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29 November 2018

**NOTICE OF MEETING**

Notice is hereby given that the **ORDINARY MEETING OF COUNCIL** is to be held on **TUESDAY, 4 DECEMBER 2018** commencing at 9.00 am in the Council Chambers, on the 2<sup>nd</sup> Floor of the Administration Building, 45 Roderick Street, Ipswich.

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



## BUSINESS

- A. OPENING OF MEETING:
- B. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- C. OPENING PRAYER:
- D. APOLOGIES AND LEAVE OF ABSENCE:
- E. CONDOLENCES AND MEMORIALS:
- F. PETITIONS AND PRESENTATIONS:
- G. CONFIRMATION OF MINUTES:
1. [Ipswich City Council – Minutes of Meeting of 13 November 2018](#)
- H. RECEPTION AND CONSIDERATION OF COMMITTEE REPORTS:
2. [Economic Development Committee's Report](#)
  3. [Growth and Infrastructure Committee's Report](#)
  4. [Communities Committee's Report](#)
  5. [Environment Committee's Report](#)
  6. [Governance Committee's Report](#)
- I. CONSIDERATION OF NOTIFIED MOTIONS:
- J. RECEPTION OF NOTICES OF MOTION FOR FUTURE MEETINGS:
- K. QUESTIONS:
- L. OFFICERS' REPORTS:
- [Adoption of a Recordkeeping Policy](#)
- M. CONSIDERATION OF ITEMS PLACED ON THE AGENDA BY A COUNCILLOR IN ACCORDANCE WITH SECTION 6 AND 8 OF THE SUBORDINATE LOCAL LAW (2.1 COUNCIL MEETINGS):

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## **COUNCIL ORDINARY MEETING**

**13 November 2018**

Held in the Council Chambers, Administration Building

The meeting commenced at 9.00 am

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

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

### **ATTENDANCE AT COMMENCEMENT**

#### **MEMBER'S ATTENDANCE:**

Greg Chemello (Interim Administrator)

#### **INTERIM MANAGEMENT COMMITTEE:**

Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones

### **ACKNOWLEDGEMENT OF COUNTRY**

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

### **OPENING PRAYER**

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

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

### **APOLOGIES AND LEAVE OF ABSENCE**

Nil

### **CONDOLENCES AND MEMORIALS**

Nil however the Interim Administrator advised that on behalf of Council he attended a Remembrance day event at Memorial Hall, Nicholas Street, Ipswich on 11 November 2018 commemorating 100 years since armistice was signed.

### **PETITIONS AND PRESENTATIONS**

Nil however the Interim Administrator noted that there is a petition being lodged in state parliament regarding Waste Incineration in Ipswich which he understood to date had received over 4,000 signatures.

**CONFIRMATION OF  
MINUTES OF ORDINARY  
MEETING**

The Interim Administrator of Ipswich City Council resolves:

That the Minutes of the Council Ordinary Meeting held on 16 October 2018 be confirmed.

The motion was put and carried.

The Interim Administrator noted on page 3 of the 16 October 2018 minutes, in relation to Community Reference Groups, a proposal to re-establish and restructure the way that Council engages with the community. He noted that the purpose is to realign Council's community engagement towards the strategy of council to better meet the needs of the community and have proper and appropriate community input across all areas of council operations in the future.

The Interim Administrator also noted in the minutes of the 16 October 2018 meeting, the wind up of Ipswich City Properties Pty Ltd and that he had made some comments at the last council meeting in relation to council preparing an independent report into the total lifecycle costs of Ipswich City Properties Pty Ltd and that this would be published early next year. It will present all the costs of creating, operating and closing down Ipswich City Properties Pty Ltd and will also compare these to the cost of the redevelopment to date had council pursued the project on its own, without the company. This will give the community of Ipswich a very clear view of the actual costs of the company as well as the costs that would have been incurred anyway.

The Interim Administrator of Ipswich City Council resolves:

That the Minutes of the Special Council Meeting held on 29 October 2018 be confirmed.

