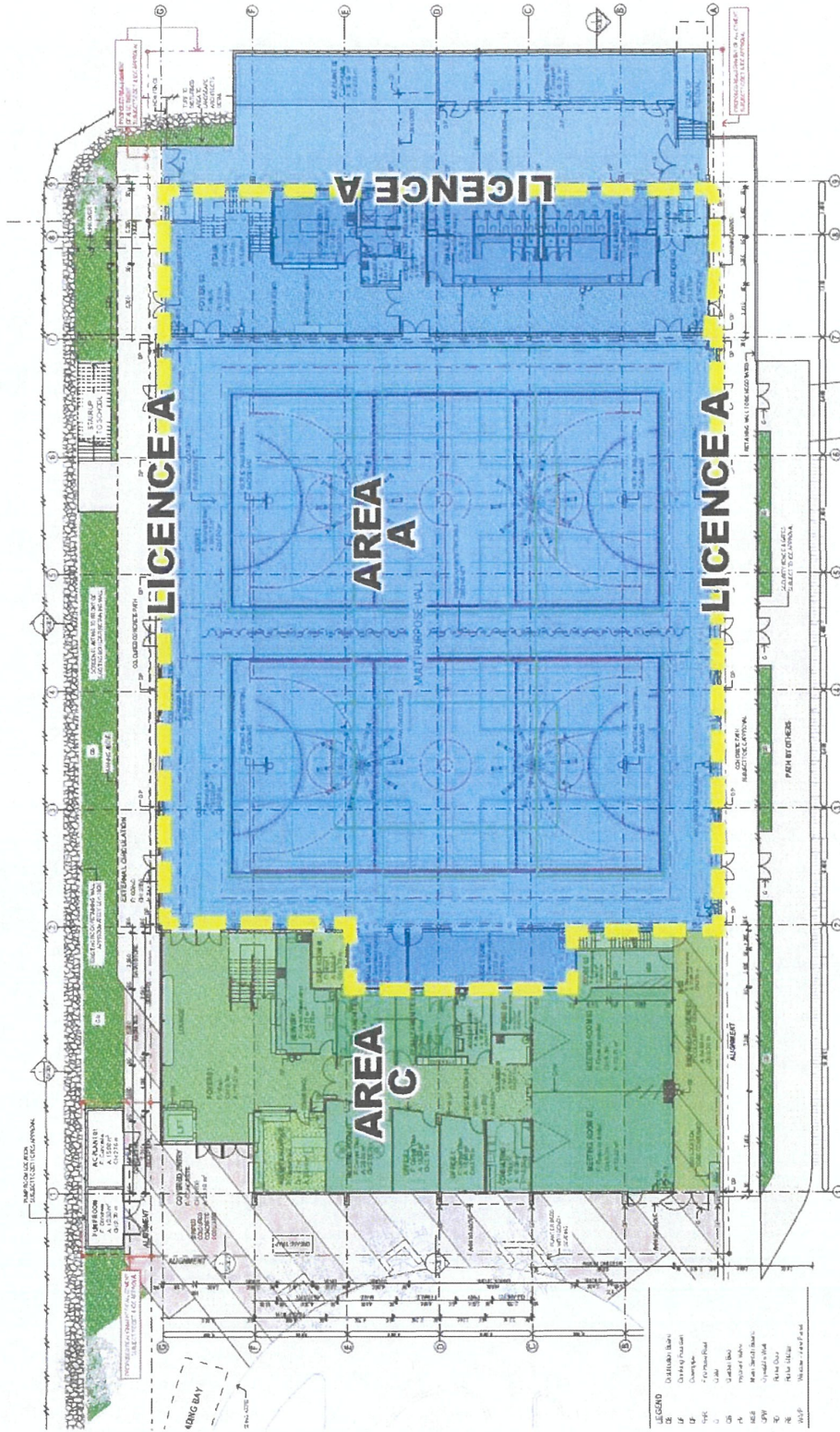
Tenure: FH

Owner: Ipswich City Council Program 31

Address: 7003 PARKLAND DRIVE SPRINGFIELD CENTRAL QLD 4300

While every care is taken by Ipswich City Council (ICC) and Department of Environment and Resource Management (DERM) to ensure the accuracy of this data, ICC and DERM jointly and severally make no representations or warranties about its accuracy, reliability, completeness, or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason. Based on data provided with the permission of the Department of Environment and Resource Management. (Cadastral Data 13/2014)





1 GROUND FLOOR PLAN  
1250

**DISCOVERIES | architects**  
Member  
of the Institute of Architects

**Project Name**  
SPRINGFIELD CENTRAL SINS - MULTI-PURPOSE MALL -  
OPTION 1C

**Client**  
DET

**Project No.**  
SK103

**Year**  
1995

**Scale**  
1:250

**Author**  
J. Smith

**Checker**  
J. Smith

**Project Manager**  
J. Smith

**Project Location**  
WELLES WAY SPRINGFIELD CENTRAL

**Project Type**  
GROUND FLOOR PLAN

**Project Status**  
100%

**Project Date**  
1995

**Project No.**  
SK103

**Project Name**  
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WELLES WAY SPRINGFIELD CENTRAL

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GROUND FLOOR PLAN

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1995

**LEGEND**

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**1 FIRST FLOOR PLAN**  
1/250

**DISCOVERWILSON architects**

11000 WILSON BLVD. SUITE 100  
DALLAS, TEXAS 75243  
TEL: 214.416.1234  
WWW.DISCOVERWILSON.COM

**Project Name:** SPRINGFIELD CENTRAL BUS - MULTI-PURPOSE HALL - OPTION 1C

**Client:** DBT

**Project No.:** 1095

**Project Name:** SPRINGFIELD CENTRAL BUS - MULTI-PURPOSE HALL - OPTION 1C

**Client:** DBT

**Project No.:** 1095

**Project Name:** SPRINGFIELD CENTRAL BUS - MULTI-PURPOSE HALL - OPTION 1C

**Client:** DBT

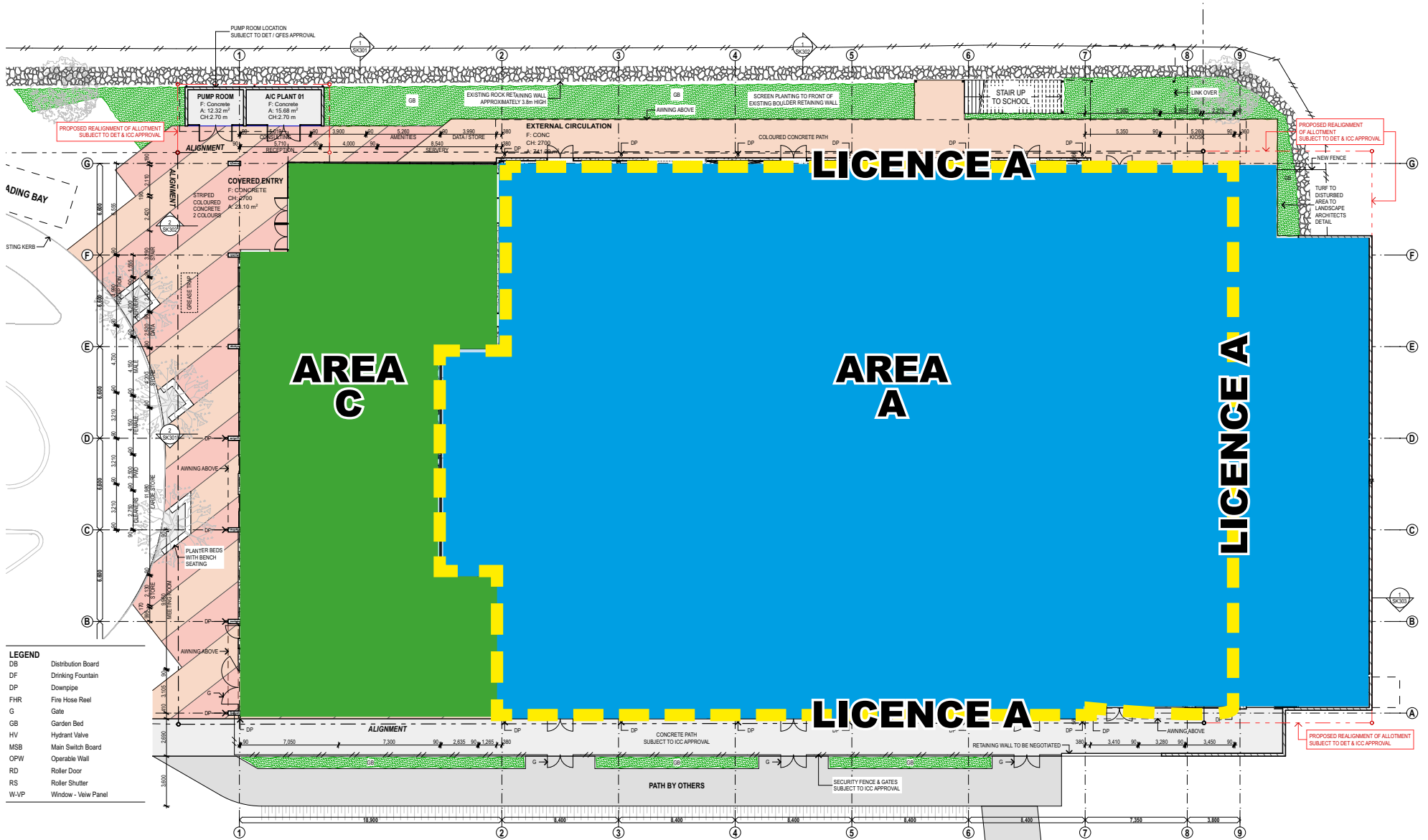
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1 GROUND FLOOR PLAN  
1:250

biscoewilson | architects

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t 07 3262 6770  
s 3/110 Hudson Road, Albion QLD 4010  
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Revisions and Amendments

REV ID	DESCRIPTION	Issue Date	ISSUED BY
C	ISSUE (C) - ICC Review	19/07	JCC
D	ISSUE (D) - ICC Review	29/07	JCC
E	ICC Review 2	29/07	RB
F	CO-ORDINATION ISSUE	9/8/17	WL
G	GENERAL REVISION	9/8/17	WL
H	ISSUE FOR MEETING	11/8/17	WL
I	REVISED & CO-ORDINATION ISSUE	16/10/17	WL

Project Name

SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL -  
OPTION 1C

Client

DET

Project Address

WELLNESS WAY SPRINGFIELD CENTRAL

Drawing Title

GROUND FLOOR PLAN



Coordinated by

RB

Project Status:

SDPP

Project No:

1095

Verified by

#Verified by

Scale:

1:250

Drawing No.:

SK103

Approved by

RB

Drawn by

RB

Revision

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- LEGEND**
- AWN1 Awning-Type 1
  - AWN2 Awning-Type 2
  - BAL Balustrade
  - DB Distribution Board
  - DP Downpipe
  - EG1 Eaves Gutter-Half Round
  - FHR Fire Hose Reel
  - G Gate
  - HV Hydrant Valve
  - L4 Louvres-Wide format motorised
  - SCN2 Sun/Privacy Screen-Type 2
  - WVP Window - Veil Panel



**1 FIRST FLOOR PLAN**  
1:250

biscoewilson | architects

• biscoewilson Pty Ltd | ABN 85 097 033 719  
• 07 3262 6770  
• 3/110 Hudson Road, Albion QLD 4010  
• PO BOX 15 Albion QLD 4010  
• mail@biscoewilson.com.au  
• www.biscoewilson.com.au



**Revisions and Amendments**

REV ID	DESCRIPTION	Issue Date	ISSUED BY
C	ISSUE (D) - ICC Review	19/07	JCC
D	ISSUE (D) - ICC Review	26/07	JCC
E	ICC Review 2	30/07	RB
F	CO-ORDINATION ISSUE	8/8/17	WL
G	GENERAL REVISION	9/8/17	WL
H	ISSUE FOR MEETING	11/8/17	WL
I	REVISED & CO-ORDINATION ISSUE	16/10/17	WL

**Project Name**

SPRINGFIELD CENTRAL SHS - MULTI-PURPOSE HALL - OPTION 1C

**Client**

DET

**Project Address**

WELLNESS WAY SPRINGFIELD CENTRAL

**Drawing Title**

FIRST FLOOR PLAN



**Coordinated by**

RB

**Project Status:**

SDPP

Project No: 1095

**Verified by**

#Verified by

Scale: 1:250

Drawing No.: SK104

**Approved by**

RB

Drawn by

RB

Revision

1

0 10 20 30 40 50 60 70 80 90 100 A3

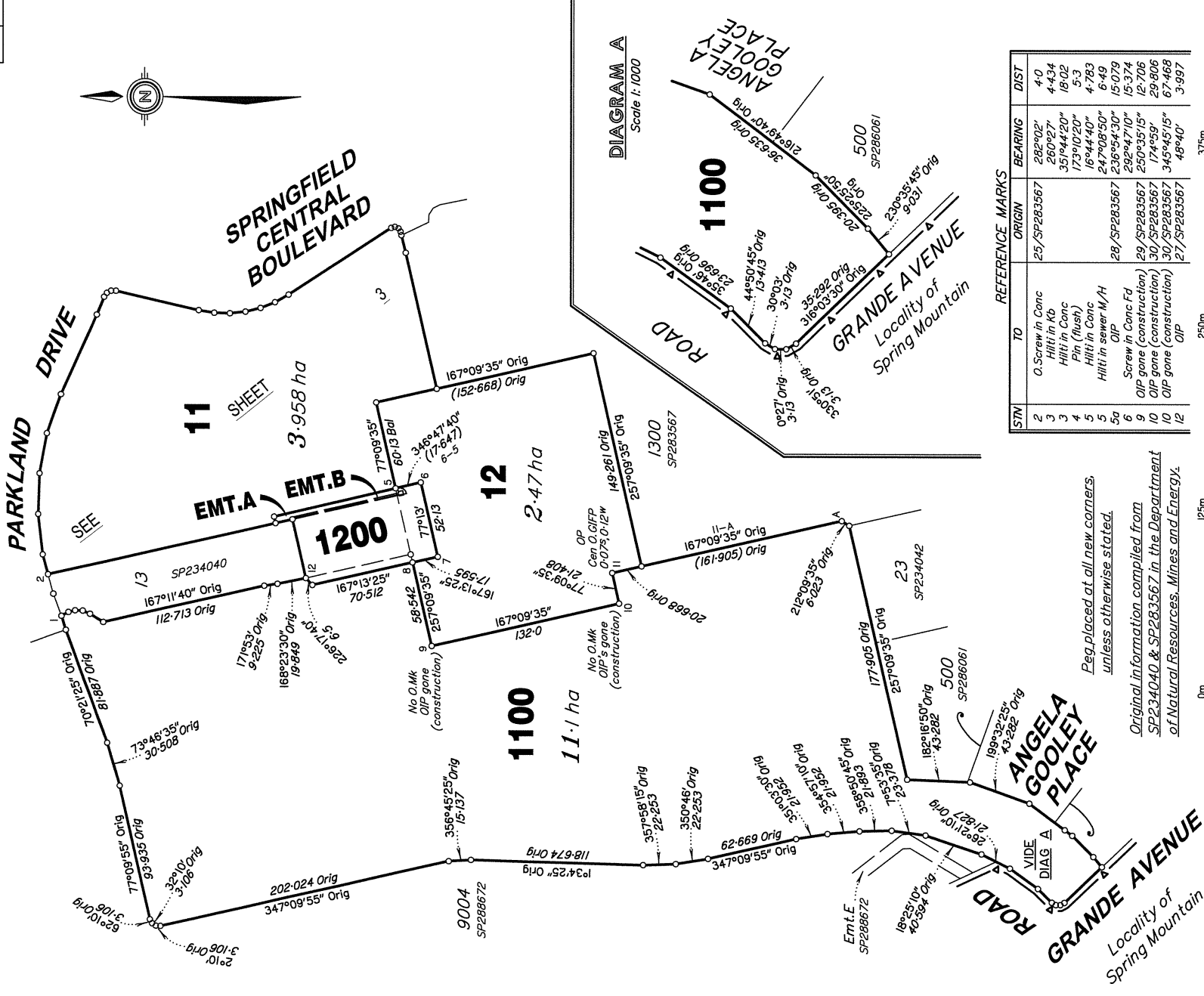


DIAGRAM A  
Scale 1:1000

REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
2	O. Screw in Conc	25/SP283567	282°02'	4-0
3	Hilti in Kb		260°27'	4-4.34
3	Hilti in Conc		351°44'20"	18-02
4	Pin (flush)		173°10'20"	5-3
5	Hilti in Conc		16°44'40"	4-783
5	Hilti in sewer M/H		247°08'50"	6-49
5a	OLP		236°54'30"	15-079
6	Screw in Conc Fd	28/SP283567	292°47'10"	15-374
9	OLP gone (construction)	29/SP283567	250°35'15"	12-706
10	OLP gone (construction)	30/SP283567	17°59'	29-806
10	OLP gone (construction)	30/SP283567	345°45'15"	6-7468
12	OLP	27/SP283567	49°40'	3-997

Peg placed at all new corners,  
unless otherwise stated.

Original information compiled from  
SP234040 & SP283567 in the Department  
of Natural Resources, Mines and Energy.

LIVINGSTONE (OLD) PTY. LTD. ACN 107 964 634.  
T/A Livingstone Group hereby certify that the land comprised in this  
plan was surveyed by the corporation, by Bruce LIVINGSTONE,  
Cadastral Surveyor, for whose work the corporation accepts  
responsibility and that the plan is accurate, that the said survey was  
performed in accordance with the Survey and Mapping Infrastructure  
Act 2003 and Surveyors Act 2003 and associated Regulations and  
Standards and that the said survey was completed on 16/2018.

Director  
Date: 12/16/2018

**Plan of Lots 11, 12, 1100, 1200 & Emts.A & B  
in Lot 1200**

Cancelling Lots 11 & 12 on SP234040 & Lots 1100 & 1200  
on SP283567

LOCAL GOVERNMENT: CITY COUNCIL LOCALITY: SPRINGFIELD CENTRAL  
Meridian: MGA, Zone 56, Vide SP283567  
Survey Records: No



SP303994

Scale: 1:2500

Format: STANDARD

0m 125m 250m 375m 500m 750m 1000m 1500m 2000m 2500m 3000m 3500m 4000m 4500m 5000m 5500m 6000m 6500m 7000m 7500m 8000m 8500m 9000m 9500m 10000m  
State copyright reserved.

(Dealing No.)

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

5. Lodged by

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

1. Certificate of Registered Owners or Lessees.

I/we THE STATE OF QUEENSLAND  
(REPRESENTED BY DEPARTMENT OF EDUCATION)  
IPSWICH CITY COUNCIL TRUSTEE  
UNDER INSTRUMENTS 717885795 & 717885812

(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

\* Rule out whichever is inapplicable

2. Planning Body Approval.

\*  
hereby approves this plan in accordance with the :  
%

Dated this..... day of .....  
..... #  
..... #

\* Insert the name of the Planning Body.  
# Insert designation of signatory or delegation  
% Insert applicable approving legislation.

3. Plans with Community Management Statement :

CMS Number :  
Name :  
4. References :  
Dept File :  
Local Govt :  
Surveyor : 7010

6. Existing Created

Title Reference	Description	New Lots	Road	Secondary Interests
50814161	Lot 11 on SP234040	11 & 1200		Emts A & B
50814162	Lot 12 on SP234040	12 & 1200		Emts A & B
51079737	Lot 1100 on SP283567	1100 & 1200		
51079738	Lot 1200 on SP283567	1200		

BENEFIT EASEMENT ALLOCATIONS

Easement	Lots Fully Benefited	Lots Partially Benefited
712721491	11	1200
712721497	11	1200

9. 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

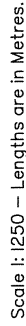
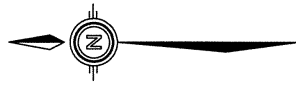
Cadastral Surveyor/Director  
\* Date  
~~\* Delete words not required~~

10. Lodgement Fees :

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

8. Passed & Endorsed :

By : LIVINGSTONE (245) 17/40  
Date : 12/16/2018  
Signed : [Signature]  
Designation : CADASTRAL SURVEYOR



Insert  
Plan  
Number

**SP303994**



A5109475

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 09.10.2018	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

28 September 2018

## **MEMORANDUM**

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

FROM: ACTING FINANCE MANAGER

RE: BUDGET AMENDMENT – CARRYOVERS FROM 2017-2018

---

### **INTRODUCTION:**

This is a report by the Acting Finance Manager dated 28 September 2018 concerning an amendment of the 2018-2019 Budget.

### **BACKGROUND:**

During August 2018, a budget review was undertaken to identify any 2017-2018 project carry overs to be included in the 2018-2019 capital portfolio together with operational items that have a significant impact on the 2018-2019 budget. In accordance with s170(3) of the *Local Government Regulation 2012*, Council can resolve to amend its budget at any time during the financial year.

### **REQUESTED AMENDMENTS:**

The adopted budget 2018-2019 did not include any capital carry overs. Actual carry overs are required for projects at an additional \$23.4 million to the capital portfolio. A Departmental breakdown by project has been included in Attachment D.

Operational budget amendment requests have been received for the following items. The revised budgeted operating surplus, after including the requested movements below, is \$8.1 million.

- Increase in other revenue relating to dividends from controlled entities \$7.7 million.
- Contribution to Springfield Central Sports Hall and Community Centre budgeted and unspent in 2017-2018 of \$2 million. A Heads of Agreement has been signed and contribution to be paid this financial year.
- Carryover of unspent 2017-2018 expenditure \$780,000 relating to motorsport track upgrades approved by Council.

- Allocation of additional Ti-Tree Bio Energy funding received in 2017-2018 of \$236,000 to be spent on local environment improvements.

Council's revised forecast 2018-2019 Net Result (Surplus), which includes capital revenue (donated assets and capital grants), is \$107.8 million, an increase of \$4.7 million compared to Council's adopted budget. As mentioned above the operating surplus excluding capital revenue is \$8.1 million.

The closing cash position at 30 June 2018 was higher than forecast including the unspent capital and operational budget. This additional cash is sufficient to fund the budget amendment requested which have a cash reducing impact of \$18.7 million.

As required by s169 of the *Local Government Regulation 2012*, attached is the latest Long Term Financial Forecast, Council's Revenue Policy and Revenue Statement. There are no changes to the Revenue Policy and Revenue Statement compared to the documents adopted in Council's annual 2018-2019 Budget.

#### **ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">2018-2019 Budget and Long Term Financial Forecast (including financial sustainability measures)</a>	Attachment A
<a href="#">Revenue Policy</a>	Attachment B
<a href="#">Revenue Statement</a>	Attachment C

#### **CONFIDENTIAL BACKGROUND PAPERS:**

Confidential Background Papers	Background Papers
<a href="#">Listing of Requested Capital Carry Overs</a>	Attachment D

#### **RECOMMENDATIONS:**

That the Interim Administrator of Ipswich City Council resolve:

That the proposed amended budget 2018–2019, as detailed in Attachments A, B and C, to the report by the Acting Finance Manager dated 28 September 2018, be adopted.

Lavina Britton

**ACTING FINANCE MANAGER**

I concur with the recommendations contained in this report.

Jeffrey Keech

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

## 2018-2019 Budget and Long Term Financial Forecast

### STATEMENT OF INCOME AND EXPENDITURE

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Revenue and Other Income:</b>											
Differential general rates	165,386	178,134	189,259	201,407	214,213	227,507	241,505	256,039	271,328	287,203	303,786
Utility and other charges	31,399	34,370	36,527	38,872	41,324	43,889	46,570	49,373	52,302	55,363	58,560
less Discount and remission	(10,551)	(10,862)	(11,300)	(11,752)	(12,212)	(12,678)	(13,154)	(13,638)	(14,130)	(14,630)	(15,140)
<b>Net Rates and Utility Charges</b>	<b>186,234</b>	<b>201,642</b>	<b>214,486</b>	<b>228,527</b>	<b>243,325</b>	<b>258,718</b>	<b>274,921</b>	<b>291,774</b>	<b>309,500</b>	<b>327,936</b>	<b>347,206</b>
Fees and charges	30,438	29,751	31,388	33,160	34,995	36,986	39,054	41,302	43,644	46,060	48,574
Sales contracts and recoverable works	3,450	2,978	3,226	3,491	3,774	4,076	4,398	4,742	5,108	5,495	5,908
Government grants and subsidies	19,067	14,601	13,049	13,616	14,400	13,230	13,567	14,225	14,618	15,110	15,619
Developer donated assets	68,570	67,122	69,732	67,685	69,716	71,518	73,666	75,510	77,775	80,108	82,511
Developer cash contributions	28,839	27,815	32,357	38,302	39,008	39,775	40,558	41,457	42,372	43,383	48,154
Headworks credits	-	-	-	-	-	-	-	-	-	-	-
Interest revenue	5,220	2,905	3,597	3,448	3,630	3,735	3,868	4,249	4,541	4,849	4,941
Other revenue	43,375	37,616	30,728	29,412	30,360	31,398	32,477	33,656	34,873	36,138	37,453
Gain on disposal of capital assets	(25)	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>385,168</b>	<b>384,430</b>	<b>398,563</b>	<b>417,641</b>	<b>439,208</b>	<b>459,436</b>	<b>482,509</b>	<b>506,915</b>	<b>532,431</b>	<b>559,079</b>	<b>590,366</b>
<b>Expenses:</b>											
Employee expenses	86,805	94,465	97,604	100,635	103,572	106,981	110,522	114,078	117,643	121,103	124,664
Materials and services	92,548	88,964	91,663	96,540	101,913	107,532	113,489	119,731	126,213	133,046	140,249
Depreciation	64,982	68,075	72,427	73,927	75,897	78,103	80,844	84,013	87,573	90,972	94,833
Finance costs	14,216	14,882	15,791	15,580	14,626	13,844	12,948	12,565	12,349	10,999	10,106
Other expenses	9,887	10,250	10,407	9,099	9,557	10,055	10,572	11,135	11,722	12,327	12,956
Loss on Market Value Adjustment	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>269,838</b>	<b>276,636</b>	<b>287,892</b>	<b>295,781</b>	<b>305,565</b>	<b>316,515</b>	<b>328,375</b>	<b>341,522</b>	<b>355,500</b>	<b>368,447</b>	<b>382,808</b>
<b>Net Result</b>	<b>115,330</b>	<b>107,794</b>	<b>110,671</b>	<b>121,860</b>	<b>133,643</b>	<b>142,921</b>	<b>154,134</b>	<b>165,393</b>	<b>176,931</b>	<b>190,632</b>	<b>207,558</b>

# 2018-2019 Budget and Long Term Financial Forecast

## STATEMENT OF FINANCIAL POSITION

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Current Assets</b>											
Cash and cash equivalents	139,601	125,129	93,102	82,988	79,452	88,472	86,879	93,008	103,464	110,521	124,017
Receivables	24,637	20,700	21,907	21,442	22,209	23,044	24,007	25,114	26,093	26,783	27,975
Inventories	956	1,190	1,265	1,346	1,431	1,520	1,613	1,710	1,811	1,917	2,028
Other financial assets	3,634	3,844	3,930	4,028	4,129	4,243	4,360	4,491	4,626	4,765	4,908
<b>Total Current Assets</b>	<b>168,828</b>	<b>150,863</b>	<b>120,204</b>	<b>109,804</b>	<b>107,221</b>	<b>117,279</b>	<b>116,859</b>	<b>124,323</b>	<b>135,994</b>	<b>143,986</b>	<b>158,928</b>
<b>Non-Current Assets</b>											
Other financial assets	63,777	49,380	51,180	52,080	52,080	52,080	52,080	52,080	52,080	52,080	52,080
Investments	310,800	310,800	310,800	310,800	310,800	310,800	310,800	310,800	310,800	310,800	310,800
Property, plant and equipment	2,165,139	2,370,934	2,569,679	2,676,578	2,793,936	2,918,602	3,059,787	3,221,001	3,388,270	3,532,211	3,700,835
Capital work in progress	110,896	102,633	106,692	115,636	120,446	125,727	131,337	137,690	144,945	152,472	158,949
Intangibles	27,913	23,030	18,796	15,937	14,034	12,921	12,412	12,463	12,813	13,068	13,249
<b>Total Non Current Assets</b>	<b>2,678,525</b>	<b>2,856,777</b>	<b>3,057,147</b>	<b>3,171,031</b>	<b>3,291,296</b>	<b>3,420,130</b>	<b>3,566,416</b>	<b>3,734,034</b>	<b>3,908,908</b>	<b>4,060,631</b>	<b>4,235,913</b>
<b>TOTAL ASSETS</b>	<b>2,847,353</b>	<b>3,007,640</b>	<b>3,177,351</b>	<b>3,280,835</b>	<b>3,398,517</b>	<b>3,537,409</b>	<b>3,683,275</b>	<b>3,858,357</b>	<b>4,044,902</b>	<b>4,204,617</b>	<b>4,394,841</b>
<b>Current Liabilities</b>											
Payables	59,452	50,766	58,889	45,608	47,633	50,027	53,744	58,133	60,563	58,719	63,514
Interest bearing liabilities	37,907	41,253	35,269	38,159	41,619	42,187	44,911	48,032	39,289	27,355	27,687
Other current liabilities	4,219	1,363	1,441	1,526	1,613	1,708	1,806	1,913	2,024	2,139	2,260
<b>Total Current Liabilities</b>	<b>101,578</b>	<b>93,382</b>	<b>95,599</b>	<b>85,293</b>	<b>90,865</b>	<b>93,922</b>	<b>100,461</b>	<b>108,078</b>	<b>101,876</b>	<b>88,213</b>	<b>93,461</b>
<b>Non-Current Liabilities</b>											
Payables	1,833	2,775	2,867	2,956	3,042	3,143	3,247	3,351	3,456	3,557	3,662
Interest bearing liabilities	195,661	255,408	312,139	303,980	282,361	275,174	260,263	262,231	277,942	260,587	237,900
Other non-current liabilities	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296	1,296
<b>Total Non-Current Liabilities</b>	<b>198,790</b>	<b>259,479</b>	<b>316,302</b>	<b>308,232</b>	<b>286,699</b>	<b>279,613</b>	<b>264,806</b>	<b>266,878</b>	<b>282,694</b>	<b>265,440</b>	<b>242,858</b>
<b>TOTAL LIABILITIES</b>	<b>300,368</b>	<b>352,861</b>	<b>411,901</b>	<b>393,525</b>	<b>377,564</b>	<b>373,535</b>	<b>365,267</b>	<b>374,956</b>	<b>384,570</b>	<b>353,653</b>	<b>336,319</b>
<b>NET COMMUNITY ASSETS</b>	<b>2,546,985</b>	<b>2,654,779</b>	<b>2,765,450</b>	<b>2,887,310</b>	<b>3,020,953</b>	<b>3,163,874</b>	<b>3,318,008</b>	<b>3,483,401</b>	<b>3,660,332</b>	<b>3,850,964</b>	<b>4,058,522</b>
<b>Community Equity</b>											
Asset revaluation reserve	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851
Accumulated surplus'	2,062,134	2,169,928	2,280,599	2,402,459	2,536,102	2,679,023	2,833,157	2,998,550	3,175,481	3,366,113	3,573,671
<b>TOTAL COMMUNITY EQUITY</b>	<b>2,546,985</b>	<b>2,654,779</b>	<b>2,765,450</b>	<b>2,887,310</b>	<b>3,020,953</b>	<b>3,163,874</b>	<b>3,318,008</b>	<b>3,483,401</b>	<b>3,660,332</b>	<b>3,850,964</b>	<b>4,058,522</b>

## 2018-2019 Budget and Long Term Financial Forecast

### STATEMENT OF CASH FLOW

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Cash Flows from Operating Activities:</b>											
Receipts from customers	321,774	314,645	323,953	346,791	364,942	383,178	403,833	425,892	448,955	473,239	501,490
Payments to suppliers and employees	(181,788)	(203,943)	(199,164)	(205,778)	(214,569)	(224,002)	(233,993)	(244,377)	(255,032)	(265,973)	(277,358)
	<b>139,986</b>	<b>110,702</b>	<b>124,789</b>	<b>141,013</b>	<b>150,373</b>	<b>159,176</b>	<b>169,840</b>	<b>181,515</b>	<b>193,923</b>	<b>207,266</b>	<b>224,132</b>
Interest received	5,080	3,521	3,514	3,466	3,608	3,723	3,852	4,203	4,506	4,812	4,930
Borrowing costs	(13,264)	(14,900)	(15,182)	(14,937)	(13,947)	(13,126)	(12,190)	(11,763)	(11,502)	(10,105)	(9,163)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>131,802</b>	<b>99,323</b>	<b>113,121</b>	<b>129,542</b>	<b>140,034</b>	<b>149,773</b>	<b>161,502</b>	<b>173,955</b>	<b>186,927</b>	<b>201,973</b>	<b>219,899</b>
<b>Cash Flow from Investing Activities:</b>											
Payments for property, plant, equipment	(131,728)	(193,015)	(215,974)	(135,536)	(127,639)	(136,565)	(153,554)	(175,803)	(186,584)	(169,140)	(187,944)
Payments for intangibles	(6,862)	(2,800)	(2,900)	(3,000)	(3,100)	(3,200)	(3,300)	(3,400)	(3,500)	(3,500)	(3,500)
Proceeds from loan repayments / (Advances for new loans)	(22,411)	14,397	(1,800)	(900)	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	4,289	4,530	24,779	5,049	5,328	5,631	5,946	6,288	6,645	7,013	7,396
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<b>(156,712)</b>	<b>(176,888)</b>	<b>(195,895)</b>	<b>(134,387)</b>	<b>(125,411)</b>	<b>(134,134)</b>	<b>(150,908)</b>	<b>(172,915)</b>	<b>(183,439)</b>	<b>(165,627)</b>	<b>(184,048)</b>
<b>Cash Flow from Financing Activities:</b>											
Proceeds from borrowings	-	101,000	92,000	30,000	20,000	35,000	30,000	50,000	55,000	10,000	5,000
Repayment of borrowings	(19,240)	(37,907)	(41,253)	(35,269)	(38,159)	(41,619)	(42,187)	(44,911)	(48,032)	(39,289)	(27,355)
<b>Net Cash Inflow (Outflow) from Financing Activities</b>	<b>(19,240)</b>	<b>63,093</b>	<b>50,747</b>	<b>(5,269)</b>	<b>(18,159)</b>	<b>(6,619)</b>	<b>(12,187)</b>	<b>5,089</b>	<b>6,968</b>	<b>(29,289)</b>	<b>(22,355)</b>
Net increase (decrease) in cash held	(44,150)	(14,472)	(32,027)	(10,114)	(3,536)	9,020	(1,593)	6,129	10,456	7,057	13,496
Cash at beginning of reporting period	183,751	139,601	125,129	93,102	82,988	79,452	88,472	86,879	93,008	103,464	110,521
<b>CASH AT END OF REPORTING PERIOD</b>	<b>139,601</b>	<b>125,129</b>	<b>93,102</b>	<b>82,988</b>	<b>79,452</b>	<b>88,472</b>	<b>86,879</b>	<b>93,008</b>	<b>103,464</b>	<b>110,521</b>	<b>124,017</b>

## 2018-2019 Budget and Long Term Financial Forecast

### STATEMENT OF CHANGES IN EQUITY

	2017-2018 Actual \$'000	2018-2019 Estimated \$'000	2019-2020 Estimated \$'000	2020-2021 Estimated \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000
<b>Balance at Beginning of Year</b>											
Accumulated surplus'	1,942,934	2,062,134	2,169,928	2,280,599	2,402,459	2,536,102	2,679,023	2,833,157	2,998,550	3,175,481	3,366,113
Asset revaluation reserve	533,212	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851
Other reserves	-	-	-	-	-	-	-	-	-	-	-
<b>Total Community Equity</b>	<b>2,476,146</b>	<b>2,546,985</b>	<b>2,654,779</b>	<b>2,765,450</b>	<b>2,887,310</b>	<b>3,020,953</b>	<b>3,163,874</b>	<b>3,318,008</b>	<b>3,483,401</b>	<b>3,660,332</b>	<b>3,850,964</b>
<b>Net Result for the Period</b>											
Accumulated surplus'	115,330	107,794	110,671	121,860	133,643	142,921	154,134	165,393	176,931	190,632	207,558
Asset revaluation reserve											
Other reserves											
<b>Total Community Equity</b>	<b>115,330</b>	<b>107,794</b>	<b>110,671</b>	<b>121,860</b>	<b>133,643</b>	<b>142,921</b>	<b>154,134</b>	<b>165,393</b>	<b>176,931</b>	<b>190,632</b>	<b>207,558</b>
<b>Asset Revaluation Adjustments</b>											
Accumulated surplus'											
Asset Revaluation reserve	(48,361)	-	-	-	-	-	-	-	-	-	-
Other reserves											
<b>Total Community Equity</b>	<b>(48,361)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance at End of Period</b>											
Accumulated surplus'	2,062,134	2,169,928	2,280,599	2,402,459	2,536,102	2,679,023	2,833,157	2,998,550	3,175,481	3,366,113	3,573,671
Asset revaluation reserve	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851	484,851
Other reserves	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>2,546,985</b>	<b>2,654,779</b>	<b>2,765,450</b>	<b>2,887,310</b>	<b>3,020,953</b>	<b>3,163,874</b>	<b>3,318,008</b>	<b>3,483,401</b>	<b>3,660,332</b>	<b>3,850,964</b>	<b>4,058,522</b>

## 2018-2019 Budget and Long Term Financial Forecast

### FINANCIAL RATIOS (as per Local Government Regulation 2012)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Surplus</b>	<b>7.01%</b>	<b>2.86%</b>	<b>1.95%</b>	<b>4.15%</b>	<b>6.56%</b>	<b>8.58%</b>	<b>10.39%</b>	<b>11.96%</b>	<b>13.36%</b>	<b>15.03%</b>	<b>16.37%</b>
<i>(Net Result (excluding Capital items)) / Total Operating Revenue)</i>											
This is an indicator of what extent to which revenues raised cover operational expenses only or are available for capital funding purposes. The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of total operating revenue.											
<b>Net Financial Liabilities</b>	<b>45.68%</b>	<b>70.93%</b>	<b>99.34%</b>	<b>91.94%</b>	<b>82.67%</b>	<b>74.01%</b>	<b>67.79%</b>	<b>64.61%</b>	<b>60.58%</b>	<b>48.35%</b>	<b>38.75%</b>
<i>(Total Liabilities less Current Assets / Total Operating Revenue)</i>											
This is an indicator of the extent to which the net financial liabilities of a local government can be serviced by its operating revenues. A ratio greater than zero (positive) indicates that total financial liabilities exceed current assets. These net financial liabilities must be serviced using available operating revenues.											
<b>Asset Sustainability</b>	<b>7.88%</b>	<b>67.53%</b>	<b>69.83%</b>	<b>77.04%</b>	<b>83.91%</b>	<b>90.58%</b>	<b>89.99%</b>	<b>91.85%</b>	<b>93.20%</b>	<b>94.78%</b>	<b>94.11%</b>
<i>(Capex on replacement of assets / Depreciation Expense)</i>											
This is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach the end of their useful lives. Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period.											
<b>Increase in General Rates and Utility Charges Revenue</b>											
The increase in General Rates and Utility Charges Revenue from Residential Owner Occupied properties is 2.03%, from Residential Non-owner Occupied properties an increase of 2.23%, from Commercial and Industrial properties an increase of 0.70%, for Primary Producer properties it is an decrease of 0.01%, from the estimated growth in new properties an increase of 2.38% with the total increase for all properties across the City being											

## 2018-2019 Budget and Long Term Financial Forecast

### OTHER FINANCIAL RATIOS (as determined by Council)

	2017-2018 Actual \$'000	2018-2019 Estimated \$'000	2019-2020 Estimated \$'000	2020-2021 Estimated \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000
<b>Operating Efficiency</b>	1.07	1.03	1.02	1.04	1.07	1.09	1.12	1.14	1.15	1.18	1.20
<i>(Operating Revenue / Operating Expenses)</i>											
This ratio provides an indication of Council's capacity to recover the cost of the day to day expenses of Council. This includes the consumption of Council's asset base through depreciation expense.											
<b>Debt Servicing</b>	11.27%	18.33%	19.22%	16.27%	15.93%	15.81%	14.84%	14.61%	14.51%	11.39%	7.98%
<i>(I &amp; R / Total Operating Revenue)</i>											
This ratio provides an indication of Council's capacity to service its outstanding loan borrowings.											
<b>Working Capital ( -- : 1 )</b>	1.66 : 1	1.62 : 1	1.26 : 1	1.29 : 1	1.18 : 1	1.25 : 1	1.16 : 1	1.15 : 1	1.33 : 1	1.63 : 1	1.70 : 1
<i>(Current Assets / Current Liabilities)</i>											
This ratio provides an indication of Council's ability to meet it's short term obligations as they fall due. Budget estimates are within satisfactory ranges.											
Note : Current Liabilities are exclusive of liability for infrastructure Credits.											
<b>Return on Assets</b>	1.15%	0.75%	0.66%	0.85%	1.04%	1.21%	1.36%	1.51%	1.64%	1.79%	1.91%
<i>(EBIT / Assets)</i>											
This ratio provides an indication of Council's efficiency in using its assets to generate earnings. (Where EBIT = Net Operating Result + interest expense + tax)											

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**REVENUE POLICY****1. Revenue Policy**

In accordance with section 104(5)(c)(iii) of the *Local Government Act 2009* and section 193 of the *Local Government Regulation 2012*, the Council has prepared and adopted this revenue policy as a financial policy of the local government.

**2. Objective**

The objective of this revenue policy is to help ensure consistency between the Council's longer term objectives, as set out in the Financial Plan, and the revenue decisions made in the 2018-2019 budget process.

**3. Policy Statement****3.1 General policy statement**

It is an intended outcome of the Financial Plan that Council remains in a sound financial position at all times whilst delivering on the objectives contained within the Financial Plan. It is envisaged that overall net wealth of the community (total equity) will continue to be enhanced throughout the planning period.

To achieve this outcome the Council will seek to ensure that its revenues (after concessions on rates and charges) are sufficient to cover its costs having regard to year-to-year variations in revenues.

The Council has adopted a set of principles relating to the levying of rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery methods.

The Council will take account of the principles of equity, economic efficiency and simplicity in levying rates and charges and granting concessions for rates and charges.

**3.2 Levying rates and charges****3.2.1 Principles**

In accordance with section 193(1)(a)(i) of the *Local Government Regulation 2012*, the Council intends to apply the principles as set out below for levying rates and charges.

In general terms, to ensure that Ipswich continues to be a great place to live and to attract business investment and employment, the Council intends to fund the cost of providing services from user charges, except where:

- (a) the benefits of a service or facility are available to all residents;
- (b) concessions for rates and charges are applicable to groups or individuals based on their lower capacity to pay and exceptional circumstances of groups or individuals who meet eligibility criteria;

- (c) it is not cost-effective to levy user charges;
- (d) not doing so provides net economic benefits in attracting and retaining businesses; and
- (e) in the opinion of the Council, such charges do not meet the objectives of the Financial Plan.

Further, from a practical perspective, in levying rates and charges, the Council intends to:

- (a) make the system for paying rates and charges simple and inexpensive to administer;
- (b) manage its cashflows from rates and charges by providing for quarterly payments, discounts for payment by the due date and interest on overdue amounts; and
- (c) provide an equitable payment system that provides a range of payment options for ratepayers to pay the rates and charges and arrears of any rates or charges.

### **3.2.2 Differential general rates**

The Council intends to levy differential general rates on all rateable land in the local government area. This recognises the inequity which would result if a single general rate were applied to all rateable land in the local government area by reference to the rateable value of the land alone.

For rateable land that is used for residential purposes or is used for commercial activities a higher rate may be applied than that applied to rateable land that has no capacity to produce revenue such as rateable land used for a residential purpose which is occupied by the land owner. This reflects the revenue-producing capacity of rateable land that may be rented or is used for commercial activities.

Differential general rating categories, described in the Revenue Statement, are reviewed each financial year in order to maintain a rating structure that is clear, cost effective and simple to administer.

Differential general rates will be set at levels:

- (a) to generate revenue sufficient to meet the difference between the outlays of the Council's business activities less any ordinary business or trading income, grants, subsidies or contributions received in respect of those programs and any internal financial accommodation arranged;
- (b) that recognise the different revenue-producing capacity of rateable land within the local government area; and
- (c) that recognise the differing level of benefits that rateable land in different rating categories receive from the Council's services and facilities.

### **3.2.3 Rateable value of land**

The Council has determined that the rateable value of land shall be the 3-year averaged value of land and that the 3-year averaged value of land will be used as the basis for calculating the differential general rates. The value of the land as determined by the Valuer-General in accordance with the *Land Valuation Act 2010*, will be used by the Council

for calculating the 3-year averaged value of the land, and the 3-year averaged value will be worked out in accordance with section 76 of the *Local Government Regulation 2012*.

#### **3.2.4 Minimum amount of general rates and special rates and charges**

The Council has determined that due to the cost of providing a minimum service to rateable land, an equitable contribution per rateable land is to apply in relation to the funding of the Council's services and facilities and that this contribution is to be made irrespective of where the rateable land is located or its valuation.

The Council has also determined that rateable land in certain rating categories may have a different minimum amount of general rates to that applying to other rating categories.

The Council may also elect to fix a minimum amount of special rates and charges.

#### **3.2.5 Limitation of increase in rates or charges levied**

The Council intends to limit the increase in the differential general rates for certain rating categories of rateable land in the local government area to moderate the impact of rapid, uneven and significant changes in land values across the local government area.

#### **3.2.6 Special rates and charges**

The Council may elect to levy special rates and charges, on a year by year basis, for rural fire brigades and other facilities or services which it considers have a special association with particular land in the local government area. The proceeds of the particular special rate and charge are directed towards the costs of the relevant initiative or facility.

#### **3.2.7 Separate rates and charges**

A separate charge for the Enviroplan will be levied equally on all rateable land within the local government area, to provide for the acquisition and protection of bushland areas and for the provision of facilities for public access to those areas, on the basis that the benefit is shared equally by all parcels of rateable land, regardless of their value. The revenue raised is used to contribute to the costs of acquiring bushland and for providing and managing public access.

#### **3.2.8 Utility charges**

Utility charges for waste management services are determined having regard to the following:

- (a) performance targets in the Ipswich Waste Services Annual Performance Plans;
- (b) the cost of provision of the services and infrastructure and an appropriate return on assets;
- (c) pricing oversight requirements of the Queensland Competition Authority;
- (d) operating and capital grants, subsidies or contributions received from others.

Some waste management utility charges are supplied by special agreement. The charges which have been negotiated under those agreements still have regard to the above principles.

The Council's waste management utility charges are applied on a per waste management service basis. All costs associated with providing the waste management service are recovered by levying the waste management utility charges.

### **3.2.9 Discount**

It is the Council's policy to encourage the prompt payment of rates and charges by allowing a discount for the payment of certain rates and charges where payment is made in full on or before the end of the discount period stated in the rate notice being 30 days from the issue of the rate notice. The discount is only to apply to the differential general rate (excluding utility charges, special charges, separate charges, Emergency Management Levy, and arrears of any rate or charge.

The Council also encourages prompt payment of selected fees such as annual dog registrations by offering a discount for the full payment by the due date.

## **3.3 Granting concessions for rates and charges**

### **3.3.1 Principles**

In accordance with section 193(1)(a)(ii) of the *Local Government Regulation 2012*, the Council intends to apply the following principles for granting concessions for rates and charges:

- (a) where an applicable Council policy in relation to the granting of the concession is in place, the Council will grant concessions where there is a need to resolve anomalies in order to ensure equitable treatment for groups and individuals in similar circumstances;
- (b) regard is to be had to the limited financial capacity to pay and exceptional circumstances of groups or individuals who meet eligibility criteria in any applicable Council policy;
- (c) that the requirements for granting concessions be clear and transparent in order to ensure the equitable treatment of all beneficiaries.

### **3.3.2 Purpose for the concessions**

The purpose for the concession for rates and charges to be granted by the Council are stated in the following table.

<b>Column 1</b> <b>Concession for rates and charges</b>	<b>Column 2</b> <b>Purpose for the concession</b>
Concession to an eligible pensioner who owns and occupies rateable land.	Acknowledge that pensioners have limited financial capacity.
Concession to an eligible entity whose objects do not include making a profit which owns rateable land.	Support activities that do not make a profit.
Concession to an eligible entity that provides assistance or encouragement for arts or cultural development which owns rateable land.	Support activities that assist and encourage arts and cultural development.
Concession to an eligible landowner who is an individual and who is subject to financial hardship from the payment of rates and charges.	Support individuals where the payment of rates and charges will or has affected the wellbeing of the individuals in such a way as to constitute an unreasonable outcome based on present community standards.
Concession to an eligible landowner whose land is subject to a mining lease requiring the carrying out of improvement restoration for the mining lease.	Support the carrying out of improvement restoration for the mining lease which is exceptional and necessitated by the characteristics of the land.

### **3.4 Recovering overdue rates and charges**

#### **3.4.1 Principles**

In accordance with section 193(1)(a)(iii) of the *Local Government Regulation 2012*, the Council intends to apply the principles set out below for recovering overdue rates and charges.