The motion was put and carried.

**CONFIRMATION OF  
MINUTES OF SPECIAL  
COUNCIL MEETING**

**RECEPTION AND  
CONSIDERATION OF  
COMMITTEE REPORTS**

The Interim Administrator of Ipswich City Council resolves:

That the Economic Development Committee Report No. 2018(01) of 7 November 2018 be received and adopted.

That the Growth and Infrastructure Committee Report No. 2018(01) of 7 November 2018 be received and adopted.

That the Communities Committee Report No. 2018(01) of 7 November 2018 be received and adopted.

That the Environment Committee Report No. 2018(01) of 7 November 2018 be received and adopted.

That the Governance Committee Report No. 2018(01) of 7 November 2018 be received and adopted.

The motion was put and carried.

The Interim Administrator noted that this was the first time council had operated on the basis of the five committee's structured around the *Advance Ipswich* agenda. The Interim Administrator advised that when Council had set this process up it was noted that council may need to refine the structure over time.

The Interim Administrator noted that:

In the Economic Development Committee there was discussion about some of the events that were submitted to this committee being better placed in the Communities Committee. The principle surrounding this was that if the primary purpose of a proposed event was to encourage business or growth or external participation as in tourism, it should be an Economic Development Committee report. If there was an event proposed for the local communities of Ipswich, enjoying aspects of living in Ipswich such as Christmas, it would be more appropriately addressed by the Communities Committee. The Interim Administrator advised that these matters were not black and white however the fundamental purpose of these events would be taken into consideration when submitting reports to these committees and that they would be monitored moving forward.

In the Growth and Infrastructure Committee there was a report on the proposal to commence a new planning scheme. The objective is so that by the time of the next local government elections in March 2020, Council will have as close as it can to a draft planning scheme for consideration by the incoming council. This will include extensive community engagement up front, focussing a lot of time on the overall growth management principles and strategy.

In the Communities Committee, it was noted that discussion was held around community reference groups and restructuring them to better match council's alignment with its strategic objectives as defined in *Advance Ipswich*.

In the Governance Committee it was noted that there was a report about licences and permits to use Council land and that this should be more appropriately considered by the Communities Committee as it was essentially not about the land but about how Council is empowering, assisting and encouraging communities.

**CONSIDERATION OF NOTIFIED MOTIONS**

Nil

**RECEPTION OF NOTICES OF MOTION FOR FUTURE MEETINGS**

Nil

**QUESTIONS**

Nil

**OFFICER'S REPORTS  
Copy of Report**

Nil

**CONSIDERATION OF  
ITEMS PLACED ON THE  
AGENDA BY A  
COUNCILLOR IN  
ACCORDANCE WITH  
SECTION 6 AND 8 OF  
THE SUBORDINATE  
LOCAL LAW (2.1  
COUNCIL MEETINGS)  
MEETING CLOSED**

Nil

The meeting closed at 9.08 am.

Unconfirmed

**ECONOMIC DEVELOPMENT COMMITTEE NO. 2018(02)**

**27 NOVEMBER 2018**

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Stan Gallo, Robert Jones and Steve Greenwood

INTERIM MANAGEMENT COMMITTEE APOLOGIES: Simone Webbe

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

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

1. IPSWICH CENTRAL REDEVELOPMENT – BUSINESS CONTINUITY PLAN

With reference to a report by the Economic Development Project Officer dated 16 November 2018 concerning the Ipswich Central Redevelopment - Business Continuity Plan.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the report concerning the Ipswich Central – Business Continuity Plan be received and the contents noted.
- B. That the Office of Economic Development present the draft Ipswich Central – Business Continuity Plan to attendees of an Ipswich Central Business Briefing for consultation and after consideration of any comments received, finalise the Plan to also include aligning the branding with Ipswich City Council. Expected timeframes for the redevelopment of the mall should also be provided.
- C. That regular update reports be provided to future Economic Development Committee meetings.