In general terms the Council exercises its rate recovery powers in order to reduce the overall rate burden on ratepayers.

The Council specifically intends to apply the following principles for recovering overdue rates and charges:

- (a) transparency by making clear the obligations of ratepayers and the processes used by the Council in assisting them to meet their financial obligations;
- (b) making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- (c) equity by having regard to capacity to pay in determining appropriate arrangements for different sectors of the community and providing the same treatment for ratepayers with similar circumstances;

- (d) flexibility to respond to community expectations by providing assistance to encourage or discourage certain behaviours.

### **3.4.2 Interest**

The Council also intends to charge interest on overdue rates and charges from the day on which they become overdue and at the rate as may be determined under section 133(1)(a) of the *Local Government Regulation 2012* compounded on daily rests. However, if the overdue rates and charges are paid within 21 days from their due date, no interest shall be charged.

## **3.5 Cost-recovery methods**

### **3.5.1 Principles**

In accordance with section 193(1)(a)(iv) of the *Local Government Regulation 2012*, the Council intends to apply the following principles for cost-recovery methods:

- (a) fees and charges are set to recover the costs of the Council in providing services and taking actions associated with regulatory compliance;
- (b) the process for recovering the Council's costs is to be clear, simple to administer and cost effective.

### **3.5.2 Cost-recovery fees**

The Council has fixed cost-recovery fees under section 97 of the *Local Government Act 2009*. All cost-recovery fees set by the Council are included in the Register of Cost Recovery Fees which is open for inspection at the Council's public office.

## **3.6 Funding of physical and social infrastructure costs for new development**

In accordance with section 193(1)(c) of the *Local Government Regulation 2012*, the Council intends to fund the provision of local government trunk infrastructure networks for new development by the adoption and levying of infrastructure charges on new development in accordance with the *Planning Act 2016*.

The infrastructure charges for providing local government trunk infrastructure networks are detailed in resolutions made by the Council under the *Planning Act 2016* having regard to the Council's planning scheme including its priority infrastructure plan.

The Council also intends new development to meet the Council's additional costs of bringing forward development infrastructure and other physical and social infrastructure costs for a new development which is of sufficient magnitude to accelerate the growth rate of a specific area so that the availability of facilities is not adversely affected and existing ratepayers are not burdened with the cost of providing the additional infrastructure.

### **3.7 Other revenue**

#### **3.7.1 Commercial fees**

The Council charges commercial fees for other services provided by the Council.

The Council intends to set the commercial fees having regard to the following:

- (a) the user pays principle;
- (b) the estimated cost of provision of services or access to the Council's facilities;
- (c) a fair return for the use of the Council's infrastructure;
- (d) the fees charged by any alternative providers;
- (e) the performance targets set for the Council's business activities;
- (f) the need to encourage or discourage particular behaviours.

#### **3.7.2 Other revenue**

The Council intends to pursue and collect other revenue, such as investment interest income, sale or disposal of assets, grants and subsidies, sale of Council's provision of goods or services and dividends from investments on the basis of the Council taking advantage of opportunities to maximise the efficient use of resources and activities under its control.

### **4 Roles and responsibilities**

The Chief Operating Officers in each department, together with the Finance and Information Technology Branch of the Finance and Corporate Services Department, are responsible for ensuring compliance with this policy.

## **REVENUE STATEMENT**

### **9.1 PURPOSE**

- (1) In accordance with section 169 of the *Local Government Regulation 2012*, the Council has prepared this revenue statement for its budget for the 2018-2019 financial year.
- (2) The purpose of this revenue statement is to outline and explain the revenue measures adopted by the Council in the Budget for the 2018-2019 financial year (**2018-2019 Budget**) in compliance with relevant legislative requirements.
- (3) This revenue statement is to be read in conjunction with the Revenue Policy, Rating Resolutions and Forecast Financial Statements in the 2018-2019 Budget.
- (4) The Council may, by resolution, amend the revenue statement for the financial year at any time before the end of the financial year.

### **9.2 RATES AND CHARGES**

The Council has levied the following rates and charges in accordance with the principles stated in the revenue policy in the 2018-2019 Budget:

- (1) differential general rates (see Part 2 of the 2018-2019 Budget);
- (2) waste management utility charges (see Part 3 of the 2018-2019 Budget);
- (3) rural fire resources levy special charge (see Part 4 of the 2018-2019 Budget);
- (4) enviroplan separate charge (see Part 5 of the 2018-2019 Budget).

### **9.3 DIFFERENTIAL GENERAL RATES**

- (1) The Council has decided to levy differential general rates for different rating categories of rateable land in the local government area on the basis set out in Part 2 of the 2018-2019 Budget.
- (2) The Council has decided that there are 60 rating categories for rateable land in the local government area as stated in column 1 of Table 1 (Differential General Rating Categories) in Part 2 of the 2018-2019 Budget. Each of these 60 rating categories and a description of each rating category is stated in Table 5.
- (3) The Council has decided that, due to the cost of providing services to rateable land, a minimum amount of general rates is to apply to certain rating categories of rateable land in the local government area as stated in Table 2 (Differential General Rates) in Part 2 of the 2018-2019 Budget.
- (4) The Council has decided that, to address the concerns of the community resulting from changes in the valuation of the rateable land from year to year, particularly

where the Valuer-General has not undertaken a comprehensive review of all valuations each year, the increase in the differential general rates for certain rating categories of rateable land in the local government area is to be limited to not more than the differential general rates for the last financial year increased by the percentage stated in column 4 of Table 2 (Differential General Rates) in Part 2 of the 2018-2019 Budget.

- (5) The Council has decided that the rateable value of land for 2018-2019 shall be the 3-year average of the valuations provided by the Valuer-General in accordance with the *Land Valuation Act 2010* and that the 3-year averaged value will be used as the basis for calculating the differential general rates.

TABLE 5 – DIFFERENTIAL GENERAL RATING CATEGORIES

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
1	Land not in Brookwater used for a residential purpose which is owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is owner occupied; (d) is not located in Brookwater.
4	Land not used for a residential purpose or for profit purpose.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is not used for a residential purpose or for profit purpose.
8	Land in Brookwater used for a residential purpose which is owner occupied or which is vacant land that is potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is either: (i) primarily residential and owner occupied; or (ii) vacant land that is potential owner occupied; (c) is located in Brookwater.
9	Land not in Brookwater used for a residential purpose which is not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is not owner occupied; (d) is not located in Brookwater.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
10	Land not in Brookwater which is vacant land less than 20,000m <sup>2</sup> that is potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is vacant land; (c) is less than 20,000m <sup>2</sup> ; (d) is potential owner occupied; (e) is not located in Brookwater.
11	Land not in Brookwater used for a residential purpose which is owner occupied that is in a community titles scheme not in a high rise structure.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is owner occupied; (d) is included in a community titles scheme; (e) is not in a high rise structure; (f) is not located in Brookwater.
15	Land in Brookwater used for a residential purpose which is not owner occupied or which is vacant land that is not potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is either: (i) primarily residential and is not owner occupied; or (ii) vacant land that is not potential owner occupied; (c) is located in Brookwater.
16	Land not in Brookwater used for a residential purpose which is not owner occupied that is in a community titles scheme not in a high rise structure.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is not owner occupied; (d) is included in a community titles scheme; (e) is not in a high rise structure; (f) is not located in Brookwater.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
17	Land not in Brookwater used for a residential purpose which is owner occupied that is in a community titles scheme in a high rise structure.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is owner occupied; (d) is included in a community titles scheme; (e) is in a high rise structure; (f) is not located in Brookwater.
18	Land not in Brookwater used for a residential purpose which is not owner occupied that is in a community titles scheme in a high rise structure.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) is not owner occupied; (d) is included in a community titles scheme; (e) is in a high rise structure; (f) is not located in Brookwater.
19	Land not in Brookwater which is vacant land less than 20,000m <sup>2</sup> that is not potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is vacant land; (c) is less than 20,000m <sup>2</sup> ; (d) is not potential owner occupied; (e) is not located in Brookwater.
22a	Land used for multi residential with two dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes two dwellings; (d) none of the dwellings are owner occupied.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
22b	Land used for multi residential with three to five dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes three to five dwellings; (d) one or more of the dwellings is not owner occupied.
22c	Land used for multi residential with six to nine dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes six to nine dwellings; (d) one or more of the dwellings is not owner occupied.
22d	Land used for multi residential with 10 to 14 dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes 10 to 14 dwellings; (d) one or more of the dwellings is not owner occupied.
22e	Land used for multi residential with 15 to 19 dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes 15 to 19 dwellings; (d) one or more of the dwellings is not owner occupied.
22f	Land used for multi residential with 20 to 29 dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes 20 to 29 dwellings; (d) one or more of the dwellings is not owner occupied.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
22g	Land used for multi residential with 30 to 39 dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes 30 to 39 dwellings; (d) one or more of the dwellings is not owner occupied.
22h	Land used for multi residential with 40 or more dwellings which are not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily residential; (c) includes 40 or more dwellings; (d) one or more of the dwellings is not owner occupied.
23	Land not in Brookwater which is vacant land that is 20,000m <sup>2</sup> or greater and is potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is vacant land; (c) is 20,000m <sup>2</sup> or greater; (d) is potential owner occupied; (e) is not located in Brookwater.
24	Land not in Brookwater which is vacant land that is 20,000m <sup>2</sup> or greater and is not potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is vacant land; (c) is 20,000m <sup>2</sup> or greater; (d) is not potential owner occupied; (e) is not located in Brookwater.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
25	Land which is vacant land requiring rehabilitation as the subject of a previous extractive industry involving coal mining.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is vacant land; (c) has the Secondary Land Use Code of 78 Previous extractive industries land use requiring site rehabilitation; (d) requires rehabilitation as the subject of a previous extractive industry involving coal mining.
41	Land used for a farming and grazing purpose which is owner occupied or potential owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for farming and grazing; (c) is either: (i) owner occupied; or (ii) potential owner occupied.
42	Land not in an Endorsed Context Plan Area or the Springfield Structure Plan Area used for a farming and grazing purpose which is not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for farming and grazing; (c) is not owner occupied; (d) is not located in an Endorsed Context Plan Area; (e) is not located in the Springfield Structure Plan Area.
42a	Land in an Endorsed Context Plan Area used for a farming and grazing purpose which is not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for farming and grazing; (c) is not owner occupied; (d) is located in an Endorsed Context Plan Area.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
42b	Land in the Springfield Structure Plan Area used for a farming and grazing purpose which is not owner occupied.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for farming and grazing; (c) is not owner occupied; (d) is located in the Springfield Structure Plan Area.
43a	Land used for a commercial purpose with a rateable value of less than \$200,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of less than \$200,000.
43b	Land used for a commercial purpose with a rateable value of \$200,000 to less than \$500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of \$200,000 to less than \$500,000.
43c	Land used for a commercial purpose with a rateable value of \$500,000 to less than \$1,000,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of \$500,000 to less than \$1,000,000.
43d	Land used for a commercial purpose with a rateable value of \$1,000,000 to less than \$2,500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of \$1,000,000 to less than \$2,500,000.
44a	Land used for a commercial purpose with a rateable value of \$2,500,000 to less than \$5,000,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of \$2,500,000 to less than \$5,000,000.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
44b	Land used for a commercial purpose with a rateable value of \$5,000,000 or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a commercial use; (c) has a rateable value of \$5,000,000 or greater.
45	Land used for a noxious industry that is not in rating categories 46, 47b, 47c, 47d and 50.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a noxious industry; (c) is not in rating categories 46, 47b, 47c, 47d and 50.
46	Land used for a noxious industry involving waste recycling or waste processing.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) has the Secondary Land Use Code of 37 Noxious Industry - Waste Recycling/Processing; (c) is primarily for a noxious industry involving waste recycling or waste processing.
47a	Land used for an extractive industry involving coal mining or the rehabilitation of land the subject of a previous or current extractive industry involving coal mining.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) has the Secondary Land Use Codes of 00 Coal mining and ancillary and/or associated activities including mine rehabilitation; (c) is primarily for an extractive industry involving coal mining or the rehabilitation of land the subject of a previous or current extractive industry involving coal mining.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
47b	Land used for a noxious industry involving a landfill with a rateable value of less than \$750,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) has any of the following Secondary Land Use Codes: (i) 17 Noxious Industry Land Fill - Putrescible Material; (ii) 27 Noxious Industry Land Fill - Non Putrescible Material; (c) is primarily for a noxious industry involving a landfill; (d) has a rateable value of less than \$750,000.
47c	Land used for a noxious industry involving a landfill with a rateable value of \$750,000 to less than \$1,750,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) has any of the following Secondary Land Use Codes: (i) 17 Noxious Industry Land Fill - Putrescible Material; (ii) 27 Noxious Industry Land Fill - Non Putrescible Material; (c) is primarily for a noxious industry involving a landfill; (d) has a rateable value of \$750,000 to less than \$1,750,000.
47d	Land used for a noxious industry involving a landfill with a rateable value of \$1,750,000 or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) has any of the following Secondary Land Use Codes: (i) 17 Noxious Industry Land Fill - Putrescible Material; (ii) 27 Noxious Industry Land Fill - Non Putrescible Material; (c) is primarily for a noxious industry involving a landfill; (d) has a rateable value of \$1,750,000 or greater.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
48	Land used for an extractive industry that is not in rating category 47a.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for an extractive industry not involving any of the following: (i) coal mining; (ii) rehabilitation of land the subject of a previous or current extractive industry involving coal mining; (c) is not in rating category 47a.
49a	Land used for a light industry with a rateable value of less than \$500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a light industry; (c) has a rateable value of less than \$500,000.
49b	Land used for a light industry with a rateable value of \$500,000 to less than \$1,000,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a light industry; (c) has a rateable value of \$500,000 to less than \$1,000,000.
49c	Land used for a light industry with a rateable value of \$1,000,000 to less than \$2,500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a light industry; (c) has a rateable value of \$1,000,000 to less than \$2,500,000.
49d	Land used for a light industry with a rateable value of \$2,500,000 to less than \$5,000,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a light industry; (c) has a rateable value of \$2,500,000 to less than \$5,000,000.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
49e	Land used for a light industry with a rateable value of \$5,000,000 or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a light industry; (c) has a rateable value of \$5,000,000 or greater.
50	Land used for a heavy industry.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) if the land has a Primary Council Land Use Code of 37 Noxious/Offensive Industry, the land also has a Secondary Land Use Code of 99 Power Station; (c) is primarily for a heavy industry.
55a	Land used for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> and a rateable value of less than \$200,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> ; (c) has a rateable value of less than \$200,000.
55b	Land used for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> and a rateable value of \$200,000 to less than \$500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> ; (c) has a rateable value of \$200,000 to less than \$500,000.
55c	Land used for a retail purpose with a total GLA less of than 5,000m <sup>2</sup> and a rateable value of \$500,000 to less than \$1,000,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> ; (c) has a rateable value of \$500,000 to less than \$1,000,000.

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
55d	Land used for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> and a rateable value of \$1,000,000 to less than \$2,500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of less than 5,000m <sup>2</sup> ; (c) has a rateable value of \$1,000,000 to less than \$2,500,000.
55e	Land used for a retail purpose with a total GLA of 5,000m <sup>2</sup> to less than 7,500m <sup>2</sup> and a rateable value of less than \$2,500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 5,000m <sup>2</sup> to less than 7,500m <sup>2</sup> ; (c) has a rateable value of less than \$2,500,000.
55f	Land used for a retail purpose with a total GLA of 7,500m <sup>2</sup> to less than 10,000m <sup>2</sup> and a rateable value of less than \$2,500,000.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 7,500m <sup>2</sup> to less than 10,000m <sup>2</sup> ; (c) has a rateable value of less than \$2,500,000.
55g	Land used for a retail purpose with a total GLA of less than 10,000m <sup>2</sup> and a rateable value of \$2,500,000 or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of less than 10,000m <sup>2</sup> ; (c) has a rateable value of \$2,500,000 or greater.
55h	Land used for a retail purpose with a total GLA of 10,000m <sup>2</sup> to less than 20,000m <sup>2</sup> and a land area of less than 200,000m <sup>2</sup> .	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 10,000m <sup>2</sup> to less than 20,000m <sup>2</sup> ; (c) has a land area of less than 200,000m <sup>2</sup> .

<b>Column 1</b> <b>Rating category of rateable land</b>		<b>Column 2</b> <b>Description of rating category</b>
55i	Land used for a retail purpose with a total GLA of 20,000m <sup>2</sup> to less than 30,000m <sup>2</sup> and a land area of less than 200,000m <sup>2</sup> .	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 20,000m <sup>2</sup> to less than 30,000m <sup>2</sup> ; (c) has a land area of less than 200,000m <sup>2</sup> .
55j	Land used for a retail purpose with a total GLA of 30,000m <sup>2</sup> to less than 45,000m <sup>2</sup> and a land area of less than 200,000m <sup>2</sup> .	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 30,000m <sup>2</sup> to less than 45,000m <sup>2</sup> ; (c) has a land area of less than 200,000m <sup>2</sup> .
55k	Land used for a retail purpose with a total GLA of 45,000m <sup>2</sup> or greater and a land area of less than 200,000m <sup>2</sup> .	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 45,000 m <sup>2</sup> or greater; (c) has a land area of less than 200,000m <sup>2</sup> .
55l	Land used for a retail purpose with a total GLA of 10,000m <sup>2</sup> to less than 20,000m <sup>2</sup> and a land area of 200,000m <sup>2</sup> or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 10,000m <sup>2</sup> to less than 20,000m <sup>2</sup> ; (c) has a land area of 200,000m <sup>2</sup> or greater.
55m	Land used for a retail purpose with a total GLA of 20,000m <sup>2</sup> to less than 30,000m <sup>2</sup> and a land area of 200,000m <sup>2</sup> or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 20,000m <sup>2</sup> to less than 30,000m <sup>2</sup> ; (c) has a land area of 200,000m <sup>2</sup> or greater.
55n	Land used for a retail purpose with a total GLA of 30,000m <sup>2</sup> to less than 45,000m <sup>2</sup> and a land area of 200,000m <sup>2</sup> or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 30,000m <sup>2</sup> to less than 45,000m <sup>2</sup> ; (c) has a land area of 200,000m <sup>2</sup> or greater.

<b>Column 1</b>		<b>Column 2</b>
<b>Rating category of rateable land</b>		<b>Description of rating category</b>
55o	Land used for a retail purpose with a total GLA of 45,000m <sup>2</sup> or greater and a land area of 200,000m <sup>2</sup> or greater.	Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category; (b) is primarily for a retail purpose with a total GLA of 45,000m <sup>2</sup> or greater; (c) has a land area of 200,000m <sup>2</sup> or greater.

#### **9.4 WASTE MANAGEMENT UTILITY CHARGES**

- (1) The Council has decided to levy utility charges for waste management services (Waste Management Utility Charges) in respect of the following waste management services to rateable land in the local government area on the basis set out in Part 3 of the 2018-2019 Budget:
  - (a) waste service;
  - (b) green waste service;
  - (c) bulk bin service.
- (2) The waste management utility charges are applied on a per service basis and are set at a level to raise revenue as specified in the Ipswich Waste Services budget.
- (3) The waste management utility charges are levied on all rateable land in the local government area provided with the waste management service and are levied on a pro rata basis where a waste management service is provided for only part of the year.
- (4) Waste management utility charges are determined on a full-cost pricing basis in accordance with the National Competition Policy to recover sufficient income to meet the full cost outlays of the functional programs, including administrative costs and overheads not funded from general revenue, having regard to the following:
  - (a) performance targets in the Ipswich Waste Services Annual Performance Plan;
  - (b) the cost of capital provision and an appropriate return on assets;
  - (c) pricing oversight requirements of the Queensland Competition Authority;
  - (d) operating and capital grants, subsidies or contributions received from others.

#### **9.5 RURAL FIRE RESOURCES LEVY SPECIAL CHARGE**

- (1) The Council has decided to levy a special charge on rateable land within that part of the local government area that specially benefits from the purchase, maintenance of equipment and training by the Ipswich Group Rural Fire Brigades operating within the local government area on the basis set out in Part 4 of the 2018-2019 Budget.
- (2) The Council's policy is to levy special charges, on a year by year basis, for rural fire brigades and other associated facilities to particular areas of the local government area which specially benefits from the rural fire brigades and associated facilities.

- (3) The special charges collected by the Council are used to meet the costs of the relevant initiative or facility.

## **9.6 ENVIROPLAN SEPARATE CHARGE**

The Council has decided to levy a separate charge for the Ipswich Enviroplan on all rateable land in the local government area on the basis set out in Part 5 of the 2018-2019 Budget.

## **9.7 DISCOUNT FOR RATES AND CHARGES**

- (1) The Council has decided to allow a discount for payment of rates and charges on the basis set out in Part 6 of the 2018-2019 Budget.
- (2) The Council's policy is to encourage prompt payment of rates and charges by allowing a discount for full payment by the due date.
- (3) The discount is only to apply to the differential general rates (excluding utility charges, special charges, separate charges, Emergency Management Levy, and arrears of any rate or charge).

## **9.8 CONCESSIONS**

- (1) The Council has decided to grant a concession for rates and charges for land to an eligible pensioner who owns and occupies rateable land on the basis set out in Part 8 of the 2018-2019 Budget.
- (2) The Council has also decided that the following concessions for rates and charges are to be granted in the financial year:
  - (a) concession to an eligible entity whose objects do not include making a profit which owns rateable land;
  - (b) concession to an eligible entity that provides assistance or encouragement for arts or cultural development which owns rateable land;
  - (c) concession to an eligible landowner who is an individual and who is subject to financial hardship from the payment of rates and charges;
  - (d) concession to an eligible landowner whose land is subject to a mining lease requiring the carrying out of improvement restoration for the mining lease.

## **9.9 INTEREST**

The Council has decided that interest is payable on overdue rates or charges on the basis set out in Part 7 of the 2018-2019 Budget.

## **9.10 COST-RECOVERY FEES**

- (1) Under section 97(2) of the *Local Government Act 2009*, a cost-recovery fee is a fee for any of the following:
  - (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act as defined in the *Local Government Act 2009*;

- (b) recording a change of ownership of land;
  - (c) giving information kept under a Local Government Act as defined in the *Local Government Act 2009*;
  - (d) seizing property or animals under a Local Government Act as defined in the *Local Government Act 2009*;
  - (e) the performance of another responsibility imposed on the local government under the *Building Act 1975* or the *Plumbing and Drainage Act 2002*.
- (2) The Council has decided the amount of cost-recovery fees having regard to the following:
- (a) the estimated cost, including overheads, of operating each of the Council's regulatory regimes, such as:
    - (i) animal control;
    - (ii) environmental protection;
    - (iii) development approval;
    - (iv) community health and safety;
    - (v) entertainment venues;
  - (b) amounts prescribed by State legislation;
  - (c) the need to recover the cost of operating the regulatory regimes;
  - (d) the need to encourage compliance with relevant laws.
- (3) The Council's cost-recovery fees are included in the Register of Cost Recovery Fees which is open for inspection at the Council's public office.
- (4) The Council applies a common set of criteria to ensure cost-recovery fee concessions are granted equitably across each area of Council's operations.

#### **9.11 COMMERCIAL FEES**

- (1) Commercial fees are for services which relate to the provision of services or access to Council's facilities which are not regulated by a local law or other legislative schemes.
- (2) The Council has decided the amount of commercial fees having regard to the following:
- (a) the user pays principle;
  - (b) the estimated cost of provision of services or access to the Council's facilities;
  - (c) fees charged by any alternative providers;
  - (d) a fair return for the use of the Council's infrastructure;
  - (e) performance targets set for the Council's business activities;
  - (f) the need to encourage or discourage particular behaviours.

#### **9.12 DEVELOPER FINANCIAL CONTRIBUTIONS FOR DEVELOPMENT INFRASTRUCTURE**

- (1) The Council's intention is to ensure that development infrastructure costs and other physical and social infrastructure costs caused by the incremental development of premises in the local government area is funded or provided for by that development, to the extent authorised by law or negotiated by agreement.

- (2) The Council is to require financial contributions for providing local government trunk infrastructure networks in relation to the development of premises in accordance with the *Planning Act 2016*.
- (3) Financial contributions for trunk infrastructure for the distributor-retailer's (Queensland Urban Utilities) water service and wastewater service may be collected by the Council under an agreement with Queensland Urban Utilities or to the extent required by law and remitted to Queensland Urban Utilities.
- (4) The developer is also required to provide the non trunk infrastructure considered by the Council to be appropriate for the development as a condition of a development approval.

### **9.13 OTHER REVENUE**

The Council will seek to collect other revenue, such as investment interest income, grants and subsidies, income from the sale of the Council's provision of goods and services, dividends from investments and the income from the sale or disposal of assets, on the basis of the Council taking advantage of opportunities to maximise the efficient use of resources and activities under its control.

### **9.14 MAINTENANCE OF THE COUNCIL'S OPERATING CAPABILITY**

- (1) The Council will seek to ensure that its revenues (after concessions on rates and charges) are sufficient to cover its costs.
- (2) It is the Council's intention that the operating capability of the local government is to be increased to provide the capacity to invest in physical and social infrastructure for the growing community.
- (3) The Net Operating Surplus included in the Statement of Income and Expenditure describes the extent of the increase in the budget year.

Requested 2017-2018 Carry-Overs		
Project	Investment Program	Requested Carry Over
<b>Works Parks and Recreation Department</b>		
Hayden Centre Fire Dampers	Asset Rehabilitation	20,000
Cameron Park Air Con and Elect	Asset Rehabilitation	230,000
Comm Art Gallery Storage Facilities	Asset Rehabilitation	230,000
Hayden Centre Roof Rehab	Asset Rehabilitation	8,000
Robelle Domain Softfall 17	Asset Rehabilitation	200,000
66 Riverview Road, Dinmore	Asset Rehabilitation	52,000
Chelmsford Avenue - Footpath Rehab	Asset Rehabilitation	70,000
Riverview Depot Upgrades	Corporate Facilities	3,880,000
Bob Gibbs Park Spectator Seating	Parks, Sports & Environment	25,000
Beautiful Ipswich Div 4	Local Amenity	234,000
Beautiful Ipswich Div 5	Local Amenity	184,000
Waste Trucks	Fleet	243,000
Trucks	Fleet	698,000
	<b>WPR Total</b>	<b>6,074,000</b>
<b>Arts Social Development and Community Engagement Department</b>		
Library - delivery of Springfield Central Library onboarding/custom fitout, Stage 2 Redbank Plains repurpose works and Library pod project going into the new shopping centre extension.	Arts Social Development and Community Engagement	456,820
<b>Finance and Corporate Services Department</b>		
ICT - E-Hub	Information Technology	380,000
		<b>23,371,376</b>

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 09.10.18	OAR: Yes
<b>Authorisation:</b> Jeffrey Keech	

27 September 2018

## **MEMORANDUM**

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

FROM: ACTING FINANCE MANAGER

RE: MONTH-END PERFORMANCE – AUGUST 2018

---

### **INTRODUCTION**

This is a report by the Acting Finance Manager dated 27 September 2018 concerning Council performance for the period ending 31 August 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 August 2018 is included at Attachment A.

### **ATTACHMENT:**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">August 2018 Monthly Performance Report</a>	<a href="#">Attachment A</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**

**August 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:
<b>Net Result as at 31 August 2018:</b>						
<b>Cash Operational Revenue</b>						
Net Rates and Utilities	46,185	45,988	197	201,642	201,642	Page 9
Fees and Charges	5,931	5,130	801	29,751	29,751	Page 10
Operational Grants and Contributions	2,410	2,721	(311)	16,789	16,789	Page 11
Interest	835	487	348	2,905	2,905	Page 12
Other Cash Revenue	10,482	2,739	7,743	32,879	32,879	"
<b>Total Cash Operational Revenue</b>	<b>65,843</b>	<b>57,065</b>	<b>8,778</b>	<b>283,966</b>	<b>283,966</b>	
<b>Cash Operational Expenses</b>						
Employee Expenses*	15,864	16,544	680	96,081	96,081	Page 13
Materials and Services#	14,485	15,035	550	88,707	88,707	"
Finance costs	2,195	2,159	(36)	14,882	14,882	"
Other Cash Expenses	1,194	1,332	138	8,364	8,364	"
	<b>33,738</b>	<b>35,070</b>	<b>1,332</b>	<b>208,034</b>	<b>208,034</b>	
<b>Cash Operational Result</b>	<b>32,105</b>	<b>21,995</b>	<b>10,110</b>	<b>75,932</b>	<b>75,932</b>	
<b>Non-Cash Operational Revenue</b>						
Gain on Asset Disposal	47	0	47	0	47	Page 12
Internal Revenue	4,367	4,270	97	23,504	23,504	"
<b>Total Non-Cash Operational Revenue</b>	<b>4,414</b>	<b>4,270</b>	<b>144</b>	<b>23,504</b>	<b>23,551</b>	
<b>Non-Cash Operational Expense</b>						
Depreciation	10,660	11,650	990	68,075	68,075	Page 13
Loss on Asset Disposal	332	0	(332)	0	332	"
Internal Expense	3,960	3,803	(157)	20,850	20,850	"
<b>Total Non-Cash Operational Expense</b>	<b>14,952</b>	<b>15,453</b>	<b>501</b>	<b>88,925</b>	<b>89,257</b>	
<b>Net Result before Capital</b>	<b>21,567</b>	<b>10,812</b>	<b>10,755</b>	<b>10,511</b>	<b>10,226</b>	
<b>Capital</b>						
Capital Grants	105	0	105	4,692	4,692	Page 11
Donated Asset Revenue	0	2	(2)	67,122	67,122	"
Contributions	280	3,458	(3,178)	20,737	20,737	"
<b>Total Capital</b>	<b>385</b>	<b>3,460</b>	<b>(3,075)</b>	<b>92,551</b>	<b>92,551</b>	
<b>Total Net Result</b>	<b>21,952</b>	<b>14,272</b>	<b>7,680</b>	<b>103,062</b>	<b>102,777</b>	
<b>Capital Program as at 31 August 2018:</b>						
<b>Cash Capital Items</b>						
Asset Construction and Purchase	8,143	5,659	(2,484)	174,730	174,730	Page 17
<b>Non-cash Capital Items</b>						
Donated Assets	0	0	0	67,122	67,122	"
<b>Total Capital Program</b>	<b>8,143</b>	<b>5,659</b>	<b>(2,484)</b>	<b>241,852</b>	<b>241,852</b>	

\* Including contract labour

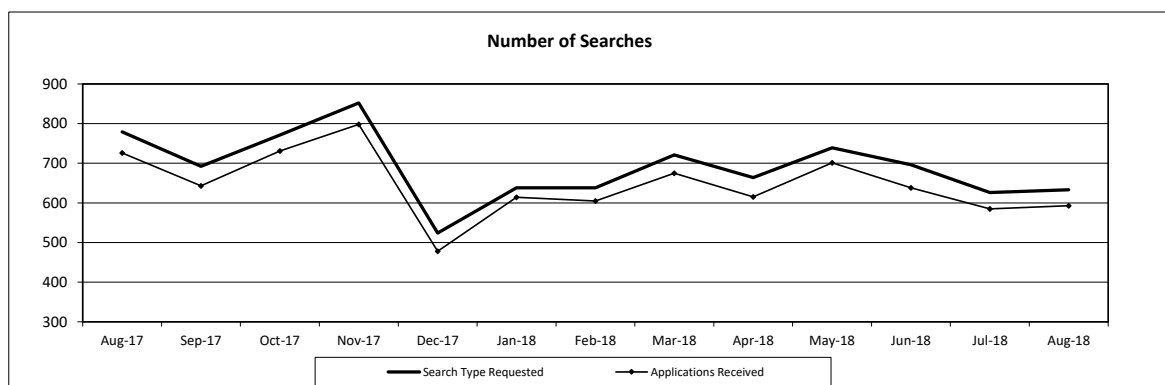
# excluding contract labour

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

ICC Performance Report  
August 2018

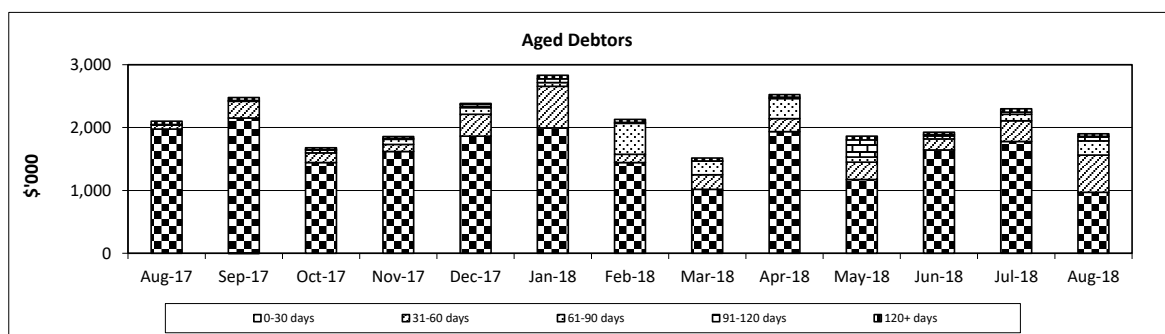
**Additional Performance Information:**

**Property Searches:**



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Search Type Requested	779	692	771	852	524	638	638	721	664	739	696	626	633
Applications Received	726	643	731	798	478	614	605	675	615	701	638	585	593

**Aged Debtors:**

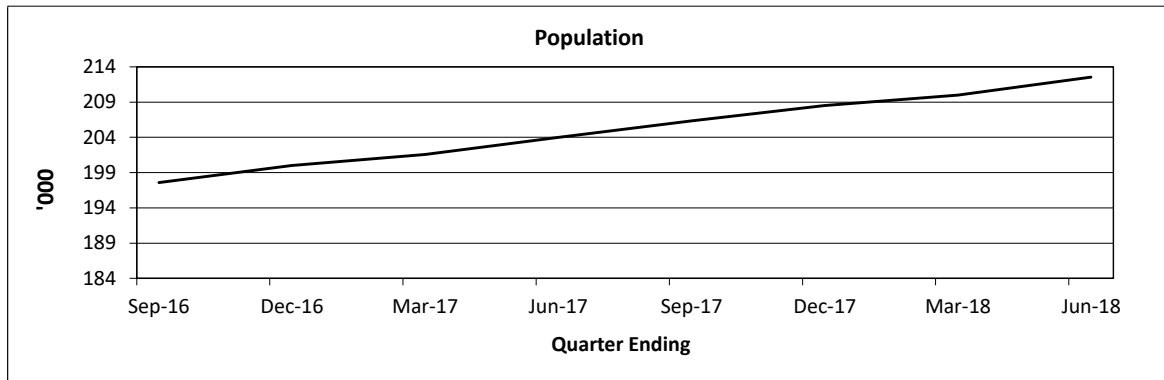


	Aug-17 \$'000	Sep-17 \$'000	Oct-17 \$'000	Nov-17 \$'000	Dec-17 \$'000	Jan-18 \$'000	Feb-18 \$'000	Mar-18 \$'000	Apr-18 \$'000	May-18 \$'000	Jun-18 \$'000	Jul-18 \$'000	Aug-18 \$'000
0-30 days	1,977	2,153	1,444	1,619	1,862	1,995	1,443	1,016	1,936	1,174	1,645	1,778	969
31-60 days	67	265	152	113	350	661	132	233	207	276	173	331	594
61-90 days	1	13	45	82	106	60	491	215	319	82	47	102	226
91-120 days	3	(1)	7	12	51	60	16	5	21	273	22	34	69
120+ days	52	46	29	31	14	57	49	46	43	59	40	53	42

31-60 days primarily relates to outstanding amounts from Department of Transport and Main Roads for private works on Riverview Road and Moggill Ferry Road.

61-90 days primarily relates to outstanding amounts from Department of Transport and Main Roads for the Cycle Network Local Government grants program.

**Population:**

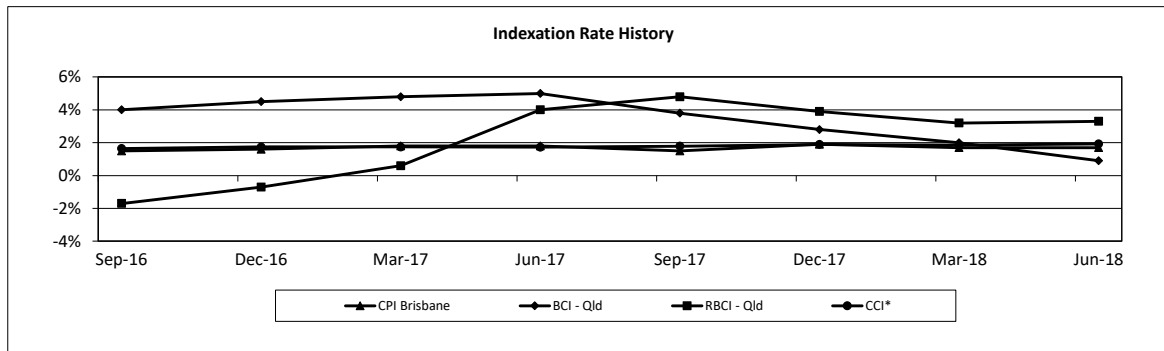


	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Population	198	200	202	204	206	209	210	213

**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:**



	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
CPI Brisbane	1.50%	1.60%	1.80%	1.80%	1.50%	1.90%	1.70%	1.70%
BCI - Qld	4.00%	4.50%	4.80%	5.00%	3.80%	2.80%	2.00%	0.90%
RBCI - Qld	(1.70%)	(0.70%)	0.60%	4.00%	4.80%	3.90%	3.20%	3.30%
CCI*	1.64%	1.74%	1.74%	1.73%	1.79%	1.89%	1.85%	1.93%

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

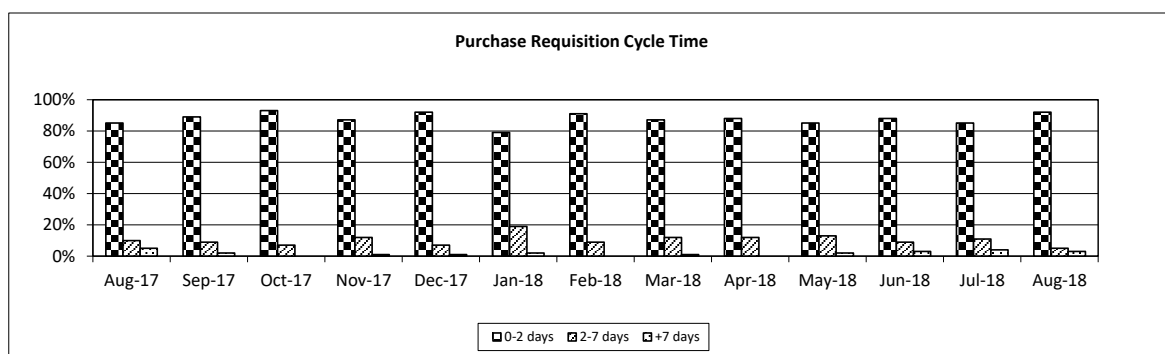
ICC Performance Report  
August 2018

Invoices Paid within Terms:

	Feb-18		Mar-18		Apr-18		May-18		Jun-18		Jul-18		Aug-18	
Total invoices paid	4,806		5,169		4,779		5,482		5,245		5,838		5,494	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
% paid within terms	95%	97%	97%	98%	97%	97%	94%	97%	91%	90%	94%	94%	91%	97%
% paid <1 week outside terms	1%	2%	2%	1%	2%	2%	1%	1%	5%	6%	3%	3%	2%	1%
% paid >1 week outside terms	4%	1%	1%	1%	1%	1%	5%	3%	4%	4%	3%	3%	7%	2%

Administrative delays in departmental approvals together with contractual changes has resulted in target of 95% (invoices paid on terms) not being met in August. Whilst this issue is being resolved there may still be an impact on the September results.

Purchase Requisition Cycle Time:

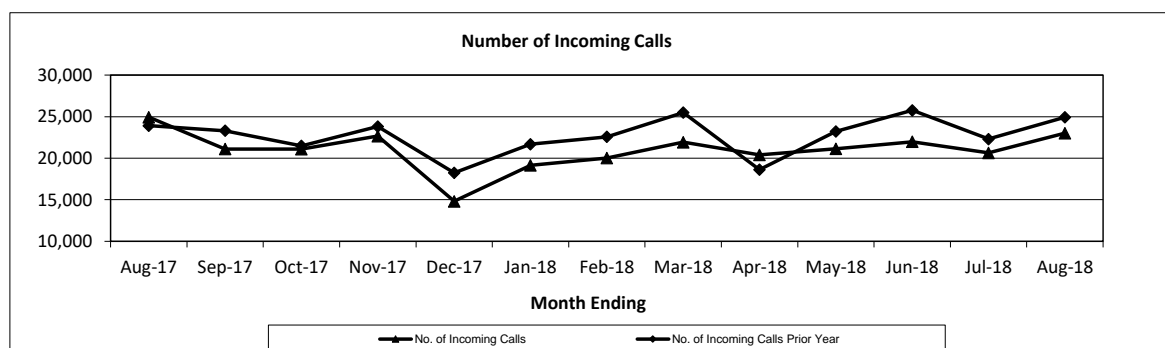


Key performance indicator for this activity is two days.

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

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

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



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
No. of Incoming Calls	24,933	21,109	21,097	22,656	14,818	19,147	20,027	21,922	20,397	21,153	21,986	20,634	23,017
No. of Incoming Calls Prior Year	23,927	23,313	21,495	23,814	18,241	21,681	22,579	25,508	18,637	23,222	25,768	22,308	24,933

## Statement of Cashflows

	July Actuals	July Budget	August Actuals	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget
<b>Cashflows from Operating Activities</b>														
Receipts from Customers	(4,364)	(4,620)	(40,761)	(40,494)	(4,279)	(4,337)	(41,234)	(4,403)	(4,425)	(42,092)	(4,509)	(4,417)	(41,995)	(4,826)
General Rates and Utilities Charges	(3,380)	(2,721)	(2,477)	(2,409)	(2,419)	(2,665)	(2,265)	(2,199)	(2,205)	(2,166)	(2,420)	(2,512)	(2,255)	(2,789)
Fees and Charges	29	(574)	(768)	(574)	(574)	(579)	(574)	(574)	(574)	(574)	(574)	(574)	(574)	(699)
Operating Contributions	(206)	(615)	(1,465)	(958)	(256)	(186)	(958)	(286)	(535)	(976)	(208)	(184)	(959)	(3,660)
Operating Grants and Subsidies	(3,420)	(1,381)	(2,235)	(1,359)	(1,478)	(1,781)	(1,368)	(1,286)	(1,125)	(1,101)	(1,412)	(1,248)	(1,198)	(1,149)
Other Income	(129)	(1,729)	(152)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(1,729)	(3,896)
Capital Contributions			(105)						(1,057)				(2,116)	(1,414)
Capital Grants and Subsidies	(11,469)	(11,640)	(47,963)	(47,523)	(10,735)	(11,277)	(48,127)	(10,478)	(11,651)	(48,638)	(10,852)	(10,664)	(50,826)	(18,432)
Payments to Suppliers and Employees														
Employee Payments	6,179	8,985	8,394	7,183	7,249	8,999	7,225	9,095	7,242	7,242	7,338	9,020	7,242	8,934
Supplier Payments	7,350	10,752	11,068	7,992	7,665	7,174	7,401	7,559	7,071	7,129	6,903	7,116	7,397	7,941
Other Expenses	532	755	735	648	640	752	685	681	898	680	641	773	671	1,255
	14,062	20,493	20,197	15,823	15,553	16,924	15,311	17,335	15,211	15,050	14,882	16,909	15,310	18,130
Interest Received	(317)	(216)	(570)	(270)	(269)	(209)	(254)	(268)	(201)	(233)	(260)	(186)	(245)	(194)
Borrowing Costs	8		9		3,096			3,819			3,584			3,788
<b>Net Cash Outflow (Inflow) from Operating Activities</b>	2,283	8,636	(28,328)	(31,970)	7,647	5,438	(33,071)	10,409	3,359	(33,821)	7,354	6,058	(35,762)	3,292
<b>Cashflows from Investing Activities</b>														
Payments for property, plant and equipment*	7,913	3,312	6,839	4,715	23,823	7,298	7,484	25,293	8,165	9,204	26,775	9,426	13,432	26,760
Dividends Received	(4,765)		(2,500)		(5,300)			(7,627)						(12)
Proceeds from sale of (payments for) equity investments	600	(1,398)	1,400	(502)	(4,167)	(828)	(2,050)	(700)	(944)	(944)	(5,423)	(537)	(537)	(3,901)
Transfers to/from subsidiary entities			(1)											
<b>Net Cash Outflow (Inflow) from Investing Activities</b>	3,748	1,914	5,738	4,213	14,357	6,470	5,435	16,966	7,221	8,260	21,352	8,889	12,895	22,848
<b>Cashflows from Financing Activities</b>														
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														
<b>Net Cash Outflow (Inflow) from Financing Activities</b>					4,701			5,401			5,472			(78,667)
Net Decrease (Increase) in Cash Held	6,032	10,550	(22,590)	(27,758)	26,704	11,908	(27,636)	32,776	10,580	(25,561)	34,178	14,947	(22,866)	(52,527)
Cash at Beginning of Period	139,601	139,601	133,567	133,567	156,141	129,436	117,528	145,164	112,389	101,808	127,369	93,191	78,244	101,111
<b>Cash at End of Reporting Period</b>	<b>133,567</b>	<b>129,051</b>	<b>156,141</b>	<b>161,325</b>	<b>129,436</b>	<b>117,528</b>	<b>145,164</b>	<b>112,389</b>	<b>101,808</b>	<b>127,369</b>	<b>93,191</b>	<b>78,244</b>	<b>101,111</b>	<b>153,637</b>

The end of year cash balance is \$153.637million.

ICC Performance Report  
August 2018

**Departmental Breakdown**

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

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

**Departmental Controlled:**

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

Satisfactory results for revenue and expenses.

Capital expenditure over budget by \$121k or 85.2%.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Economic Development and Marketing</b>	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 is under budget \$51k or 70.8%.

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

Satisfactory results for expenses.

Capital expenditure over budget for infrastructure program \$2.7m. See pages 18-21 for details.

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

Satisfactory results for revenue and expenses.

Capital expenditure under budget by \$265k or 25.9%.

\* Employee expenses including Labour Contracts

\*\* Operational Expense excluding the above

ICC Performance Report  
August 2018

**Departmental Breakdown**

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

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

**Departmental Controlled:**

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

Satisfactory results for revenue and expenses.

Capital expenditure over budget for Infrastructure Program \$3.4m. Capital expenditure for fleet and equipment purchases over budget \$527k.

Capital expenditure for IWS under budget \$129k or 57.4%.

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

Satisfactory results for revenue and expenses.

Satisfactory results for capital expenditure.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Planning and Development Department</b> 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 revenue and employee expenses. Other expense categories are over budget \$108k or 46.4%.

**Corporate Controlled:**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
<b>Corporate Items</b> Revenue	☹️	☹️											☹️
Expenses	☹️	☹️											☹️
Capital	U☹️	☹️											☹️

Satisfactory results for expenses. Revenue under budget \$2.9m or 6.7%.

Satisfactory results for capital expenditure on donated assets.

\* Employee expenses including Labour Contracts

\*\* Operational Expense excluding the above

ICC Performance Report  
August 2018

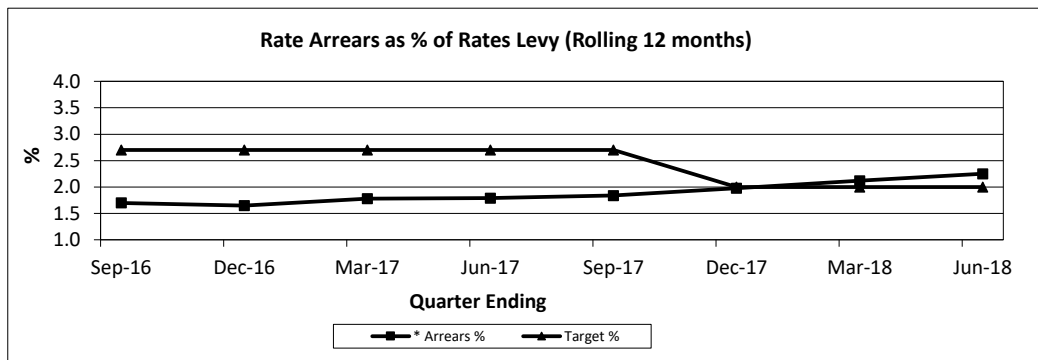
**Revenue**

**Net Rates and Utilities:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	40,464	40,258	206	178,134	23%	178,134
Utilities and Other Charges	8,391	8,432	(41)	34,370	24%	34,370
Discounts/Remissions	(2,670)	(2,702)	32	(10,862)	25%	(10,862)
	<b>46,185</b>	<b>45,988</b>	<b>197</b>	<b>201,642</b>	<b>23%</b>	<b>201,642</b>

Satisfactory results overall.

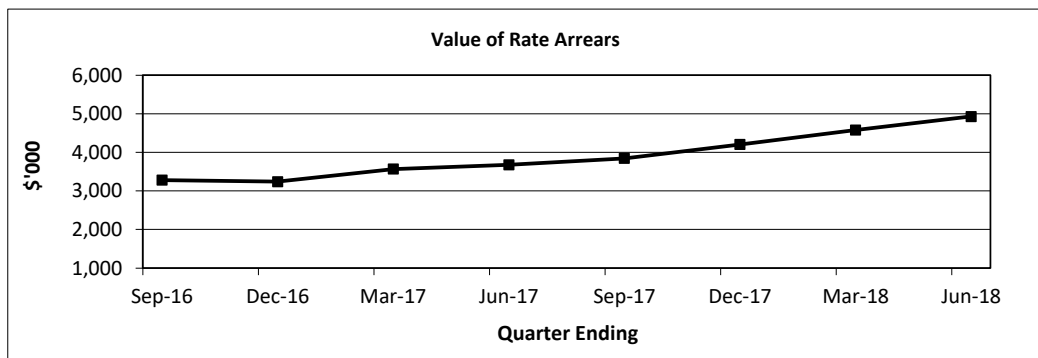
**Rate Arrears as at 30 June 2018:**



	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

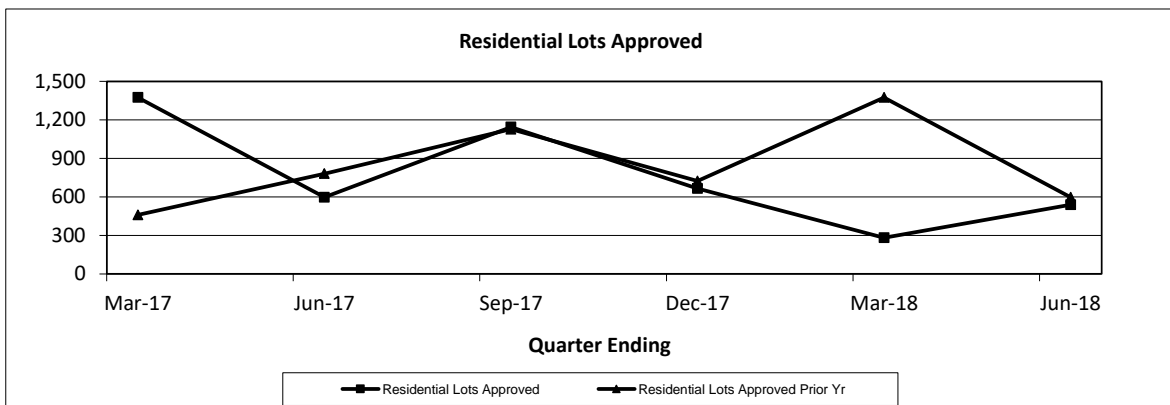
ICC Performance Report  
August 2018

**Fees and Charges:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	3,004	2,537	467	14,865	20%	14,865
Hlth Animal Cemetery Fees	563	420	143	1,920	29%	1,920
Traffic and Reg Park Fees	532	482	50	3,086	17%	3,086
Waste Fees	1,283	1,101	182	6,608	19%	6,608
Other Fees	549	590	(41)	3,272	17%	3,272
	<b>5,931</b>	<b>5,130</b>	<b>801</b>	<b>29,751</b>	<b>20%</b>	<b>29,751</b>

Satisfactory results overall.

**Residential Lots Approved:**



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

ICC Performance Report  
August 2018

**Grants and Contributions:**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Operational Grants	1,671	1,573	98	9,879	17%	9,879
Capital Grants	105	0	105	4,692	2%	4,692
Donated Asset Revenue	0	2	(2)	67,122	0%	67,122
*Operational Cash Contributions	739	1,148	(409)	6,910	11%	6,910
*Capital Cash Contributions	280	3,458	(3,178)	20,737	1%	20,737
	<b>2,795</b>	<b>6,181</b>	<b>(3,386)</b>	<b>109,340</b>	<b>3%</b>	<b>109,340</b>

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	126	209	0	403	739
Capital Cash Contribution	0	0	280	0	0	280
	<b>0</b>	<b>126</b>	<b>490</b>	<b>0</b>	<b>403</b>	<b>1,019</b>

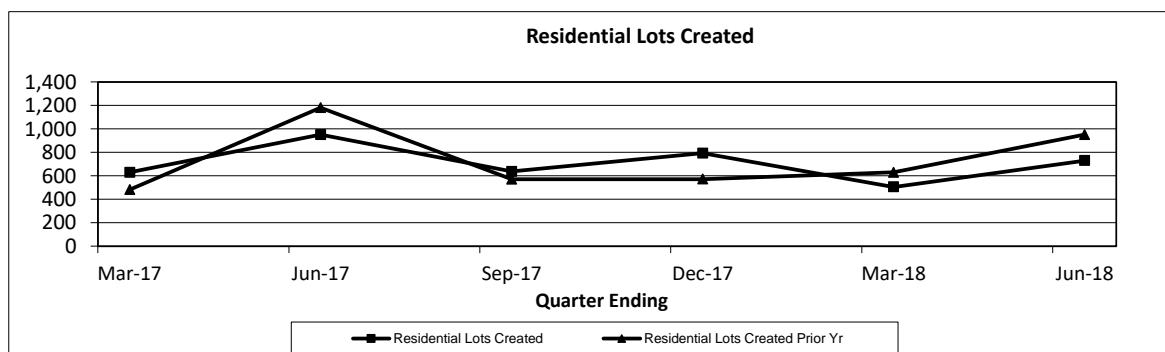
**Balance Sheet Movement YTD:**

Open Space NCL	0	401	0	0	0	401
Stormwater NCL	0	0	0	0	534	534
Social NCL	0	0	0	66	0	66
Footpaths NCL	86	0	0	0	0	86
Streetscape NCL	0	0	0	0	0	0
	<b>86</b>	<b>401</b>	<b>0</b>	<b>66</b>	<b>534</b>	<b>1,088</b>

<b>Total Cash Contributions</b>	<b>86</b>	<b>528</b>	<b>490</b>	<b>66</b>	<b>936</b>	<b>2,107</b>
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Other operational cash contributions include \$388k relating to funds received from Ipswich Events Corporation, Queen's Parks Nature Centre (\$10k) and \$5k relates to traineeship revenue which will be transferred to correct account in September.

**Residential Lots Created:**



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

ICC Performance Report  
August 2018

**Other Revenue Sources:**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	489	452	37	2,978	16%	2,978
Interest	835	487	348	2,905	29%	2,905
Other Revenue	9,993	2,287	7,706	29,901	33%	29,901
Gain on Asset Disposal	47	0	47	0	n/a	47
Internal Revenue	4,367	4,270	97	23,504	19%	23,504
	<b>15,731</b>	<b>7,496</b>	<b>8,235</b>	<b>59,288</b>	<b>27%</b>	<b>59,335</b>

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

ICC Performance Report  
August 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)	13,379	14,504	1,125	85,287	16%	85,287
Overtime	229	270	41	1,559	15%	1,559
Allowances	41	45	4	263	16%	263
Other employee costs	3,661	3,961	300	23,486	16%	23,486
<b>Total Labour Opex + Capex</b>	<b>17,310</b>	<b>18,780</b>	<b>1,470</b>	<b>110,595</b>	<b>16%</b>	<b>110,595</b>
<i>Less Capitalised Labour</i>	(2,563)	(2,560)	3	(16,129)	16%	(16,129)
Opex Labour before Contractors	<b>14,747</b>	<b>16,220</b>	<b>1,473</b>	<b>94,466</b>	<b>16%</b>	<b>94,466</b>
<i>Plus Contract Opex Labour</i>	1,117	324	(793)	1,615	69%	1,615
Opex Labour incl Contractors	<b>15,864</b>	<b>16,544</b>	<b>680</b>	<b>96,081</b>	<b>17%</b>	<b>96,081</b>

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	253	275	22	1,696	15%	1,696
Materials	1,343	1,947	604	12,451	11%	12,451
Motor Vehicle Expenses	640	863	223	3,237	20%	3,237
Other Goods	466	568	102	3,319	14%	3,319
Other Services	2,374	2,043	(331)	12,264	19%	12,264
Service Contracts	4,812	5,938	1,126	35,323	14%	35,323
Utilities Expenses	2,017	1,897	(120)	10,454	19%	10,454
Consultants	283	404	121	2,842	10%	2,842
Other Materials and Services	2,297	1,100	(1,197)	7,121	32%	7,121
	<b>14,485</b>	<b>15,035</b>	<b>550</b>	<b>88,707</b>	<b>16%</b>	<b>88,707</b>

**Other Expense Sources:**

Depreciation	10,660	11,650	990	68,075	16%	68,075
Finance Costs	2,195	2,159	(36)	14,882	15%	14,882
Other Expenses	1,194	1,332	138	8,364	14%	8,364
Loss on disposal assets	332	0	(332)	0	n/a	332
Internal Expenses	3,960	3,803	(157)	20,850	19%	20,850
	<b>18,341</b>	<b>18,944</b>	<b>603</b>	<b>112,171</b>	<b>16%</b>	<b>112,503</b>

**TOTAL**

<b>32,826</b>	<b>33,979</b>	<b>1,153</b>	<b>200,878</b>	<b>16%</b>	<b>201,210</b>
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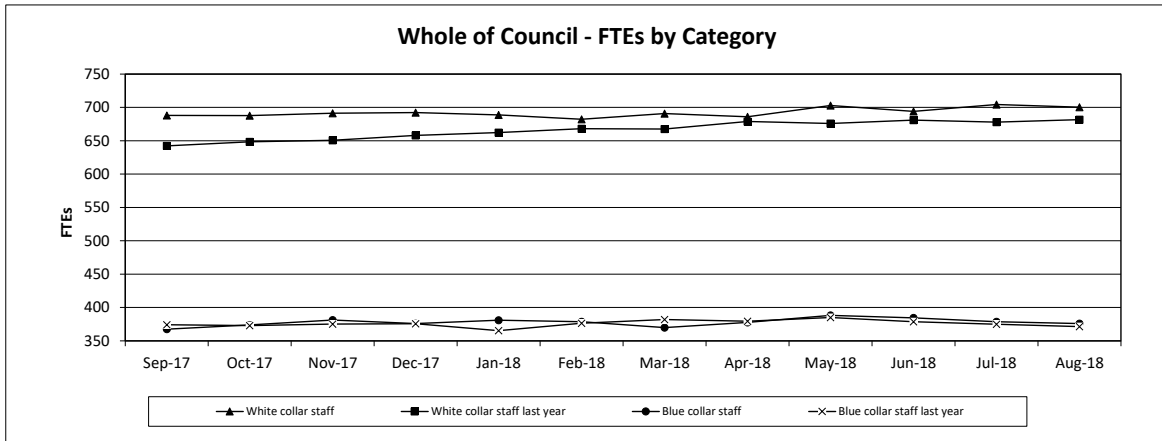
Satisfactory results overall.

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

Depreciation under budget and will be monitored closely.

## Full Time Equivalents:

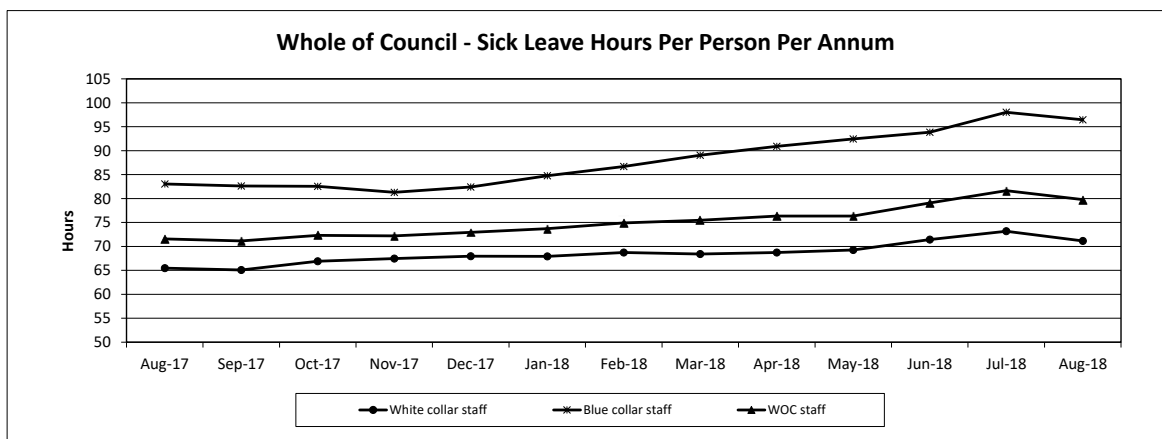
### Whole of Council



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
White collar staff	688.0	687.8	691.4	692.4	688.9	682.3	690.9	686.0	702.9	694.1	704.4	700.3
Blue collar staff	367.5	373.8	381.2	375.9	381.1	378.7	369.9	377.8	388.2	384.5	378.7	376.0
<b>Total</b>	<b>1,055.5</b>	<b>1,061.7</b>	<b>1,072.5</b>	<b>1,068.3</b>	<b>1,069.9</b>	<b>1,061.0</b>	<b>1,060.8</b>	<b>1,063.9</b>	<b>1,091.1</b>	<b>1,078.6</b>	<b>1,083.1</b>	<b>1,076.3</b>
<i>Movement prior month (white collar)</i>	6.3	(0.1)	3.5	1.0	(3.5)	(6.6)	8.6	(4.9)	16.8	(8.7)	10.3	(4.1)
<i>Movement prior month (blue collar)</i>	(4.0)	6.3	7.3	(5.2)	5.1	(2.4)	(8.8)	7.9	10.4	(3.8)	(5.7)	(2.7)
<i>White collar staff last year</i>	642.4	648.5	650.8	658.0	662.4	668.1	667.7	679.0	675.8	681.0	678.1	681.7
<i>Blue collar staff last year</i>	374.2	372.9	375.1	375.8	365.3	376.5	382.0	379.5	385.0	378.7	375.0	371.5
<i>Total FTEs last year</i>	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	1,053.2

## Sick Leave:

### Whole of Council



	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	Aug-18 Hours
White collar staff	65.46	65.08	66.91	67.45	67.96	67.94	68.73	68.40	68.74	69.24	71.42	73.17	71.16
Blue collar staff	83.03	82.61	82.54	81.30	82.41	84.75	86.70	89.06	90.91	92.45	93.84	98.02	96.45
WOC staff	71.57	71.15	72.31	72.22	72.93	73.71	74.90	75.48	76.33	76.33	79.07	81.65	79.79

\* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has decreased by 1.57 hours for blue collar staff and 2.01 hours for white collar staff.

### Annual Leave:

Annual Leave Balances as at pay period ended 27 August 2018:

#### 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	Aug-18
No of people with 0-4 weeks	786	785	808	803	800	880	854	845	841	841	816	820	818
No of people with 4-8 weeks	303	307	285	296	291	230	240	240	241	256	280	285	284
No of people with 8+ weeks	8	10	14	15	14	8	8	15	14	12	18	13	14

Of the 14 people with balances over 8+ weeks, the highest balance is 16.03 weeks, which relates to an employee whose assigned hours are 15.2 per week.

Long Service Leave Balances over and above 26 Weeks as at pay period ended 27 August 2018:

#### Whole of Council and Departments

	May-18			Jun-18			Jul-18			Aug-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 \$'000
ASDCE	-	-	-	-	-	-	-	-	-	-	-	-
EDM	1	7	2	1	7	2	1	7	2	1	7	2
IS	3	2	2	4	2	3	4	2	2	3	1	2
FCS and EX	4	12	13	5	13	15	6	12	15	7	26	25
WPR	9	4	5	10	4	7	10	5	8	12	5	9
IWS	1	1	2	1	2	2	1	2	2	1	1	2
HSRS	1	-	1	1	1	1	1	1	1	1	1	1
PD	1	1	3	1	1	4	1	1	5	1	1	5
<b>WOC</b>	<b>20</b>	<b>26</b>	<b>28</b>	<b>23</b>	<b>29</b>	<b>33</b>	<b>24</b>	<b>29</b>	<b>35</b>	<b>26</b>	<b>43</b>	<b>45</b>

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 2 to 26. The value figure has increased by \$10 kt to \$45k.

### Lost Time Injury Frequency Rates:

#### 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	Aug-18
LTI's	0	0	0	0	0	1	0	1	0	0	1	1	0
LTIFR	0	0	0	0	0	7	0	7	0	0	7	6	0
LTIFR Rolling 12 months	3	3	2	2	2	2	2	2	2	2	3	3	3
Cumulative Days lost 12 months	111	129	138	155	171	197	204	219	192	238	238	273	293
LTISR Rolling 12 months	64	74	79	88	101	112	116	125	109	141	141	169	169

### Flex Balances (hours) as at pay period ended 27 August 2018:

#### 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	Aug-18
Arts, Social Dev and Com Engagement	354	367	333	367	312	336	345	388	376	352	406	384	419
Economic Development and Marketing	197	178	169	167	119	101	130	170	169	153	182	190	206
Finance and Corporate Services	647	707	753	751	733	650	748	756	724	726	722	687	686
Health, Security and Regulatory Services	423	407	376	405	436	432	446	383	393	377	392	366	378
Infrastructure Services	383	416	443	378	380	305	304	427	382	395	372	444	398
Planning and Development	663	660	647	674	781	466	578	671	623	628	644	686	699
Works, Parks and Recreation	715	748	697	710	781	669	846	925	877	897	936	862	895
	<b>3,381</b>	<b>3,484</b>	<b>3,419</b>	<b>3,454</b>	<b>3,541</b>	<b>2,959</b>	<b>3,397</b>	<b>3,720</b>	<b>3,543</b>	<b>3,528</b>	<b>3,654</b>	<b>3,619</b>	<b>3,681</b>

### Time in Lieu Balances (hours) as at pay period ended 27 August 2018:

#### Whole of Council

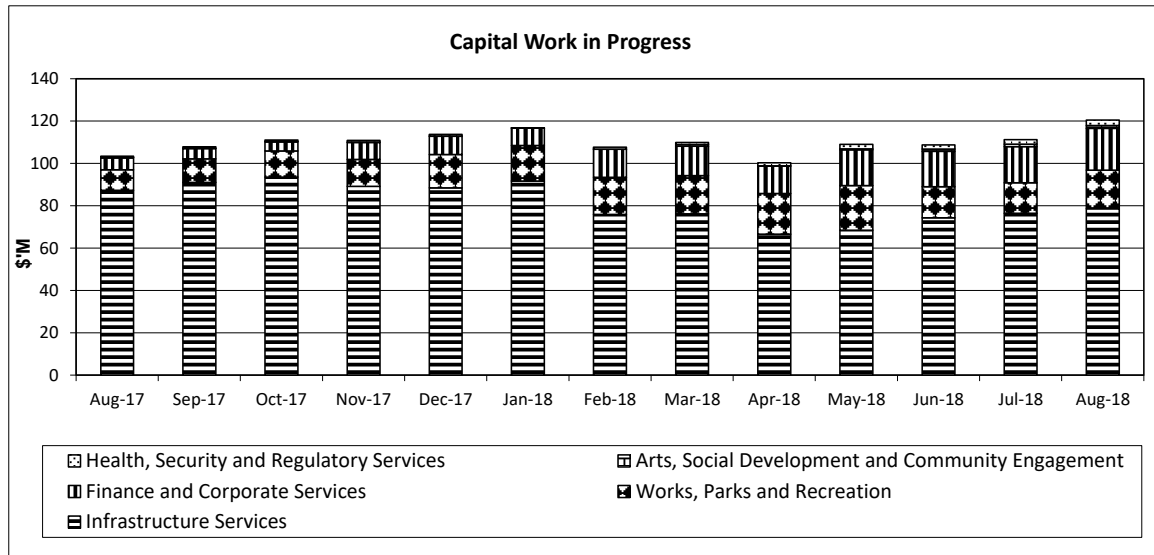
	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Arts, Social Dev and Com Engagement	211	252	245	290	144	145	198	293	285	305	300	307	661
Economic Development and Marketing	152	155	110	103	82	91	96	125	147	163	168	177	189
Finance and Corporate Services	245	237	228	262	177	212	255	325	396	432	491	458	475
Health, Security and Regulatory Services	132	133	137	88	105	74	114	156	170	189	239	206	94
Infrastructure Services	140	133	133	38	7	22	26	20	20	23	23	23	39
Planning and Development	135	111	122	98	95	99	88	97	90	93	104	151	155
Works, Parks and Recreation	684	734	431	405	369	331	436	352	275	298	284	357	348
	<b>1,700</b>	<b>1,755</b>	<b>1,405</b>	<b>1,283</b>	<b>979</b>	<b>975</b>	<b>1,214</b>	<b>1,367</b>	<b>1,383</b>	<b>1,503</b>	<b>1,607</b>	<b>1,679</b>	<b>1,961</b>

### Capital Expenditure

Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	8,143	5,659	(2,484)	174,730	5%	174,730
Corporate Controlled	0	0	0	67,122	0%	67,122
	<b>8,143</b>	<b>5,659</b>	<b>(2,484)</b>	<b>241,852</b>	<b>3%</b>	<b>241,852</b>

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



	Aug-17 \$M	Sep-17 \$M	Oct-17 \$M	Nov-17 \$M	Dec-17 \$M	Jan-18 \$M	Feb-18 \$M	Mar-18 \$M	Apr-18 \$M	May-18 \$M	Jun-18 \$M	Jul-18 \$M	Aug-18 \$M
Infrastructure Services	87.27	91.03	93.52	89.17	88.48	91.64	75.89	76.19	66.60	68.47	74.33	76.48	78.60
Works, Parks and Recreation	9.75	11.17	12.40	12.72	15.75	16.82	17.56	18.02	19.22	21.05	14.67	14.37	18.23
Finance and Corporate Services	5.67	4.82	4.30	8.03	8.63	8.22	13.25	13.90	12.90	16.95	16.70	17.09	19.78
Arts, Social Development and Community Engagement	0.10	0.16	0.16	0.15	0.08	0.08	0.10	0.78	0.11	0.44	1.05	1.19	1.31
Health, Security and Regulatory Services	0.65	0.68	0.71	0.77	0.79	0.03	0.90	0.96	1.48	2.14	1.96	2.07	2.56
	<b>103.44</b>	<b>107.86</b>	<b>111.09</b>	<b>110.84</b>	<b>113.73</b>	<b>116.79</b>	<b>107.70</b>	<b>109.85</b>	<b>100.31</b>	<b>109.05</b>	<b>108.71</b>	<b>111.20</b>	<b>120.48</b>

The above figures exclude infrastructure credits and donated assets.

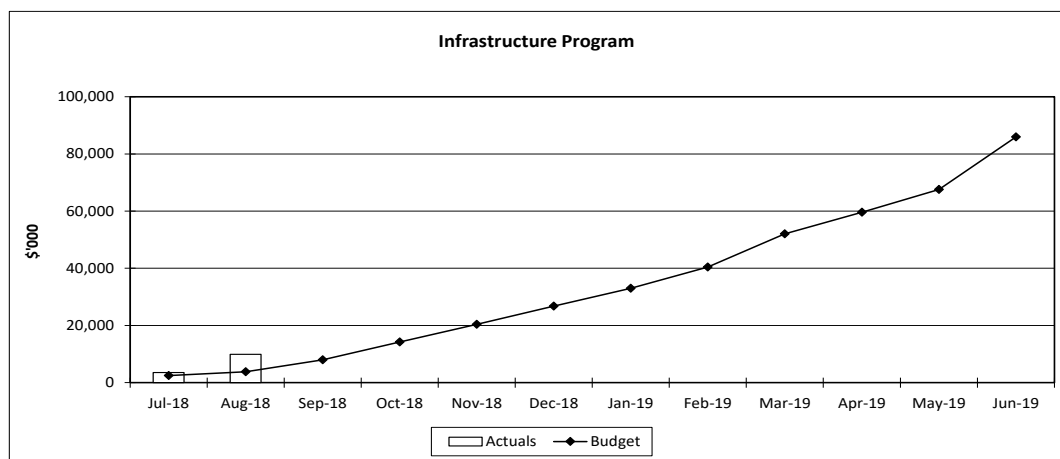
CWIP Balance by Project Status (as % of total):

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Concept	2%	2%	2%	1%	2%	2%	2%	2%	2%	2%	2%	2%	1%
Design	6%	6%	5%	5%	4%	7%	8%	8%	9%	4%	4%	4%	3%
Delivery	45%	32%	33%	37%	48%	44%	56%	53%	63%	70%	71%	68%	71%
Completion	47%	60%	60%	56%	46%	47%	34%	37%	26%	24%	23%	26%	25%

### Infrastructure Capital Portfolio by Delivery Department

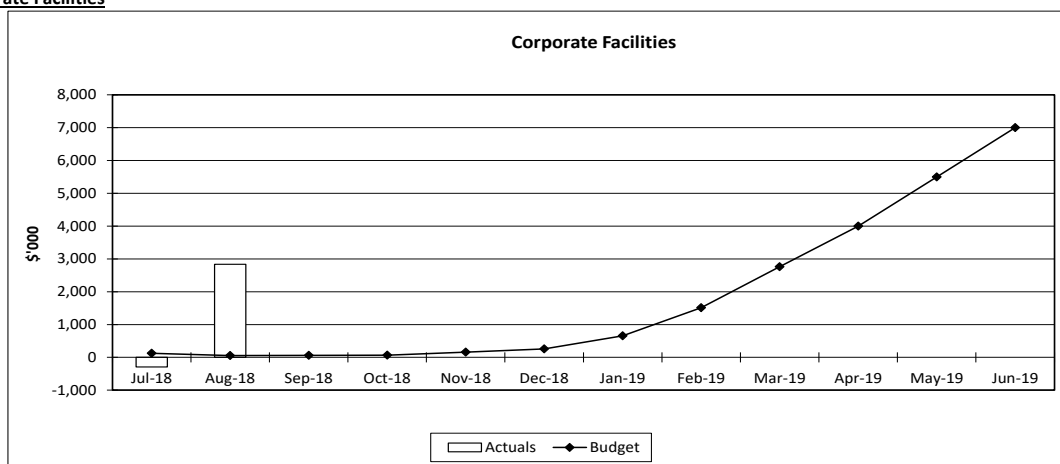
Results as at 31 August 2018:

Department Controlled	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Infrastructure Portfolio - IS	4,949	2,272	(2,677)	65,286	8%	65,286
Infrastructure Portfolio - WPR	4,941	1,536	(3,405)	20,661	24%	20,661
<b>Total</b>	<b>9,890</b>	<b>3,808</b>	<b>(6,082)</b>	<b>85,947</b>	<b>12%</b>	<b>85,947</b>



### Infrastructure Capital Expenditure by Program

#### Corporate Facilities

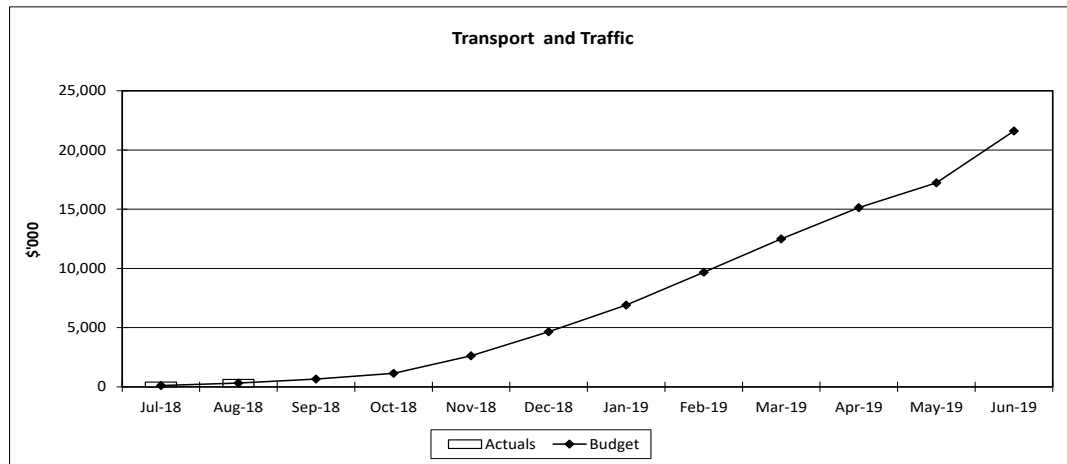


**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$3m. 2018-2019 Carry Over \$3.9M.

**Comments per WPR** - Current overspend relates to the purchase of 101 Limestone Street Ipswich and the continual work on the Depot Relocation. A Budget Amendment will be required for the purchase of 101 Limestone Street, and funds have been requested to be carried over for Depot relocation project.

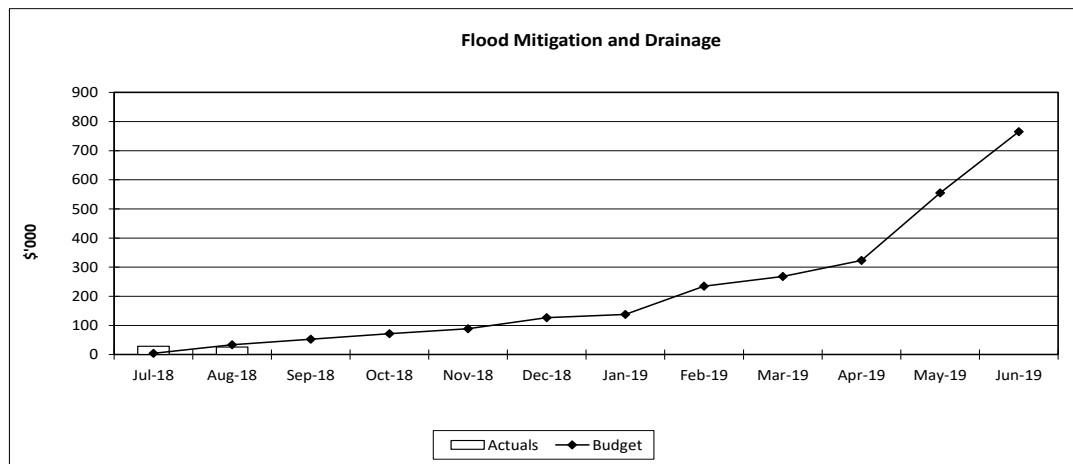
**Infrastructure Capital Expenditure by Program con't**

**Transport and Traffic**



**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$22m includes 2017-2018 requested carry over \$2m. 2018-2019 carry over \$1.8m.

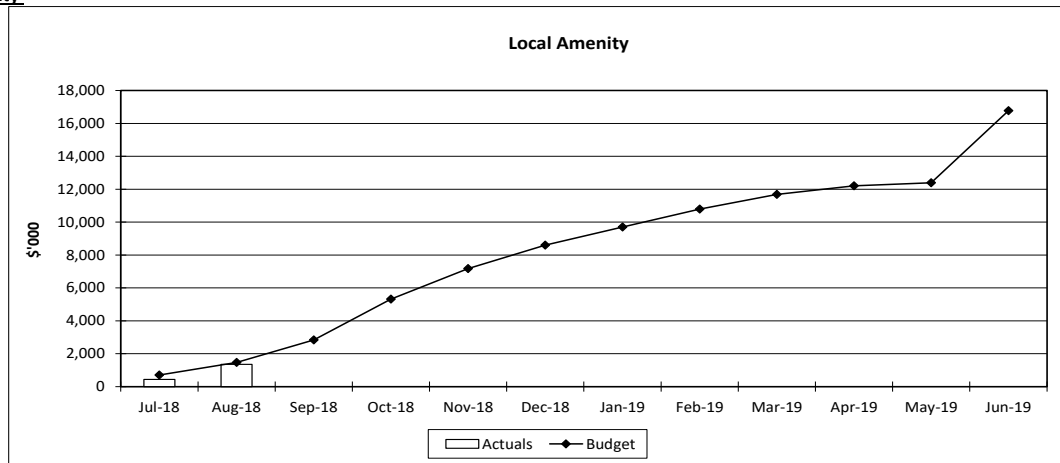
**Flood Mitigation and Drainage**



**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$3m includes 2017-2018 requested carry over \$2.2m.

**Infrastructure Capital Expenditure by Program con't**

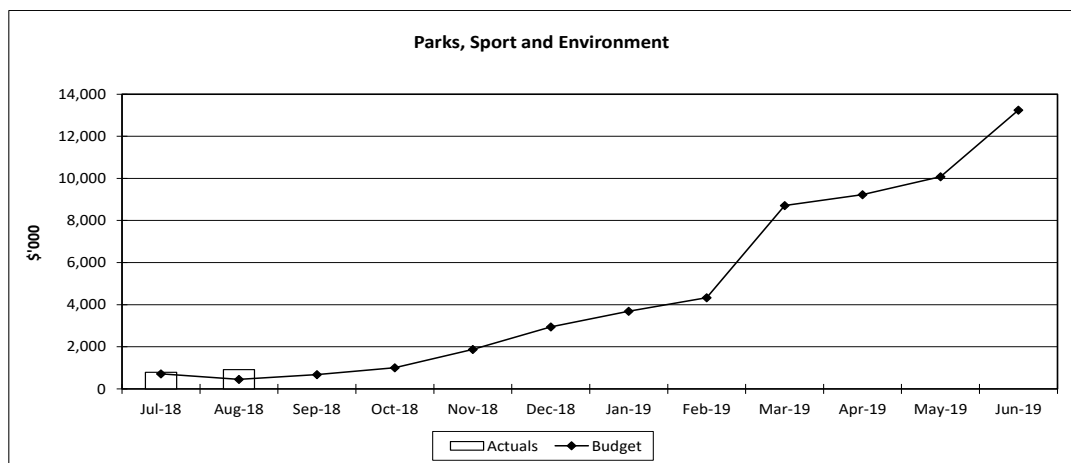
**Local Amenity**



**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$18.9m includes 2017-2018 requested carry over \$1m.

**Comments per WPR** - Slightly below budget, currently finalising program of work for all divisions.

**Parks, Sport and Recreation**

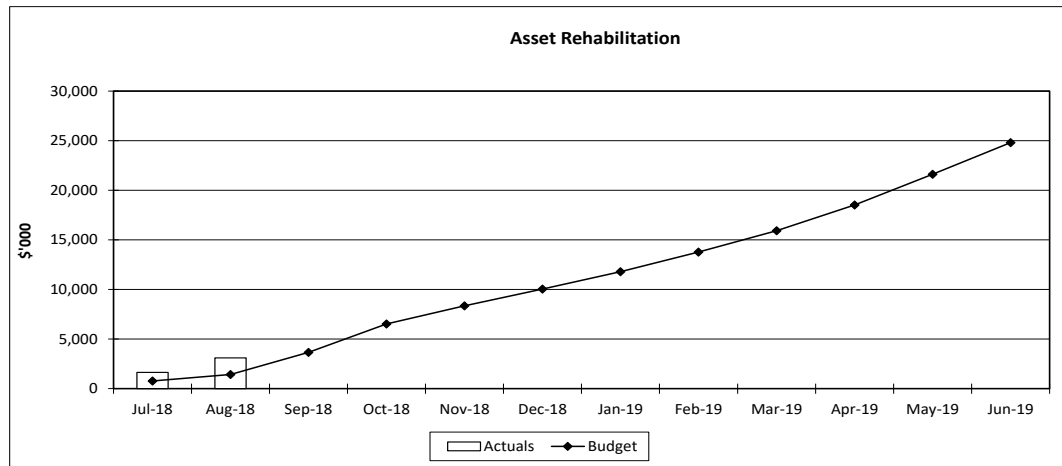


**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$4.3m includes 2017-2018 requested carry over \$1.8m.

**Comments per WPR** - Slightly over periodic budget due to carry over projects completed.

**Infrastructure Capital Expenditure by Program con't**

**Asset Rehabilitation**



**Comments per IS** - 2018-2019 Estimated Financial Expenditure \$28m includes 2017-2018 requested carry over \$9m.

**Comments per WPR** - Currently slightly over spent due to carry over projects, funds have been requested. No funds have been allocated towards the Office Relocation and any fit out works that are required for 101 Limestone Street. Program rehabilitation work currently on schedule. Currently negotiating leases over a couple of sporting facilities, if agreement cannot be reached in the near future a couple of projects may need to be forecasted to the 19/20 financial year.

# Arts, Social Development and Community Engagement Department

## Performance Report

August 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Civic Centre Service Fees	19	34	(15)	192	10%	192
Library Fees and Fines	2	10	(8)	55	4%	55
Other Fees	73	30	43	322	23%	322
Operational Grants	637	615	22	2,401	27%	2,401
Capital Grants	0	0	0	0	n/a	0
Other Revenue	189	227	(38)	1,547	12%	1,547
Internal Revenue	65	40	25	337	19%	337
	<b>985</b>	<b>956</b>	<b>29</b>	<b>4,854</b>	<b>20%</b>	<b>4,854</b>
<b>Corporate Controlled</b>						
Donated Asset Revenue	0	2	(2)	28	0%	28
Cash Contributions	0	568	(568)	3,407	0%	3,407
Hdwks Credit Consumption	0	0	0	0	n/a	0
	<b>0</b>	<b>570</b>	<b>(570)</b>	<b>3,435</b>	<b>0%</b>	<b>3,435</b>
<b>TOTAL</b>	<b>985</b>	<b>1,526</b>	<b>(541)</b>	<b>8,289</b>	<b>12%</b>	<b>8,289</b>

Other revenue under budget relates to the cancellation of Civic Centre dining events. This is expected to realign with the budget by the end of the financial year.

Cash contributions will be monitored closely.

## 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)	1,444	1,616	172	9,495	15%	9,495
Overtime	29	30	1	174	17%	174
Allowances	4	3	(1)	18	22%	18
Other employee costs	408	422	14	2,491	16%	2,491
<b>Total Labour Opex + Capex</b>	<b>1,885</b>	<b>2,071</b>	<b>186</b>	<b>12,178</b>	<b>15%</b>	<b>12,178</b>
<i>Less recovery/charge out</i>	(29)	35	64	0	n/a	0
Opex Labour before Contractors	<b>1,856</b>	<b>2,106</b>	<b>250</b>	<b>12,178</b>	<b>15%</b>	<b>12,178</b>
<i>Plus Contract Opex Labour</i>	40	39	(1)	278	14%	278
Opex Labour incl Contractors	<b>1,896</b>	<b>2,145</b>	<b>249</b>	<b>12,456</b>	<b>15%</b>	<b>12,456</b>

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	54	45	(9)	315	17%	315
Materials	55	73	18	1,327	4%	1,327
Other Goods	185	202	17	1,216	15%	1,216
Other Services	324	378	54	2,212	15%	2,212
Service Contracts	170	112	(58)	1,151	15%	1,151
Other Materials and Services	24	61	37	288	8%	288
	812	871	59	6,509	12%	6,509
<b>Other Expense Sources</b>						
Other Expenses	232	370	138	2,818	8%	2,818
Internal Expenses	64	60	(4)	463	14%	463
	<b>1,108</b>	<b>1,301</b>	<b>193</b>	<b>9,790</b>	<b>11%</b>	<b>9,790</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>3,004</b>	<b>3,446</b>	<b>442</b>	<b>22,246</b>	<b>14%</b>	<b>22,246</b>

### Corporate Controlled Expenses

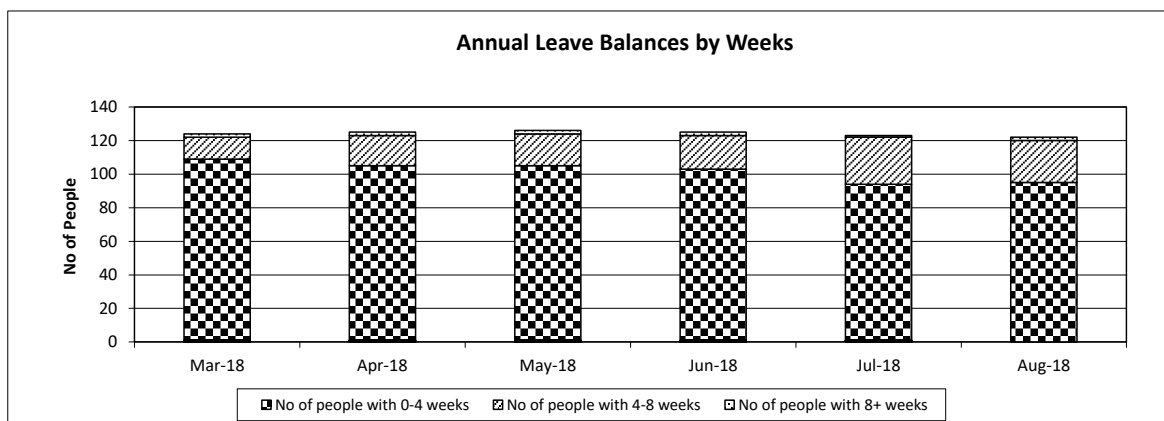
Depreciation	(62)	46	108	258	(24%)	258
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>(62)</b>	<b>46</b>	<b>108</b>	<b>258</b>	<b>(24%)</b>	<b>258</b>

Satisfactory results overall.

Depreciation relates to the revision of the useful lives for Council assets and will be closely monitored.

**Arts, Social Development and Community Engagement Department**

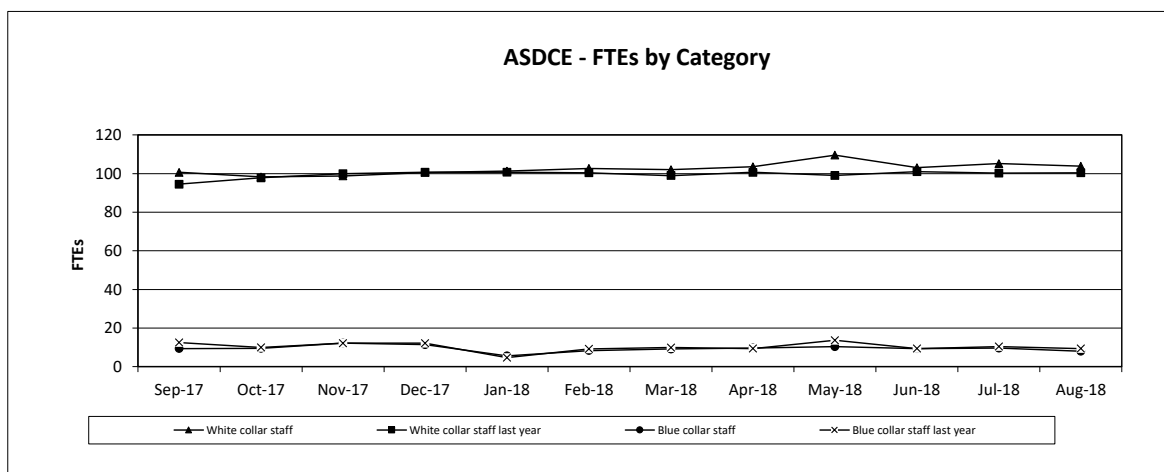
**Annual Leave Balances as at pay period ended 27 August 2018:**



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
109	105	105	103	94	95
87.9%	84.0%	83.3%	82.4%	76.4%	77.9%
13	18	19	20	28	25
10.5%	14.4%	15.1%	16.0%	22.8%	20.5%
2	2	2	2	1	2
1.6%	1.6%	1.6%	1.6%	0.8%	1.6%

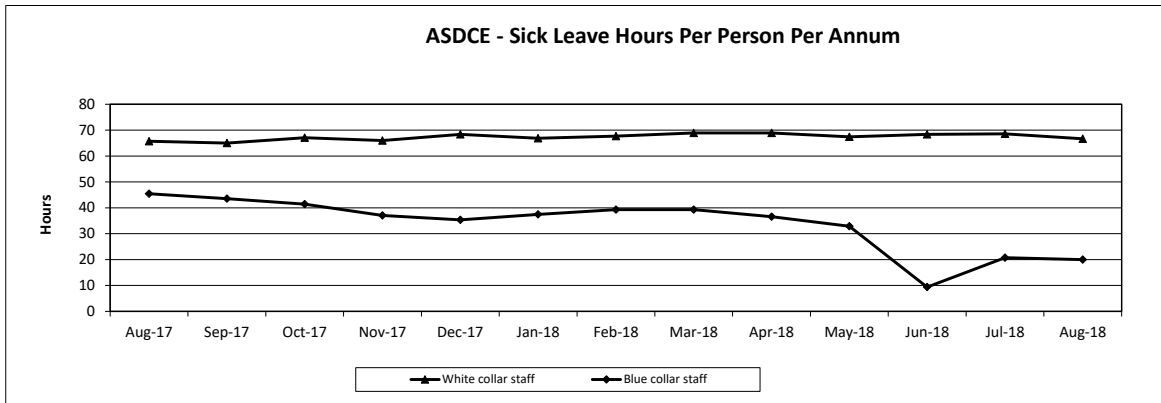
**Full Time Equivalents:**



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
White collar staff	100.6	98.3	98.8	100.6	101.3	102.7	102.1	103.5	109.6	103.1	105.2	103.8
Blue collar staff	9.4	9.5	12.3	11.4	5.6	8.3	9.1	9.7	10.4	9.3	9.6	8.0
<b>Total</b>	<b>110.0</b>	<b>107.7</b>	<b>111.1</b>	<b>112.0</b>	<b>106.9</b>	<b>111.0</b>	<b>111.2</b>	<b>113.2</b>	<b>120.0</b>	<b>112.4</b>	<b>114.8</b>	<b>111.8</b>
<i>Movement prior month (white collar)</i>	<i>0.2</i>	<i>(2.4)</i>	<i>0.5</i>	<i>1.8</i>	<i>0.7</i>	<i>1.4</i>	<i>(0.7)</i>	<i>1.5</i>	<i>6.0</i>	<i>(6.5)</i>	<i>2.1</i>	<i>(1.4)</i>
<i>Movement prior month (blue collar)</i>	<i>0.0</i>	<i>0.1</i>	<i>2.8</i>	<i>(0.9)</i>	<i>(5.8)</i>	<i>2.7</i>	<i>0.8</i>	<i>0.5</i>	<i>0.7</i>	<i>(1.1)</i>	<i>0.3</i>	<i>(1.6)</i>
<i>White collar staff last year</i>	<i>94.5</i>	<i>97.8</i>	<i>99.9</i>	<i>100.7</i>	<i>100.7</i>	<i>100.4</i>	<i>99.0</i>	<i>100.7</i>	<i>99.0</i>	<i>101.0</i>	<i>100.2</i>	<i>100.4</i>
<i>Blue collar staff last year</i>	<i>12.5</i>	<i>9.9</i>	<i>12.2</i>	<i>12.2</i>	<i>4.6</i>	<i>9.2</i>	<i>9.9</i>	<i>9.4</i>	<i>13.7</i>	<i>9.4</i>	<i>10.4</i>	<i>9.4</i>
<i>Total FTEs last year</i>	<i>107.0</i>	<i>107.7</i>	<i>112.1</i>	<i>112.9</i>	<i>105.4</i>	<i>109.6</i>	<i>108.9</i>	<i>110.0</i>	<i>112.7</i>	<i>110.4</i>	<i>110.7</i>	<i>109.8</i>

**Arts, Social Development and Community Engagement Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

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	Aug-18 Hours
65.71	65.01	67.06	65.97	68.39	66.85	67.72	68.90	68.91	67.44	68.35	68.58	66.69
45.44	43.56	41.44	37.06	35.31	37.44	39.31	39.31	36.56	32.88	9.38	20.75	20.00

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

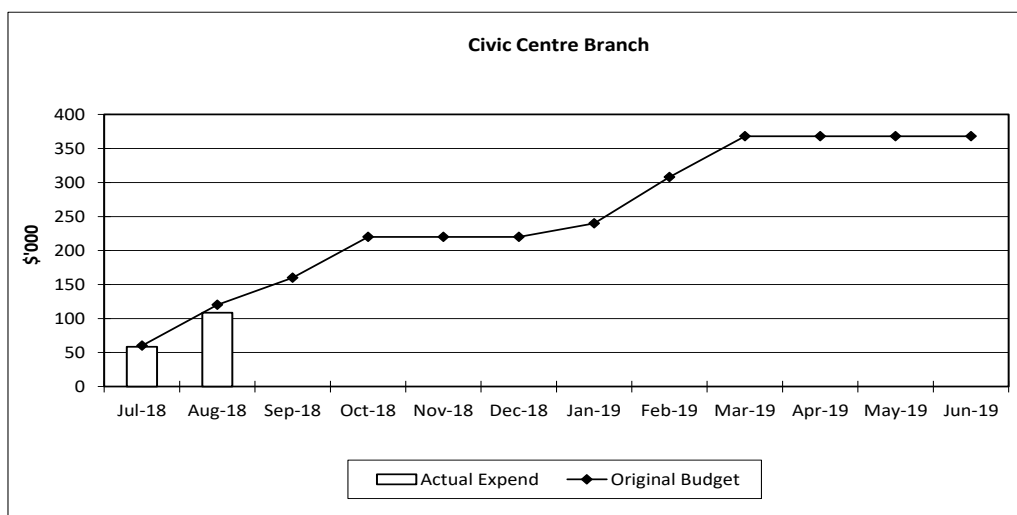
LTISR Rolling 12 months

Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0

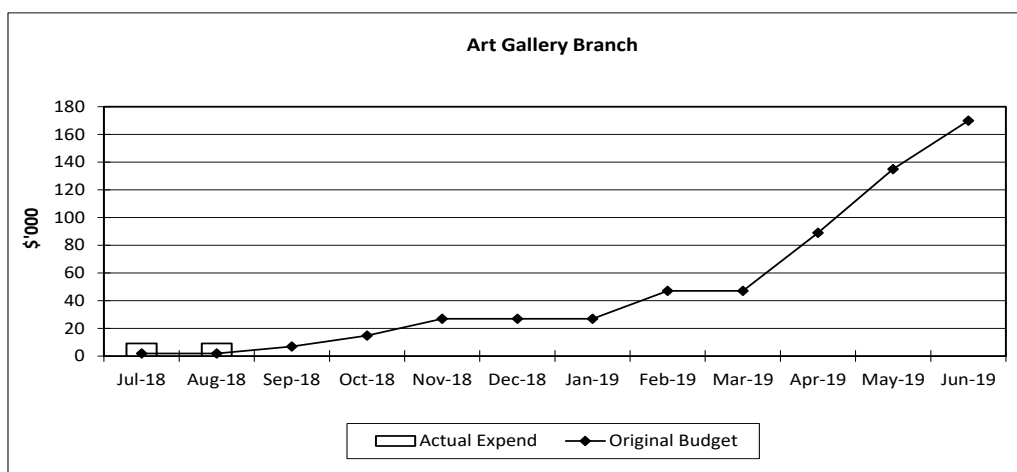
### ASDCE Capital Expenditure by Program

Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department controlled	263	142	(121)	1,388	19%	1,388

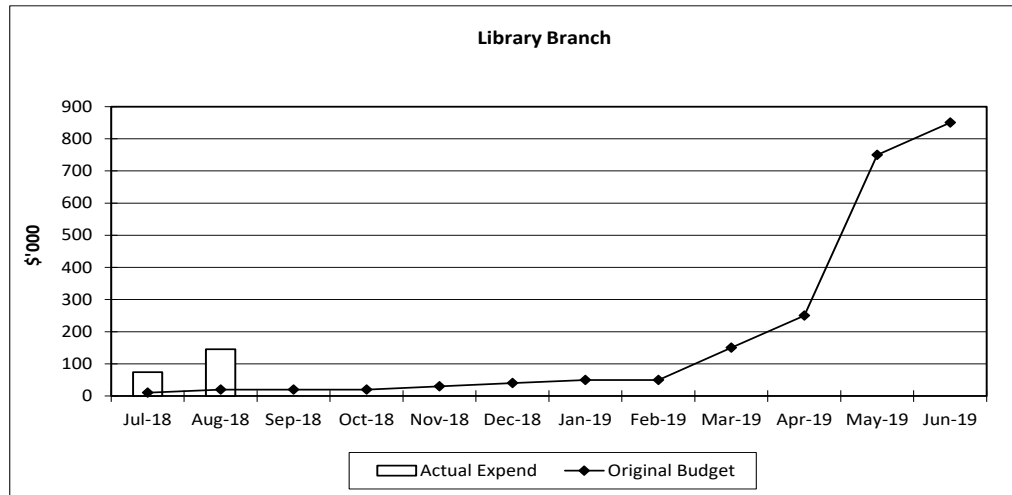


Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DCH00020/ DCH00022	Civic Centre Assets	109	120	No issues



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	145	20	Variance is due to committed projects from last financial year, this will continue into September. Carry over to be included for consideration in the upcoming budget ammendment.