Recommendation B above was endorsed by the Interim Administrator after the Interim Management Committee members discussed the need to ensure that any comments received from the Ipswich Central Business Briefing in relation to the Ipswich Central – Business Continuity Plan, are taken into consideration. It was also agreed that the following matters be considered:

- How initiatives such as Business Ipswich are explicitly linked to Ipswich City Council through branding and communications.
  - That consideration be given to more regular meetings with Ipswich Central businesses to facilitate engagement and activities around the precinct.
  - That information concerning the masterplan and construction timeframes be communicated to Ipswich Central businesses and the Ipswich community.
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## 2. DEFENCE IPSWICH – STRATEGIC SUMMARY

With reference to a report by the Economic Development Manager dated 19 November 2018 concerning the Defence Ipswich Strategic Summary.

### RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the report concerning the Defence Ipswich Strategic summary be received and the contents noted.
- B. That the Interim Administrator note that the Defence Ipswich Strategic summary was announced at the Queensland Defence Summit Ipswich 2018 on 20 November 2018.
- C. That the Office of Economic Development proceed in actioning and updating the Defence Ipswich Strategic Summary to also include meaningful targets and that this be included in the detailed implementation plan being submitted to a future meeting.

The Interim Administrator and the Interim Management Committee discussed how Council was going to measure the success of the Defence Ipswich Strategic Summary. The Chief Operating Officer (Economic Development and Marketing) advised that measurable outcomes would be available in the first quarter of 2019. Discussion was also held in relation to how Council could assist business growth.

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## 3. EVENT SPONSORSHIP OF 2019 MUD WORLD

With reference to a report by the Events and Engagement Officer dated 9 November 2018 concerning an application for event sponsorship of \$10,000.00 by Queensland Outdoor Recreation Federation (Nature Play Queensland) for the 2019 Mud World proposed to be held on Saturday 13 and Sunday 14 April 2019.



## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve to allocate \$7,000.00 financial support to Queensland Outdoor Recreation Federation Incorporated (Nature Play QLD) for the 2019 Mud World.

The Interim Administrator advised that although this report is a community event which would normally see it submitted to the Communities Committee, as three quarters of the people attending are outside of Ipswich, it was submitted to the Economic Development Committee.

The Chief Operating Officer (Economic Development and Marketing) advised the committee that Nature Play Queensland had requested that the event be moved from April 2019 to February 2019 pending the accommodation of park bookings and other associated events. No dates have been confirmed at this stage.

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## **PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting opened at 8.30 am.

The meeting closed at 8.54 am.

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**GROWTH AND INFRASTRUCTURE COMMITTEE NO. 2018(02)**

**27 NOVEMBER 2018**

REPORT

<u>MEMBER'S ATTENDANCE:</u>	Greg Chemello (Interim Administrator)
<u>INTERIM MANAGEMENT COMMITTEE ATTENDANCE:</u>	Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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

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

**PRESENTATION – INLAND RAIL**

Representatives from the Australian Rail Track Corporation (ARTC) being David Foster (Design Manager Qld), Long Kim Vo (Project Manager C2K), Shane Harris (Environmental Lead) and Gail Harris (Stakeholder Engagement Lead) provided a presentation to Council giving an overview of ARTC and the Inland Rail project which will complete the spine of the national freight network between Brisbane and Melbourne via regional Victoria, New South Wales and Queensland.

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1. **INLAND RAIL PROJECT**

With reference to a report by the Acting Infrastructure Planning Manager dated 12 November 2018 concerning the Federal Government's Inland Rail Project.

The Interim Administrator informed the meeting that he has or could reasonably be taken to have a perceived conflict of interest in Item 1 titled Inland Rail Project.

The nature of the perceived interest is that he was formerly the General Manager of Economic Development Queensland, which own some land along the proposed rail track at Ebenezer.

The Interim Administrator confirmed that as he is not involved in the decisions of Economic Development Queensland and as there is no personal or financial benefit, he would participate in the meeting in relation to the matter.