# Economic Development and Marketing

## Performance Report

### August 2018

#### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Operational Grants	0	0	0	0	n/a	0
Other Revenue	21	72	(51)	1,150	2%	1,150
Internal Revenue	0	0	0	0	n/a	0
	<b>21</b>	<b>72</b>	<b>(51)</b>	<b>1,150</b>	<b>2%</b>	<b>1,150</b>
<b>Corporate Controlled</b>						
Cash Contributions	388	0	388	0	n/a	388
	<b>388</b>	<b>0</b>	<b>388</b>	<b>0</b>	<b>n/a</b>	<b>388</b>
<b>TOTAL</b>	<b>409</b>	<b>72</b>	<b>337</b>	<b>1,150</b>	<b>36%</b>	<b>1,538</b>

Other sundry receipts are currently under budget. This is under review and will be monitored closely.

Cash contributions revenue relates to funds received from Ipswich Events Corporation.

EDM Performance Report  
August 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)	592	703	111	4,121	14%	4,121
Overtime	10	9	(1)	54	19%	54
Allowances	1	4	3	25	4%	25
Other employee costs	165	196	31	1,202	14%	1,202
<b>Total Labour Opex + Capex</b>	<b>768</b>	<b>912</b>	<b>144</b>	<b>5,402</b>	<b>14%</b>	<b>5,402</b>
<i>Less Capitalised Labour</i>	16	1	(15)	(20)	-80%	16
Opex Labour before Contractors	<b>784</b>	<b>913</b>	<b>129</b>	<b>5,382</b>	<b>15%</b>	<b>5,418</b>
<i>Plus Contract Opex Labour</i>	88	0	(88)	0	n/a	88
Opex Labour incl Contractors	<b>872</b>	<b>913</b>	<b>41</b>	<b>5,382</b>	<b>16%</b>	<b>5,506</b>

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	407	265	(142)	2,373	17%	2,373
Communication	0	0	0	0	n/a	0
Other Goods	15	26	11	163	9%	163
Other Services	67	180	113	1,964	3%	1,964
Service Contracts	20	23	3	100	20%	100
Entertainment	17	25	8	67	25%	67
Other Materials and Services	55	47	(8)	278	20%	278
	581	566	(15)	4,945	12%	4,945
<b>Other Expense Sources</b>						
Other Expenses	20	19	(1)	115	17%	115
Internal Expenses	14	14	0	127	11%	127
	<b>615</b>	<b>599</b>	<b>(16)</b>	<b>5,187</b>	<b>12%</b>	<b>5,187</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>1,487</b>	<b>1,512</b>	<b>25</b>	<b>10,569</b>	<b>14%</b>	<b>10,693</b>

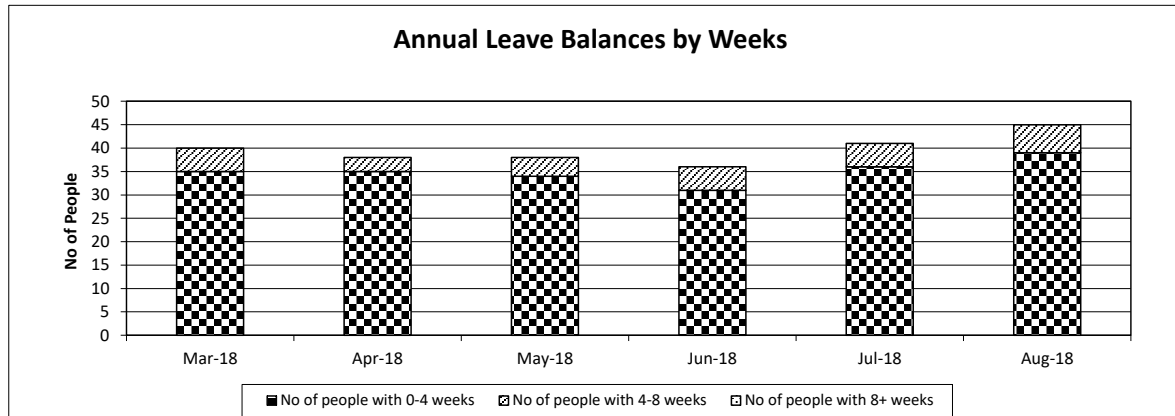
**Corporate Controlled Expenses**

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

Satisfactory results overall. Advertising costs are over budget primarily in the Marketing Branch which relates to the 2018 recycling campaign.

**Economic Development and Marketing Department**

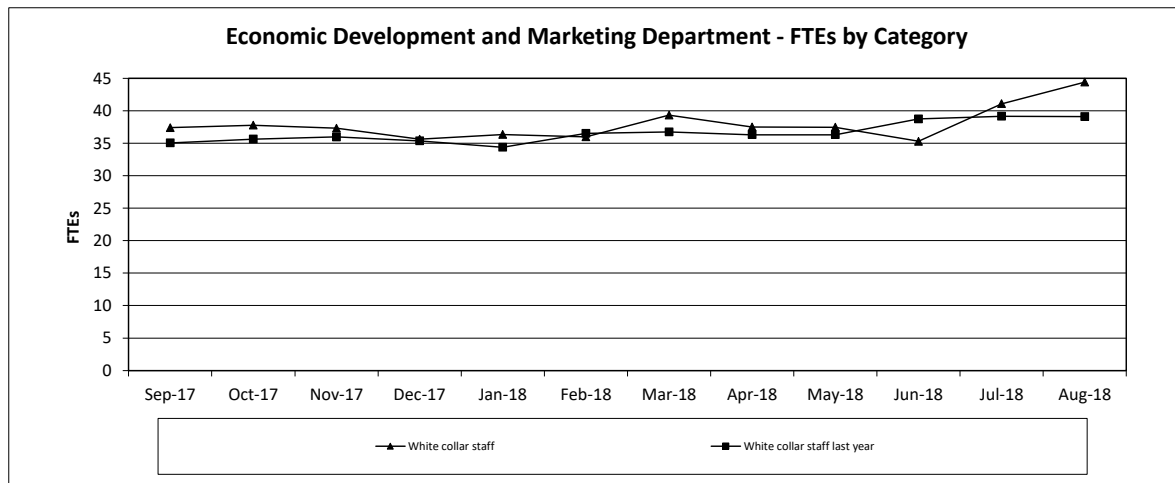
**Annual Leave Balances as at pay period ended 27 August 2018:**



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
35	35	34	31	36	39
87.5%	92.1%	89.5%	86.1%	87.8%	86.7%
5	3	4	5	5	6
12.5%	7.9%	10.5%	13.9%	12.2%	13.3%
0	0	0	0	0	0
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

**Full Time Equivalents:**



White collar staff

**Total**

*Movement prior month (white collar)*

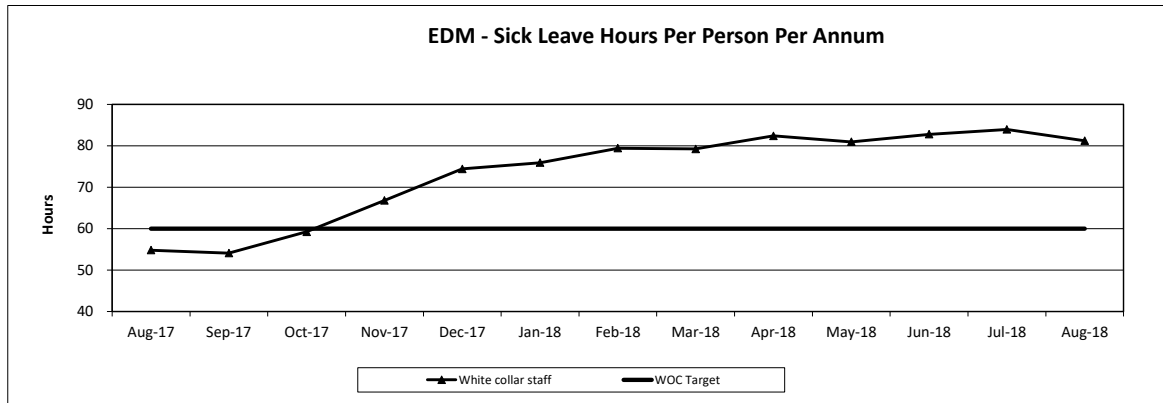
*White collar staff last year*

*Total FTEs last year*

Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5	35.3	41.1	44.4
37.4	37.8	37.3	35.6	36.4	36.0	39.3	37.5	37.5	35.3	41.1	44.4
(1.7)	0.4	(0.5)	(1.7)	0.8	(0.4)	3.3	(1.8)	(0.0)	(2.2)	5.8	3.3
35.0	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3	38.7	39.2	39.1
35.0	35.6	36.0	35.4	34.4	36.5	36.7	36.3	36.3	38.7	39.2	39.1

**Economic Development and Marketing Department**

**Sick Leave:**



White collar staff

WOC Target

\* Rolling 12 month average

Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
54.79	54.06	59.20	66.78	74.39	75.89	79.39	79.20	82.36	80.94	82.76	83.94	81.18
60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

LTISR Rolling 12 months

Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0

# Infrastructure Services Department

## Performance Report

August 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
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
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<b>Corporate Controlled</b>						
Donated Asset Revenue	0	0	0	53,354	0%	53,354
Cash Contributions	431	1,744	(1,313)	10,461	4%	10,461
	<b>431</b>	<b>1,744</b>	<b>(1,313)</b>	<b>63,815</b>	<b>1%</b>	<b>63,815</b>
<b>TOTAL</b>	<b>431</b>	<b>1,744</b>	<b>(1,313)</b>	<b>63,815</b>	<b>1%</b>	<b>63,815</b>

Cash contributions are developer driven and will be closely monitored.

IS Performance Report  
August 2018

Department Controlled Expenses

General Ledger

Employee Expenses (incl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	1,376	1,713	337	10,053	14%	10,053
Contract (opex and capex)	81	0	(81)	0	n/a	81
Overtime	7	14	7	82	9%	82
Allowances	0	4	4	25	0%	25
Other employee costs	372	466	94	2,743	14%	2,743
<b>Total Labour Opex + Capex</b>	<b>1,836</b>	<b>2,197</b>	<b>361</b>	<b>12,903</b>	<b>14%</b>	<b>12,984</b>

Labour Breakdown (Project Ledger)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
<b>Capex</b>						
Wages	1,648	1,934	286	11,385	14%	11,385
Contract	81	0	(81)	0	n/a	81
	<b>1,729</b>	<b>1,934</b>	<b>205</b>	<b>11,385</b>	<b>15%</b>	<b>11,466</b>
<b>Opex</b>						
Wages	170	263	93	1,572	11%	1,572
Contract	0	0	0	0	n/a	0
	<b>170</b>	<b>263</b>	<b>93</b>	<b>1,572</b>	<b>11%</b>	<b>1,572</b>
<b>Total Project Labour (opex and capex)</b>	<b>1,899</b>	<b>2,197</b>	<b>298</b>	<b>12,957</b>	<b>15%</b>	<b>13,038</b>

Satisfactory results overall.

IS Performance Report  
August 2018

**Department Controlled Expenses (con't)**

**Materials and Services (excl. Labour Contracts)**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Service Contracts	4	61	57	368	1%	368
Consultants	35	66	31	849	4%	849
Other Materials and Services	41	48	7	351	12%	351
	80	175	95	1,568	5%	1,568
<b>Other Expense Sources</b>						
Other Expenses	2	0	(2)	0	n/a	2
Internal Expenses	32	2	(30)	14	229%	32
	34	2	(32)	14	243%	34
<b>TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)</b>	<b>114</b>	<b>177</b>	<b>63</b>	<b>1,582</b>	<b>7%</b>	<b>1,602</b>

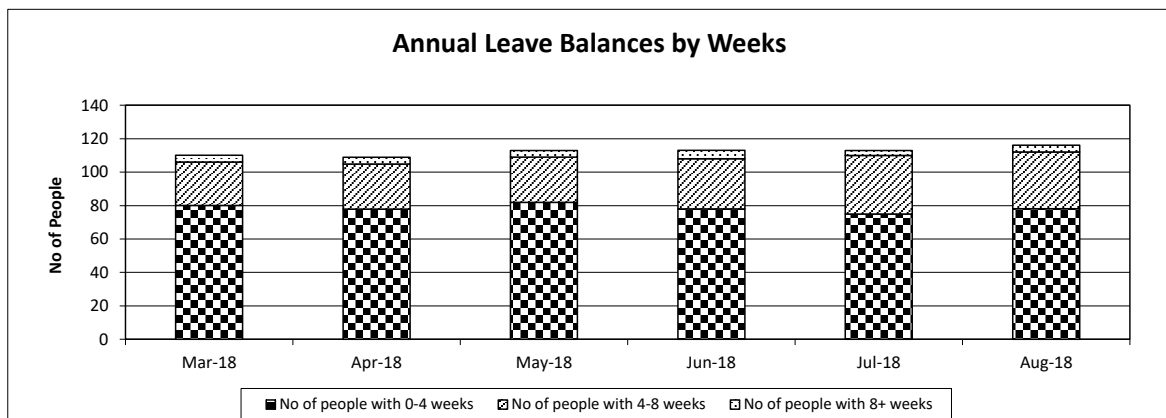
**Corporate Controlled Expenses**

Depreciation	27	20	(7)	119	23%	119
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>27</b>	<b>20</b>	<b>(7)</b>	<b>119</b>	<b>23%</b>	<b>119</b>

Satisfactory results overall.

### Infrastructure Services Department

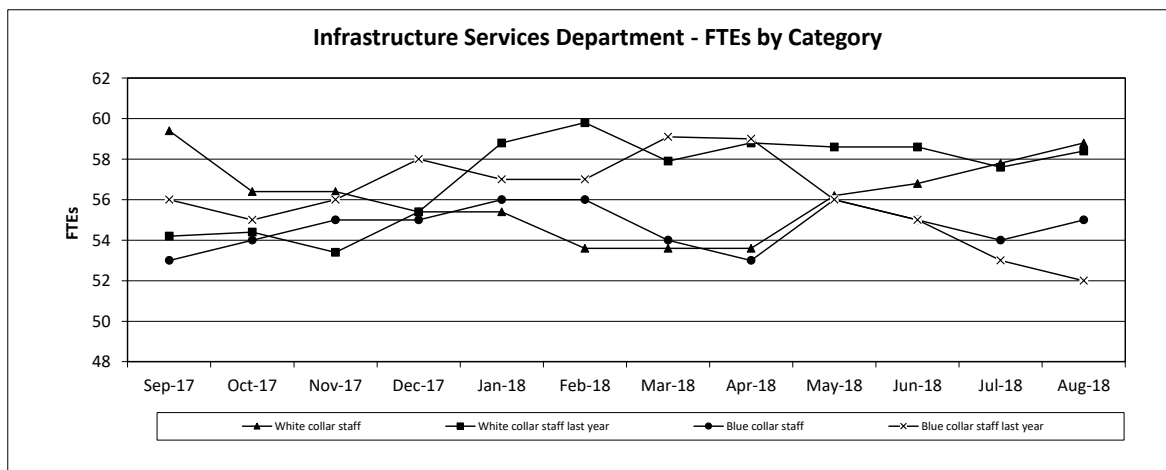
#### Annual Leave Balances as at pay period ended 27 August 2018:



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
80	78	82	78	75	78
26	27	27	30	35	34
4	4	4	5	3	4
72.8%	71.5%	72.6%	69.0%	66.4%	67.3%
23.6%	24.8%	23.9%	26.5%	30.9%	29.3%
3.6%	3.7%	3.5%	4.5%	2.7%	3.4%

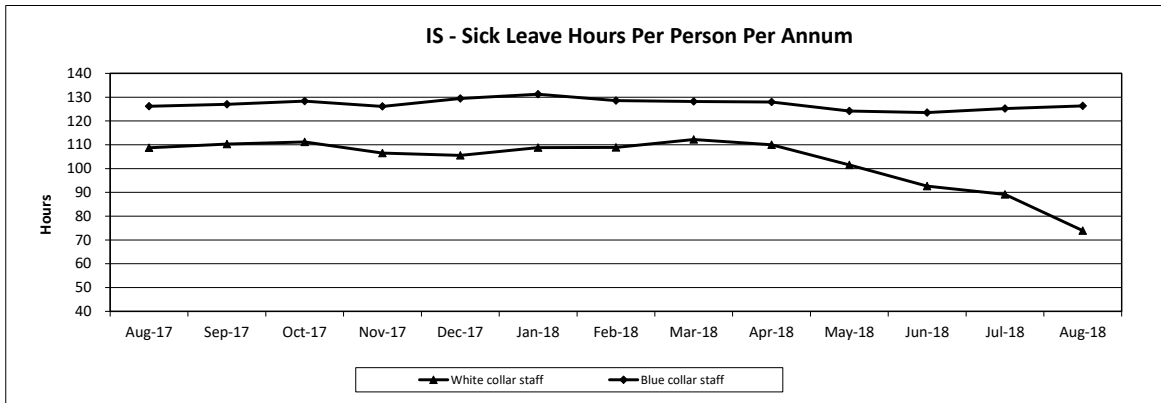
#### Full Time Equivalents:



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
White collar staff	59.4	56.4	56.4	55.4	55.4	53.6	53.6	53.6	56.2	56.8	57.8	58.8
Blue collar staff	53.0	54.0	55.0	55.0	56.0	56.0	54.0	53.0	56.0	55.0	54.0	55.0
<b>Total</b>	<b>112.4</b>	<b>110.4</b>	<b>111.4</b>	<b>110.4</b>	<b>111.4</b>	<b>109.6</b>	<b>107.6</b>	<b>106.6</b>	<b>112.2</b>	<b>111.8</b>	<b>111.8</b>	<b>113.8</b>
Movement prior month (white collar)	1.0	(3.0)	0.0	(1.0)	0.0	(1.8)	0.0	0.0	2.6	0.6	1.0	1.0
Movement prior month (blue collar)	1.0	1.0	1.0	0.0	1.0	0.0	(2.0)	(1.0)	3.0	(1.0)	(1.0)	1.0
White collar staff last year	54.2	54.4	53.4	55.4	58.8	59.8	57.9	58.8	58.6	58.6	57.6	58.4
Blue collar staff last year	56.0	55.0	56.0	58.0	57.0	57.0	59.1	59.0	56.0	55.0	53.0	52.0
Total FTEs last year	110.2	109.4	109.4	113.4	115.8	116.8	117.0	117.8	114.6	113.6	110.6	110.4

**Infrastructure Services Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

**Lost Time Injury Frequency Rates:**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
LTI's	0	0	0	0	0	0	0	1	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	67	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	6	6	9	6	6	6
Cumulative Days lost 12 months	0	0	0	0	0	0	0	17	17	5	17	17	17
LTISR Rolling 12 months	0	0	0	0	0	0	0	97	96	43	96	96	95

# Finance and Corporate Services Department

## Performance Report

August 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Utilities and Other Charges	25	16	9	85	29%	85
Change of Ownership Fees	178	178	0	714	25%	714
Other Fees and Charges	184	235	(51)	1,408	13%	1,408
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	548	548	0	4,148	13%	4,148
Capital Grants	0	0	0	0	n/a	0
Other Revenue	8,620	1,640	6,980	25,228	34%	25,228
Internal revenue	309	309	0	1,854	17%	1,854
	<b>9,864</b>	<b>2,926</b>	<b>6,938</b>	<b>33,437</b>	<b>30%</b>	<b>33,437</b>
<b>Corporate Controlled</b>						
General Rates	40,464	40,258	206	178,134	23%	178,134
Discounts/Remissions	(2,656)	(2,683)	27	(10,787)	25%	(10,787)
Net Rates and Utilities	37,808	37,575	233	167,347	23%	167,347
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	758	446	312	2,660	28%	2,660
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalents Revenue	1,204	1,170	34	5,343	23%	5,343
	<b>39,770</b>	<b>39,191</b>	<b>579</b>	<b>175,350</b>	<b>23%</b>	<b>175,350</b>
<b>TOTAL</b>	<b>49,634</b>	<b>42,117</b>	<b>7,517</b>	<b>208,787</b>	<b>24%</b>	<b>208,787</b>

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

FC Performance Report  
August 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)	2,941	3,089	148	18,171	16%	18,171
Overtime	5	2	(3)	11	45%	11
Allowances	10	16	6	93	11%	93
Other employee costs	809	860	51	5,118	16%	5,118
<b>Total Labour Opex + Capex</b>	<b>3,765</b>	<b>3,967</b>	<b>202</b>	<b>23,393</b>	<b>16%</b>	<b>23,393</b>
<i>Less Capitalised Labour</i>	(469)	(379)	90	(2,408)	19%	(2,408)
Opex Labour before Contractors	<b>3,296</b>	<b>3,588</b>	<b>292</b>	<b>20,985</b>	<b>16%</b>	<b>20,985</b>
<i>Plus Contract Opex Labour</i>	328	153	(175)	640	51%	640
Opex Labour incl Contractors	<b>3,624</b>	<b>3,741</b>	<b>117</b>	<b>21,625</b>	<b>17%</b>	<b>21,625</b>

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	239	275	36	1,686	14%	1,686
Other Goods	180	275	95	1,582	11%	1,582
Other Services	974	1,040	66	5,595	17%	5,595
Service Contracts	1,835	1,826	(9)	8,289	22%	8,289
Legal Expenses	310	92	(218)	552	56%	552
Other Materials and Services	218	313	95	1,540	14%	1,540
	<b>3,756</b>	<b>3,821</b>	<b>65</b>	<b>19,244</b>	<b>20%</b>	<b>19,244</b>
<b>Other Expense Sources</b>						
Finance Costs	73	72	(1)	577	13%	577
Other Expenses	673	668	(5)	3,867	17%	3,867
Internal expenses	50	58	8	336	15%	336
Community Services Expense	78	78	0	470	17%	470
	<b>4,630</b>	<b>4,697</b>	<b>67</b>	<b>24,494</b>	<b>19%</b>	<b>24,494</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>8,254</b>	<b>8,438</b>	<b>184</b>	<b>46,119</b>	<b>18%</b>	<b>46,119</b>

**Corporate Controlled**

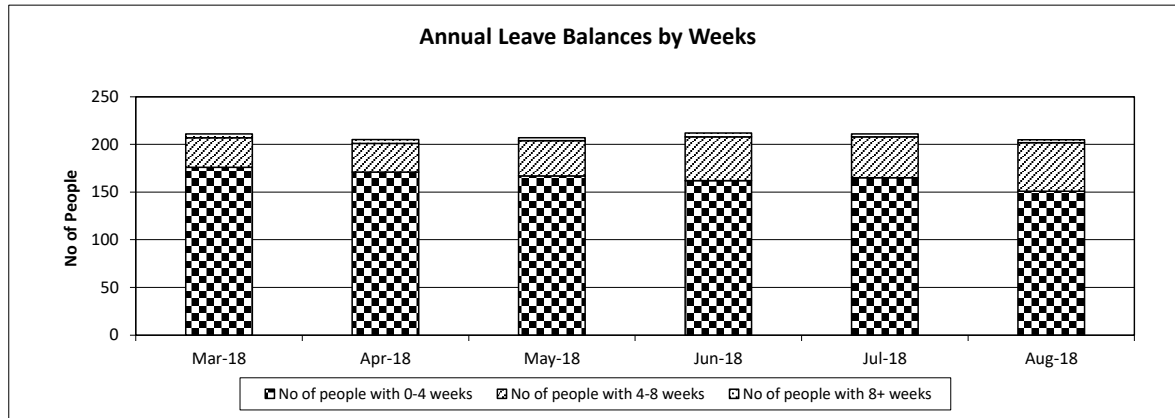
Depreciation	1,294	1,280	(14)	7,595	17%	7,595
Loss on disposal assets	0	0	0	0	n/a	0
QTC Finance Costs	2,064	2,029	(35)	13,969	15%	13,969
Other Finance Costs	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>3,358</b>	<b>3,309</b>	<b>(49)</b>	<b>21,564</b>	<b>16%</b>	<b>21,564</b>

Satisfactory results overall. Legal expenses relate to various legal matters and will be monitored closely.

Satisfactory results for corporate controlled expenditure.

## Finance and Corporate Services Annual Leave

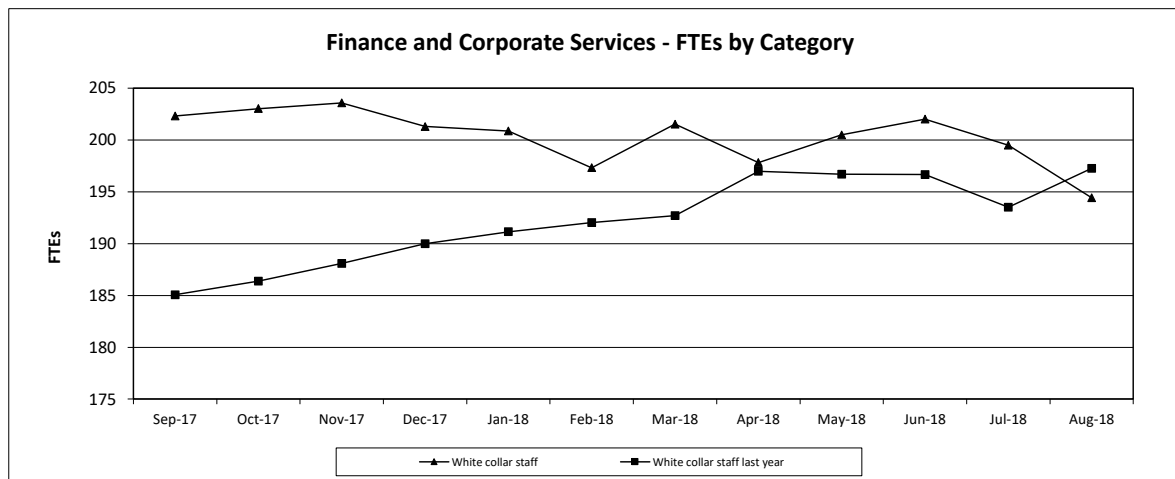
### Annual Leave Balances as at pay period ended 27 August 2018:



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

Mar-18		Apr-18		May-18		Jun-18		Jul-18		Aug-18	
176	83.4%	171	83.4%	167	80.7%	162	76.4%	165	78.2%	151	73.6%
31	14.7%	30	14.6%	37	17.9%	46	21.7%	43	20.4%	51	24.9%
4	1.9%	4	2.0%	3	1.4%	4	1.9%	3	1.4%	3	1.5%

### Full Time Equivalents:



White collar staff

**Total**

*Movement prior month (white collar)*

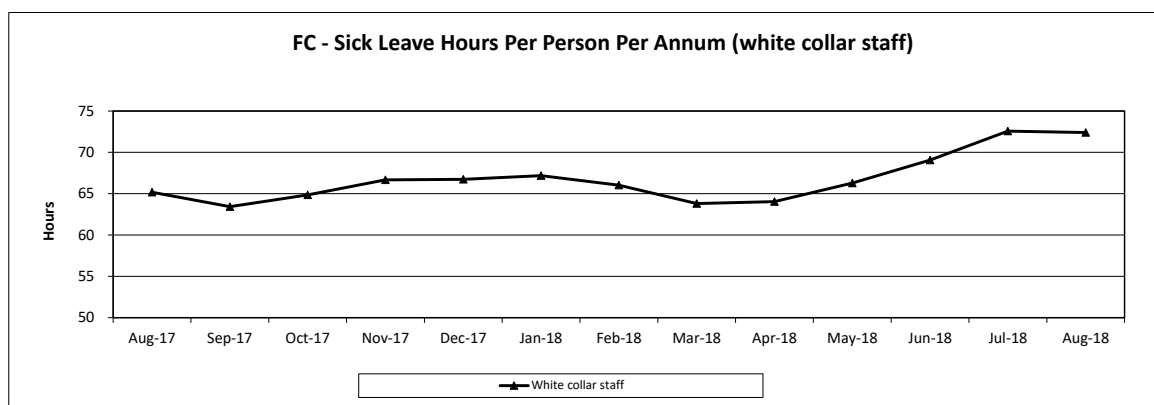
*White collar staff last year*

*Total FTEs last year*

Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5	202.0	199.5	194.4
202.3	203.0	203.6	201.3	200.9	197.3	201.5	197.8	200.5	202.0	199.5	194.4
5.0	0.7	0.6	(2.3)	(0.4)	(3.5)	4.2	(3.7)	2.7	1.5	(2.5)	(5.1)
185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5	197.3
185.1	186.4	188.1	190.0	191.1	192.0	192.7	197.0	196.7	196.7	193.5	197.3

**Finance and Corporate Services Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

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	Aug-18 Hours
65.17	63.43	64.86	66.68	66.73	67.19	66.04	63.80	64.04	66.28	69.07	72.57	72.40

**Lost Time Injury Frequency Rates - FCS:**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-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	3
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	8
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	27

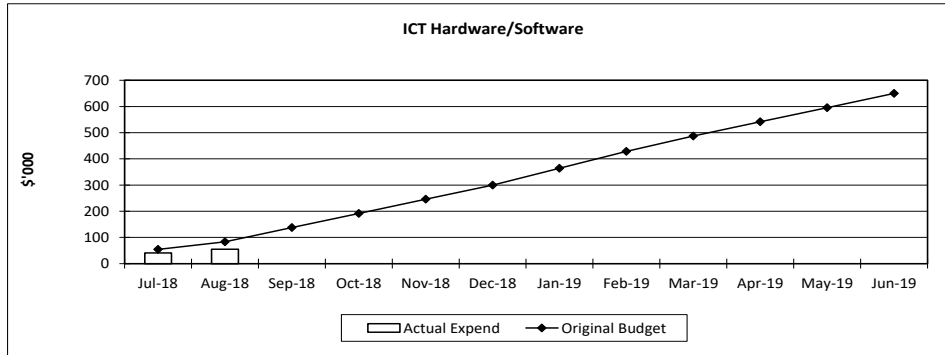
**Lost Time Injury Frequency Rates - Executive Office:**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-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	34	34	34	33
Cumulative Days lost 12 months	2	2	0	0	0	0	0	0	0	38	59	81	104
LTISR Rolling 12 months	61	61	0	0	0	0	0	0	0	1,302	2,028	2,723	3,455

**FC Capital Expenditure by Program**

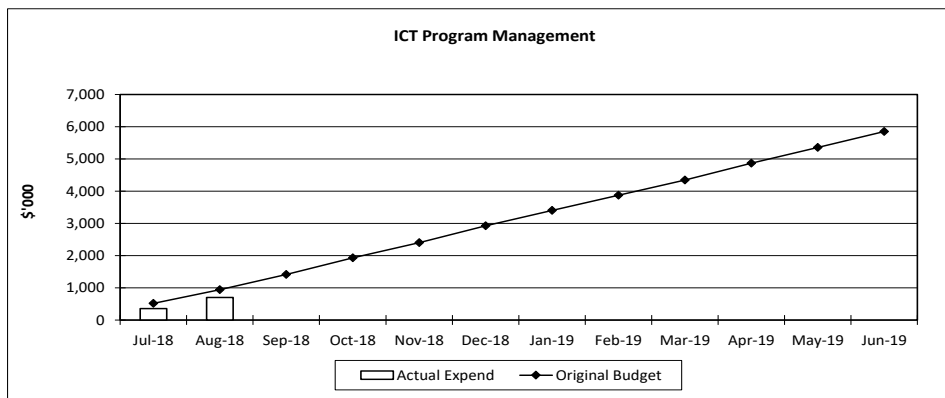
Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled*	757	1,022	265	76,735	1%	76,735



**Major Projects**

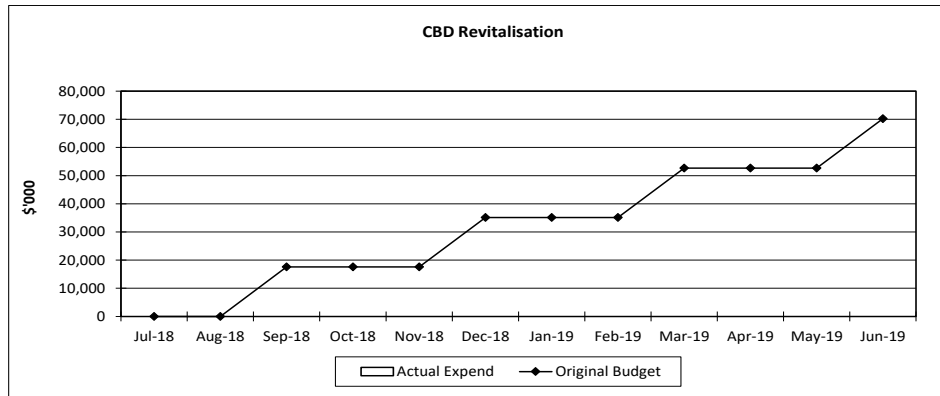
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	55	83	Satisfactory result.



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	702	939	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

**August 2018**

**Excluding Ipswich Waste**

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
<b>Department Controlled</b>						
Utilities and Other Charges	1,019	991	28	3,962	26%	3,962
Traffic and Reg Park Fees	197	215	(18)	1,265	16%	1,265
Other Fees and Charges	2	0	2	0	n/a	2
Sales, Recoverable Works	489	452	37	2,978	16%	2,978
Operational Grants	471	410	61	3,147	15%	3,147
Capital Grants	105	0	105	4,692	2%	4,692
Other Revenue	1,097	308	789	1,867	59%	1,867
Internal Revenue	2,459	2,491	(32)	14,407	17%	14,407
	<b>5,839</b>	<b>4,867</b>	<b>972</b>	<b>32,318</b>	<b>18%</b>	<b>32,320</b>
<b>Corporate Controlled</b>						
Discounts/Remissions	(14)	(19)	5	(75)	19%	(75)
Donated Asset Revenue	0	0	0	13,740	0%	13,740
Cash Contributions	199	2,294	(2,095)	13,774	1%	13,774
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	47	0	47	0	n/a	47
	<b>232</b>	<b>2,275</b>	<b>(2,043)</b>	<b>27,439</b>	<b>1%</b>	<b>27,486</b>
<b>TOTAL</b>	<b>6,071</b>	<b>7,142</b>	<b>(1,071)</b>	<b>59,757</b>	<b>10%</b>	<b>59,806</b>

Satisfactory results overall. Capital grants relate to 2017/18 Passenger Transport Accessible Infrastructure program. Other revenue over budget primarily relates to insurance funds received as restitution for works associated with the 2017/2018 weather events.

Cash contributions and donated asset revenue are developer driven.

## Department Controlled Expenses

### Excluding Ipswich Waste

#### Employee Expenses

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Wages (opex and capex)	4,009	4,106	97	24,205	17%	24,205
Overtime	82	130	48	752	11%	752
Allowances	16	13	(3)	75	21%	75
Other employee costs	1,076	1,110	34	6,575	16%	6,575
<b>Total Labour Opex + Capex</b>	<b>5,183</b>	<b>5,359</b>	<b>176</b>	<b>31,607</b>	<b>16%</b>	<b>31,607</b>
<i>Less Capitalised Labour</i>	(439)	(300)	139	(2,349)	19%	(2,349)
Opex Labour before Contractors	<b>4,744</b>	<b>5,059</b>	<b>315</b>	<b>29,258</b>	<b>16%</b>	<b>29,258</b>
<i>Plus Contract Opex Labour</i>	266	21	(245)	120	222%	266
Opex Labour incl Contractors	<b>5,010</b>	<b>5,080</b>	<b>70</b>	<b>29,378</b>	<b>17%</b>	<b>29,524</b>

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	
Maintenance	780	17	(763)	116	672%	780
Materials	1,250	1,811	561	10,790	12%	10,790
Motor Vehicle Expenses	640	861	221	3,227	20%	3,227
Service Contracts	1,383	2,431	1,048	16,130	9%	16,130
Utilities Expenses	1,982	1,856	(126)	10,199	19%	10,199
Consultants	90	121	31	840	11%	840
Other Materials and Services	1,108	424	(684)	2,575	43%	2,575
	7,233	7,521	288	43,877	16%	44,541
<b>Other Expense Sources</b>						
Other Expenses	249	267	18	1,523	16%	1,523
Internal Expenses	980	958	(22)	5,547	18%	5,547
Finance Costs	0	0	0	0	n/a	0
	<b>8,462</b>	<b>8,746</b>	<b>284</b>	<b>50,947</b>	<b>17%</b>	<b>51,611</b>

#### TOTAL DEPARTMENT CONTROLLED

<b>13,472</b>	<b>13,826</b>	<b>354</b>	<b>80,325</b>	<b>17%</b>	<b>81,135</b>
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#### Corporate Controlled

Depreciation	9,200	10,098	898	58,869	16%	58,869
QTC Finance Costs	59	58	(1)	336	18%	336
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	328	0	(328)	0	n/a	328
<b>TOTAL CORPORATE CONTROLLED</b>	<b>9,587</b>	<b>10,156</b>	<b>569</b>	<b>59,205</b>	<b>16%</b>	<b>59,533</b>

Satisfactory results overall.

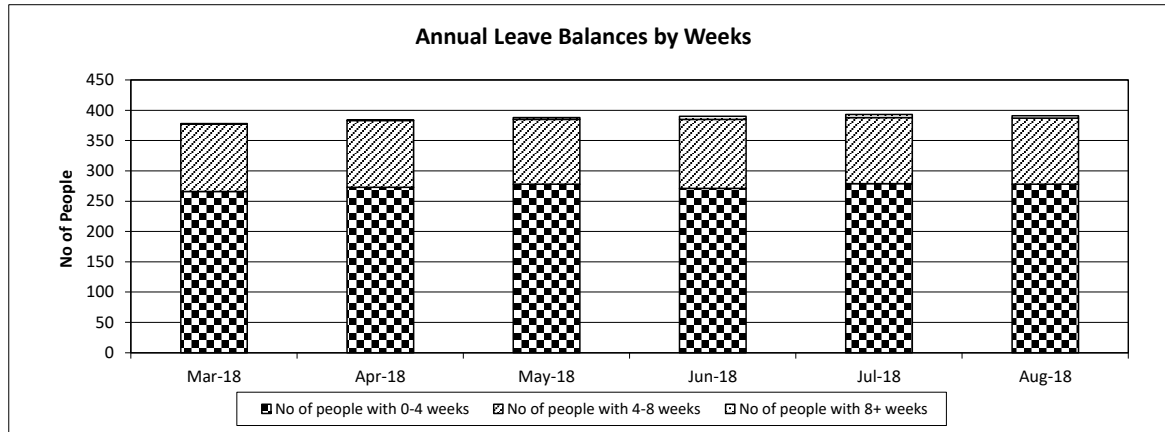
Loss on asset disposals relates to partial retirement of infrastructure network assets.

Depreciation is under budget and will be monitored closely.

**Works, Parks and Recreation Department**

**Excluding Ipswich Waste**

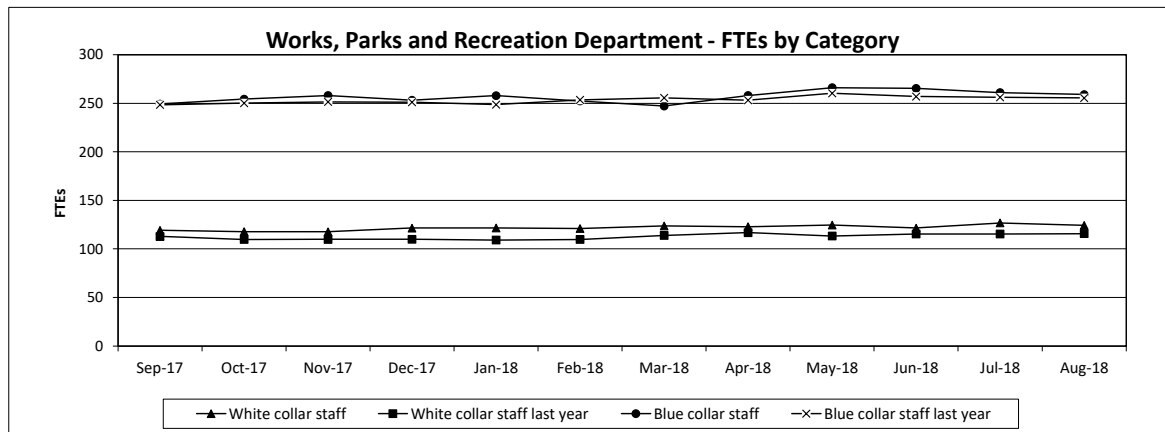
**Annual Leave Balances as at pay period ended 27 August 2018:**



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
266	273	278	271	279	278
70.4%	71.2%	71.6%	69.5%	71.0%	71.1%
111	110	107	114	109	109
29.4%	28.6%	27.6%	29.2%	27.7%	27.9%
1	1	3	5	5	4
0.2%	0.3%	0.8%	1.3%	1.3%	1.0%

**Full Time Equivalents:**



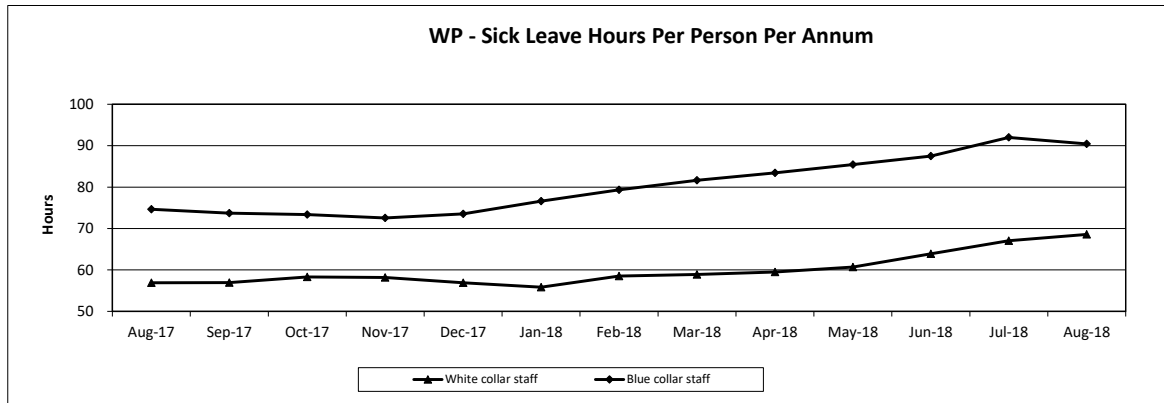
White collar staff  
Blue collar staff

Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
119.1	117.8	117.7	121.5	121.7	121.2	123.7	122.9	124.7	121.6	126.8	124.2
249.4	254.4	258.1	253.3	258.0	252.4	247.2	258.1	266.2	265.4	261.1	259.1
368.5	372.2	375.8	374.8	379.7	373.6	370.9	381.0	390.9	387.0	388.0	383.3
3.3	(1.3)	(0.1)	3.8	0.2	(0.5)	2.6	(0.9)	1.8	(3.2)	5.3	(2.6)
(6.2)	5.0	3.8	(4.9)	4.8	(5.6)	(5.3)	10.9	8.1	(0.8)	(4.3)	(2.0)
112.9	109.8	109.9	110.0	109.2	109.8	113.9	116.8	113.3	115.5	115.5	115.8
248.5	250.2	251.6	251.3	248.8	253.6	255.7	253.3	260.5	257.1	256.3	255.5
361.4	360.0	361.4	361.2	358.0	363.5	369.6	370.1	373.8	372.5	371.8	371.3

*Movement prior month (white collar)*  
*Movement prior month (blue collar)*  
*White collar staff last year*  
*Blue collar staff last year*  
*Total FTEs last year*

**Works, Parks and Recreation Department**

**Sick Leave:**



White collar staff

Blue collar staff

\* Rolling 12 month average

**Lost Time Injury Frequency Rates:**

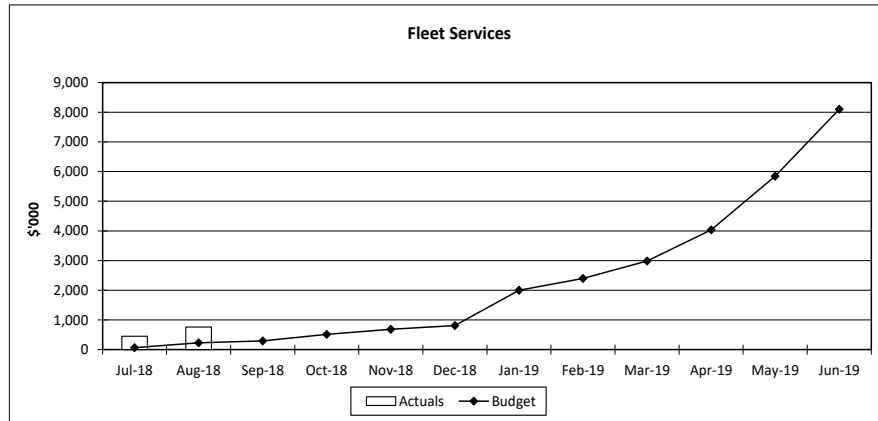
	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
LTI's	0	0	0	0	0	0	0	0	0	0	1	1	0
LTIFR	0	0	0	0	0	0	0	0	0	0	19	18	0
LTIFR Rolling 12 months	5	3	2	2	2	2	0	0	0	0	5	3	3
Cumulative Days lost 12 months	70	67	64	62	56	56	44	42	24	26	8	27	40
LTISR Rolling 12 months	113	108	103	99	99	90	69	67	37	41	13	42	62

**WP Capital Expenditure by Program**

**Non-Infrastructure Program and excluding Ipswich Waste**

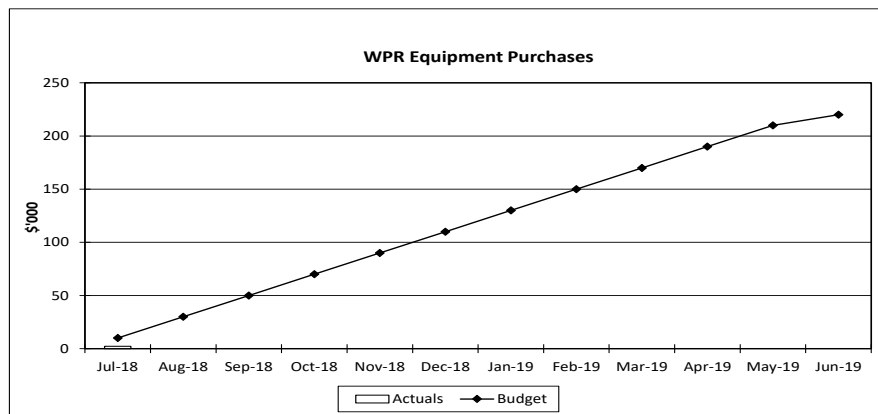
Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Fleet	763	230	(533)	8,103	9%	8,103
WPR - Equipment	24	30	6	220	11%	220
<b>Total Department Controlled</b>	<b>787</b>	<b>260</b>	<b>(527)</b>	<b>8,323</b>	<b>9%</b>	<b>8,323</b>



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	763	230	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	24	30	No budget implications.

# Ipswich Waste

## Performance Report

### August 2018

#### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Garbage Charges Revenue	7,346	7,393	(47)	30,131	24%	30,131
Net Rates and Utilities	7,346	7,393	(47)	30,131	24%	30,131
Waste Disposal Fees	1,283	1,101	182	6,608	19%	6,608
Operational Grants	0	0	0	0	n/a	0
Other Revenue	35	36	(1)	81	43%	81
Internal Revenue	252	182	70	1,094	23%	1,094
	<b>8,916</b>	<b>8,712</b>	<b>204</b>	<b>37,914</b>	<b>24%</b>	<b>37,914</b>
<b>Corporate Controlled</b>						
Interest	77	41	36	245	31%	245
	<b>77</b>	<b>41</b>	<b>36</b>	<b>245</b>	<b>31%</b>	<b>245</b>
<b>TOTAL</b>	<b>8,993</b>	<b>8,753</b>	<b>240</b>	<b>38,159</b>	<b>24%</b>	<b>38,159</b>

Satisfactory results overall.

IWS Performance Report  
August 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)	652	749	97	4,405	15%	4,405
Overtime	81	72	(9)	415	20%	415
Allowances	3	3	0	19	16%	19
Other employee costs	178	202	24	1,188	15%	1,188
<b>Total Labour Opex + Capex</b>	<b>914</b>	<b>1,026</b>	<b>112</b>	<b>6,027</b>	<b>15%</b>	<b>6,027</b>
<i>Less recovery/charge out</i>	5	17	12	0	n/a	5
Opex Labour before Contractors	<b>919</b>	<b>1,043</b>	<b>124</b>	<b>6,027</b>	<b>15%</b>	<b>6,032</b>
<i>Plus Contract Opex Labour</i>	216	60	(156)	417	52%	417
Opex Labour incl Contractors	<b>1,135</b>	<b>1,103</b>	<b>(32)</b>	<b>6,444</b>	<b>18%</b>	<b>6,449</b>

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	14	21	7	142	10%	142
Maintenance	15	30	15	183	8%	183
Materials	18	35	17	208	9%	208
Service Contracts	690	768	78	4,639	15%	4,639
Other Materials and Services	94	30	(64)	243	39%	243
	831	884	53	5,415	15%	5,415
<b>Other Expense Sources</b>						
Other Expenses	3	2	(1)	9	33%	9
Internal Expenses	1,399	1,350	(49)	7,894	18%	7,894
	<b>2,233</b>	<b>2,236</b>	<b>3</b>	<b>13,318</b>	<b>17%</b>	<b>13,318</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>3,368</b>	<b>3,339</b>	<b>(29)</b>	<b>19,762</b>	<b>17%</b>	<b>19,767</b>

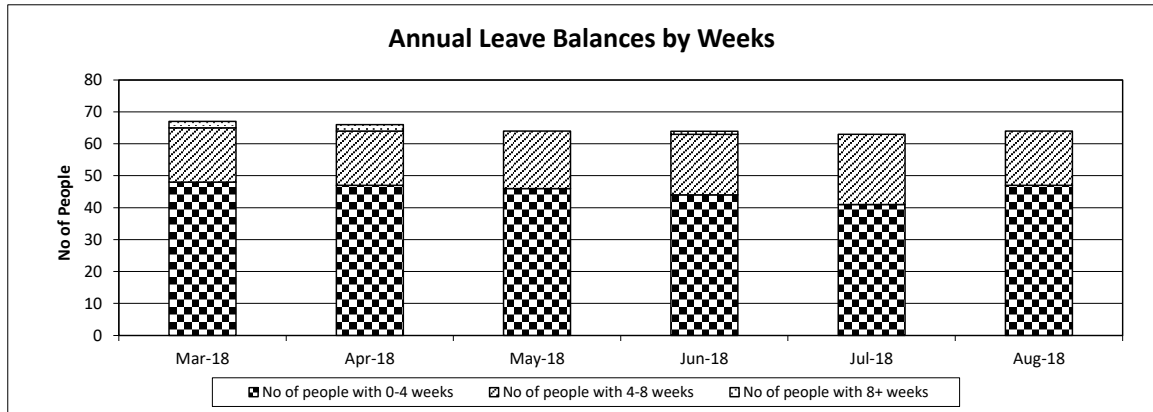
**Corporate Controlled Expenses**

Depreciation	130	133	3	797	16%	797
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	4	0	(4)	0	n/a	4
Tax Equivalents Expense	1,204	1,170	(34)	5,343	23%	5,343
<b>TOTAL CORPORATE CONTROLLED</b>	<b>1,338</b>	<b>1,303</b>	<b>(35)</b>	<b>6,140</b>	<b>22%</b>	<b>6,144</b>

Satisfactory results overall.

### Ipswich Waste Annual Leave

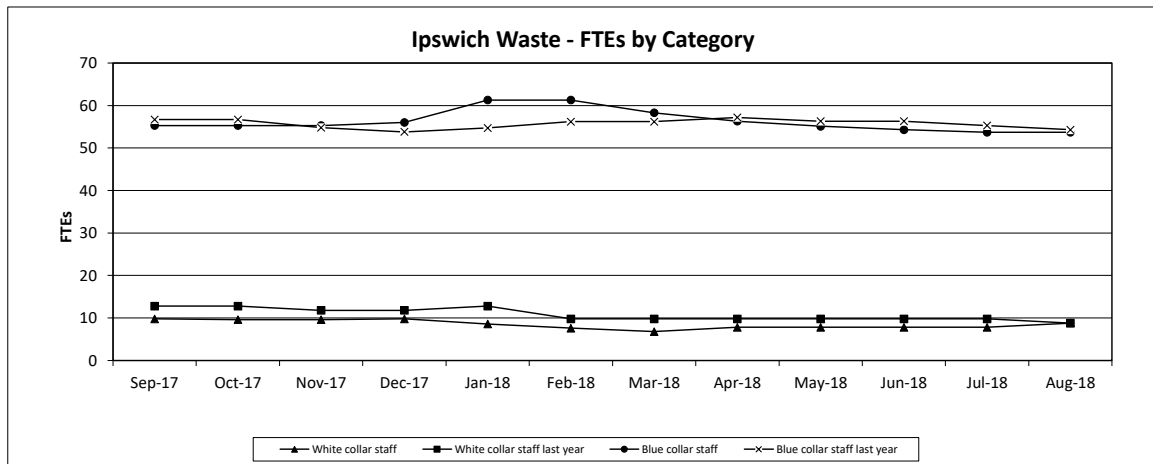
#### Annual Leave Balances as at pay period ended 27 August 2018:



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
48	47	46	44	41	47
71.6%	71.2%	71.9%	68.8%	65.1%	73.4%
17	17	18	19	22	17
25.4%	25.8%	28.1%	29.7%	34.9%	26.6%
2	2	0	1	0	0
3.0%	3.0%	0.0%	1.5%	0.0%	0.0%

#### Full Time Equivalents:

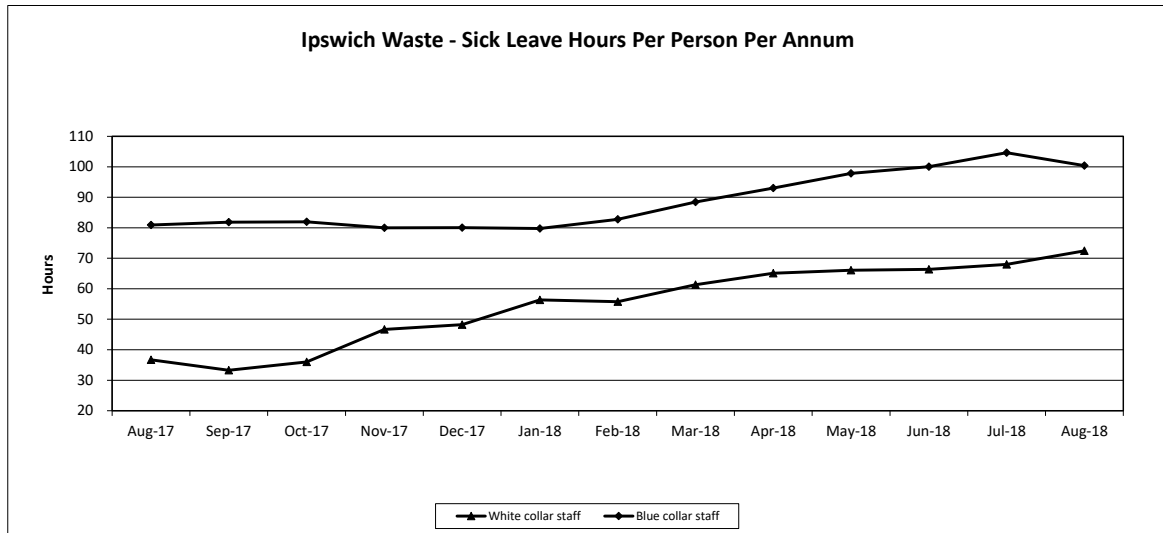


White collar staff  
Blue collar staff

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
<b>Total</b>	<b>65.1</b>	<b>64.9</b>	<b>64.9</b>	<b>65.8</b>	<b>69.9</b>	<b>68.9</b>	<b>65.1</b>	<b>64.1</b>	<b>62.9</b>	<b>62.1</b>	<b>61.5</b>	<b>62.5</b>
<i>Movement prior month (white collar)</i>	1.0	(0.2)	0.0	0.2	(1.2)	(1.0)	(0.8)	1.0	0.0	0.0	0.0	1.0
<i>Movement prior month (blue collar)</i>	1.0	0.0	0.0	0.7	5.3	0.0	(3.0)	(2.0)	(1.2)	(0.8)	(0.6)	0.0
<i>White collar staff last year</i>	12.8	12.8	11.8	11.8	12.8	9.8	9.8	9.8	9.8	9.8	9.8	8.8
<i>Blue collar staff last year</i>	56.7	56.7	54.8	53.8	54.7	56.2	56.2	57.2	56.3	56.3	55.3	54.3
<i>Total FTEs last year</i>	69.5	69.5	66.6	65.6	67.5	66.0	66.0	67.0	66.1	66.1	65.1	63.1

**Ipswich Waste Services**

**Sick Leave:**



	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	Aug-18 Hours
White collar staff	36.70	33.27	35.99	46.68	48.25	56.36	55.77	61.35	65.07	66.09	66.38	68.01	72.44
Blue collar staff	80.91	81.87	81.96	79.98	80.04	79.77	82.77	88.43	93.06	97.87	100.04	104.63	100.39

\* Rolling 12 month average

**Lost Time Injury Frequency Rates:**

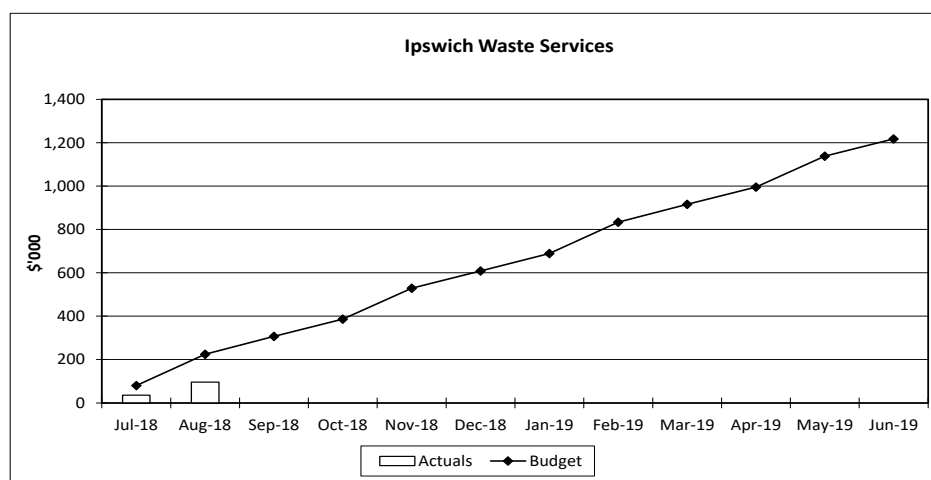
	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
LTI's	0	0	0	0	0	1	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	97	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	9	9	9	9	9	9	44	9
Cumulative Days lost 12 months	0	0	0	0	0	5	5	5	5	5	5	5	5
LTISR Rolling 12 months	0	0	0	0	0	43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

**Waste Capital Expenditure by Project or Program Areas:**

**Ipswich Waste**

Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	96	225	129	1,218	8%	1,218



**Major Projects**

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	96	225	No budget implications.

# Health, Security and Regulatory Services Department Performance Report

## August 2018

### Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Utilities and Other Charges	1	32	(31)	192	1%	192
Net Rates and Utilities	1	32	(31)	192	1%	192
Town Planning Develop Fees	0	0	0	0	n/a	0
Hlth Animal Cemetery Fees	563	420	143	1,920	29%	1,920
Traffic and Reg Park Fees	336	267	69	1,820	18%	1,820
Other Fees	81	92	(11)	541	15%	541
Operational Grants	15	0	15	183	8%	183
Capital Grants	0	0	0	0	n/a	0
Other Revenue	22	4	18	25	88%	25
	<b>1,018</b>	<b>815</b>	<b>203</b>	<b>4,681</b>	<b>22%</b>	<b>4,681</b>
<b>Corporate Controlled</b>						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>
<b>TOTAL</b>	<b>1,018</b>	<b>815</b>	<b>203</b>	<b>4,681</b>	<b>22%</b>	<b>4,681</b>

Satisfactory results overall. Utilities and other charges under budget however, process to recover overgrown allotments is currently under review and will be monitored closely. Health, animal and cemetery fees are over budget due to higher than expected parking compliance and dog registration revenue.

HSRS Performance Report  
August 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)	906	1,005	99	5,905	15%	5,905
Overtime	13	8	(5)	45	29%	45
Allowances	6	1	(5)	5	120%	6
Other employee costs	247	274	27	1,619	15%	1,619
<b>Total Labour Opex + Capex</b>	<b>1,172</b>	<b>1,288</b>	<b>116</b>	<b>7,574</b>	<b>15%</b>	<b>7,575</b>
<i>Less Capitalised Labour</i>	(2)	0	2	0	n/a	0
Opex Labour before Contractors	<b>1,170</b>	<b>1,288</b>	<b>118</b>	<b>7,574</b>	<b>15%</b>	<b>7,575</b>
<i>Plus Contract Opex Labour</i>	179	52	(127)	160	112%	179
Opex Labour incl Contractors	<b>1,349</b>	<b>1,340</b>	<b>(9)</b>	<b>7,734</b>	<b>17%</b>	<b>7,754</b>

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	
Maintenance	4	7	3	33	12%	33
Other Services	118	132	14	614	19%	614
Service Contracts	711	717	6	4,646	15%	4,646
Other Materials and Services	67	158	91	784	9%	784
	900	1,014	114	6,077	15%	6,077
<b>Other Expense Sources</b>						
Other Expenses	15	5	(10)	21	71%	21
Internal Expenses	90	63	(27)	370	24%	370
	<b>1,005</b>	<b>1,082</b>	<b>77</b>	<b>6,468</b>	<b>16%</b>	<b>6,468</b>
<b>TOTAL DEPARTMENT CONTROLLED</b>	<b>2,354</b>	<b>2,422</b>	<b>68</b>	<b>14,202</b>	<b>17%</b>	<b>14,222</b>

**Corporate Controlled Expenses**

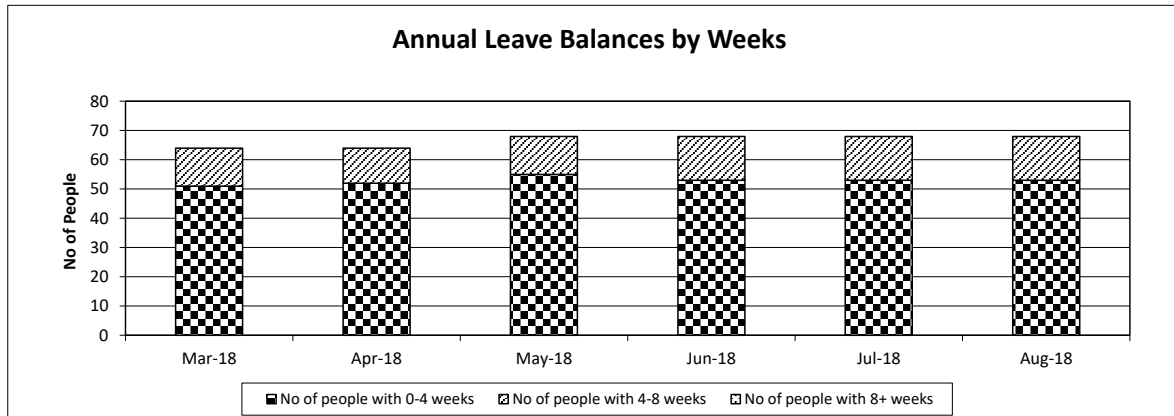
Depreciation	70	73	3	436	16%	436
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
<b>TOTAL CORPORATE CONTROLLED</b>	<b>70</b>	<b>73</b>	<b>3</b>	<b>436</b>	<b>16%</b>	<b>436</b>

Satisfactory results overall.

Satisfactory results for corporate controlled expenses.

**Health, Security and Regulatory Services Department**

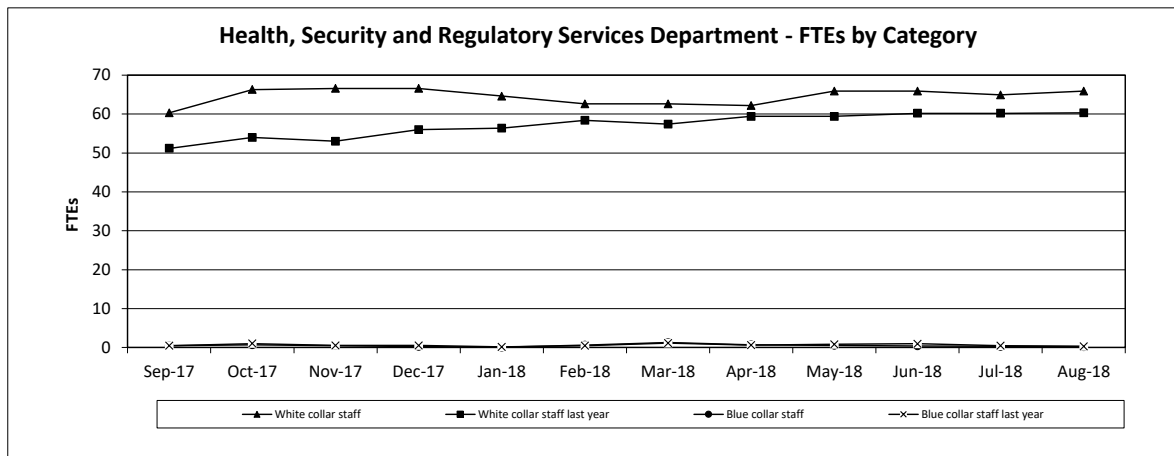
**Annual Leave Balances as at pay period ended 27 August 2018:**



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

Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
51	52	55	53	53	53
13	12	13	15	15	15
0	0	0	0	0	0
79.7%	81.2%	80.9%	77.9%	77.9%	77.9%
20.3%	18.8%	19.1%	22.1%	22.1%	22.1%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

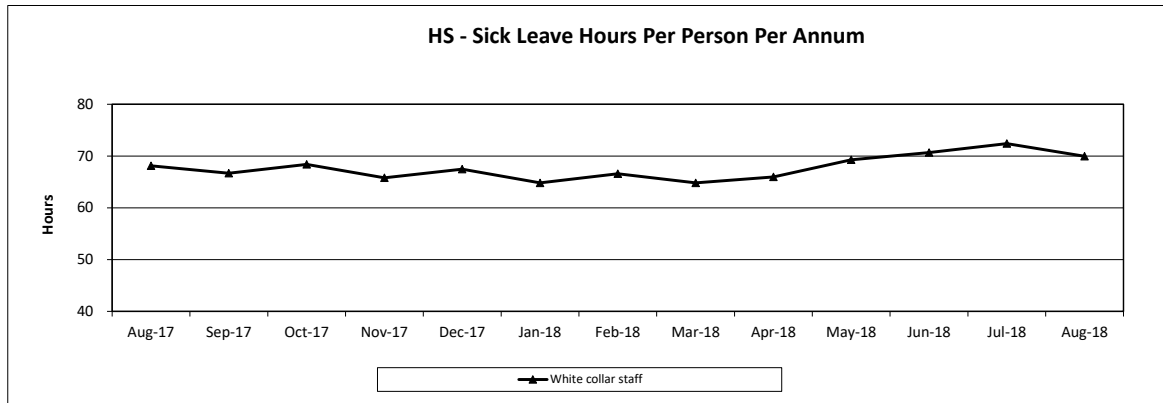
**Full Time Equivalents:**



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
White collar staff	60.3	66.3	66.6	66.6	64.6	62.6	62.6	62.2	65.9	65.9	64.9	65.9
Blue collar staff	0.5	0.7	0.5	0.3	0.1	0.6	1.3	0.7	0.6	0.4	0.3	0.2
<b>Total</b>	<b>60.8</b>	<b>67.0</b>	<b>67.1</b>	<b>66.9</b>	<b>64.7</b>	<b>63.2</b>	<b>63.9</b>	<b>62.9</b>	<b>66.5</b>	<b>66.3</b>	<b>65.2</b>	<b>66.1</b>
Movement prior month (white collar)	0.0	6.0	0.3	0.0	(2.0)	(2.0)	0.0	(0.4)	3.7	0.0	(1.0)	1.0
Movement prior month (blue collar)	0.2	0.2	(0.2)	(0.2)	(0.2)	0.6	0.7	(0.6)	(0.2)	(0.2)	(0.1)	(0.1)
White collar staff last year	51.2	54.0	53.0	56.0	56.4	58.4	57.4	59.4	59.4	60.2	60.2	60.3
Blue collar staff last year	0.5	1.0	0.5	0.5	0.2	0.5	1.2	0.6	0.8	1.0	0.5	0.3
Total FTEs last year	51.7	55.0	53.5	56.5	56.6	58.9	58.6	60.0	60.2	61.2	60.7	60.6

**Health, Security and Regulatory Services Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

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	Aug-18 Hours
68.11	66.68	68.39	65.81	67.48	64.82	66.57	64.82	65.96	69.27	70.69	72.40	69.94

**Lost Time Injury Frequency Rates:**

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

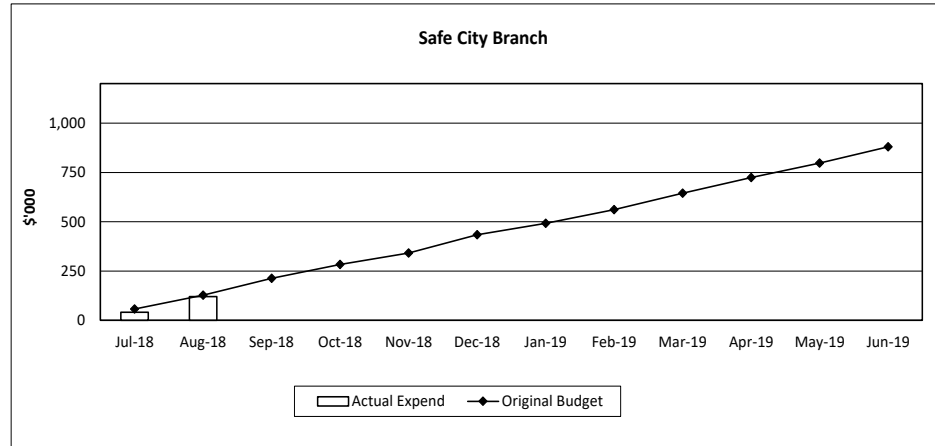
LTISR Rolling 12 months

Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
11	10	10	10	10	10	10	10	0	0	0	0	0
9	9	9	9	15	15	15	15	6	9	6	6	6
95	92	90	89	147	144	143	143	56	84	56	55	55

## Health, Security and Regulatory Services Department

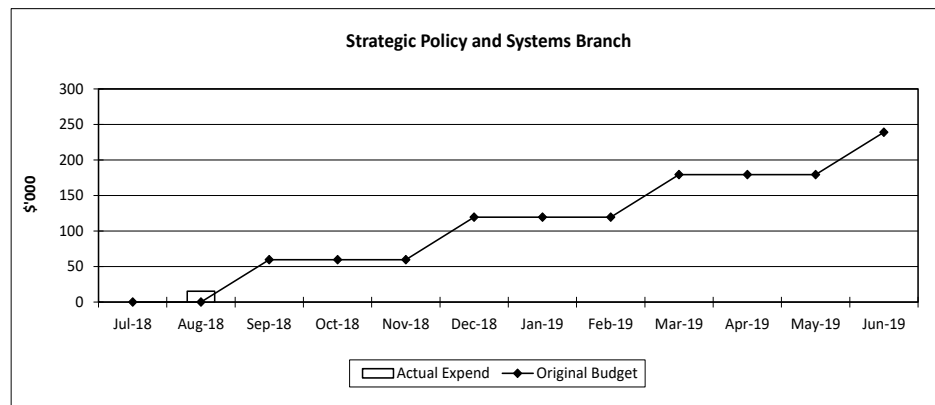
Results as at 31 August 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	135	128	(7)	1,119	12%	1,119



### Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	120	128	No budget implications.



### Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	15	0	No budget implications.

# Planning and Development Department

## Performance Report

### August 2018

#### Revenue:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
<b>Department Controlled</b>						
Town Planning Develop Fees	3,004	2,537	467	14,865	20%	14,865
Other Fees	10	10	0	41	24%	41
Govt Grant Subsidy	0	0	0	0	n/a	0
Other Revenue	9	1	8	4	225%	9
Community Service Revenue	78	78	0	470	17%	470
	<b>3,101</b>	<b>2,626</b>	<b>475</b>	<b>15,380</b>	<b>20%</b>	<b>15,385</b>
<b>Corporate Controlled</b>						
Cash Contributions	0	0	0	5	0%	5
Interest	0	0	0	0	n/a	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0%</b>	<b>5</b>
<b>TOTAL</b>	<b>3,101</b>	<b>2,626</b>	<b>475</b>	<b>15,385</b>	<b>20%</b>	<b>15,390</b>

Satisfactory results overall.

PD Performance Report  
August 2018

**Department Controlled Expenses**

**Employee Expenses**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Wages (opex and capex)	1,459	1,522	63	8,931	16%	8,931
Overtime	0	4	4	25	0%	25
Allowances	1	1	0	3	33%	3
Other employee costs	405	430	25	2,550	16%	2,550
<b>Total Labour Opex + Capex</b>	<b>1,865</b>	<b>1,957</b>	<b>92</b>	<b>11,509</b>	<b>16%</b>	<b>11,509</b>
<i>Less recovery/charge out</i>	2	0	(2)	0	n/a	2
Opex Labour before Contractors	<b>1,867</b>	<b>1,957</b>	<b>90</b>	<b>11,509</b>	<b>16%</b>	<b>11,511</b>
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	<b>1,867</b>	<b>1,957</b>	<b>90</b>	<b>11,509</b>	<b>16%</b>	<b>11,511</b>

Satisfactory results overall.

**Materials and Services (excl. Labour Contracts)**

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Legal Expenses	257	108	(149)	650	40%	650
Consultants	13	25	12	149	9%	149
Other Materials and Services	21	50	29	273	8%	273
	<b>291</b>	<b>183</b>	<b>(108)</b>	<b>1,072</b>	<b>27%</b>	<b>1,072</b>

**Other Expense Sources**

Other Expenses	0	1	1	11	0%	11
Internal Expenses	50	49	(1)	285	18%	285
	<b>341</b>	<b>233</b>	<b>(108)</b>	<b>1,368</b>	<b>25%</b>	<b>1,368</b>

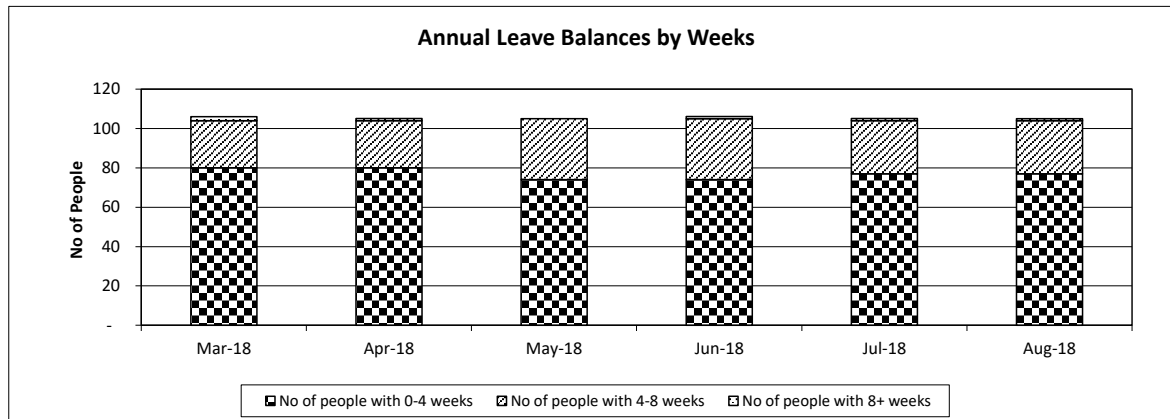
**TOTAL DEPARTMENT CONTROLLED**      **2,208**      **2,190**      **(18)**      **12,877**      **17%**      **12,879**

**Corporate Controlled**

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

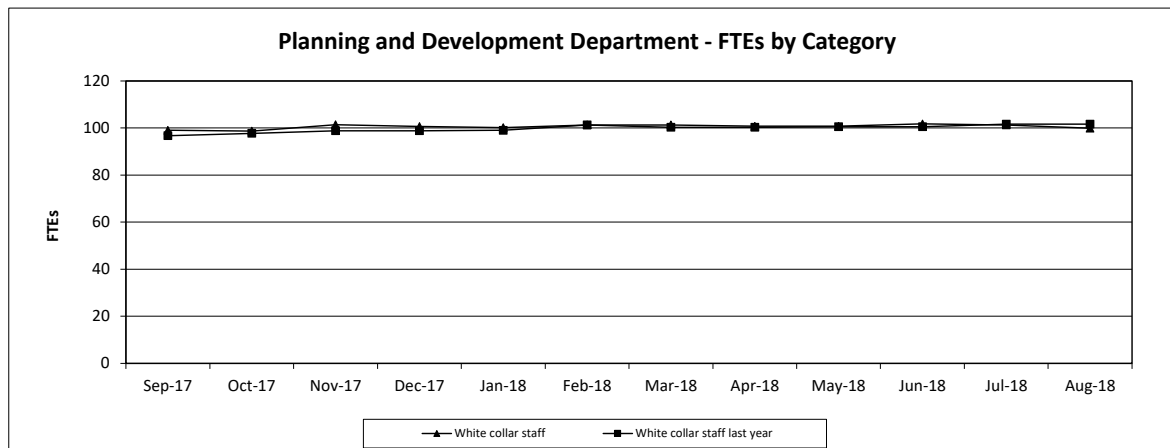
Satisfactory results overall. Legal expenses over budget due to various legal appeals and will be monitored closely.

**Annual Leave Balances as at pay period ended 27 August 2018:**



	Mar-18		Apr-18		May-18		Jun-18		Jul-18		Aug-18	
No of people with 0-4 weeks	80	75.5%	80	76.2%	74	70.5%	74	69.8%	77	73.3%	77	73.3%
No of people with 4-8 weeks	24	22.6%	24	22.8%	31	29.5%	31	29.2%	27	25.7%	27	25.7%
No of people with 8+ weeks	2	1.9%	1	1.0%	-	0.0%	1	1.0%	1	1.0%	1	1.0%

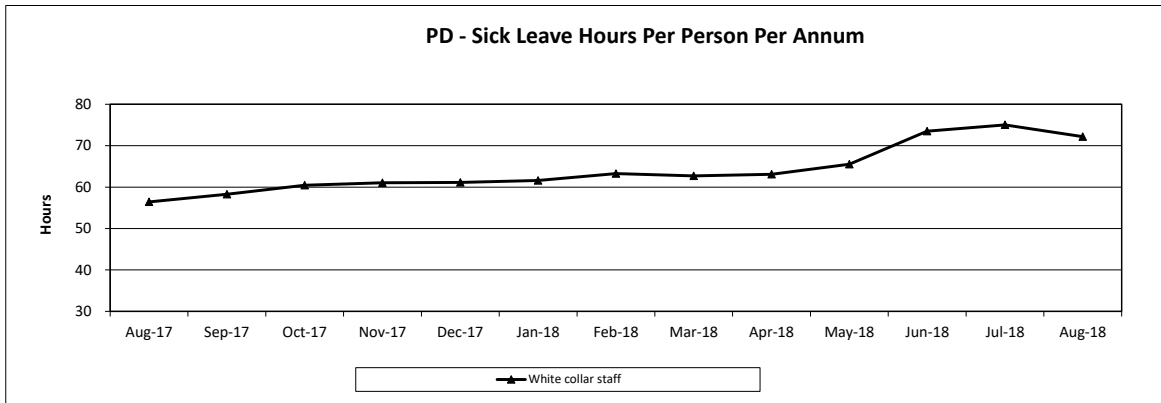
**Full Time Equivalents:**



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
White collar staff	99.0	98.7	101.4	100.6	100.1	101.3	101.3	100.7	100.7	101.7	101.3	99.9
<b>Total</b>	<b>99.0</b>	<b>98.7</b>	<b>101.4</b>	<b>100.6</b>	<b>100.1</b>	<b>101.3</b>	<b>101.3</b>	<b>100.7</b>	<b>100.7</b>	<b>101.7</b>	<b>101.3</b>	<b>99.9</b>
<i>Movement prior month (white collar)</i>	<i>(2.6)</i>	<i>(0.3)</i>	<i>2.7</i>	<i>(0.8)</i>	<i>(0.5)</i>	<i>1.2</i>	<i>0.0</i>	<i>(0.6)</i>	<i>0.0</i>	<i>1.0</i>	<i>(0.4)</i>	<i>(1.4)</i>
<i>White collar staff last year</i>	<i>96.7</i>	<i>97.7</i>	<i>98.8</i>	<i>98.8</i>	<i>99.0</i>	<i>101.3</i>	<i>100.3</i>	<i>100.3</i>	<i>100.5</i>	<i>100.5</i>	<i>101.6</i>	<i>101.6</i>
<i>Total FTEs last year</i>	<i>96.7</i>	<i>97.7</i>	<i>98.8</i>	<i>98.8</i>	<i>99.0</i>	<i>101.3</i>	<i>100.3</i>	<i>100.3</i>	<i>100.5</i>	<i>100.5</i>	<i>101.6</i>	<i>101.6</i>

**Planning and Development Department**

**Sick Leave:**



White collar staff

\* Rolling 12 month average

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	Aug-18 Hours
56.43	58.29	60.45	61.05	61.15	61.59	63.28	62.72	63.10	65.53	73.49	75.02	72.20

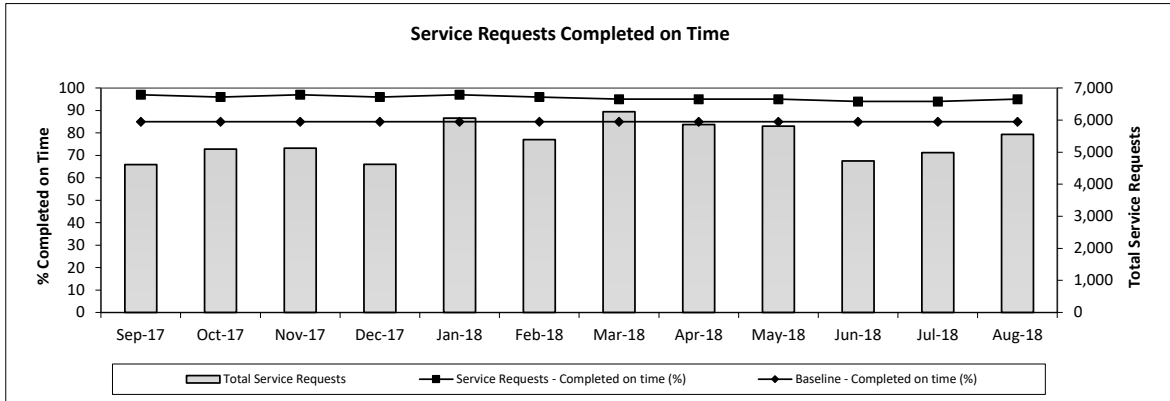
**Lost Time Injury Frequency Rates:**

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-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
LTIFR Rolling 12 months	12.23	12.29	12.27	6	6	6	6	6	6	6	6	0	0
Cumulative Days lost 12 months	30	51	65	84	100	121	140	140	140	143	143	137	113
LTISR Rolling 12 months	183.4	313.4	398.9	514	615	741	858	866	858	879	887	849	698

ICC Performance Report  
August 2018

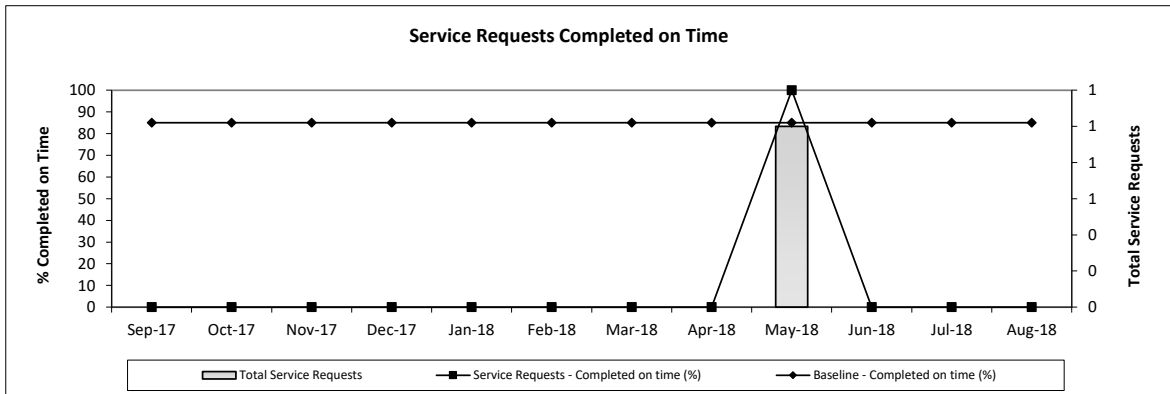
**Customer Engagement System**

**All Council:**



All Council	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	97	96	97	96	97	96	95	95	95	94	94	95
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	4,612	5,095	5,124	4,620	6,062	5,391	6,261	5,861	5,811	4,725	4,985	5,554

**Arts, Social Development and Community Development Department:**

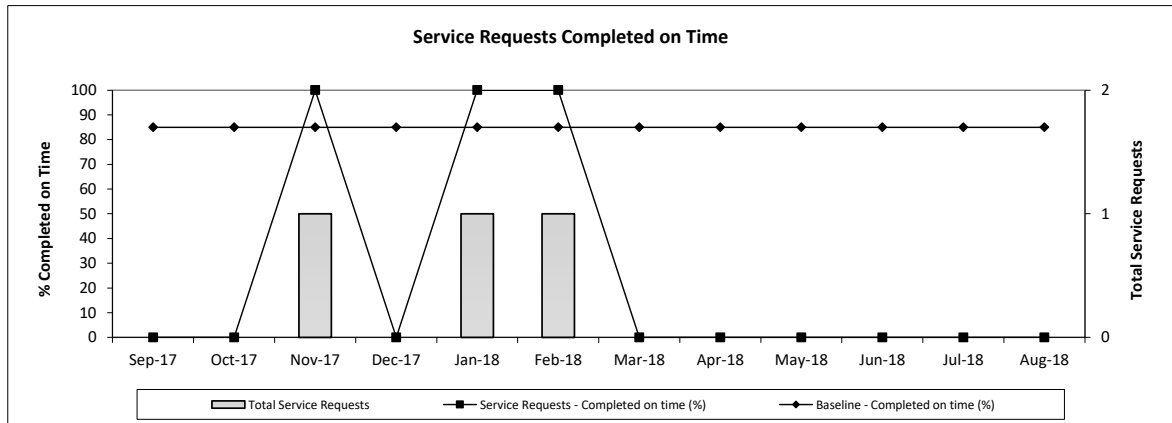


AS	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	0	0	0	0	0	0	0	0	100	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	0	0	0	1	0	0	0

**August**

No service requests received in August.

**Economic Development and Marketing Department:**

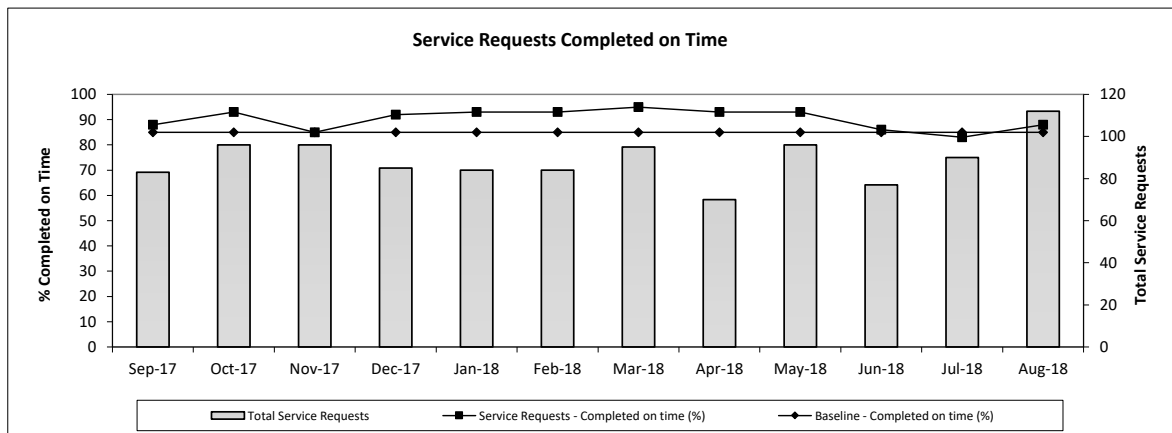


EDM	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	0	0	100	0	100	100	0	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	1	0	1	1	0	0	0	0	0	0

**August**

No service requests received in August.

**Infrastructure Services Department:**



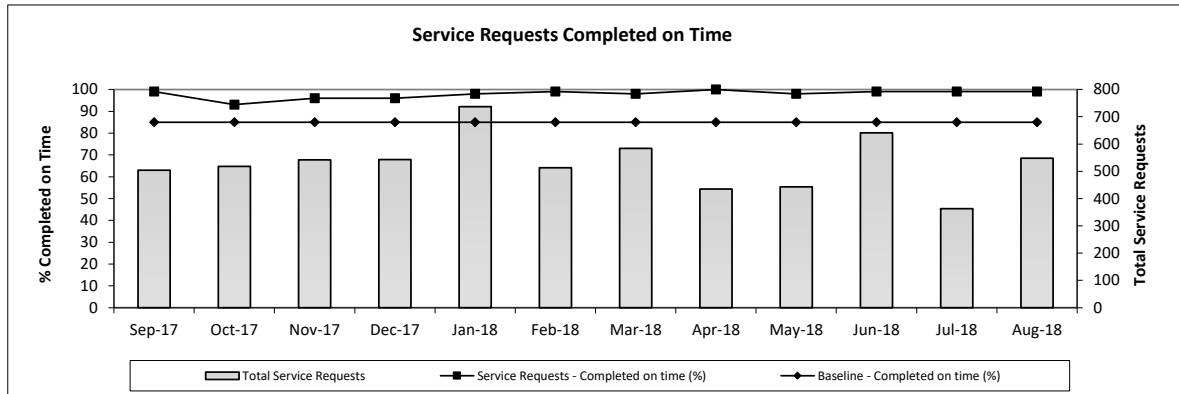
IS	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	88	93	85	92	93	93	95	93	93	86	83	88
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	83	96	96	85	84	84	95	70	96	77	90	112

**August**

The results exceed the baseline for August.

ICC Performance Report  
August 2018

Finance and Corporate Services Department:

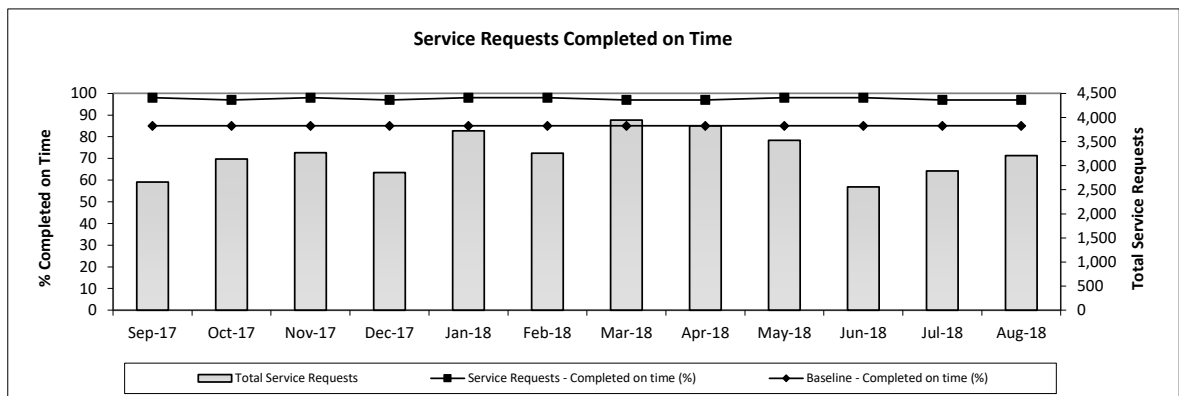


FC	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	99	93	96	96	98	99	98	100	98	99	99	99
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	504	518	542	543	737	513	584	435	443	641	363	548

**August**

The results exceed the baseline for August.

Works Parks and Recreation Department:



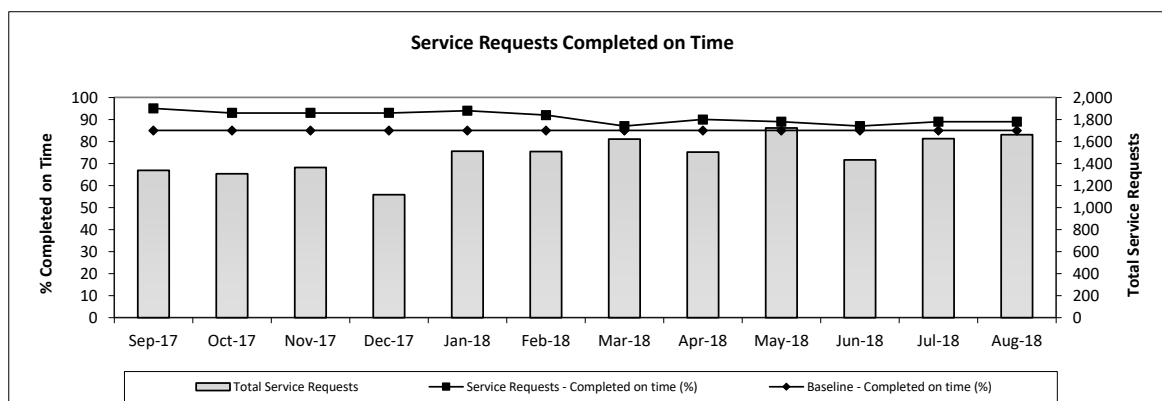
WP	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	98	97	98	97	98	98	97	97	98	98	97	97
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	2,660	3,138	3,269	2,857	3,723	3,259	3,946	3,827	3,526	2,559	2,890	3,209

**August**

The results exceed the baseline for August.

ICC Performance Report  
August 2018

Health, Security and Regulatory Services Department:

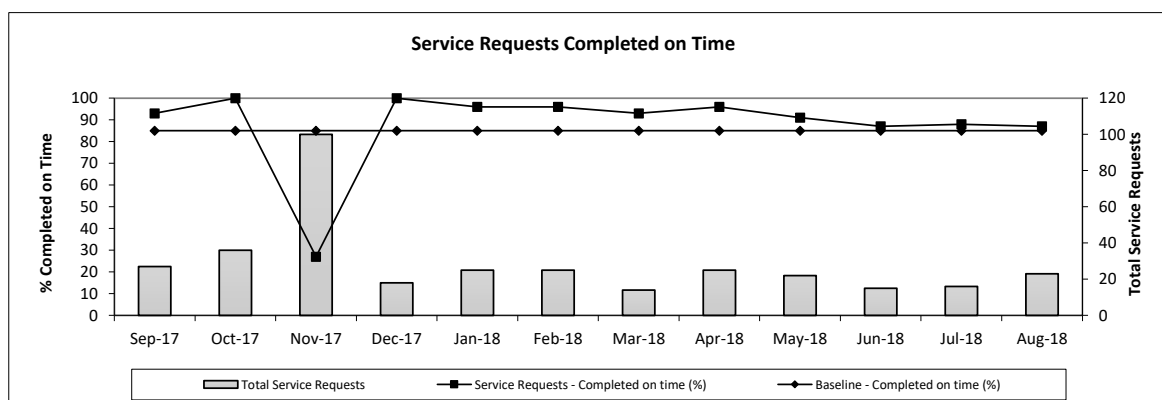


HS	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	95	93	93	93	94	92	87	90	89	87	89	89
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,338	1,307	1,364	1,117	1,512	1,509	1,622	1,504	1,723	1,433	1,626	1,662

**August**

The results exceed the baseline for August.