## RECOMMENDATION

That the report be received and the contents noted.

The Interim Management Committee made comment and the Interim Administrator agreed that in relation to the Intermodal Facility at Ebenezer it was important to have a clear understanding of economic return and jobs created by way of a strategy around the benefits to the community. The Interim Administrator made comment that council could develop an advocacy plan either jointly with the Department of Transport and Main Roads or on its own.

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The confidential papers associated with Item 2 are confidential because the tender assessment was between a number of competing companies which at this stage is not public information and contains commercial in confidence information about the tenderers.

2. CONTRACT AWARD – NO. 11988, BRISBANE STREET, WEST IPSWICH – MULTI LANE UPGRADE PROJECT

With reference to a report by the Construction Manager (Infrastructure Services) dated 15 November 2018 concerning the tender evaluation and contract award of Contract No. 11988 Brisbane Street, West Ipswich – Multi Lane Upgrade Project.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Tender No. 11988 Brisbane Street, West Ipswich – Multi Lane Upgrade Project be awarded to the preferred contractor under an AS2124 Lump Sum Contract.
  - B. That Council enter into a Lump Sum Contract with the preferred contractor for the Brisbane Street, West Ipswich – Multi Lane Upgrade Project for the sum of two million nine hundred and seventy-nine thousand, two hundred and thirty dollars and twelve cents (excluding GST) (\$2,979,230.12) for the proposed works as specified in the project documentation.
  - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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The confidential papers associated with Item 3 are confidential because the tender assessment was between a number of competing companies which at this stage is not public information and contains commercial in confidence information about the tenderers.

3. CONTRACT AWARD – NO. 12527, OLD TOOWOOMBA ROAD, ONE MILE UPGRADE PROJECT

With reference to a report by the Construction Manager (Infrastructure Services) dated 15 November 2018 concerning the tender evaluation and contract award of Contract No. 12527 Old Toowoomba Road, One Mile Upgrade Project.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Tender No. 12527 Old Toowoomba Road, One Mile Upgrade Project be awarded to the preferred contractor under an AS2124 Lump Sum Contract.
  - B. That Council enter into a Lump Sum Contract with the preferred contractor for the Old Toowoomba Road, One Mile Upgrade Project for the sum of five million eight hundred and twelve thousand, nine hundred and seventy one dollars and twenty cents (excluding GST) (\$5,812,971.20) for the proposed works as specified in the project documentation.
  - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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The confidential papers associated with Item 4 are confidential as any public disclosure of this information would adversely impact on negotiations between Council and the other parties.

4. ACQUISITION OF LAND FOR STRATEGIC ROAD PURPOSES, 24 MARTIN STREET, WOODEND, LOT 31 ON RP249522

With reference to a report by the Senior Property Officer dated 1 November 2018 concerning the proposed compulsory acquisition of part of the land located at 24 Martin Street, Woodend, described as part of Lot 31 on SP249522 to facilitate the Waghorn Street Kerb and Ramp Project.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Interim Administrator of Ipswich City Council ("Council"), having duly considered this report be of the opinion that Lot 31 on SP249522 containing an area of 14m<sup>2</sup> (shown in Attachment A) ('the Land') is required for strategic road purposes.
- B. That the Interim Administrator of Ipswich City Council ("Council") exercise the power as a "constructing authority" under the *Acquisition of Land Act 1967* and acquire the Land for strategic road purposes.

- C. That the Chief Executive Officer be authorised to negotiate compensation and perform any other matters, arising out of the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Interim Administrator of Ipswich City Council's decision in accordance with section 13(3) of the *Local Government Act 2009*, to acquire the Land.
  - D. That if, in the opinion of the Chief Executive Officer, acquisition of the Land for appropriate compensation can be achieved through negotiation without commencing a resumption process, the Chief Executive Officer be authorised to acquire the Land for appropriate compensation.
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The confidential papers associated with Item 5 are confidential as any public disclosure would adversely impact on negotiations between Council and the other parties.