Planning and Development:



PD	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Service Requests - Completed on time (%)	93	100	27	100	96	96	93	96	91	87	88	87
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	27	36	100	18	25	25	14	25	22	15	16	23

**August**

The results exceed the baseline for August.

**Council Environmental Performance:**

**Waste Generated by Council Departments (Tonnes):**

		Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
<b>AS</b>	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Commercial and Industrial	0.39	1.17	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.59	0.20	0.20
	Office Recycling	0.24	0.11	0.01	0.21	0.01	0.11	0.20	0.68	0.11	0.20	0.01	0.30	0.12
	Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>IS</b>	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>FC</b>	Office Recycling	0.31	0.47	0.57	0.12	0.15	0.39	0.49	0.40	0.51	0.71	0.60	0.70	1.47
	Office Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
	Office Commercial and Industrial	0.27	0.04	0.29	0.23	0.26	0.26	0.24	0.26	0.26	0.27	0.26	0.29	0.26
<b>WPR</b>	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Depot Construction and Demolition	75.91	63.84	39.67	54.81	22.22	24.38	47.16	46.02	48.92	49.20	65.54	67.00	36.22
	Depot Commercial and Industrial	20.70	51.19	20.86	17.75	17.17	18.75	16.75	20.87	17.68	20.85	19.19	18.65	18.65
	Depot Recycling	9.02	10.94	4.99	4.26	7.89	11.77	5.13	3.19	4.55	9.32	10.27	8.18	6.85
	Office Commercial and Industrial	11.25	3.90	9.88	9.85	9.84	10.40	9.23	9.80	8.74	10.32	9.74	8.34	9.86
	Office Recycling	4.64	4.41	4.22	4.57	3.46	4.42	3.61	3.66	3.60	4.91	3.72	4.43	4.69
	Timber	22.30	38.58	24.94	16.46	4.55	6.48	10.22	13.36	15.60	11.68	40.96	44.30	28.60
	Metal collected from Depots	1.72	2.68	3.50	3.39	1.97	10.72	8.32	-	2.30	9.38	3.64	8.04	4.96
	Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>HS</b>	Depot Commercial and Industrial	-	-	0.15	0.08	-	0.38	-	0.19	-	0.29	0.10	-	-
<b>PD</b>	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>EX</b>	Depot Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	0.10	-
<b>Total Waste</b>		<b>106.96</b>	<b>97.43</b>	<b>120.00</b>	<b>140.88</b>	<b>138.64</b>	<b>146.75</b>	<b>177.33</b>	<b>109.28</b>	<b>111.93</b>	<b>117.33</b>	<b>154.62</b>	<b>160.43</b>	<b>111.88</b>

\* 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													

A5111105

2 October 2018

## MEMORANDUM

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

FROM: RECOVERIES MANAGER

RE: OVERDUE RATES AND CHARGES: JULY-SEPTEMBER 2018 QUARTER

### INTRODUCTION:

This is a report by the Recoveries Manager dated 2 October 2018 concerning rate arrears and rate collection statistics for the period July-September 2018.

### BACKGROUND:

#### **Overdue Rates & Charges:**

	Yearly Levies	Arrears \$ End of quarter	Arrears %	Total Assessments	Assessments in Arrears End of quarter	% in Arrears
June 2012	\$143,520,383	\$3,952,492	2.77	68,385	4,969	7.27
June 2013	\$152,366,516	\$2,761,175	1.81	69,409	4,199	6.05
June 2014	\$162,735,579	\$2,492,150	1.56	70,533	3,924	5.56
June 2015	\$175,942,886	\$2,764,243	1.57	72,515	4,949	6.82
June 2016	\$189,635,715	\$3,034,312	1.60	75,207	5,090	6.77
June 2017	\$205,419,598	\$3,680,474	1.79	78,689	6,067	7.71
Sept 2017	\$208,842,075	\$3,844,841	1.84	79,793	6,083	7.62
Dec 2017	\$212,463,832	\$4,207,191	1.98	80,508	6,143	7.63
Mar 2018	\$215,771,805	\$4,579,419	2.12	81,384	6,099	7.49
June 2018	\$218,794,862	\$4,929,782	2.25	82,232	6,089	7.40
Sept 2018	\$222,098,438	\$4,853,110	2.19	82,961	6,333	7.63

#### **Arrears \$ value:**

Following the completion of the July-September 2018 rating period, the approximate balance of overdue rates and charges was \$4,853,110.00 or 2.19% of the total rates. This represents a decrease in outstanding balances of \$76,672.00 or 0.06% from the previous quarter.

**Arrears - Number of Assessments:**

At the end of the June quarter, 6,333 assessments remained in arrears.  
 5,559 (88%) of assessments held balances outstanding of less than \$1,000.00, including  
 3,287 (52%) with outstanding balances of less than \$100.00.

**Reminder Letters:**

Quarter	Reminder letters	\$	Second letter	\$
April – June 2012	8,250	\$3,952,492	3,519	\$2,630,456
April – June 2013	8,666	\$4,577,587	3,605	\$1,874,009
April – June 2014	8,633	\$4,797,481	3,440	\$1,678,378
April - June 2015	8,634	\$5,117,628	3,888	\$2,320,978
April - June 2016	9,776	\$5,767,789	4,247	\$2,375,731
April-June 2017	11,102	\$6,214,851	4,950	\$3,023,858
July-September 2017	11,241	\$6,956,062	4,735	\$3,237,916
October – December 2017	11,202	\$7,419,069	4,655	\$3,095,801
January-March 2018	10,860	\$7,302,059	4,693	\$3,367,075
April-June 2018	10,264	\$6,566,455	5,561	\$4,505,858
July-September 2018	12,022	\$7,703,705	5,008	\$3,568,896

**Legal Actions undertaken to recover Rates:**

The following actions were commenced, or finalised on behalf of Council during the July-September quarter 2018:

Action	Number	Value
New Claims Filed	70	\$758,730
Filed Claims Paid in full prior to Judgement	32	\$162,096
Defences Lodged	2	\$442,167
Defences Resolved	0	\$
Defences under Legal Dept Control	7	\$464,495
Judgments Granted	25	\$62,964
Sale of Land Resolutions	0	0
Rates paid prior to Auction during the quarter	0	0
Properties Auctioned	0	0
Properties Sold at Auction	0	0
Properties purchased by Council at Auction	0	0

**Summary**

The target arrears percentage rate of 2.00% was exceeded by 0.19%.

**Planned Actions**

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

**RECOMMENDATION:**

That the report be received and the contents noted.

Glen Wilson

**RECOVERIES MANAGER**

I concur with the recommendation contained in this report.

Richard Bennett

**STRATEGIC CLIENT MANAGER**

I concur with the recommendation contained in this report.

Jeffrey Keech

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

A5096218

24 September 2018

## **MEMORANDUM**

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

FROM: ACTING CORPORATE SERVICES AND RISK MANAGER

RE: TRAVEL AND TRAINING REQUESTS

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### **INTRODUCTION:**

This is a report by the Acting Corporate Services and Risk Manager dated 24 September 2018 concerning the request of the Interim Administrator (IA) and Acting Chief Executive Officer (A/CEO) to attend the 2018 Annual Conference of the Local Government Association of Queensland (LGAQ).

### **BACKGROUND:**

Section 124 of the *Local Government 2009* states that the Interim Administrator has all the powers of the local government and the mayor. Therefore any requests from the IA for travel and attendance at conferences/workshops must be approved by Council resolution in accordance with the current Ipswich City Council Expenses Reimbursement Policy (refer Attachment A).

### **LGAQ ANNUAL CONFERENCE:**

This report seeks Council approval for the IA and A/CEO to attend the LGAQ Annual Conference to be held at the Brisbane Convention and Exhibition Centre from 29 October to 31 October 2018.

This year's conference theme is 'Onwards and Upwards' denoting the tough past 12 months Queensland local governments have endured and their strong commitment to build better communities into the future. Conference 2018 will drive debate on issues and challenges facing local governments and their communities, while providing opportunity to share learnings and experiences with representatives from state and local government, external stakeholders, media and industry suppliers.

The Conference Agenda includes opportunities to attend chaired Panel and Forum discussions and hear updates from key sector representatives such as:

Session	Presenter / Topic
Financial Sustainability Panel	<p>Chaired by Greg Hallam AM, Chief Executive Officer, LGAQ</p> <p><u>Panel Members:</u></p> <ul style="list-style-type: none"> <li>• Brendan Worrall, Queensland Auditor General</li> <li>• Philip Noble, Chief Executive Officer, Queensland Treasury Corporation</li> <li>• Warwick Agnew, Director-General, Department of Local Government, Racing and Multicultural Affairs</li> <li>• Cr Karen May, Mackay Regional Council, Chair of LGAQ's Asset Management Advisory Group</li> <li>• Keith Pattinson, Manager, Financial and Project Services, Moreton Bay Regional Council</li> <li>• Ian Bodill, Chief Executive Officer, Longreach Regional Council</li> </ul>
State Government Update	<p>Hon Stirling Hinchliffe MP Minister for Local Government Minister for Racing and Minister for Multicultural Affairs</p>
Opposition Update	<p>Ms Ann Leahy MP Shadow Minister for Local Government</p>
Australian Local Government Association Update	<p>Mayor David O'Loughlin, President Australian Local Government Association</p>
Local Government Remuneration and Discipline Tribunal Update	TBA
QSport Workshop	<p>Local governments and sporting bodies intersect on playing fields and other facilities and spaces for sport for mutual benefit. In this forum, LGAQ and QSport as the peak bodies for their sectors are combining to look afresh at how:</p> <ul style="list-style-type: none"> <li>• this interaction can be assisted and enable Council staff to contribute to this conversation</li> <li>• to identify barriers to planning and consulting with target groups</li> <li>• successfully approach community engagement and attract sporting events.</li> </ul>
SE Qld Councils Forum	<p>Hosts: LGAQ Policy Executive members - Cr M Bourke, Cr M Charlton, Cr K Williams</p> <p>Join local government colleagues in discussing:</p> <ul style="list-style-type: none"> <li>• common issues and interests</li> <li>• emerging policy priorities</li> <li>• brainstorming innovative solutions</li> <li>• determine ways the LGAQ can help and support councils</li> </ul>
Sherlock Living Lab	<p>The LG Sherlock Team will lead discussions for participants to learn and understand:</p> <ul style="list-style-type: none"> <li>• how data can be analysed</li> <li>• why the use data to improve council services and operations is the key to the future</li> <li>• how councils can benefit from technology and data science trends</li> </ul>

Attendance at Conference panels, forums and discussions will allow the IA and A/CEO to learn new approaches to managing current and future local government issues, learning what other local governments are successfully achieved and their learnings from initiating new projects. Attendance also aligns with the Goals and Strategies of the Advance Ipswich Community Plan Theme “Listening, Leading and Financial Management”:

**Goal 5** Visionary and accessible leadership is provided that consults and communicates on key decisions and delivers sound financial management and good governance outcomes.

**Strategy 1** The Mayor and Councillors represent the Ipswich community and provide strong and visionary leadership.

**Strategy 2** Provide comprehensive and meaningful community engagement to inform Council decision making.

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

**Strategy 4** Maintain a financially sustainable and resilient approach to budgeting.

#### **FINANCIAL IMPLICATIONS:**

Both the A/CEO and IA will be attending the conference as Delegates and are not required to pay registration fees. Due to the proximity of the Conference venue to Ipswich overnight accommodation is not required and travel allowances are not requested. Therefore Council is only required to meet the following costs:

<b>LGAQ 2018 Conference Costs</b>	
Gala Dinner (2 x \$175)	\$350
Parking 3 days	\$120
<b>TOTAL</b>	<b>\$470</b>

#### **ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Ipswich City Council Expenses Reimbursement Policy</a>	Attachment A

#### **RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the proposed attendance of the Interim Administrator and Acting Chief Executive Officer at the 2018 Local Government Association of Queensland Annual Conference as detailed in the report by the Acting Corporate Services and Risk Manager dated 24 September 2018.

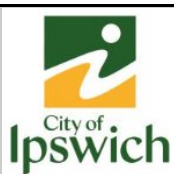
Angi Harms

**ACTING CORPORATE SERVICES AND RISK MANAGER**

I concur with the recommendation contained in this report.

Jeff Keech

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



**IPSWICH CITY COUNCIL  
EXPENSES REIMBURSEMENT POLICY**

**Document No:  
A3750529**

**Regulatory Authorities:** *Local Government Regulation 2012, Local Government Act 2009, Taxation Administration Act 1953, Income Tax Assessment Act 1997, Councillor Expenses and Administrative Support Procedure*

**Policy Statement:**

In accordance with the *Local Government Regulation 2012* (the "Regulation") Council hereby determines that the following be provided to or reimbursed to the Mayor and Councillors by Ipswich City Council.

**A. Expenses**

**A1 Council Attendance**

Council resolves that Councillors are required to attend approved conferences/workshops to either deliver a paper or as a delegate or representative of Council and authorises the payment or reimbursement of all approved expenses associated with attending such events as participation is part of the business of Council.

**A2 Professional Development**

Where a Councillor identifies a need to attend a conference/workshop or as part of a delegation to enhance skills relevant to his or her role as a Councillor, Council authorises payment or reimbursement of all approved training workshop registrations and training material expenses and related costs associated with undertaking professional development training.

**A3 Travel Costs**

Council authorises the payment or reimbursement of a Councillor's travel costs related to his or her attendance, for Council business purposes, at an approved conference, inspection, deputation, approved training, workshop, delegation, external meeting or function.

**A4 Accommodation**

Accommodation costs for overnight attendance on approved Council business shall be paid or reimbursed by Council. Councillors shall take advantage of any accommodation package provided by conference organisers by staying, if practicable, at such recommended accommodation, unless otherwise approved by the Chief Executive Officer who is authorised to determine legitimate accommodation costs for payment or reimbursement.

**A5 Daily Travel Allowance**

A daily travel and meal allowance in accordance with the relevant Taxation Determination ruling applicable each year in regard to Income Tax: what are the reasonable travel and overtime meal allowance expense amounts for the relevant income year under the *Income Tax Assessment Act 1997* may be claimed.

**A6 Cab Charge facility or reimbursement for public transport (eg bus, train, ferry)**

Each Councillor will be provided with a CabCharge Card and etoll device. Transport costs such as bus, train, ferry costs or tolls will be reimbursed to the Councillor following receipt of original invoices/documentation suitable to the Chief Executive Officer.

**A7 Entertainment Expenses**

Councillors may provide light refreshments (tea, coffee, juice, biscuits, etc) and, from time to time, working breakfasts, lunches or dinners during meetings at their electorate office or Council's Administration Building's meeting rooms. Such refreshments and working breakfasts, lunches or dinners may be organised by the Councillor or Council staff on behalf of a Councillor. All catering requirements should, where practicable, be purchased from Council's suppliers or ordered through Civic Centre.

Councillors may also entertain guests, when appropriate for Council business purposes. When undertaking this type of entertainment, Councillors are to ensure value for money and report entertainment expenditure as per Council's policies and procedures and claim reimbursement for costs incurred.

An expense under this clause should be limited to not more than \$5,000 per year. Any amount in excess of this amount will require approval of the CEO.

**A8 Reimbursement of Expenses**

Councillors may be reimbursed for other reasonable expenses incurred by a Councillor for Council business under this policy upon the approval of the CEO.

**B. Facilities**

**B1 Administrative tools and access to office amenities**

- Facilities such as office space and Council meeting rooms.
- Secretarial support for Councillors as determined by the Chief Executive Officer.
- Desktop and/or laptop computer or similar device.
- Use of council landline telephone and internet access.
- Fax and/or scanner or similar device.
- Printer, photocopier, paper shredder.
- Stationery.
- Postage.
- Publications relevant to Council business including copies of the *Local Government Act 2009*.
- Other approved tools, appliances, equipment or necessities considered appropriate in an office environment or to undertake a Councillor's role approved by the Chief Executive Officer.

**B2 Home Office**

Approved home office equipment including computer, fax, copier, printer and internet access will be provided by Council using Council's preferred equipment supplier/s.

**B3 Stationery/Office Supplies**

All stationery/office supplies for both the electorate office and home office will be provided by Council and are to be acquired through Council's preferred stationery supplier/s where appropriate.

**B4 Maintenance costs of any Council owned equipment**

To ensure Council owned equipment is operating effectively and providing optimal professional use, the ongoing maintenance of Council owned equipment will be arranged by Council and any associated maintenance costs will be Council's responsibility.

**B5 Administrative Support**

To fulfil the role and responsibilities of their position and to adequately represent their constituents, Councillors will be provided adequate administrative resources. All Mayor and Councillor administrative staff are employees of Ipswich City Council and will be employed in accordance with the Ipswich City Council Industrial Agreement. Councillors will not be reimbursed for external employee expenses incurred for employing additional staff at their Mayoral or Electorate Offices. However, contractor expenses for providing a service such as bulk mail deliveries or other services for Council business may be reimbursed on approval of the Chief Executive Officer.

**B6 Councillor Uniform and Name badge**

Approved Council uniform, name badge, and safety equipment including overalls, safety helmet, vest and glasses as required by a Councillor in the performance of his or her role will be provided by Council using Council's preferred supplier/s.

**B7 Telecommunication Needs**

Approved mobile telephone and/or a handheld phone/email device (eg iPhone/Blackberry) including all associated costs will be provided by Council. Councillors will reimburse the costs to Council of personal mobile call expenses.

**B8 Asset Ownership**

All facilities/equipment provided to Councillors remain the property of Ipswich City Council and must be accounted for during Council's equipment audits. The facilities/equipment must be returned to Council when the Councillor's term expires unless the Council agrees to dispose of the facilities/equipment in some other approved manner.

**B9 Legal Costs and Insurance Cover**

Council shall cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his or her civic functions or role as a Councillor or undertaking Council business.

Councillors shall be covered under insurance policies including insurance cover for public liability, professional indemnity, Councillor's liability, personal accident, international and domestic travel insurance.

**B10 Vehicle**

Councillors may elect to either (but not both):

- (a) Use their personal vehicle for Council business and claim an allowance for the kilometres travelled. Such allowance will be the rate set by the Australian Taxation Office for vehicle usage and based on a log book kept by the Councillor that records the purpose of each trip for business purposes; or

- (b) Use a Council provided vehicle and repay any private usage as per Councillor Expenses Reimbursement and Administrative Support Procedure.
- (c) For private vehicle usage, if a Councillor uses a private vehicle to facilitate Council business when a Council vehicle is unavailable, an amount may be claimed based on log book details to substantiate the relevance of the travel to Council business. The amount paid or reimbursed will be the actual amount (or appropriate kilometre rate) expended by the Councillor. Reimbursement shall be at the kilometre rate allowable under the *Income Tax Assessment Act 1997*.

**B11 Fuel Costs**

Council shall meet fuel costs of a vehicle provided by Council.

**B12 Car parking amenities**

Car parking shall be provided or reimbursed for each Councillor on Council business.

**B13 Advertising Electorate Offices**

Advertising the location, contact details and opening hours of electorate offices and electorate specific Council events will be provided by Council in Council's adopted budget to the value of \$5,000 per year per electorate office. Council staff will consult with the relevant Councillors in relation to expending this amount. Any amount in excess of this amount will require approval of the CEO.

**B14 Taxation Requirements for Car Expense and Claims for Reimbursement of Expenses**

As Ipswich City Council is an "eligible local governing body" under section 446-5 of the *Taxation Administration Act 1953*, a Councillor is required to comply with the provisions of the *Income Tax Assessment Act 1997* relating to car expenses and substantiation requirements and any receipts or other evidence of expenditure claimed under this policy shall be retained in accordance with those provisions.

**B15 Inconsistencies between Expenses Reimbursement Policy and Councillor Expenses Reimbursement and Administrative Support Procedure**

If there is any inconsistency between this Policy and the Councillor Expenses Reimbursement and Administrative Support Procedure, the Policy will prevail.

*This amended policy has effect from 1 July 2016.*

**Definitions:**

In this policy:

"Approved" means approved by the Chief Executive Officer;

"Chief Executive Officer" means the Chief Executive Officer of Ipswich City Council;

"Council business" includes an inspection, deputation, conference, meeting, training, workshop, delegation or function and an attendance referred to in section 107(4) of the *Local Government Act 2009* and the carrying out of a Councillor role.

“Councillor” includes the Mayor;

“Reimbursed” includes payment to a third party for expenses and/or facilities authorised by this policy or actual expenditure, incurred by a Councillor, while undertaking Council business. Requests for reimbursements must be submitted on the approved claim form with original invoice/s or documentation to the satisfaction of the CEO;

“Year” means financial year.

**Policy Author:** Corporate Services Branch

**Amended Policy Adopted: 6 December 2016**

**Date of Council Resolution:** 6 December 2016

**Committee Reference and Date:** Policy and Administration Board No. 2016(08) of 22 November 2016 – City Management, Finance and Community Engagement Committee No. 2016(09) of 29 November 2016

**No of Resolution:** 8

**Date to be reviewed:** 6 December 2018

**Date of Council Resolution:** 21 May 2013

**Committee Reference and Date:** Policy and Administration Board No. 2013(06) of 7 May 2013 – City Management and Finance Committee No. 2013(05) of 14 May 2013

**No of Resolution:** 4

**Date to be reviewed:** 2016

BM:BM  
A5106247

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 9 October 2018	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

28 September 2018

### **MEMORANDUM**

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

FROM: SENIOR PROPERTY OFFICER

RE: ENERGEX LIMITED - PAD MOUNT TRANSFORMER  
EXCISE OF LAND FROM LOT 1100 ON SP283567 FOR DEDICATION AS ROAD  
RESERVE - 7002 PARKLAND DRIVE SPRINGFIELD CENTRAL – SOUTHERN SPORTS  
FIELDS

---

#### **INTRODUCTION:**

This is a report by the Senior Property Officer dated 28 September 2018 concerning the proposed excise of 35m<sup>2</sup> of Lot 1100 on SP283567 to be dedicated as road reserve to accommodate a pad mount transformer for Energex Limited. Lot 1100 on SP283567 is owned by Ipswich City Council (Council) as freehold land in trust.

#### **BACKGROUND:**

Council owns land located at 7002 Parkland Drive, Springfield Central described as Lot 1100 on SP283567 as freehold land held in trust (refer to Attachment A) for the intended purpose as park, public gardens or public recreation space (refer to Attachment B).

Lendlease is constructing part of the Southern Sports Fields on 7002 Parkland Drive, Springfield Central and as part of developing the Southern Sports Fields, a pad mount transformer (PMT) is required. The purposes of installing a PMT is to support the provision of electricity supply for the surrounding development and allow Energex to construct, operate and maintain the electrical mains service. In February 2018, Lendlease on behalf of Energex Limited (Energex) requested an easement over Lot 1100 on SP283567 for the purposes of installing a PMT.

At its meeting on 24 July 2018, Council adopted a recommendation to create an easement over Lot 1100 on SP283567 (refer to Attachment C) in favour of Energex. The PMT and the road adjacent to the Southern Sports Fields is now constructed and the new road is known as Sportstar Drive. Lendlease has lodged a plan of subdivision which creates Sportstar Drive as road reserve and includes the constructed PMT in the road reserve and not as an easement over Council land. The proposed survey plan described as Lot 1100 on SP303712 (refer to Attachment D) shows the portion of land described as Lot 1100 on SP283567 excised for road reserve.

**CONCLUSION:**

It is proposed that Council repeal the July 2018 resolution for the PMT to be created as an easement over Lot 1100 on SP283567 and adopt the proposed survey plan described as Lot 1100 on SP303712 to be dedicated as road reserve. The inclusion of the PMT in road reserve is consistent with other PMT's and other electrical infrastructure constructed in new subdivisions across Ipswich. Placing the PMT in road reserve as opposed to an easement negates the need for easement documentation and still enables Energex to lawfully access their infrastructure. Council's Planning and Development Department has no objection to the excision of Council land to be dedicated as road reserve to accommodate the Energex PMT.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Title for 7002 Parkland Drive, Springfield Central described as Lot 1100 on SP283567.</a>	Attachment A
<a href="#">Transfer of land to Ipswich City Council as trustee</a>	Attachment B
<a href="#">Proposed Easement A in Lot 1100 on SP283567</a>	Attachment C
<a href="#">Proposed Lot 1100 on SP303712 for road dedication</a>	Attachment D

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decision of Council, as per Item No. 12 of the City Management, Finance and Community Engagement Committee No. 2018(08) on 17 July 2018 and adopted by the Council Ordinary meeting of 24 July 2018, be repealed.
- B. That Council agree to excise 35m2 of land from Lot 1100 on SP283567 and dedicate the portion of land as road reserve as identified in the proposed survey plan for Lot 1100 on SP303712 for a pad mount transformer located at 7002 Parkland Drive, Springfield Central.

Brett McGrath  
**SENIOR PROPERTY OFFICER**

I concur with the recommendations contained in this report.

Bryce Hines

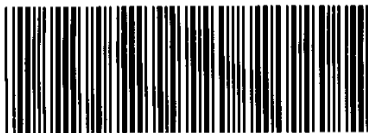
**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

I concur with the recommendations contained in this report.

Jeffrey Keech

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

<a href="#">View File</a>	<a href="#">Return To Top</a>
<p>INTERNAL CURRENT TITLE SEARCH NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND</p>	
Search Date: 28/09/2018 16:53	Title Reference: 51079737 Date Created: 06/02/2017
Previous Title: 50814169 50898963	
REGISTERED OWNER	
Dealing No: 717885795 08/03/2017	
IPSWICH CITY COUNCIL TRUSTEE UNDER INSTRUMENT 717885795	
ESTATE AND LAND	
Estate in Fee Simple	
LOT 1100 SURVEY PLAN 283567 Local Government: IPSWICH	
EASEMENTS, ENCUMBRANCES AND INTERESTS	
1. Rights and interests reserved to the Crown by Deed of Grant No. 10312012 (POR 4)	
ADMINISTRATIVE ADVICES - NIL UNREGISTERED DEALINGS - NIL	
CERTIFICATE OF TITLE ISSUED - No	
** End of Current Title Search **	
COPYRIGHT THE STATE OF QUEENSLAND (NATURAL RESOURCES, MINES AND ENERGY) [2018] Page 1/1	



717885795

\$175.00

08/03/2017 14:34

BE 235

Department's website.

Client No: 1008811 Duties Act 2001  
 Transaction No: 513-485-BS4  
 Duty Paid \$ 0.00 ☐ Exempt  
 UTI \$ 0.00  
 Date: 3/3/17 Signed: *[Signature]*

1. Interest being transferred (if shares show as a fraction)

Fee simple

Note: A Form 24 - Property Information (Transfer) must be attached to this Form where interest being transferred is "fee simple" (Land Title Act 1994), "State leasehold" (Land Act 1994) or "Water Allocation" (Water Act 2000).

Lodger (Name, address, E-mail & phone number)

Lodger Code

Minter Ellison  
 Waterfront Place  
 1 Eagle St, Brisbane  
 DKL RHD 141934

021A

2. Lot on Plan Description

Lot 1100 on SP283567

Title Reference

To issue from 50814169 &  
 50808063 - 51079737

3. Transferor

Springfield Land Corporation (No 2) Pty Ltd ACN 056 462 205

4. Consideration

\$1 and in satisfaction of a condition of a development approval under the Sustainable Planning Act 2009, s 324(1)(b)

5. Transferee

Given names

Surname/Company name and number

(include tenancy if more than one)

Ipswich City Council as trustee

6. Transfer/Execution The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof. The Transferor declares that the information contained in items 3 to 6 on the attached Form 24 is true and correct. The Transferee states the information contained in items 1, 2, 4 to 6 on the attached Form 24 is true and correct. Where a solicitor signs on behalf of the Transferee the information in items 1, 2, 4 to 6 on Form 24 is based on information supplied by the Transferee.

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.

Separate executions are required for each transferor and transferee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity).



Springfield Land Corporation (No 2) Pty Ltd ACN 056 462 205

Witnessing officer (signature, full name & qualification)

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

02/11/2016

Execution Date

ROBERT JAMES SHARTESS

Director

RAVINDRA SINGHATHAMBY

Director/Secretary

Transferor's Signature

*[Signature]*

ROSS ELLIOTT

Commissioner for Declarations 8553

Witnessing Officer (signature, full name & qualification)

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

25/08/16

Execution Date

*[Signature]*

\*Mayor/\*Authorised Councillor

\*Chief Executive Officer/\*Delegated Officer

for IPSWICH CITY COUNCIL

Brett Davey

ACTING DEVELOPMENT PLANNING MANAGER

Transferee's Signature

51079737  
Title Reference [~~To issue from 50814169 & 50808963~~]

Schedule to Form 1 Transfer.

Transferor: Springfield Land Corporation (No 2) Pty Ltd ACN 056 462 205

Transferee: Ipswich City Council as trustee

**1. Declaration of Trust**

- 1.1 It is declared that the land in item 2 of the Form 1 Transfer ("**Land**") is to be held by the transferee ("**Council**") on trust for 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 ("**Trust Purposes**").
- 1.2 However, for all purposes, Council will be taken to be the owner of the Land.

**2. Terms**

- 2.1 Council must maintain and manage the Land and any improvements on the Land consistent with achieving the purpose of the trust. Council may take all action necessary for the maintenance and management of the Land.
- 2.2 Council may make and enforce local laws for the use of the Land and any improvements on the Land.
- 2.3 Council must comply with all relevant laws in relation to the exercise of its powers as trustee of the Land.

**3. Powers**

- 3.1 As trustee of the Land, Council has all the powers conferred on trustees by the *Trusts Act 1973*, any other statute and the general law.
- 3.2 As trustee of the Land, Council has the power to dedicate the Land to public use for any or all of the Trust Purposes under section 51 of the *Land Title Act 1994*.
- 3.3 In addition, Council has the powers to:
- (a) grant easements (including easements in gross) burdening the Land; and
  - (b) accept the grant of easements benefiting the Land; and
  - (c) grant leases, licences and other occupancy or usage interests or rights affecting the Land; and
  - (d) dedicate a part of the Land to public use under section 51 of the *Land Title Act 1994*; and
  - (e) transfer a part of the Land to a constructing authority under the *Acquisition of Land Act 1967* for a public purpose for which land can be taken under that Act (including by way of an agreement under section 15 of that Act); and
  - (f) reconfigure or participate in or authorise the reconfiguration of the Land in connection with or for the purpose of exercising any of the preceding powers; and
  - (g) deal with itself, either in the same capacity as the capacity in which it holds the Land as trustee or in some other capacity, in exercising any of the preceding powers,

unless the result or purpose, or a result or purpose, of exercising the power would be that:

- (h) all or substantially all of the Land is sold or disposed of; or
- (i) the Land can no longer be practically used for the Trust Purposes; or
- (j) the Land no longer has the character of land held on trust for the Trust Purposes; or

5107 9737  
Title Reference [~~To issue from 50814169 & 50898963~~]

(k) the basic nature of the trust created by this Schedule would be destroyed.

3.4 If Council dedicates or transfers a part of the Land under paragraph 3.3(d) or 3.3(e):

- (a) any consideration or compensation received by Council for the dedication or transfer is impressed by the same trust as the trust on which Council holds the Land; and
- (b) a reference in this Schedule to the Land is taken to be a reference to such of the Land as remains after the dedication or transfer.

#### 4. General

4.1 The transferor declares that it has a general charitable intention in creating the trust under this Schedule.

4.2 Nothing in this Schedule is intended to prevent or restrict a court from exercising any jurisdiction conferred by the *Trusts Act 1973*, under its inherent jurisdiction or otherwise, including a court's jurisdiction to:

- (a) make a cy-près scheme; or
- (b) make an administrative scheme; or
- (c) make an order conferring a power on Council or sanctioning the exercise of a power by Council; or
- (d) make an order approving any arrangement varying or revoking the trust or enlarging the powers of Council as trustee; or
- (e) give directions to Council as trustee.

4.3 A reference in this Schedule to a specific statute or statutory provision is to be taken to include a reference to:

- (a) the statute or provision as amended, re-enacted, renumbered or relocated from time to time; and
- (b) if the statute or provision is repealed – the statute or statutory provision which deals with the same or most closely similar subject matter; and
- (c) any regulation or other statutory instrument or subordinate legislation under the original statute or provision or under a statute or provision referred to in paragraph (a) or (b).

4.4 The law of Queensland applies to this Schedule.

4.5 If the whole or any part of a provision of this Schedule is void, unenforceable or illegal in Queensland, it is severed from this Schedule. The remainder of this Schedule has full force and effect and the validity or enforceability of the remaining provisions is not affected. This clause has no effect if the severance alters the basic nature of this Schedule or is contrary to public policy.

**Title Reference** 51079737

**Statement about alteration or minor correction to Land Registry Form**

**Form being altered or corrected:** Form 1 Transfer

**Name of authorised person or solicitor:**

Dorothea Lueders

**Name of authorised person's firm or employer (legal practice, commercial lender or settlement agency):**

MinterEllison Lawyers

**Item/s being altered or corrected:**

- Item 1
- Item 2
- Form 20

**Details of alteration or minor correction:**

- Item 1 – The Lodger and Lodger Code have been inserted.
- Item 2 – The Title Reference has been updated.
- Form 20 – The Title Reference has been updated.

**Party represented (where signed by solicitor):**

Transferor

  
.....  
**Authorised person's or Solicitor's Signature**

Land Title Act 1994 ; Land Act 1994  
Form 21 Version 4

# SURVEY PLAN



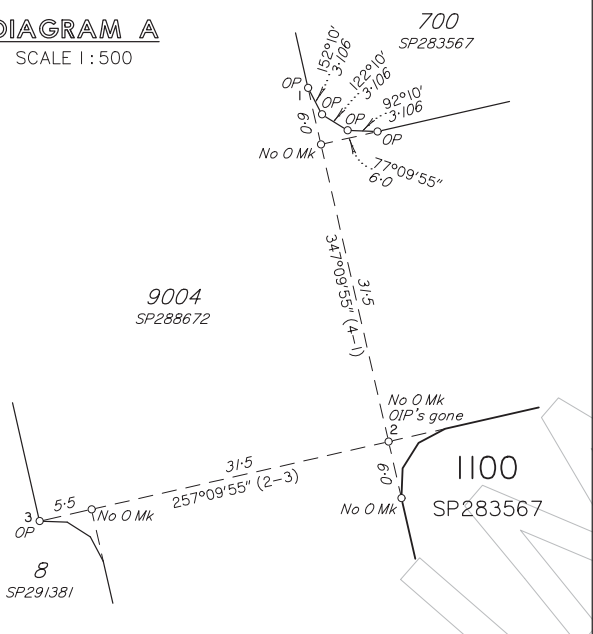
## REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
2	OIP gone	83/SP283567	325°14'15"	13.097
2	Screw in Conc		167°14'25"	23.71
2	OIP gone	83/SP283567	138°11'15"	47.969
4	OIP gone	79/SP283567	15°53'55"	70.744
5	Screw in Conc		203°56'	3.165
6	OIP gone	78/SP283567	32°58'40"	46.033
7	Screw in Conc		278°03'	0.552

*Peg placed at all new corners  
unless otherwise stated.*

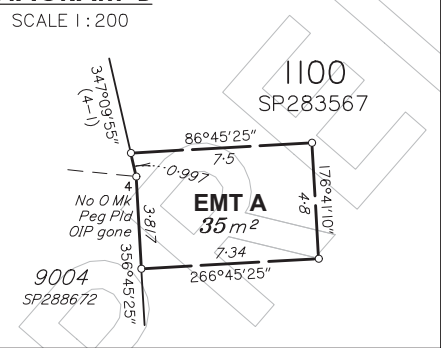
## DIAGRAM A

SCALE 1 : 500



## DIAGRAM B

SCALE 1 : 200



## PRELIMINARY STATUS

ALL DIMENSIONS AND AREAS ON THIS PLAN ARE  
SUBJECT TO SURVEY AND REQUIREMENTS FOR  
LODGE MENT OF SURVEY PLANS IN THE  
DEPARTMENT OF NATURAL RESOURCES AND MINES.



Level 1 - CDOPB  
16 Little Cribb St, Milton  
Queensland 4084  
p: (07) 3842 1000  
f: (07) 3842 1001  
e: info@landpartners.com.au  
w: www.landpartners.com.au



## Plan of Easement A in Lot 1100 on SP283567

LOCAL GOVERNMENT: IPSWICH C.C. LOCALITY: SPRINGFIELD CENTRAL

Meridian: MGA (Zone 56) Vide SP283567

Survey Records: No

Scale: 1:2000

Format: STANDARD

SP297515

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

Sheet  
**2** of  
**2**

(Dealing No.)

5. Lodged by

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

**1. Certificate of Registered Owners or Lessees.**

I/We IPSWICH CITY COUNCIL  
TRUSTEE UNDER INSTRUMENT 717885795

(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

\* Rule out whichever is inapplicable

**2. Planning Body Approval.**

\*  
hereby approves this plan in accordance with the :  
%

Dated this ..... day of .....

\* Insert the name of the Planning Body.  
• Insert designation of signatory or delegation

% Insert applicable approving legislation.

**3. Plans with Community Management Statement :**

CMS Number :

Name :

**4. References :**

Dept File :

Local Govt :

Surveyor : WC006626.MGT

**6. Existing**

**Created**

Title Reference	Description	New Lots	Road	Secondary Interests
51079737	Lot 1100 on SP283567	-	-	Emt A

Lots	Orig
------	------

**7. Orig Grant Allocation :**

**8. Passed & Endorsed :**

By : LandPartners Pty Ltd

Date :

Signed :

Designation : Liaison Officer

**9. 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

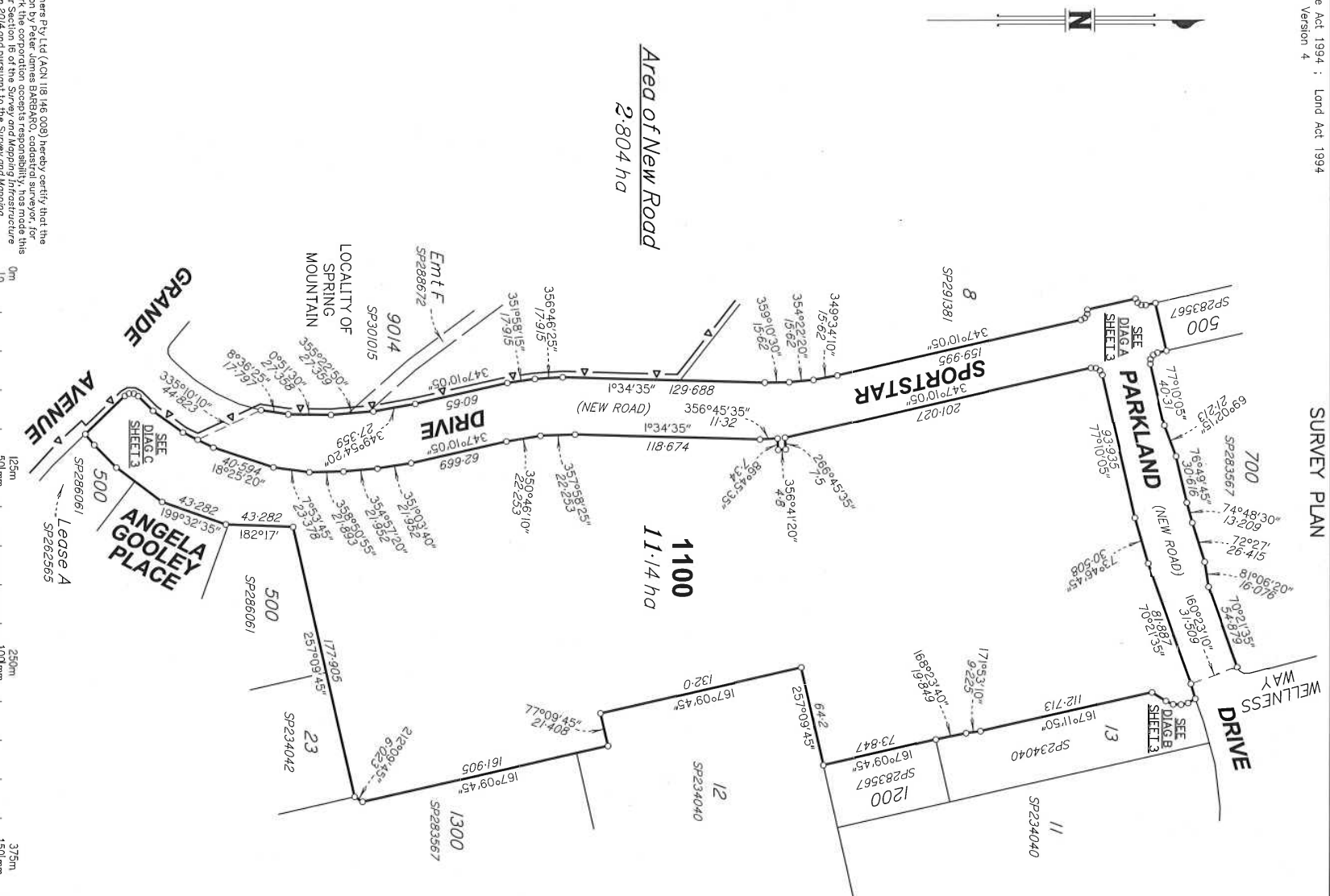
Cadastral Surveyor/Director \* Date  
\*delete words not required

**10. Lodgement Fees :**

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

II. Insert  
Plan  
Number

**SP297515**



LandPartners Pty Ltd (ACN 118 146 008) hereby certify that the corporation by Peter James BARBARO, cadastral surveyor, for whose work the corporation accepts responsibility, has made this plan under Section 16 of the Survey and Mapping Infrastructure Act 2003 and that the plan is accurate, and associated Regulations and Standards and that the plan is accurate, and compiled from SP288672, SP233567 & DP297315 in the Department of Natural Resources, Mines and Energy.

Director

*Barbaro*  
Director

3/08/2018  
Date

0m 125m 250m 375m  
Plan of Lot 1100

Scale: 1:2500  
State copyright reserved.

Format: STANDARD

Canoeing Lot 1100 on SP283567 & Lot 9004 on SP288672

LOCAL GOVERNMENT: IPSWICH C.C. LOCALITY: SPRINGFIELD CENTRAL  
Meridian: Wide SP288672

Survey No  
Records: No



SP303712

(Dealing No.)

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

5. Lodged by

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

6. Existing		Created		
Title Reference	Description	New Lots	Road	Secondary Interests
51079737	Lot 1100 on SP283567	1100	New Rd	-
51098033	Lot 9004 on SP288672	-	New Rd	-

1. Certificate of Registered Owners or Lessees.

I/We IPSWICH CITY COUNCIL  
TRUSTEE UNDER INSTRUMENT 717885795  
SPRINGFIELD LAND CORPORATION (NO 2) PTY LTD

(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

Easement E on SP288672 and Easement  
718577468 are fully absorbed by new road.

\* Rule out whichever is inapplicable

2. Planning Body Approval.

\* IPSWICH CITY COUNCIL

hereby approves this plan in accordance with the :  
%

Dated this ..... day of .....

\* Insert the name of the Planning Body.  
• Insert designation of signatory or delegation

% Insert applicable approving legislation.

3. Plans with Community Management Statement :

CMS Number :

Name :

4. References :

Dept File :

Local Govt :  
Surveyor : WC006626.MGT

7. Orig Grant Allocation :

1100	Por 4
Lots	Orig

8. Passed & Endorsed :

By: LandPartners Pty Ltd  
Date: 21/8/18  
Signed: Leonard A. Liaison Officer  
Designation :

9. 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~~

10. Lodgement Fees :

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

11. Insert Plan Number  
SP303712

SCALE 1:600



SCALE 1:600



SCALE 1:600



<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 09.09.18	OAR: YES
<b>Authorisation:</b> Jeff Keech	

24 September 2018

## **MEMORANDUM**

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

FROM: ACTING STRATEGIC CLIENT OFFICE MANAGER

RE: CUSTOMER SERVICE ACTIVITIES STATUS REPORT – AUGUST 2018

---

### **INTRODUCTION:**

This is a report by the Acting Strategic Client Office Manager dated 24 September 2018 concerning customer service delivery activities for the period 1 August to 31 August 2018.

### **SERVICE LEVELS:**

August peak call volumes were driven by the rates due date of 16 August 2018. This follows the same pattern each year where the call volume will increase in August.

Rates reminder letters also go out towards the end of this month and create an increase in call volumes. These reminders are for >\$10 and the volume of letters were around 12,200.

	<b><u>Feb</u></b>	<b><u>Mar</u></b>	<b><u>Apr</u></b>	<b><u>May</u></b>	<b><u>June</u></b>	<b><u>July</u></b>	<b><u>Aug</u></b>
<b><u>2016</u></b>	15,993	16,139	14,089	14,583	17,339	15,198	16,649
<b><u>2017</u></b>	15,974	17,616	12,568	16,129	18,767	15,743	18,039
<b><u>2018</u></b>	13,960	15,169	13,971	14,932	16,218	14,767	16,367

The following table describes the contracted service level targets.

Name	Service Description	Minimum Level	Bonus Level	June 18	July 18	Aug 18
First Point of Contact Resolution (FPOCR)	The percentage of customer enquiries that are resolved at the first point of contact, regardless of channel used (phone, counter, email, internet, etc.)	75%	80%	92%	92%	92%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 20 seconds.	80%	(Level 1) 83% (Level 2) 85%	88%	89%	86%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 60 seconds.	90%	92%	95%	94%	94%
Rates Arrears	The percentage of rates notices that are not in arrears compared to total rates notices produced.	98%	98.15%	97.75%	97.75%	97.75%
Processing time for customer requests	The time to process a customer request from receiving a CES CRM service request compared to Council corporate standard time frames. % Requests completed within corporate standard timeframes.	80%	95%	99%	99%	99%
Processing of all incoming mail	The percentage of applicable and relevant daily incoming mail that is scanned registered and tasked within the first Business Day of receipt.	80%	98%	100%	100%	100%
Processing of incoming emails	The percentage of incoming emails received that are registered and tasked, responded to, or identified as junk by midnight of the first business day of receipt.	80%	98%	100%	100%	99%
Lodgement of P&D applications	The percentage of P&D applications that are lodged, registered, payments assessed and receipted and prepared as a digital file for planning assessment within 24 hours of receipt (business days).	To be determined	To be determined	NA	NA	NA

Out of Hours Call Centre Services

<u>Name</u>	<u>Service Description</u>	<u>Minimum Level</u>	<u>June 18</u>	<u>July 18</u>	<u>August 18</u>
Grade of Service	The percentage of customer calls that are answered within 30 seconds.	80%	90%	92%	91%

There is no bonus service level applicable to out of hours.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**RECOMMENDATION:**

That the report be received and the contents noted.

Karen Gosselin

**ACTING STRATEGIC CLIENT OFFICE MANAGER**

I concur with the recommendation contained in this report.

Jeff Keech

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

GT:BM  
A5064407

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 09/10/2018	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

20 September 2018

## **MEMORANDUM**

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC –  
PART OF 10D MILFORD STREET IPSWICH DESCRIBED AS PART OF LOT 1 ON  
SP154140  
DIVISION 7

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### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 20 September 2018 advising that the trustee lease term recommended at the City Management, Finance and Community Engagement Committee (CMFCE) No. 2018(08) of 17 July 2018 and adopted by Council on 24 July 2018, does not comply with the *Land Act 1994* (Qld) s.61, “conditions on trustee leases”, for part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

### **BACKGROUND:**

The 17 July 2018 report to the City Management, Finance and Community Engagement Committee detailed lease terms were agreed between Ipswich City Council (Council) and Ipswich Bowls Club. The report recommended that a 10 year lease term which was subsequently amended to a five (5) year term with a five (5) year option by the Committee (refer Attachment A). The report and amended recommendation was subsequently adopted at the Council Meeting on 24 July 2018 (refer Attachment B).

As the Ipswich Bowls Club is located on State Government trust land, the *Land Act 1994* applies to any lease. Under the *Land Act 1994*(Qld) s.61, the length of a lease must not exceed 30 years and must not contain a covenant, agreement or condition to renew the lease. Therefore the five (5) year option adopted by Council does not comply with the trustee lease and trust land cannot be lodged or registered on the land title.

**CONCLUSION:**

That Council proceed to enter into a ten (10) year trustee lease agreement over the land with the Ipswich Bowls Club Inc. for a rental consideration of \$1,000.00 per annum (excluding GST).

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Committee Report – 24 July 2018 (Object 18)</a>	Attachment A
<a href="#">Snap Shot – Council Adopted Report CMFCE July 2018</a>	Attachment B

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Recommendations A, B and C of the report titled “New Trustee Lease Arrangement to The Ipswich Bowls Club Inc – Part of 10D Milford Street, Ipswich Described as part of Lot 1 On Sp154140 – Division 7”, as detailed in Attachment A, as per Item 8 of the City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018 and adopted at Council on 24 July 2018, be repealed.
- B. That Council, as trustee, resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at Part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 (“the land”) by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc. for a consideration sum of \$1,000.00 per annum (excluding GST).
- C. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc. (the tenant) for a period of 10 years.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee 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*.

Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendations contained in this report.

Jeffrey Keech

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

GT:SP  
A4881108

City Management, Finance and Community Engagement Committee	
Mtg Date: 17.07.18	OAR: YES
Authorisation: Jeffrey Keech	

12 June 2018

### **MEMORANDUM**

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC –  
PART OF 10D MILFORD STREET, IPSWICH DESCRIBED AS PART OF LOT 1 ON  
SP154140 – DIVISION 7

#### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 12 June 2018 concerning a new trustee lease arrangement to the Ipswich Bowls Club Inc (Trustee Lessee) at part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

#### **BACKGROUND:**

The purpose of this report is to provide details of a new trustee lease between the Ipswich Bowls Club Inc and Ipswich City Council (Council).

Ipswich Bowls Club Inc has occupied and operated a bowls club on the land since 1910. The most recent lease expired on 30 June 2004 and no formal tenure documentation has been in place since this date. The current process is to ensure a new trustee lease is in place for these arrangements.

The current building on the land was built in 1967. Council currently owns the building and is responsible for the structural elements and major building and maintenance issues with the Ipswich Bowls Club Inc responsible for general maintenance and repairs.

Property Services has corresponded with the Ipswich Bowls Club Inc and the following new trustee lease terms have been agreed:

Amended at City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018.

LEASE TERMS:	
Term:	<u>10 Years Five (5) years with a five (5) year option.</u>
Commencement Date:	1 August 2018
Expiry Date:	31 July 2028
Rent:	\$1,000.00 per annum (excluding GST)
Building Ownership:	Ownership of building upon the land is with the Trustee Lessor (Council)
Maintenance:	Council (as owner) is responsible for the structural elements and major building and maintenance issues (i.e. exterior walls and roof) The Ipswich Bowls Club Inc is responsible for general maintenance and

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	repairs (including general landscaping maintenance i.e. mowing, cleaning)
--	---

**CONCLUSION:**

Amended at City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018.

It is recommended that Council proceed to enter into a ~~ten (10)~~ five (5) year trustee lease agreement with a five (5) year option over the land with the Ipswich Bowls Club Inc for a rental consideration of \$1,000.00 per annum (excluding GST).

**CONSULTATION:**

Councillor Martin (Division 7) has been provided a copy of this report.

**ATTACHMENTS:**

Name of Attachment	Attachment
<u>10D Milford Street, Ipswich – Sketch Plan (Lease L)</u>	Attachment A

**RECOMMENDATION:**

- A. That Council, as Trustee resolve, pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exemptions under sections 236(1)(b)(ii) of the Regulation apply to the disposal of the Trustee leasehold interest located at part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 ("the land"), by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc for a consideration sum of \$1,000.00 per annum (excluding GST).

Amended at City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018.

- B. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc ("the tenant") for a period of ~~ten (10) years~~ five (5) years with a five (5) year option at Council's discretion.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee 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*.

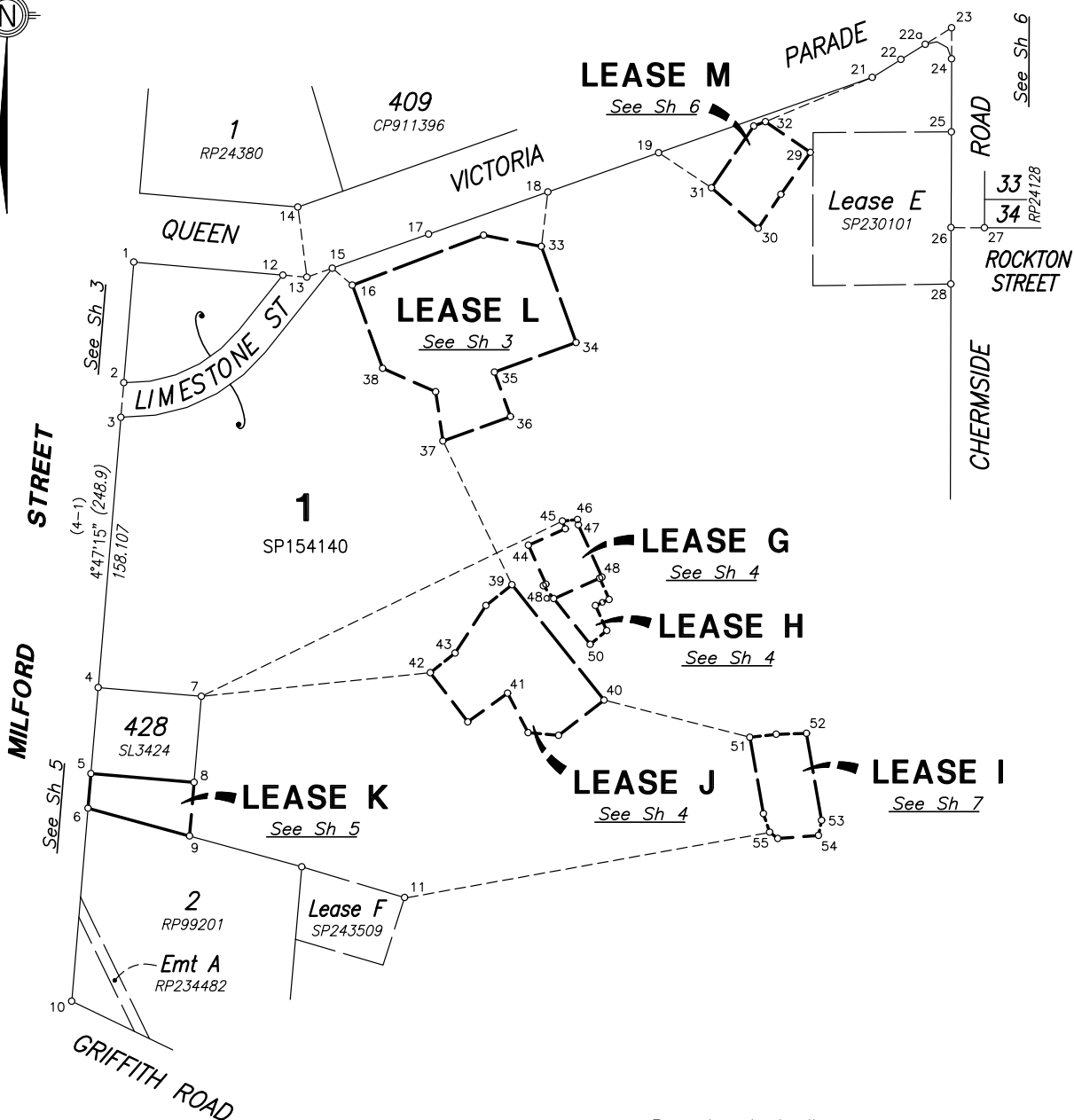
Greg Thomas

**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendations contained in this report.

Jeffrey Keech

**ACTING CHIEF FINANCIAL OFFICER**



Peg placed at all new corners  
unless shown otherwise.

For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.

0 125 250 375 m  
0 50 mm 100 mm 150 mm

State copyright reserved.

RPS Australia East Pty Ltd (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Michael Stuart ZAHL, surveying graduate, for whose work the corporation accepts responsibility, under the supervision of Robin Gene ANDERSON, cadastral surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 16/06/2017.

..... Authorised Delegate

..... Date

PLAN OF

**LEASES G - M**

in Lot 1 on SP154140

LOCAL

GOVERNMENT: IPSWICH CITY

LOCALITY: IPSWICH

Meridian: CP862922

Survey  
Records NO

Scale: 1 : 2500

Format: STANDARD

**SP292762**

**WARNING : Folded or Mutilated Plans will not be accepted.  
Plans may be rolled.  
Information may not be placed in the outer margins.**Sheet  
2 of  
8

(Dealing No.)

5. Lodged by

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

## 1. Certificate of Registered Owners or Lessees.

~~+/We~~ IPSWICH CITY COUNCIL FOR PARK AND RECREATION  
PURPOSES AND FOR NO OTHER PURPOSE WHATSOEVER  
DEED OF GRANT IN TRUST

(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~~

\*Rule out whichever is inapplicable

## 2. Planning Body Approval.

\*  
hereby approves this plan in accordance with the:  
%

Dated this ..... day of .....

..... #  
..... #

\*Insert the name of the Planning Body.

% Insert applicable approving legislation.

# Insert designation of signatory or delegation

## 3. Plans with Community Management Statement :

CMS Number :

Name :

## 4. References :

Dept File :

Local Govt :

Surveyor : 135502-1

## 6. Existing

## Created

Title Reference	Description	New Lots	Road	Secondary Interests
50734003	Lot 1 on SP154140	-	-	Leases G-M

*Lease 714090223 (Lease D on SP230095,  
Lease B and C) to be surrendered prior to  
registration of this plan.*

*Leases G-M do not affect leases 715507964  
(Lease E on SP230101) & 715555084 (Lease  
F on SP234482).*

## 9. 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

..... Authorised Delegate ..... Date

~~Cadastral Surveyor/Director\*~~

~~\*delete words not required~~

## 10. Lodgement Fees :

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

## 7. Orig Grant Allocation :

## 8. Passed &amp; Endorsed :

By: RPS Australia East Pty Ltd

Date: .....

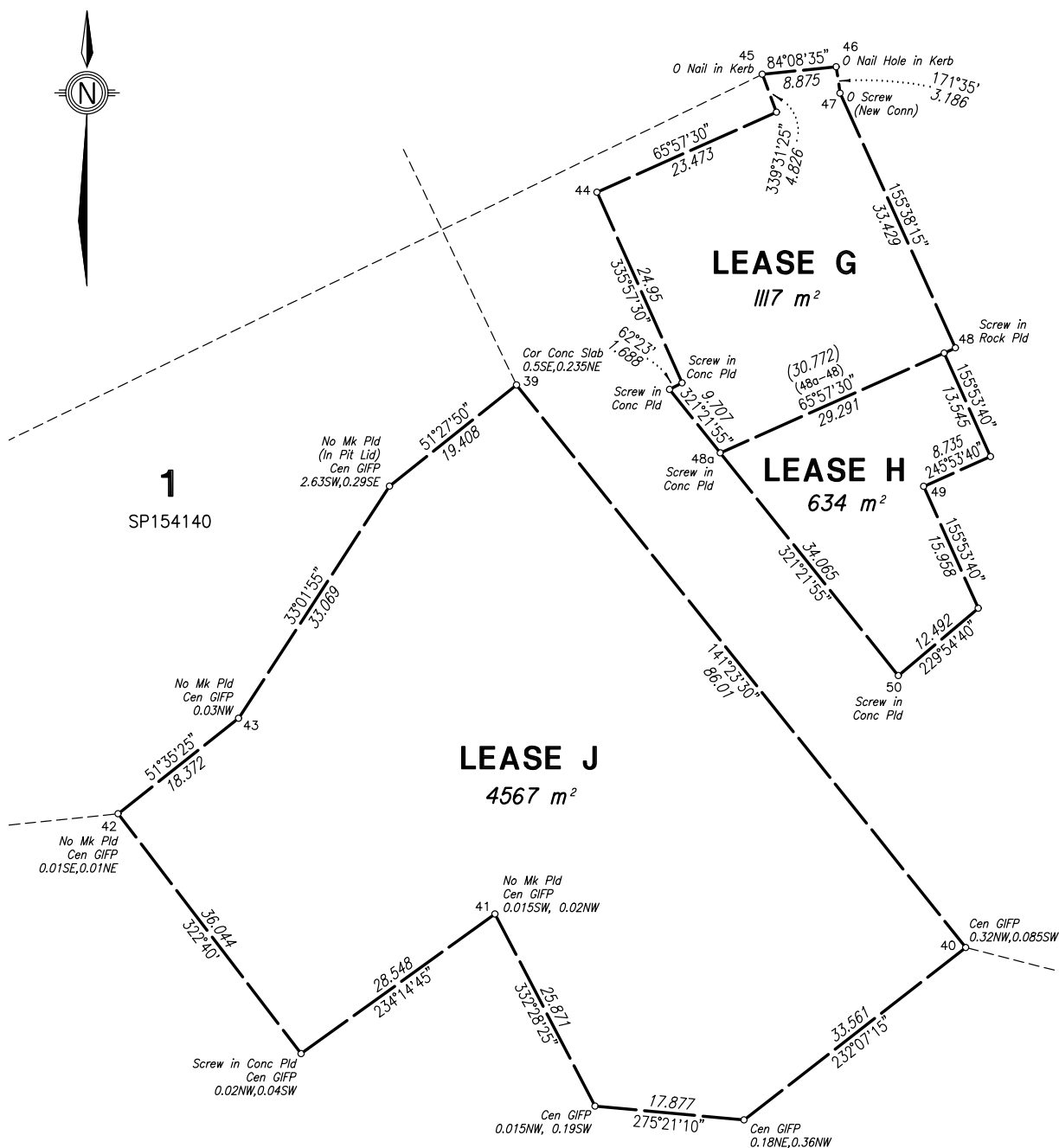
Signed: .....

Designation : Cadastral Surveyor

II. Insert  
Plan  
Number

**SP292762**





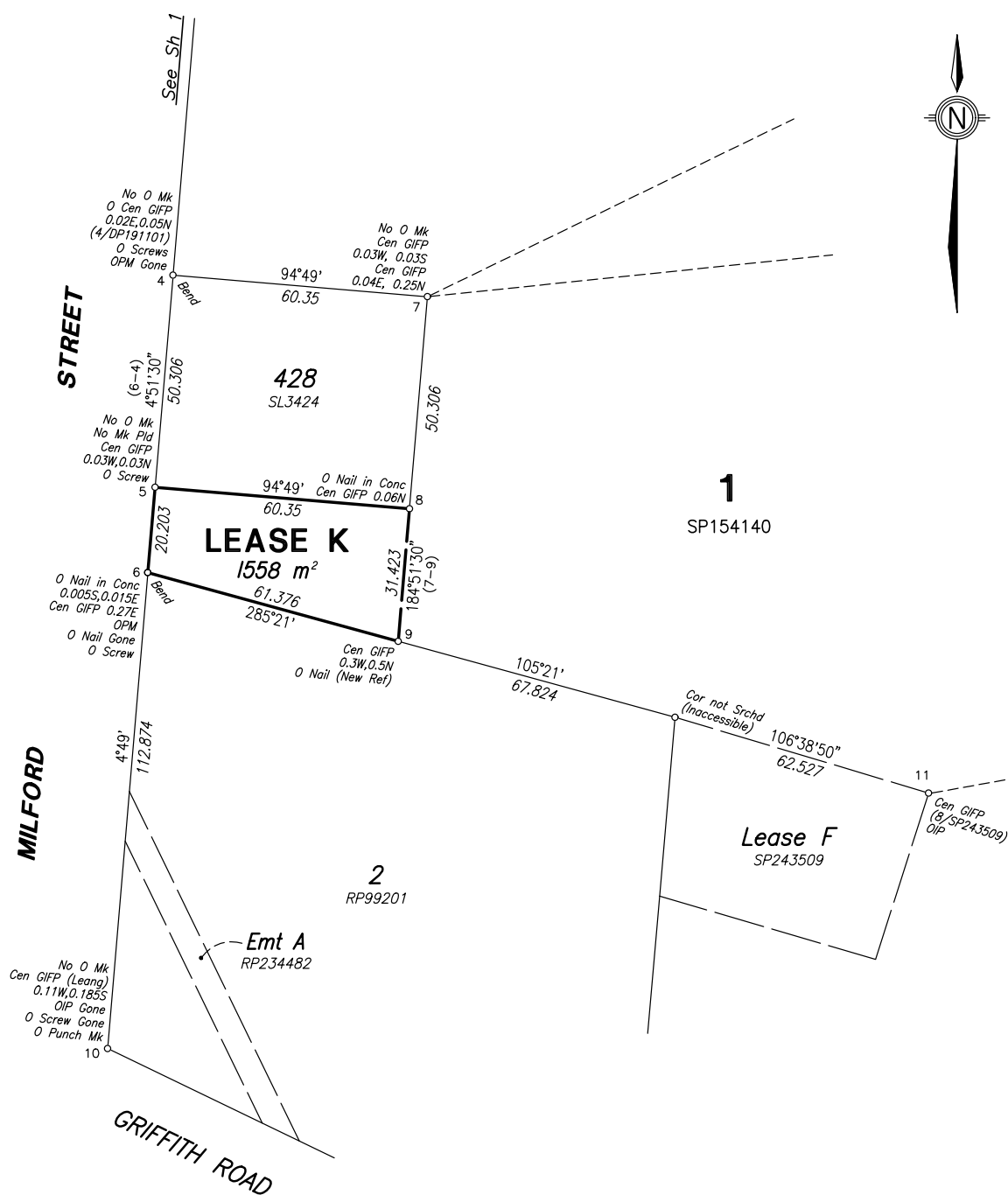
Scale 1 : 500

Peg placed at all new corners  
unless shown otherwise.For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.

State copyright reserved.

Insert  
Plan  
Number **SP292762**

0 25 50 75 m  
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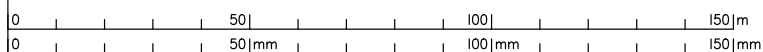
*Peg placed at all new corners unless shown otherwise.*

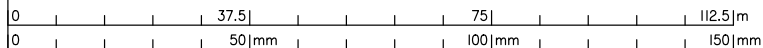
*For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.*

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Insert  
Plan  
Number

**SP292762**





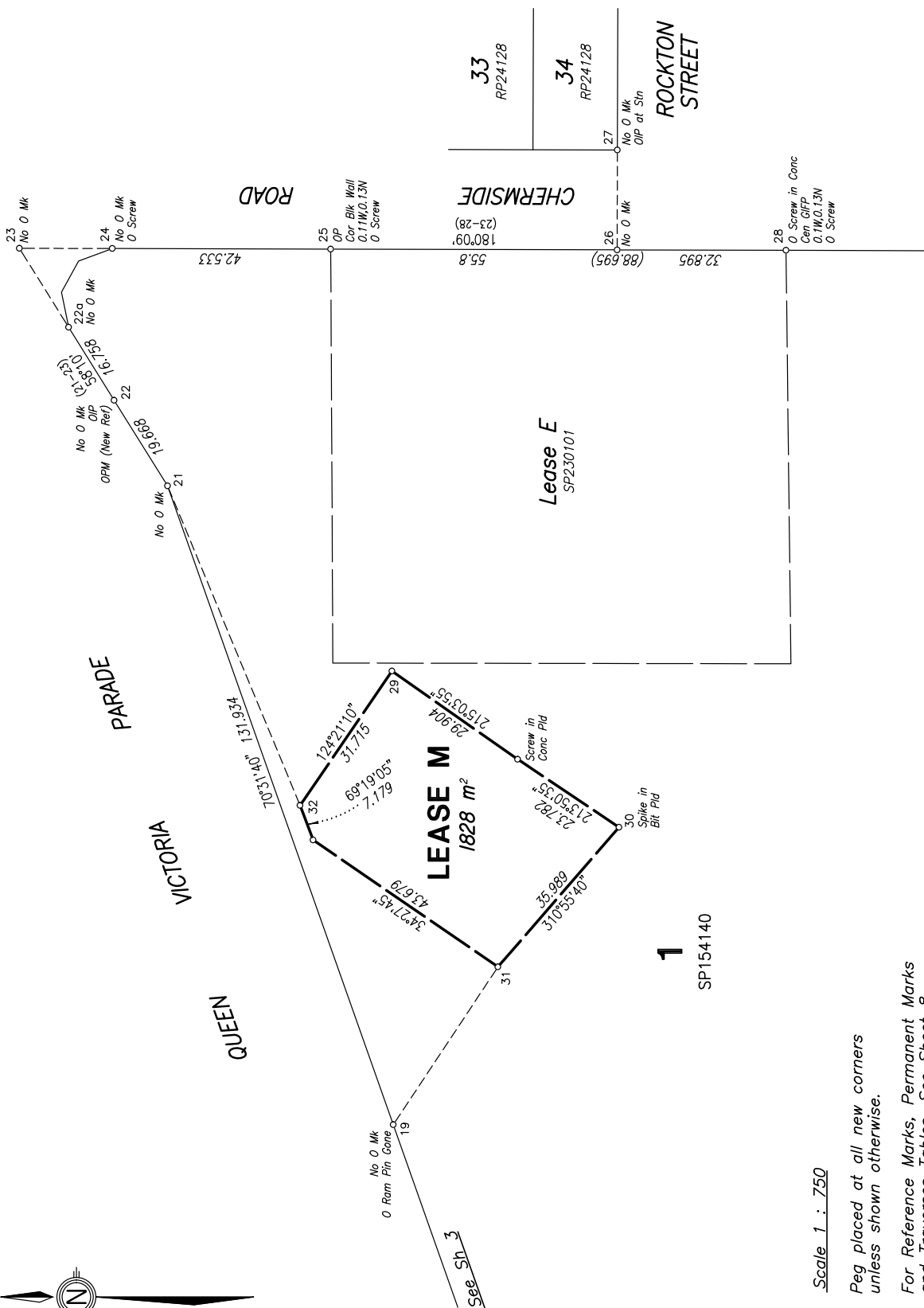
Insert Plan Number **SP292762**

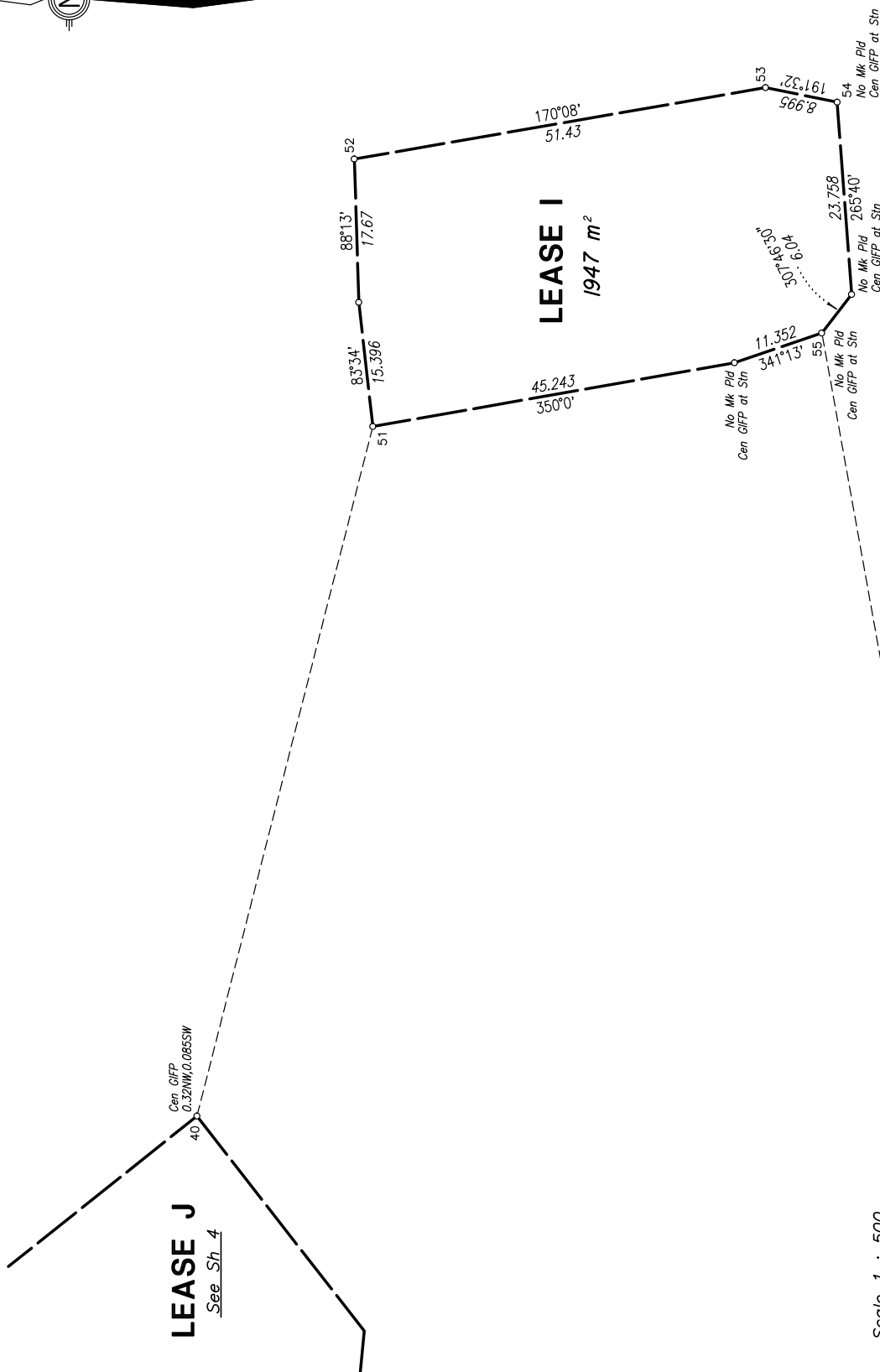
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Scale 1 : 750

Peg placed at all new corners unless shown otherwise.

For Reference Marks, Permanent Marks and Traverses Tables, See Sheet 8





Scale 1 : 500

Peg placed at all new corners  
unless shown otherwise.

For Reference Marks, Permanent Marks  
and Traverses Tables, See Sheet 8.

State copyright reserved.

Insert  
Plan  
Number  
**SP292762**

0 25 50 75 m  
0 50 100 150 mm

## REINSTATEMENT REPORT

Plans Searched: IS236312, SP243509, SP230101, Lease No. 71409223, SP230095, DP191101, SP154140, SP147851, SP146259, CP862922, RP234482, RP95618 & SL3424.

Milford Street is fixed between O Ref Marks at Stns 1 & 10, with O Ref Marks at Stns 2, 4, 5 & 6 all lining up. 32mm of excess was found between Stns 2-4 which agrees with recent survey shown on IS236312. Excess was also found between Stns 4-5 and 6-10. These observations agree with recent survey shown on DP191101.

The northern boundary of Lot 2 on RP99201 is fixed between O Ref Marks at Stns 6 & 11. The angles and distances measured between Stns 6 & 11 agrees with recent survey shown on SP243509. Maintaining bearings and distances around Lot 428 per DP191101 lines up with fixed Stns 4 & 5, the O Nail at Stn 8 and agrees with occupation at Stn 7.

Queen Victoria Parade is fixed between O Ref Marks at Stns 1 & 22. Maintaining angles and distances between Stns 1-22 per CP862922 shows good agreement for distance but a number of marks in between are off line. The angle at Stn 1 was decreased by 10" to line up with the OIP at Stn 22, which meant that the O Marks at Stns 1, 14, 15 & 22 lined up precisely. O Ref Marks at Stns 12, 15, 17 & 18 were offline by varying magnitudes and as such were re-referenced.

Chermside Road (Stns 24-28) is fixed between Stns 24 & 28, with O Marks at Stns 24, 25, 27 & 28 all lining up and agreeing for distance. Stns 22 and 24 are fixed by O Ref Marks, however there is ~20mm misclose between Stns 22 & 24 using original B&D's around the truncation. Hence the traverse lines 22a-23 & 23-24 were projected to intersection in order to fix Stn 23.

REFERENCE		MARKS		
STN	TO	BRG	DIST	REMARKS
1	O Nail in Kerb	275°01'	3.59	6/CP862922
1	O Nail in Conc	359°33'	11.7	4/IS236312
1	O Nail in Conc	355°20'	11.919	4/IS236312
2	O Nail in Telstra M/H	199°51'	1.164	3/IS236312
2	O Nail in Bit Gone	347°34'	4.115	3/IS236312
4	O Screw in Kerb	340°25'30"	9.333	4/DP191101
4	O Screw in Conc	190°14'	19.143	4/DP191101
5	O Screw in Footpath	275°33'	1.977	5/DP191101
6	O GI Nail in Bit Gone	270°57'	4.505	6/DP191101
6	O Screw in Conc	192°14'40"	14.098	7/SP243509
7	Pin	39°46'	5.67	
7	Screw in Conc	63°53'	63.40	
8	Nail in M/H Fd	134°33'	5.03	
9	O Nail in Conc (New Ref)	326°03'	0.56	14/DP191101
9	Pin	80°0'	1.795	
10	OIP Gone	237°51'	1.763	1/RP234482
10	O Screw in Conc Gone	252°24'	2.107	6/SP243509
10	Screw in Footpath	265°15'	3.116	
10	O Punch Mk in Lift Lug in Traffic Island	293°05'	11.628	8/DP191101
11	OIP	132°45'	2.535	8/SP243509
11	Pin	121°22'	3.335	
12	O Nail in Telstra M/H (New Ref)	274°27'30"	1.088	12a/CP862922
13	Screw in Conc	9°42'30"	25.17	
14	O D/H in Conc	at Stn		13a/CP862922
14	O Bolt in LP (New Ref)	227°34'30"	8.937	13a/CP862922
15	O Nail in Kerb (New Ref)	237°39'	10.786	7/IS236312
17	O Nail in Conc (New Ref)	340°31'40"	4.067	12b/CP862922
17	Screw in Footpath Fd	278°50'	15.016	
18	O Ram Pin in Bit (New Ref)	340°31'40"	4.942	12c/CP862922
19	Screw in Kerb	342°50'	3.884	
19	O Ram Pin in Bit Gone	340°31'40"	4.138	12d/CP862922
22	OIP	238°10'10"	0.604	2/SP230101
24	O Screw in Conc	157°13'	4.808	5/SP230101
25	O Screw in Conc	89°11'	1.48	6/SP230101
27	OIP	at Stn		10/SP230101
28	O Screw in Conc	134°34'	2.496	7/SP230101
29	Pin	145°37'	2.838	
32	Screw in Footpath	268°24'30"	4.479	
33	Pin	64°07'	1.198	
34	Pin	25°38'20"	20.179	
36	Pin	226°26'	3.322	
37	Spike in Bit	287°29'	21.562	
38	Screw in Conc Fd	287°06'30"	57.731	
40	Screw in Kerb	145°42'45"	36.917	
41	Screw in Kerb	193°16'30"	27.495	
43	Pin	353°14'	9.71	
44	Screw in Kerb	274°38'	11.613	
46	Screw in Rock	351°20'	7.547	
47	O Screw in Blk Wall (New Conn)	170°26'	11.322	5/SP230095
48	Pin	353°15'	4.08	
52	Screw in Kerb	78°18'20"	6.405	
53	Pin	353°00'30"	7.722	
55	Screw in Service Pit	257°52'45"	25.207	

TRAVERSES		
LINE	BRG	DIST
3-2	4°47'15"	20.205
7-42	84°06'05"	134.105
7-45	64°06'15"	233.845
12-13	95°00'30"	14.024
13-14	352°42'30"	41.171
13-15	70°31'40"	15.753
15-16	130°18'	15.312
19-31	123°36'	36.909
22a-23	58°10'	18.057
23-24	180°09'	18.029
26-27	90°09'	19.46
33-18	6°44'50"	32.029
32-21	67°25'55"	67.373
37-39	154°21'45"	92.945
40-51	104°18'20"	87.701
11-55	79°50'25"	216.161

PERMANENT MARKS				
PM	BRG	DIST	No.	REMARKS
3-OPM (New Ref)	300°47'	2.515	147961	2/IS236312
4-PM Fd	2°40'10"	50.187	206644	Stand
4-OPM Gone	1°38'30"	51.654	67000	1/IS236312
6-OPM	306°05'	2.547	67005	6/DP191101
13-OPM Gone	2°47'10"	26.792	32003	6/IS236312
22-OPM (New Ref)	312°48'	42.472	32001	2/SP230101

State copyright reserved.

Insert  
Plan  
Number

SP292762

## Search Snapshot: Council Adopted Report CMFCE July 2018

Classification: Inherited - Unclassified  
Caveats:

### Search Details

<b>Executed by:</b>	Theresa Bool	<b>Query:</b>
<b>Executed on:</b>	24/07/2018 02:22:28 PM	<b>Criteria:</b>
<b>Type of objects to find:</b>	document	and parent file is '2018 For Committee - City Management, Finance and Community Engagement (CMFCE)'
<b>Number of objects found:</b>	18	and description contains 'adopted'
<b>Max. number of results:</b>	200	and description contains 'july'
<b>Scope:</b>	local	
<input type="checkbox"/> Include deleted items		
<input checked="" type="checkbox"/> Search object metadata		
<input checked="" type="checkbox"/> Search document contents		

### Results 1 to 18

	Name	Parent	Comment
1.	01. Allocation of Community Donations to 30 June 2018 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
2.	02. Delegation Report W rite-offs and refunds for sundry debt charges 1 April to 30 June 2018 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
3.	03. Ipswich Motorsport Precinct - Masterplanning and Related Developments - Division 10 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
4.	04. Proposal to provide Council assistance to the Aussie Helpers Charity CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
5.	05. **Trustee Lease for Queens Park Cafe - 11 Merle Finimore Ave Ipswich described as Lease D in Part of Lot 1 SP154140 on SP230095 & Lease B and C being part of Ground Floor & All of First Floor of Building in Lot 1 SP154140 - Tender 10989 - Division 7	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
6.	06. Month-End Performance May 2018 CMFCEC July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
7.	07. **Queensland Urban Utilities - Draft Corporate Plan 2018-2023 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018

Created on: Tue Jul 24 14:22:57 AEST 2018

Page 1

Classification: Inherited - Unclassified  
Caveats:

+ indicates that the object has been updated since the search was run, \* indicates that the object may have been deleted since the search was run

## Search Snapshot: Council Adopted Report CMFCE July 2018

Classification: Inherited - Unclassified

Caveats:

	Name	Parent	Comment
8.	08. New Trustee Lease Arrangement to the Ipswich Bowls Club Inc - Part of 10D Milford Street Ipswich described as Part of Lot 1 on SP154140 - Division 7 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
9.	09. Customer Service Activities Status Report June 2018 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
10.	10. Overdue Rates and Charges April-June 2018 Quarter CMFCEC 17072018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
11.	11. Proposed Property Disposal - Part of 43A Hill Street North Ipswich - Lot 1 on RP888504 - Division 6 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
12.	12. Easement Over Springfield Central Southern Sportsfields - Energex Limited - Proposed Easement A in Lot 1100 on SP283567 on SP297515 - 7002 Parkland Drive Springfield Central - CMFCE June 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
13.	13. Acquisition of Vacant Land - 40 Groeschel Court Goodna described as Lot 1 on RP97625 - Division 2 - CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
14.	14. Appointment of Sean Madigan as Alternate Director CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
15.	15. Executive Secretariat Update CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
16.	16. Chief Financial Officer Position Title CMFCE July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018
17.	17. Queensland Audit Office Interim Final Management Report - CMFCE 17072018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018

Created on: Tue Jul 24 14:22:57 AEST 2018

Page 2

Classification: Inherited - Unclassified

Caveats:

+ indicates that the object has been updated since the search was run, \* indicates that the object may have been deleted since the search was run

**Search Snapshot: Council Adopted Report CMFCE July 2018**

Classification: Inherited - Unclassified  
Caveats:

	Name	Parent	Comment
18.	18. Report - Policy and Administration Advisory Committee No. 2018(06) of 10 July 2018	07. July 2018 CMFCE	Adopted at Council Ordinary Meeting of 24 July 2018 - Refer: City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018

GT:SP  
A4938798

City Management, Finance and Community Engagement Committee	
Mtg Date: 09.10.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

25 September 2018

## **MEMORANDUM**

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: NEW LEASE TO BRISBANE CITY COUNCIL  
PART OF 2B KENNETH STREET RIVERVIEW  
DESCRIBED AS LEASE B IN LOT 1 ON RP215975 ON SP234917  
DIVISION 3

---

### **INTRODUCTION:**

This is a report by the Development and Relationship Manager dated 25 September 2018 concerning the lease to Brisbane City Council (BCC) at 2B Kenneth Street, Riverview (Lot 1 on RP215975).

### **BACKGROUND:**

The purpose of this report is to provide details of the lease between Ipswich City Council (Council) and BCC.

BCC currently lease part of the Council owned land and operate an asphalt production facility on the land known as Lease B (Attachment A). The current lease is due to expire on 30 November 2018 with no further options. Correspondence was received from BCC regarding the lease expiry, with a request for an extension to the lease on the same terms and conditions for a four (4) year term instead of a 10 year term.

Council has a procurement contract with BCC for asphalt provision for the purposes of resurfacing and rehabilitation which expires on 24 December 2018. Infrastructure Services (IS) has a strategic vision for asphalt procurement and once the contract with BCC expires, intend to go to the market for a panel of providers to supply and lay asphalt for its complete road program. BCC have been made aware that Council is assessing its options for a long-term supply of asphalt. Therefore there is no obligation on Council to obtain asphalt from BCC as a result of entering into a new lease.

Property Services have corresponded with BCC and have agreed to lease terms as per the attached confidential background paper (Attachment B).

**CONCLUSION:**

It is recommended that Council proceed to enter into a lease agreement with Brisbane City Council as per the attached confidential background paper.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Survey Plan – Lease B in Lot 1 on SP234917 in Lot 1 on RP215975</a>	Attachment A

**CONFIDENTIAL BACKGROUND PAPERS:**

Confidential Background Papers	Background Papers
<a href="#">Confidential Background Paper – Lease Negotiations</a>	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), that Council resolve that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at:
  - 2B Kenneth Street Riverview described as Lease B in Lot 1 on RP215975 on SP234917
- B. That Council enter into a Lease with Brisbane City Council as detailed in Confidential Attachment B of the report by the Development and Relationship Manager dated 25 September 2018.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease (where applicable) 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*.

Greg Thomas  
**DEVELOPMENT AND RELATIONSHIP MANAGER**

I concur with the recommendations contained in this report.

Jeffrey Keech

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

Land Title Act 1994; Land Act 1994  
Form 21 Version 2

## SURVEY PLAN

Sheet  
1 of  
1

## REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
1	OIP	6/RP215975	90°04'	2.0
1	O Nail in kerb	6/RP215975	90°09'	3.99
2	Screw in kerb		180°05'	15.65
4	O Screw in kerb	6/SP110194	197°33'	3.208
5	OIP	7/SP116291	333°28'05"	1.65
6	OIP	8/SP116291	260°41'05"	1.13

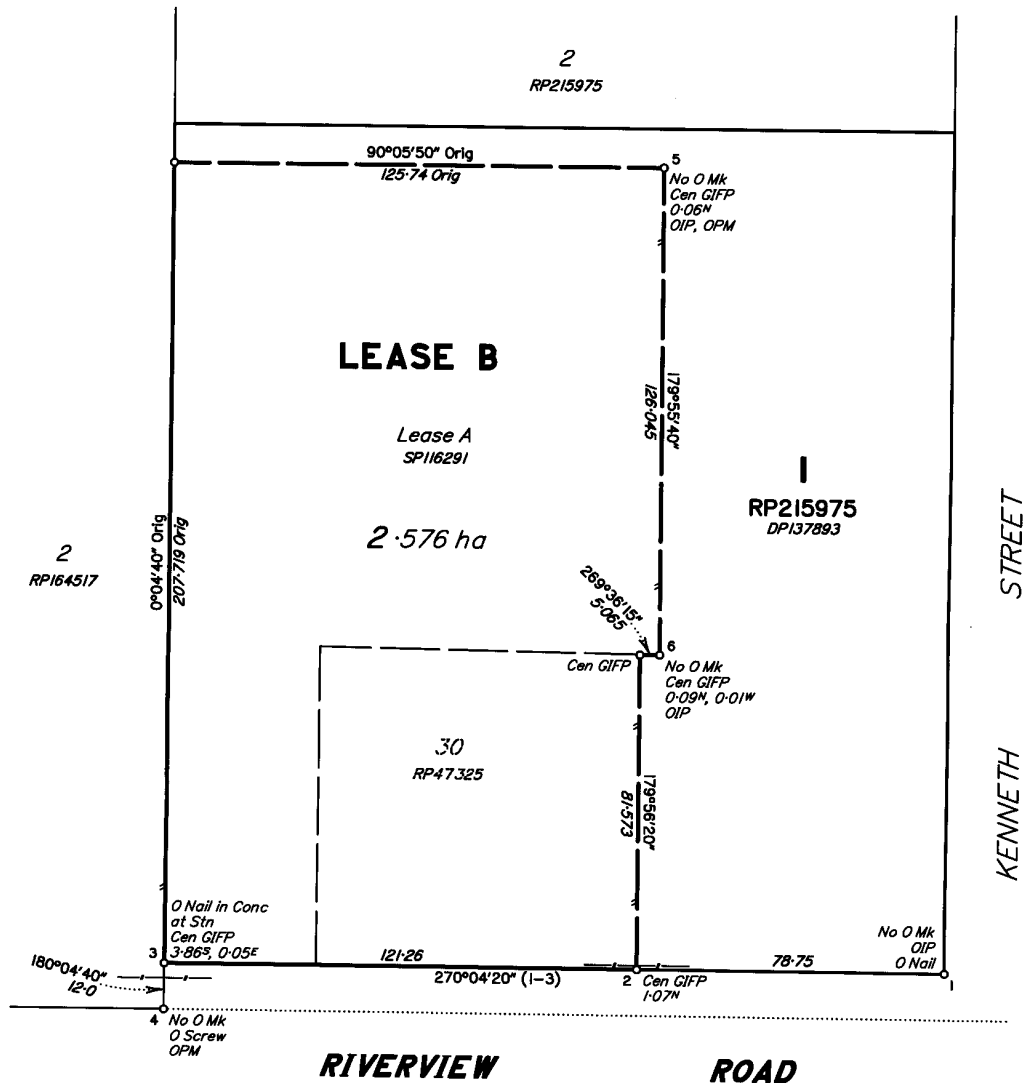
## PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO	TYPE
4-OPM	5/SP116291	90°40'50"	56.281	30592	
5-OPM	6/SP116291	37°45'50"	148.6	66987	

New Conn  
New Conn




Original information compiled from  
SP116291 in the Department of Environment  
and Resource Management.

Peg placed at all new corners, unless  
otherwise stated.



<p style="font-size: 1.2em; font-weight: bold;">717927017</p> <p style="text-align: right;">\$376.00 28/03/2017 14:24</p> <p style="font-weight: bold;">BE 403</p>		<p><b>WARNING : Folded or Mutilated Plans will not be accepted.</b>  <b>Plans may be rolled.</b>  <b>Information may not be placed in the outer margins.</b></p>	
<p>Registered</p>		<p>5. Lodged by</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>259A Brisbane City Council G.P.O. Box 1434 Brisbane QLD 4000</p> </div> <p style="font-size: 0.8em;">(Include address, phone number, reference, and Lodger Code)</p>	

<p>1. Certificate of Registered Owners or Lessees.</p> <p>1/We <u>IPSWICH CITY COUNCIL</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Names in full)</p> <p>* 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.</p> <p>* as Lessees of this land agree to this plan.</p> <p>Signature of *Registered Owners *Lessees</p> <div style="text-align: center;">   <p><b>IPSWICH CITY COUNCIL</b>  <b>Signed by Paul Pissalis, Mayor, on 9 November 2016</b>  <b>in accordance with section 236 of the</b>  <b>Local Government Act 2009</b></p> </div> <div style="text-align: center;">   <p><b>Witness</b></p> <p><u>KATINA SAWNTER</u>  <b>Name of Witness</b></p> </div> <p>* Rule out whichever is inapplicable</p> <p>2. Local Government Approval.</p> <p>* .....</p> <p>hereby approves this plan in accordance with the :</p> <p>%</p> <p>Dated this ..... day of .....</p> <p>..... #</p> <p>..... #</p> <p>* Insert the name of the Local Government.    % Insert Integrated Planning Act 1997 or  # Insert designation of signatory or delegation    Local Government (Planning &amp; Environment) Act 1990</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">6. Existing</th> <th colspan="5" style="text-align: center;">Created</th> </tr> <tr> <th style="text-align: center;">Title Reference</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">New Lots</th> <th style="text-align: center;">Road</th> <th style="text-align: center;">Emts</th> <th style="text-align: center;">Cov.</th> <th style="text-align: center;">Profit a prendre</th> </tr> <tr> <td style="text-align: center;">17081113</td> <td style="text-align: center;">Lot 1 on RP215975</td> <td style="text-align: center;">Lease B</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Lease B does affect lease 705148049 as at 02/02/2010.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td style="text-align: center;">POR 30</td> </tr> <tr> <td style="text-align: center;">Lots</td> <td colspan="2" style="text-align: center;">Orig</td> </tr> </table> </div> <div style="width: 50%;"> <p>12. Building Format Plans only.</p> <p>I certify that :</p> <p>* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;</p> <p>* Part of the building shown on this plan encroaches onto adjoining * lots and road</p> <p>Cadastral Surveyor/Director *    Date</p> <p>* delete words not required</p> </div> </div> <p>7. Portion Allocation :</p> <p>8. Map Reference : 9442-14242</p> <p>9. Locality : RIVERVIEW</p> <p>10. Local Government : IPSWICH CITY COUNCIL</p> <p>11. Passed &amp; Endorsed :</p> <p>By : Wayne John Halls  Date : 23-03-2010  Signed :   Designation : Cadastral Surveyor</p>	6. Existing		Created					Title Reference	Description	New Lots	Road	Emts	Cov.	Profit a prendre	17081113	Lot 1 on RP215975	Lease B							POR 30	Lots	Orig	
6. Existing		Created																										
Title Reference	Description	New Lots	Road	Emts	Cov.	Profit a prendre																						
17081113	Lot 1 on RP215975	Lease B																										
		POR 30																										
Lots	Orig																											

<p>3. Plans with Community Management Statement :</p> <p>CMS Number :</p> <p>Name :</p>	<p>4. References :</p> <p>Dept File :</p> <p>Local Govt :</p> <p>Surveyor : ESA00035_40sp</p>	<p>13. Lodgement Fees :</p> <p>Survey Deposit    \$ .....</p> <p>Lodgement    \$ .....</p> <p>..... New Titles    \$ .....</p> <p>Photocopy    \$ .....</p> <p>Postage    \$ .....</p> <p>TOTAL    \$ .....</p>
		<p>14. Insert Plan Number</p> <p style="font-size: 1.2em; font-weight: bold; text-align: center;">SP234917</p>

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 9.10.18	OAR: YES
<b>Authorisation:</b> Jeffrey Keech	

BM:BM  
A5109275

3 October 2018

## **MEMORANDUM**

TO: CHIEF OPERATING OFFICER (FINANCE & CORPORATE SERVICES)

FROM: SENIOR PROPERTY MANAGER

RE: LEASE TO WEST MORETON HOSPITAL AND HEALTH SERVICE OVER PART OF  
LEVEL 3 AND WHOLE OF LEVEL 4 - THE HAYDEN CENTRE  
37 SOUTH STREET IPSWICH DESCRIBED AS LOT 10 ON RP150792  
DIVISION 7

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### **INTRODUCTION:**

This is a report by the Senior Property Manager dated 3 October 2018 regarding the negotiation of a Lease between Ipswich City Council (Council) and West Moreton Hospital and Health Service (WMHHS) for part of Level 3 and the whole of Level 4 of the Hayden Centre. Ipswich City Council (Council) owns The Hayden Centre as freehold title which is located at 37 South Street, Ipswich and described as Lot 10 on RP150792. The property has been declared as surplus to future council requirements under a Council resolution in June 2018.

### **BACKGROUND:**

Council is proposing to redevelop the Ipswich City Mall (the Mall), which is currently owned and managed by Ipswich City Properties, a subsidiary company of Council. A major component of the Mall redevelopment will be the relocation of Council's existing administration services to a proposed purpose-built office tower. Following this relocation, the existing Council precinct and its buildings will be surplus to Council's future requirements. At its meeting of 29 May 2018, Council adopted a recommendation to enter into a Memorandum of Understanding with the WMHHS for a future acquisition of the Council Precinct.

The planned relocation of Council's administration services to the purpose-built office tower in the Mall is proposed for 2020. In transitioning the administration services to the Mall, Council will begin relocating part of the Works, Parks and Recreation (WPR) department to 143 Brisbane Street, Ipswich. This building is owned by Council as freehold title and is managed by Ipswich City Properties.

WMHHS have an immediate term requirement for corporate accommodation space. Therefore, options have been considered for an early relocation of some Council staff to accommodate this.

The WPR department currently occupies part of Level 3 and the whole of Level 4 of the Hayden Centre. WMHHS has expressed an interest in occupying the vacant office space available as a result of WPR's departure until the disposal of the Council Precinct properties occurs. WMHHS's occupation of the Hayden Centre will include 6 basement car parks of the building, 6 car parks in the South Street car park as well as the office furniture fitout of both floors.

Please refer to the attached Confidential Background Report (see Attachment A) for the details of the negotiations with WMHHS.

**CONCLUSION:**

It is recommended that Council enter into a lease for part of Level 3 and a lease for the whole of Level 4 of the Hayden Centre. In addition it is also recommended that Council enter into a licence agreement for six car parks in the basement of the Hayden Centre and six car parks at South Street car park.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Confidential Background Report</a>	Attachment A

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve pursuant to Section 236(2) of the *Local Government Regulation 2012* ("The Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at the Hayden Centre 37 South Street, Ipswich described as Lot 10 on RP150792 by way of a leasehold arrangement between Council and West Moreton Hospital and Health Services for a consideration sum as per the negotiated fees contained in the Confidential Background Report.
- B. That Council enter into the following agreements with West Moreton Hospital and Health Services for a period of two (2) years:
  - a. a Lease for a part of Level 3 of the Hayden Centre
  - b. a Lease for the whole of Level 4 of the Hayden Centre
  - c. a Licence for six (6) car parks in the basement of the Hayden Centre and six (6) car parks at the Southern Street car park

- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Leases and Licences and 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 MANAGER**

I agree with the recommendations contained in this report.

Bryce Hines

**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**

I agree with the recommendations contained in this report.

Jeffrey Keech

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

<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date: 09.10.18	OAR: YES
<b>Authorisation:</b> Sean Madigan	

2 October 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 2 October 2018 providing an update on the Office of the Chief Executive Officer for the month September 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
- Committee Meetings
- Departmental teams meetings
- Meeting with West Moreton Hospital and Health Service
- Review of Master Facility Strategy
- Workshop with field based staff
- Meetings with Queensland Treasury Corporation

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

## **Executive Research**

Activities for the month of September comprised mainly of finalising outstanding matters of the transition to administration. Ongoing co-ordination of Community Office activities has been continuing including the temporary relocation of the Ipswich Community Office.

Several concerns raised by the community have been reviewed and dealt with in accordance with Council policy including a number of inter-departmental activities.

## **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 are busy with interviews to fill the position of an additional internal auditor.

- Preparing a report to update the changes to the Internal Audit Charter

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.
- Civic Hall Safety and Security – In progress.
- Credit Cards Framework-Allocation and Use – 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.

- Updated the Reporting and Investigation Procedure OCEO-086 including posting it on the intranet.
- Complaints Policy and Procedural Framework are being discussed with the Interim Management Committee.
- Busy with updating Policy in Dealing with a complaint involving the Chief Executive Officer (Crime and Corruption Act 2001, S48A)

### **Legal Services**

Legal Requests for September 2018:

- From 1 September 2018 – 27 September 2018 Legal Services Branch received 39 Legal Requests, 7 of which were outsourced.
- Of the 39 Legal Requests, 16 were High priority, 11 Medium, 9 Low and the remaining 3 will be Ongoing matters.
- Of the 39 Legal Requests, 31% were received from FCS, 21% from Executive, 21% from WPR, 13% from PD, 8% from EDM, 5% from IS and 3% from HSRS.

### **Human Resources – People and Culture**

The Human Resources branch has been renamed People and Culture which is reflective of the changes being made to the way we operate and provide service to the rest of the organisation. One on one meetings have been held with all Chief Operating Officers, selected branch managers and other staff to understand barriers to service, gaps and opportunities for improvements. This information will influence the HR Strategy being developed.

A new Workplace Safety and Wellbeing Manager has been appointed, and the positions of Learning and Development Advisor and People and Culture Advisor have been advertised.

In addition to the business as usual activities of the branch the following action is highlighted.

- Human Resources Information Systems Project (E-Hub) - The branch have continued to work with ICT on the roll-out of the new system including participation in various working groups, undertaking parallel testing and providing information sessions to Council staff.

#### **Industrial Relations**

- Negotiations have continued in relation to the four Enterprise Agreements. The outstanding matters in three of the Agreements is wages. Assistance has been sought from the Queensland Industrial Relations Commission in relation to the Officers Agreement, with a conciliation hearing listed for 2 November 2018.

#### **Workplace Safety & Wellbeing**

- i-Health conducted a series of events at the depots and administration areas in relation to the RUOK day.
- Follow up review by an independent auditor assigned by the Regulator in relation to the 2017 Self Insurance Audit has occurred.

Employee Relations

- Three complaints received by the branch were referred for external investigation.
- There were a number of other internal investigations undertaken, four resulting in disciplinary action being taken.

**Attachments**

<b>Name of Attachment</b>	<b>Attachment</b>
<a href="#">Attachment A – CEO delegations exercised under Council resolution – September 2018</a>	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	WPS	8. SUPPLY OF ELECTRICITY FOR STREET LIGHTING – LOCAL BUY CONTRACT BUS 237-0313	<p>That pursuant to section 257(1) of the Local Government Act 2009, Council delegate to the Chief Executive Officer, the power to exercise the powers of Council under Chapter 6, (Contracting) of the Local Government Regulation 2012 in its capacity as a local government in relation to BUS 237-0313 Electricity - Street Lighting.</p> <p>Conditions</p> <p>This delegation is subject to the following conditions</p> <ol style="list-style-type: none"> <li>1. Whenever this power is exercised, a record of the exercise shall be made in writing at the time of exercising such power, and a copy thereof shall be kept in such format as determined from time to time by the Chief Executive Officer.</li> <li>2. The recommendation in relation to the successful tender must be presented to Council at the first available meeting of Council, for Council's noting.</li> <li>3. The Chairperson of the Works, Parks and Sport Committee and the Mayor are to be consulted before exercising this delegation.</li> <li>4. This delegation expires on completion of the Contract.</li> </ol>	<p>28.05.2018 - Tender Evaluation Report - signed by CEO.</p> <p>12.09.18 - Contract signed by CEO.</p>
3/27/2018	CMFCE Ctee	9. DECLARATION OF SURPLUS PROPERTY AND SALE OF LAND DESCRIBED AS SUBTERRANEAN LOT 3 RP 221998 AND SUBTERRANEAN LOT 5 RP 221999 – DIVISION 2	<p>A. That Council declare Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 as being surplus to Council's future requirements.</p> <p>B. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exception referred to in section 236(1)(b)(i) of the Regulation applies to the disposal of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 ("the Land") to the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning.</p> <p>C. That Council enter into a contract of sale with the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning to dispose of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999, as detailed in the report by the Development and Relationship Manager dated 6 March 2018.</p> <p>D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed sale as detailed in recommendations B and C of the report by the Development and Relationship Manager dated 6 March 2018, and to do any other acts necessary to implement Council's decision to dispose of this land in accordance with section 13(3) of the Local Government Act 2009</p>	<p>14.09.18 - Contract signed by CEO.</p>

11/14/2017	WPS	9. 10422 – MATERIAL RECOVERY SERVICES CONTRACT AWARD	<p>A. That Council enter a preferred supplier arrangement for the supply of Material Resource Services with the following suppliers:</p> <ul style="list-style-type: none"> <li>• Polytrade Pty Ltd</li> <li>• Orora Limited Trading as Orora Recycling Australia</li> <li>• Sheldust Pty Ltd</li> <li>• Sims Metals Pty Ltd</li> <li>• S &amp; J Australian Scrap Tyre Disposals.</li> </ul> <p>B. That Council is satisfied that the preferred supplier arrangement has been made in compliance with section 233(3) to (8) of the Local Government Regulation 2012.</p> <p>C. That Council is satisfied that it will receive better value if the preferred supplier arrangement is for a period of more than two years and that the period of the preferred supplier arrangement be two (2) years , plus two (2) x twelve (12) month options.</p> <p>D. That Council is satisfied that it will receive better value for money if the preferred supplier arrangement for Commingle Recyclables only, is for a period of more than two years and that the preferred supplier arrangement be seven (7) years plus two (2) x up to twelve (12) months options.</p> <p>E. That Council enter into a contract with those suppliers referred to in Recommendation A setting out the terms of the preferred supplier arrangement.</p> <p>F. That the Chief Executive Officer be authorised to negotiate and finalise the term of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.</p>	24.09.18 - Contract signed by CEO.
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**EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE NO. 2018(05)**

**2 OCTOBER 2018**

**REPORT**

**MEMBERS' ATTENDANCE:** Interim Administrator (Greg Chemello), Acting Chief Executive Officer (Charlie Dill), Acting Chief Operating Officer (Finance and Corporate Services (Jeff Keech), Staffing and Remuneration Manager (Julie Battelley), Member of Ipswich City Council Social Club (Matt Lennon), Member of Ipswich City Council Social Club (Tia Prasser), Employee Representative (Kristin Peasey), Employee Representative (Neville Lehmann) and Employee Representative (Jane Pinder), Learning and Development Advisor (Wendy Palmer)

**MEMBERS' APOLOGIES:** Organisational Development Manager (Maria Pawluczyk), President of Ipswich City Council Social Club (Glenn Gellatly), Employee Representative (Jason Claassen), Employee Representative (Karin Hall), Employee Representative (Gareth Lewis), Employee Representative (Tanya Appleton)

**INTERIM MANAGEMENT**

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

**1. SUPERVISOR SKILLS PROGRAM ATTENDANCE**

With reference to a report by the Organisational Development Manager (ODM) dated 23 August 2018 concerning attendance at the Supervisor Skills Program (SSP) delivered by the Australian Institute of Management (AIM).

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That the report be received and the contents noted.
  - B. That the Organisational Development Manager prepare a report for the next meeting of the Employee Development Advisory Committee outlining Council's framework and assessment process for training and organisational development.
-

2. PROPOSAL TO ENTER CORPORATE TRIATHLON 2019

With reference to a report by the Business Improvement Analyst dated 18 September 2018 seeking support for the entry of Ipswich City Council teams to participate in the upcoming 2019 Corporate Triathlon.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council support the participation of Ipswich City Council employees at the Corporate Triathlon 2019.
  - B. That Council approve the enrolment cost of competitors and the cost of marquee hire within the relevant budget allocation and that the Chief Executive Officer be authorised to review and approve any further costs associated with this event.
  - C. That Council approve employees representing Council at the event and the associated use of the Council logo.
  - D. That Council approve the advertising from competitors through appropriate communication platforms (such as The Wire and email).
- 

3. EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE CHARTER AND TERMS OF REFERENCE

With reference to a verbal report by the Interim Administrator concerning the Employee Development Advisory Committee Charter and Terms of Reference.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That members of the Employee Development Advisory Committee review the Charter and Terms of Reference of the committee, in consultation with the Chief Operating Officer (Finance and Corporate Services) and provide a report to the next meeting of the Employee Development Advisory Committee.

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4. REVIEW OF IPSWICH CITY COUNCIL CORPORATE UNIFORM

With reference to a verbal report by the Staffing and Remuneration Manager concerning a request for the review of Council's Corporate Uniform range.

#### RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That a Uniform working group be formed comprising of the Learning and Development Advisor, a member of the Ipswich City Council Social Club, the Staffing and Remuneration Manager and any other interested staff members to review the non-compulsory corporate uniform range and provide updates back to the Employee Development Advisory Committee.

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5. SUPERVISORY FIELD STAFF ROLES

With reference to a verbal report by Employee Representative (Neville Lehmann) concerning concerns raised by supervisory field staff at the amount of computer related tasks having to be undertaken which takes supervisors away from their crews.

#### RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the report be noted and that a review of these roles in relation to computer related tasks be incorporated into a future project.

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#### PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.00 pm.

The meeting closed at 1.03 pm

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<b>City Management, Finance and Community Engagement Committee</b>	
Mtg Date 9/10/2018	OAR: YES
<b>Authorisation:</b> Charlie Dill	

*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.*

4 October 2018

## **MEMORANDUM**

TO: INTERIM ADMINISTRATOR

FROM: CHIEF AUDIT EXECUTIVE

RE: POLICY TO DEAL WITH FUTURE CORRUPTION ALLEGATIONS AGAINST THE COUNCIL'S CHIEF EXECUTIVE OFFICER

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### **INTRODUCTION:**

This is a report by the Chief Audit Executive dated 4 October 2018 to effect changes as suggested by the Crime and Corruption Commission (CCC) to the policy from the previous report dated 10 May 2018 of the Acting Chief Executive Officer as amended at Policy and Administration Advisory Committee No. 2018(05) of 15 May 2018.

### **BACKGROUND:**

The (CCC) undertook an audit of Queensland Local Government's compliance with Section 48A of the *Crime and Corruption Act 2001*. This section provides:

#### **48A Policy about how complaints involving public official are to be dealt with**






- (1) A public official must, in consultation with the chairperson, prepare a policy about how the unit of public administration for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.
- (2) The policy may nominate a person other than the public official to notify the commission of the complaint under section 37 or 38, and to deal with the complaint under subdivision 1 or 2, on behalf of the public official.
- (3) If the policy includes a nomination as mentioned in subsection (2), this Act applies as if a reference about notifying or dealing with the complaint to the public official were a reference to the nominated person.

The CCC previously noted that Ipswich City Council, together with a large number of other local governments in the State had not adopted such a policy, and had drawn Council's attention to the need to achieve compliance in this respect. The previous report to the Policy and Administration Advisory Committee mentioned above achieved that.

A further review of the Policy by the CCC has required two further improvements to the adopted policy.

A newly proposed policy consistent with the model policy provided by the CCC is attached for consideration (refer to Attachment E). In essence, the policy provides that in the case of a complaint involving, or likely to involve the Chief Executive Officer, the matter is to be referred to the Mayor/Interim Administrator who shall arrange for it to be referred to the CCC and to be dealt with under the provisions of the *Crime and Corruption Act 2001*. It also requires disclosure of the complaint that involves the Chief Executive Officer to the Council/Interim Administrator.

**ATTACHMENTS:**


Name of Attachment	Attachment
<a href="#">Current Policy in place</a>	 Attachment A
<a href="#">Letter from the CCC</a>	 Attachment B
<a href="#">S48A CCC Suggested policy outline and template</a>	 Attachment C
<a href="#">Proposed Policy (in track changes)</a>	 Attachment D
<a href="#">Proposed policy (clean)</a>	 Attachment E

**RECOMMENDATIONS:**

- A. That the policy titled “Dealing with a complaint involving the Chief Executive Officer” referred to in Attachment A of the report by the Chief Audit Executive dated 4 October 2018 as per Resolution No. 9 of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 and adopted by Council on 29 May 2018, be repealed.
- B. That the policy titled “Dealing with a complaint involving the Chief Executive Officer” referred to in Attachment E of the report by the Chief Audit Executive dated 4 October 2018, in accordance with Section 48A of the *Crime and Corruption Act 2001*, be adopted.

Freddy Beck

**CHIEF AUDIT EXECUTIVE**

	<b>DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY (CRIME AND CORRUPTION ACT 2001, S48A)</b>	<b>DOCUMENT NO: A4864558</b>
<b>1. Purpose/Objective</b>		
1.1 The Chief Executive Officer (CEO) or person acting in the role is the public official of the Ipswich City Council.		
1.2 The objective of this policy is to set out how Ipswich City Council will deal with a complaint (also information or matter) <sup>1</sup> that involves or may involve corrupt conduct of its CEO as defined in the Crime and Corruption Act 2001 (CC Act).		
<b>2. Introduction and policy rationale</b>		
The policy is designed to assist Ipswich City Council to:		
2.1 Comply with s48A of the Crime and Corruption Act 2001.		
2.2 Promote public confidence in the way suspected corrupt conduct of the CEO for Ipswich City Council is dealt with (s34(c) CC Act).		
2.3 Promote accountability, integrity and transparency in the way Ipswich City Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the		
<b>3. Definitions</b>		
Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>	
CC Act	<i>Crime and Corruption Act 2001</i>	
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>	
Contact details	should include a direct telephone number, email address and postal address to enable confidential communications	
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>	
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>	
<i>Corruption in Focus</i>	<a href="http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus">http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus</a> ; see chapter 2, page 2.5	
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>	
Nominated person	see item 5 of this policy	
Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>	
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>	
<b>4. Policy application</b>		
This policy applies:		

<sup>1</sup> See s48A of the CC Act and definitions below

<ul style="list-style-type: none"> <li>• if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council.</li> <li>• to all persons who hold an appointment in, or are employees of, Ipswich City Council.</li> </ul> <p>For the purpose of this policy a complaint includes information or matter.<sup>2</sup></p> <p>If there is not a reasonable basis upon which to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council, the complaint will be directed to the appropriate officer in accordance with Ipswich City Council's policies and procedures, including but not limited to the Reporting and investigating suspected missing, stolen or maliciously damaged Council property or asset and corrupt conduct procedure.</p>
<p><b>5. Nominated persons</b></p> <p>Having regard to s48A(2) and (3) of the CC Act, if a complaint may involve an allegation of corrupt conduct against the CEO of Ipswich City Council, this policy nominates the Mayor as the nominated person/s to notify<sup>3</sup> the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.<sup>4</sup></p> <p>Once Ipswich City Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person<sup>5</sup>.</p>
<p><b>6. Complaints about the public official/CEO</b></p> <p>If a complaint may involve an allegation of corrupt conduct of the CEO of Ipswich City Council, the complaint may be reported to:</p> <ul style="list-style-type: none"> <li>• the nominated person in accordance with section 5 of this Policy, or</li> <li>• a person to whom there is an obligation to report under an Act<sup>6</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).</li> </ul> <p>The following non-exhaustive list are indicators of the types of conduct which may form a reasonable basis to suspect corrupt conduct:</p> <ol style="list-style-type: none"> <li>(a) fraud and theft;</li> <li>(b) extortion;</li> <li>(c) unauthorised release of information;</li> <li>(d) obtaining or offering a secret commission; and</li> <li>(e) nepotism.</li> </ol> <p>If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.</p> <p>If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:</p> <ol style="list-style-type: none"> <li>(a) notify the CCC of the complaint<sup>7</sup>; and</li> <li>(b) deal with the complaint, subject to the CCC's monitoring role, when — <ul style="list-style-type: none"> <li>• directions issued under s40 apply to the complaint, if any; or</li> <li>• pursuant to s46, the CCC refers the complaint to the mayor to deal with<sup>8</sup>.</li> </ul> </li> </ol>

<sup>2</sup> See s48(4) CC of the CC Act

<sup>3</sup> Under ss37 or 38 of the CC Act

<sup>4</sup> Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

<sup>5</sup> See s48A(3) CC Act

<sup>6</sup> See s39(2) of the CC Act

<sup>7</sup> Under ss37 or 38, subject to s40 of the CC Act

<p>If the CEO reasonably suspects that the subject matter of the complaint may involve corrupt conduct on their part, the CEO must:</p> <ul style="list-style-type: none"> <li>(i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and</li> <li>(ii) take no further action to deal with the complaint unless requested to do so by the nominated person.</li> </ul> <p>Where there is a nominated person, and if directions issued under s40 apply to the complaint:</p> <ul style="list-style-type: none"> <li>(i) the nominated person is to deal with the complaint; and</li> <li>(ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person.</li> </ul>
<p><b>7. Resourcing the CEO or the nominated person</b></p> <p>If pursuant to ss40 or 46, the nominated person has responsibility to deal with the complaint<sup>9</sup>:</p> <ul style="list-style-type: none"> <li>(i) Ipswich City Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately<sup>10</sup>; and</li> <li>(ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without: <ul style="list-style-type: none"> <li>• authorisation under a law of the Commonwealth or the State; or</li> <li>• the consent of the nominated person responsible for dealing with the complaint.</li> </ul> </li> <li>(iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the: <ul style="list-style-type: none"> <li>• purposes of the CC Act<sup>11</sup>;</li> <li>• the importance of promoting public confidence in the way suspected corrupt conduct in Ipswich City Council is dealt with<sup>12</sup>; and</li> <li>• Ipswich City Council's statutory, policy and procedural framework.</li> </ul> </li> </ul> <p>Subject to the Local Government Act 2009, the nominated person, in dealing with the complaint, may direct senior executive employees, where appropriate, to provide assistance.</p>
<p><b>8. Liaising with the CCC</b></p> <p>The CEO is to keep the CCC and the nominated person informed of:</p> <ul style="list-style-type: none"> <li>• the contact details for the CEO and the nominated person (if there is a nominated person);</li> <li>• any proposed changes to this policy.</li> </ul>
<p><b>9. Consultation with the CCC</b></p> <p>The CEO will consult with the CCC when preparing any policy about how Ipswich City Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.</p>
<p><b>10. Statutory references</b></p> <p>Unless otherwise stated, all statutory references are to the <i>Crime and Corruption Act 2001</i>.</p>

<sup>8</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>9</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>10</sup> See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Ipswich City Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

<sup>11</sup> See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

<sup>12</sup> See s34(c) CC Act

<b>12. Policy Author:</b> Internal Audit Manager
<b>Date of Council Resolution:</b> 29 May 2018 <b>Committee Reference and Date:</b> Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 <b>No. of Resolution:</b> 9 <b>Date of Review:</b> 29 May 2020

Your Reference: 0489594  
Our Reference: AD-14-0245/19 / IP  
Contact Officer: Rob Hutchings

27 August 2018

Mr Sean Madigan  
[smadigan@ipswich.qld.gov.au](mailto:smadigan@ipswich.qld.gov.au)

Dear Mr Madigan

**RE: IPSWICH CITY COUNCIL POLICY PURSUANT TO SECTION 48A OF THE  
CRIME AND CORRUPTION ACT 2001 (QLD)**

Thank you for your letter of 13 June 2018 enclosing an approved policy pursuant to section 48A of the *Crime and Corruption Act 2001* (Qld).

Before submitting the policy to the Chairperson for approval, I have undertaken an examination of the policy and make the following non-exhaustive recommendations:

- In light of the enactment of the *Local Government (dissolution of Ipswich City Council) Act 2018* since the formal council's approval of the policy, references to "Mayor" in the policy should be altered to include references to the "interim administrator";
- In item 7 the policy's consideration of resourcing the CEO or nominated person would ideally reflect that contained in the 'Suggested policy template' published by the Crime and Corruption Commission ('CCC'), a copy of which is attached for your information. Specifically, I consider the policy would benefit from the inclusion of an obligation on the public official, when dealing with a complaint, disclosing the complaint and reporting to the Council/interim administrator about the action taken, the reasons and the results as set out in suggested policy template.

Thank you for your assistance and I would be happy to discuss with you any queries you might have.

Yours sincerely



**Rob Hutchings**  
Director, Legal Services Division

# Dealing with a complaint involving the public official (*Crime and Corruption Act 2001, s48A*)

## Suggested outline of policy

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Under section 48A of the *Crime and Corruption Act 2001* (CC Act), a public official/CEO<sup>1</sup> must have a policy about how their unit of public administration (UPA) will deal with a complaint that involves, or may involve, corrupt conduct by the public official/CEO, so that transparency and integrity are maintained.

To assist UPAs, the Crime and Corruption Commission (CCC) provides the following outline of what such a policy should include, and a suggested template which UPAs may reproduce or draw on for guidance in the development of their own policy. The outline sets out a suggested structure and core elements, with some additional notes.

The CCC reminds UPAs of their obligations to consult with the CCC in the development of this policy.

### 1 Objective

Sets out the primary objective and purpose of the policy.

### 2 Policy rationale

Explains to key stakeholders, including staff and community, the rationale for s48A and the reasons for implementing the policy, including the statutory basis.

### 3 Definitions

Sets out any frequently used terms or words requiring explanation; may include abbreviations or acronyms.

### 4 Policy application

Identifies the circumstances that trigger the application of the policy, taking into account the UPA's specific statutory and policy framework.

Consider including mention of persons to whom the policy may need to apply, particularly including those who would not ordinarily be thought of as an "employee" of the UPA; e.g. under the *Local Government Act 2009* certain integrity obligations are placed upon contractors of local government.

### 5 Nominated person

This section of the policy should be included if the UPA wishes to nominate someone other than the public official/CEO to notify the CCC of, and deal with, complaints against them.<sup>2</sup> While a UPA is not required by s48A to do this, it may wish to consider best practice in

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<sup>1</sup> For the purposes of this document, the terms public official/CEO are used synonymously

<sup>2</sup> The *Acts Interpretation Act 1954* (s32C) provides that words in the singular include the plural and words in the plural include the singular. Accordingly, s48A(2) likely allows the policy to nominate more than one person to be a nominated person under the policy

managing conflicts of interest, principles of procedural fairness and, importantly, take steps to protect both the public official/CEO and the UPA against claims of bias.

Documenting within the policy that these factors have been considered may reduce the risk of possible administrative law challenges on grounds that the UPA failed to take into account a relevant consideration. A short statement noting that ss48A(2) and (3) have been considered may be sufficient.

In nominating a person to deal with a complaint against the public official/CEO, each UPA should also consider operational risk areas that may give rise to complaints about the public official/CEO. Where these involve varying fields of expertise, or if the UPA intends to outsource management of complaints, it may wish to nominate different people to deal with different kinds of corruption allegations.<sup>3</sup> For example, dealing with allegations of conflict of interest in procurement processes may call for legal and procurement experience or expertise; allegations of significant bullying and harassment might call for experience or expertise in HR or organisational psychology.

In such circumstances the UPA should provide some guidance to stakeholders about who is the nominated person to deal with the complaint.

**The CCC strongly recommends that if the UPA decides not to nominate an alternative position or person to deal with complaints against the public official/CEO, this decision should be clearly stated in the policy.**

## **6 Complaints about the public official/CEO**

This is the most important section of the policy.

The UPA may wish to differentiate between complaints against the CEO that are reasonably suspected to involve corrupt conduct and those that are not. The policy should describe clearly the procedure that applies in each circumstance.

The policy must identify how the public official/CEO or the nominated person will manage a complaint against the public official/CEO that is reasonably suspected to involve corrupt conduct. This includes dealing with the basic obligations imposed by the CC Act and the relevant communication requirements. The UPA should determine if any other statutory and policy frameworks also apply to them or to the particular complaint in question.

Where the UPA nominates someone other than the public official/CEO, there may be advantages in having that person deal with borderline complaints as well. In such cases, UPAs should consider amending their existing complaints policy.

## **7 Resourcing the public official/CEO or nominated person to deal with complaints**

UPAs should consider making budget provision or developing procedures to ensure that appropriate resources, delegations and powers are available to those responsible for dealing with the complaint against the public official/CEO. The allocation of resources and powers calls for accountability in ways that do not diminish the legal responsibility of the public official/CEO or of the nominated person to deal with any complaint under the CC Act.

These requirements should be communicated to key stakeholders, particularly those senior executives who may be requested by the public official/CEO or the nominated person to make resources available. UPAs may wish to document the purposes to be achieved in dealing with complaints to help determine reasonable resource requirements.

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3 See footnote 2

Section 48A(3) does not transfer to the nominated person the legal responsibilities vested in the public official/CEO under the UPA's statutory, policy, procedural and contract framework. Section 48A(3) does, however, transfer certain legal responsibilities under the CC Act to the person nominated by the policy. The UPA may consider it necessary that the nominated person be vested with equivalent powers of the public official/CEO to properly deal with a complaint.

Protocols to maintain confidentiality of communications to secure appropriate resourcing may also be considered desirable.

## **8 Liaising with the CCC**

The policy should clearly set out agreed protocols for communicating with the CCC, as outlined in *Corruption in Focus*. It may include confidential contact details for, the public official/CEO and any nominated person. Such protocols are separate from the legal requirement for the public official/CEO to consult with the CCC (see 9) below.

## **9 Consultation with the CCC**

States the primary obligation placed on the public official/CEO under s48A to undertake consultation with the CCC.

## **10 Statutory references**

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

## **11 Approval**

The policy should state the author, approver and currency of the policy, and the expected review date.

# Suggested policy template

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## Title: [Complaints about the public official: section 48A of the *Crime and Corruption Act 2001*]

### 1 Objective

The [position title] is the public official of the [UPA].

The objective of this policy is to set out how the [UPA] will deal with a complaint (also information or matter)<sup>4</sup> that involves or may involve corrupt conduct<sup>5</sup> of its [public official/CEO] as defined in the *Crime and Corruption Act 2001* (CC Act).

### 2 Policy rationale

The policy is designed to assist the [UPA] to:

1. Comply with s48A of the *Crime and Corruption Act 2001*
2. Promote public confidence in the way suspected corrupt conduct of the [public official/CEO] for the [UPA] is dealt with (s34(c) CC Act)
3. Promote accountability, integrity and transparency in the way the [UPA] deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the [public official/CEO].

### 3 Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Contact details	should include a direct telephone number, email address and postal address to enable confidential communications
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
<i>Corruption in Focus</i>	<a href="http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus">http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus</a> ; see chapter 2, page 2.5
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 5 of this policy
Police misconduct	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>

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<sup>4</sup> See s48A of the CC Act and definitions below

<sup>5</sup> The CCC's Corruption function encompasses both "corrupt conduct" and "police misconduct". For the purposes of the Queensland Police Service, wherever the term "corrupt conduct" is used in the policy, they would also have to consider police misconduct, as per s37 of the CC Act

## 4 Policy application

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the [public official/CEO] of the [UPA]
- to all persons who hold an appointment in, or are employees of, the [UPA]

For the purpose of this policy a complaint includes information or matter.<sup>6</sup>

## 5 Nominated person

Having regard to s48A(2) and (3) of the CC Act, this policy nominates:

- [title/identity of one or more persons] as the nominated person/s<sup>7</sup>

to notify<sup>8</sup> the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.<sup>9</sup>

Where there is more than one nominated person:

- the nominated persons will — with or without consulting the CCC or [title of person or entity with to whom the public official/CEO is accountable (e.g. Minister for Department; Elected Council/Mayor for local government CEO)] — decide who will be the nominated person for a particular complaint; and
- the nominated person for that particular complaint will inform the CCC and [title of person or entity with to whom the public official/CEO is accountable] that they are the nominated person for the particular complaint.

Once the [UPA] nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the nominated person<sup>10</sup>.

## 6 Complaints about the [public official/CEO]

***Complaint involving a reasonable suspicion of corrupt conduct, where there is NO nominated person***

If a complaint may involve an allegation of corrupt conduct against the [public official/CEO] of the [UPA], the complaint may be reported to:

- the [public official/CEO], or
- an appropriate manager or supervisor within the [UPA] in accordance with the [UPA]'s statutory, policy or procedural framework, or
- a person to whom there is an obligation to report under an Act<sup>11</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act)

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<sup>6</sup> See s48(4) CC of the CC Act

<sup>7</sup> See footnote 2 'Suggested outline of policy'

<sup>8</sup> Under ss37 or 38 of the CC Act

<sup>9</sup> Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

<sup>10</sup> See s48A(3) CC Act

<sup>11</sup> See s39(2) of the CC Act

If the [public official/CEO] reasonably suspects that the complaint may involve corrupt conduct on their part, they must:

- (a) notify the CCC of the complaint<sup>12</sup>, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
  - directions issued under s40 apply to the complaint, if any, or
  - pursuant to s46, the CCC refers the complaint to the [public official/CEO] to deal with.<sup>13</sup>

***Complaint involving a reasonable suspicion of corrupt conduct, where there is a nominated person***

Where there is a nominated person, if a complaint may involve an allegation of corrupt conduct of the [public official/CEO] of the [UPA], the complaint may be reported to:

- the nominated person, or
- a person to whom there is an obligation to report under an Act<sup>14</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the [public official/CEO], they are to:

- (a) notify the CCC of the complaint<sup>15</sup>, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
  - directions issued under s40 apply to the complaint, if any, or
  - pursuant to s46, the CCC refers the complaint to the [nominated person] to deal with<sup>16</sup>.

If the [public official/CEO] reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the [public official/CEO] must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the [title of person or entity to whom the public official/CEO is accountable].

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the [public official/CEO] is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the [title of person or entity to whom the public official/CEO is accountable].

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12 Under ss37 or 38, subject to s40 of the CC Act

13 The statutory responsibility of a public official/CEO to deal with corruption under the CC Act is set out in ss41 and 42 (police misconduct) and/or ss43 and 44 (corrupt conduct)

14 See s39(2) of the CC Act

15 Under ss37 or 38, subject to s40 of the CC Act

16 Under ss41 and 42 and/or ss43 and 44 of the CC Act

## 7 Resourcing the [public official/CEO or the nominated person]

If pursuant to ss40 or 46, the [public official/CEO or nominated person] has responsibility to deal with the complaint<sup>17</sup>:

- (i) the [UPA] will ensure that sufficient resources are available to the [public official/CEO or nominated person] to enable them to deal with the complaint appropriately<sup>18</sup>, and
- (ii) the [public official/CEO or nominated person] is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State, or
  - the consent of the [public official/CEO or nominated person] responsible for dealing with the complaint
- (iii) the [public official/CEO or nominated person] must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the CC Act<sup>19</sup>
  - the importance of promoting public confidence in the way suspected corrupt conduct in the [UPA] is dealt with<sup>20</sup>, and
  - the [UPA]'s statutory, policy and procedural framework.

If the [nominated person] has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the [public official/CEO] to direct and control staff of the [UPA] as if the nominated person is the [public official/CEO] of the [UPA] for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the [public official/CEO] to enter into contracts on behalf of the [UPA] for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the [title of person or entity with to whom the public official is accountable (e.g. Minister for Department; the elected Council/Mayor for local government CEO)] or the [public official/CEO], to the nominated person; and

If the [public official/CEO] has responsibility to deal with the complaint, they must:

- disclose the complaint to the [title of person or entity with to whom the public official is accountable e.g. Minister for Department; the elected Council/Mayor for local government CEO]
- deal with the complaint, and
- before finally dealing with the complaint, report to the [person or entity with to whom the public official/CEO is accountable] about
  - the action taken or not taken
  - the reasons the [public official/CEO] considers the action to be appropriate in the circumstances and
  - the results of the action taken that are known at the time of the report<sup>21</sup>.

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17 Under ss41 and 42 and/or ss43 and 44 of the CC Act

18 See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the [UPA]'s relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

19 See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

20 See s34(c) CC Act

21 See ss42 and 44 of the CC Act

## 8 Liaising with the CCC

The [public official/CEO] is to keep the CCC and the nominated person/s (if any) informed of:

- the contact details for the public official/CEO and the nominated person/s (if there is a nominated person)
- any proposed changes to this policy.

## 9 Consultation with the CCC

The [public official/CEO] will consult with the CCC when preparing any policy about how the [UPA] will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.<sup>22</sup>

## 10 Statutory references

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

## 11 Approval

This policy is approved by:

- [public official/CEO]

Date .....

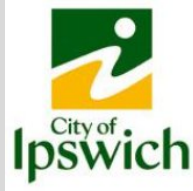
- [governing body of the UPA to whom the public official/CEO is accountable]

Date .....

Review date .....

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22 Section 48A of the CC Act

	<b>DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY (CRIME AND CORRUPTION ACT 2001, S48A)</b>	<b>DOCUMENT NO: A4864558</b>
<b>1. Purpose/Objective</b>		
1.1 The Chief Executive Officer (CEO) or person acting in the role is the public official of the Ipswich City Council.		
1.2 The objective of this policy is to set out how Ipswich City Council will deal with a complaint (also information or matter) <sup>1</sup> that involves or may involve corrupt conduct of its CEO as defined in the Crime and Corruption Act 2001 (CC Act).		
<b>2. Introduction and policy rationale</b>		
The policy is designed to assist Ipswich City Council to:		
2.1 Comply with s48A of the Crime and Corruption Act 2001.		
2.2 Promote public confidence in the way suspected corrupt conduct of the CEO for Ipswich City Council is dealt with (s34(c) CC Act).		
2.3 Promote accountability, integrity and transparency in the way Ipswich City Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the		
<b>3. Definitions</b>		
Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>	
CC Act	<i>Crime and Corruption Act 2001</i>	
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>	
Contact details	should include a direct telephone number, email address and postal address to enable confidential communications	
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>	
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>	
<i>Corruption in Focus</i>	<a href="http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus">http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus</a> ; see chapter 2, page 2.5	
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>	
Nominated person	see item 5 of this policy	
Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>	
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>	
<b>4. Policy application</b>		
This policy applies:		

<sup>1</sup> See s48A of the CC Act and definitions below

	<ul style="list-style-type: none"> <li>• if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council.</li> <li>• to all persons who hold an appointment in, or are employees of, Ipswich City Council.</li> </ul> <p>For the purpose of this policy a complaint includes information or matter.<sup>2</sup></p> <p>If there is not a reasonable basis upon which to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council, the complaint will be directed to the appropriate officer in accordance with Ipswich City Council's policies and procedures, including but not limited to the Reporting and investigating suspected missing, stolen or maliciously damaged Council property or asset and corrupt conduct procedure.</p>
	<p><b>5. Nominated persons</b></p> <p>Having regard to s48A(2) and (3) of the CC Act, if a complaint may involve an allegation of corrupt conduct against the CEO of Ipswich City Council, this policy nominates the Mayor <u>or Interim Administrator</u> as the nominated person/s to notify<sup>3</sup> the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.<sup>4</sup></p> <p>Once Ipswich City Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person<sup>5</sup>.</p>
	<p><b>6. Complaints about the public official/CEO</b></p> <p>If a complaint may involve an allegation of corrupt conduct of the CEO of Ipswich City Council, the complaint may be reported to:</p> <ul style="list-style-type: none"> <li>• the nominated person in accordance with section 5 of this Policy, or</li> <li>• a person to whom there is an obligation to report under an Act<sup>6</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).</li> </ul> <p>The following non-exhaustive list are indicators of the types of conduct which may form a reasonable basis to suspect corrupt conduct:</p> <ul style="list-style-type: none"> <li>(a) fraud and theft;</li> <li>(b) extortion;</li> <li>(c) unauthorised release of information;</li> <li>(d) obtaining or offering a secret commission; and</li> <li>(e) nepotism.</li> </ul> <p>If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.</p> <p>If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:</p> <ul style="list-style-type: none"> <li>(a) notify the CCC of the complaint<sup>7</sup>; and</li> <li>(b) deal with the complaint, subject to the CCC's monitoring role, when — <ul style="list-style-type: none"> <li>• directions issued under s40 apply to the complaint, if any; or</li> <li>• pursuant to s46, the CCC refers the complaint to the mayor <u>or Interim Administrator</u> to deal with<sup>8</sup>.</li> </ul> </li> </ul>

<sup>2</sup> See s48(4) CC of the CC Act

<sup>3</sup> Under ss37 or 38 of the CC Act

<sup>4</sup> Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

<sup>5</sup> See s48A(3) CC Act

<sup>6</sup> See s39(2) of the CC Act

<sup>7</sup> Under ss37 or 38, subject to s40 of the CC Act

If the CEO reasonably suspects that the subject matter of the complaint may involve corrupt conduct on their part, the CEO must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person.

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint; and
- (ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person.

## **7. Resourcing the CEO or the nominated person**

If pursuant to ss40 or 46, the nominated person has responsibility to deal with the complaint<sup>9</sup>:

- (i) Ipswich City Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately<sup>10</sup>; and
- (ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State; or
  - the consent of the nominated person responsible for dealing with the complaint.
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the CC Act<sup>11</sup>;
  - the importance of promoting public confidence in the way suspected corrupt conduct in Ipswich City Council is dealt with<sup>12</sup>; and
  - Ipswich City Council's statutory, policy and procedural framework.

Subject to the Local Government Act 2009, the nominated person, in dealing with the complaint, may direct senior executive employees, where appropriate, to provide assistance.

If the nominated person has responsibility to deal with the complaint, they must:

- disclose the complaint to the Council/Interim Administrator
- deal with the complaint, and
- before finally dealing with the complaint, report to the Council/Interim Administrator about
  - the action taken or not taken
  - the reasons the nominated person considers the action to be appropriate in the circumstances and
  - the results of the action taken that are known at the time of the report<sup>13</sup>.

<sup>8</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>9</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act


<sup>10</sup> See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Ipswich City Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

<sup>11</sup> See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

<sup>12</sup> See s34(c) CC Act

<sup>13</sup> See ss42 and 44 of the CC Act

<b>8. Liaising with the CCC</b>
<p>The CEO is to keep the CCC and the nominated person informed of:</p> <ul style="list-style-type: none"> <li>• the contact details for the CEO and the nominated person (if there is a nominated person);</li> <li>• any proposed changes to this policy.</li> </ul>
<b>9. Consultation with the CCC</b>
<p>The CEO will consult with the CCC when preparing any policy about how Ipswich City Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.</p>
<b>10. Statutory references</b>
<p>Unless otherwise stated, all statutory references are to the <i>Crime and Corruption Act 2001</i>.</p>
<b>12. Policy Author:</b> Internal Audit Manager
<p><b>Date of Council Resolution:</b> 29 May 2018  <b>Committee Reference and Date:</b> Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018  <b>No. of Resolution:</b> 9  <b>Date of Review:</b> 29 May 2020</p>

	<b>DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY (CRIME AND CORRUPTION ACT 2001, S48A)</b>	<b>DOCUMENT NO:</b>
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Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>	
<b>4. Policy application</b>		
This policy applies:		

<sup>1</sup> See s48A of the CC Act and definitions below

<ul style="list-style-type: none"> <li>• if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council.</li> <li>• to all persons who hold an appointment in, or are employees of, Ipswich City Council.</li> </ul> <p>For the purpose of this policy a complaint includes information or matter.<sup>2</sup></p> <p>If there is not a reasonable basis upon which to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council, the complaint will be directed to the appropriate officer in accordance with Ipswich City Council's policies and procedures, including but not limited to the Reporting and investigating suspected missing, stolen or maliciously damaged Council property or asset and corrupt conduct procedure.</p>
<p><b>5. Nominated persons</b></p> <p>Having regard to s48A(2) and (3) of the CC Act, if a complaint may involve an allegation of corrupt conduct against the CEO of Ipswich City Council, this policy nominates the Mayor or Interim Administrator as the nominated person/s to notify<sup>3</sup> the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.<sup>4</sup></p> <p>Once Ipswich City Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person<sup>5</sup>.</p>
<p><b>6. Complaints about the public official/CEO</b></p> <p>If a complaint may involve an allegation of corrupt conduct of the CEO of Ipswich City Council, the complaint may be reported to:</p> <ul style="list-style-type: none"> <li>• the nominated person in accordance with section 5 of this Policy, or</li> <li>• a person to whom there is an obligation to report under an Act<sup>6</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).</li> </ul> <p>The following non-exhaustive list are indicators of the types of conduct which may form a reasonable basis to suspect corrupt conduct:</p> <ul style="list-style-type: none"> <li>(a) fraud and theft;</li> <li>(b) extortion;</li> <li>(c) unauthorised release of information;</li> <li>(d) obtaining or offering a secret commission; and</li> <li>(e) nepotism.</li> </ul> <p>If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.</p> <p>If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:</p> <ul style="list-style-type: none"> <li>(a) notify the CCC of the complaint<sup>7</sup>; and</li> <li>(b) deal with the complaint, subject to the CCC's monitoring role, when — <ul style="list-style-type: none"> <li>• directions issued under s40 apply to the complaint, if any; or</li> <li>• pursuant to s46, the CCC refers the complaint to the mayor or Interim Administrator to deal with<sup>8</sup>.</li> </ul> </li> </ul>

<sup>2</sup> See s48(4) CC of the CC Act

<sup>3</sup> Under ss37 or 38 of the CC Act

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If the CEO reasonably suspects that the subject matter of the complaint may involve corrupt conduct on their part, the CEO must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person.

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint; and
- (ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person.

## **7. Resourcing the CEO or the nominated person**

If pursuant to ss40 or 46, the nominated person has responsibility to deal with the complaint<sup>9</sup>:

- (i) Ipswich City Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately<sup>10</sup>; and
- (ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State; or
  - the consent of the nominated person responsible for dealing with the complaint.
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the CC Act<sup>11</sup>;
  - the importance of promoting public confidence in the way suspected corrupt conduct in Ipswich City Council is dealt with<sup>12</sup>; and
  - Ipswich City Council's statutory, policy and procedural framework.

Subject to the Local Government Act 2009, the nominated person, in dealing with the complaint, may direct senior executive employees, where appropriate, to provide assistance.

If the nominated person has responsibility to deal with the complaint, they must:

- disclose the complaint to the Council/Interim Administrator
- deal with the complaint, and
- before finally dealing with the complaint, report to the Council/Interim Administrator about
  - the action taken or not taken
  - the reasons the nominated person considers the action to be appropriate in the circumstances and
  - the results of the action taken that are known at the time of the report<sup>13</sup>.

<sup>8</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>9</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>10</sup> See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Ipswich City Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

<sup>11</sup> See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

<sup>12</sup> See s34(c) CC Act

<sup>13</sup> See ss42 and 44 of the CC Act

<b>8. Liaising with the CCC</b>
<p>The CEO is to keep the CCC and the nominated person informed of:</p> <ul style="list-style-type: none"> <li>• the contact details for the CEO and the nominated person (if there is a nominated person);</li> <li>• any proposed changes to this policy.</li> </ul>
<b>9. Consultation with the CCC</b>
<p>The CEO will consult with the CCC when preparing any policy about how Ipswich City Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.</p>
<b>10. Statutory references</b>
<p>Unless otherwise stated, all statutory references are to the <i>Crime and Corruption Act 2001</i>.</p>
<b>12. Policy Author:</b> Internal Audit Manager
<p><b>Date of Council Resolution:</b>  <b>Committee Reference and Date:</b>  <b>No. of Resolution:</b>  <b>Date of Review:</b></p>

<b>City Management, Finance and Community Engagement Committee</b>	
<b>Mtg Date:</b> 09.10.18	<b>OAR:</b> YES
<b>Authorisation:</b> Bryce Hines	

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*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.*

2 October 2018

## **MEMORANDUM**

TO: CHIEF EXECUTIVE OFFICER

FROM: CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

RE: AMENDMENT TO TENDER NO. 13-14-327 – SITE AND FILL MANAGEMENT

### **INTRODUCTION:**

This is a report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018 concerning the preparation of a tender consideration plan under section 230 of the *Local Government Regulation 2012* to enable Council to enter into a large sized contractual arrangement with the existing supplier of contract 13-14-327 without complying with the requirements for written tenders under section 228 of the *Local Government Regulation 2012*.

### **BACKGROUND:**

Council went to the market for the appointment of a suitably qualified organisation for site and fill management services in September 2014.

Council has an operational requirement for the disposal of spoil in relation to maintenance and construction activities. Currently, Council does not have the operational capacity to manage the site within existing resources and, due to the estimated time for the void to be filled, it is not feasible for Council to resource this activity.

At the Council Ordinary Meeting held on the 20 August 2018 Council considered the options as provided below and the following was resolved:

*That the Chief Executive Officer seek further clarification on the most appropriate course of action in dealing with the matter.*

Advice was sought and the response is included in the confidential Attachment B to this report.

**CONSIDERATIONS:**

Different procurement options were considered but given the operational needs of Council and the considerations discussed in the Background Paper (Attachment B), it is recommended that a Tender Consideration Plan (Attachment A) be prepared to document the operational need for the Site and Fill Management Services under a large size contractual arrangement that mirrors the term of the contractual arrangements in Contract Number 13-14-327.

A tender consideration plan (TCP) is an exception to the general requirement for large-sized contractual arrangements to require written quotes or tenders. It requires a resolution of Council. Section 230 of the *Local Government Regulation* provides for entering into a contractual arrangement by way of a TCP:

(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—

(a) decides, by resolution, to prepare a quote or tender consideration plan;  
and

(b) prepares and adopts the plan.

(2) A quote or tender consideration plan is a document stating—

(a) the objectives of the plan; and

(b) how the objectives are to be achieved; and

(c) how the achievement of the objectives will be measured; and

(d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and

(e) the proposed terms of the contract for the goods or services; and

(f) a risk analysis of the market from which the goods or services are to be obtained.

Stephen Fynes-Clinton's Commentary on the Local Government Regulation states, relevantly, the following in relation to s 230:

Effectively, this section allows Councils to use the Part 2 "strategic" contracting model for particular purchases where departure from the ordinary tender or quotation process can be justified based upon market considerations or considerations relevant to the particular supply relationship. The exemption can only be invoked by Council resolution.



The Explanatory Notes for the corresponding 1993 Act provision indicated that it was intended to be used for “one-off” and significant purchases, but this section contains no requirement that the purchase be “significant” or otherwise non-recurrent. Moreover, there is no express requirement that the contract be made wholly or substantially in accordance with the plan adopted, though this is logically implied. In any event, it is a potentially very broad exception.

The considerations relevant to the proposed TCP are included in the attached confidential report from the Business Accounting and Asset Manager dated 2 October 2018 (Confidential Report).

#### **CONCLUSION:**

To minimise the impact of maintenance and construction operations within Council for the disposal of spoil, to allow time for the void to be filled and for the reasons set out in the confidential Background Report, it is recommended Council resolve to adopt a tender consideration plan to allow it to enter into a contract with the existing supplier of the Site and Fill Management Services.

#### **CONFIDENTIAL BACKGROUND PAPERS:**

Name of Attachment	Attachment
<a href="#">Confidential Attachment A – 13-14-327 Tender Consideration Plan</a>	 Attachment A
<a href="#">Confidential Attachment B – Background Report</a>	 Attachment B

#### **RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to prepare a Tender Consideration Plan to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- B. That Council resolve to adopt the Tender Consideration Plan to enter into a contract with existing supplier of tender 13-14-327 Site and Fill Management Services set out in Confidential Attachment A to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- C. That Council resolve to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services on similar terms and conditions, and the same commercial rates, as the expired contract and as described in the confidential reports of the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.

- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- E. That Council adopt the recommendations contained in Confidential Attachment B to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.

Bryce Hines

**CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**