5. ACQUISITION OF LEASE FOR STRATEGIC ROAD PURPOSES, LEASE OVER 55 BRISBANE STREET, IPSWICH, DESCRIBED AS PART OF LOT 2 ON RP76498

With reference to a report by the Senior Property Officer dated 5 November 2018 concerning the compulsory acquisition of a Lease between Ipswich City Council and Robert Wiley Gilmore located at 55 Brisbane Street, Ipswich and described as Part of Lot 2 on RP76498 to facilitate the Marsden Parade Realignment Project.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Interim Administrator of Ipswich City Council ("Council"), having duly considered this report be of the opinion that Shop 2 over Lot 2 on RP76498 containing an area of 83m<sup>2</sup> (shown in Attachment A) ('the Lease') is required for strategic road purposes.
  - B. That the Interim Administrator of Ipswich City Council ("Council") exercise its power as a "constructing authority" under the *Acquisition of Land Act 1967* and resume the Lease for strategic road purposes.
  - C. That the Chief Executive Officer be authorised to negotiate compensation and perform any other matters, arising out of the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Interim Administrator of Ipswich City Council's decision in accordance with section 13 (3) of the *Local Government Act 2009*, to acquire the Lease.
  - D. That if, in the opinion of the Chief Executive Officer, acquisition of the Lease for appropriate compensation can be achieved through negotiation without commencing a resumption process, the Chief Executive Officer be authorised to acquire the Lease for appropriate compensation.
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The confidential papers associated with Item 6 are confidential as any public disclosure would adversely impact on negotiations between Council and the other parties.

6. PROPOSED ACQUISITION OF LAND FOR WESTERN IPSWICH BIKEWAY PROJECT

With reference to a report by the Senior Property Officer dated 5 November 2018 concerning the proposed compulsory acquisition of land for strategic road purposes to facilitate the Western Ipswich Bikeway Link.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Interim Administrator of Ipswich City Council ("Council"), having duly considered this report dated 5 November 2018, be of the opinion that the following properties (shown in Attachments A and C) ('the Land') are required for strategic road purposes.
    - a. Part of Lot 31 on SP201586, 18 Clay Street, Ipswich (33m<sup>2</sup>)
    - b. Part of Lot 45 on RP887269, 7 Hooper Street, West Ipswich (1m<sup>2</sup>)
  - B. That the Interim Administrator of Ipswich City Council ("Council") exercise its power as a "constructing authority" under the *Acquisition of Land Act 1967* and acquire the Land, (as described in recommendation A of this report dated 5 November 2018) for strategic road purposes.
  - C. That the Chief Executive Officer be authorised to negotiate compensation and perform any other matters, arising out of the *Acquisition of Land Act 1967* or otherwise, and to do any other acts necessary to implement the Interim Administrator of Ipswich City Council's decision in accordance with section 13(3) of the *Local Government Act 2009*, to acquire the Land.
  - D. That the Chief Executive Officer be authorised to negotiate by agreement to purchase additional land of 366m<sup>2</sup> of part of Lot 31 on SP201586, 18 Clay Street, Ipswich for the reasons outlined in the Confidential Background Paper (Attachment E) and to implement the Interim Administrator of Ipswich City Council's decision in accordance with section 13(3) of the *Local Government Act 2009*, to acquire the Land.
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The confidential papers associated with Item 7 are confidential as Economic Development Queensland has requested that they stay confidential.

7. PROPOSED AMENDMENTS TO DELEGATIONS AND PLANNING AND DEVELOPMENT FEES AND CHARGES

With reference to a report by the Principal Planner dated 19 November 2018 relating to proposed amendments to Delegations and Planning and Development Fees and Charges.

The Interim Administrator informed the meeting that he has or could reasonably be taken to have a perceived conflict of interest in Item 7, titled Proposed Amendments to Delegations and Planning and Development Fees and Charges.

The nature of the perceived interest is that he was formerly the General Manager of Economic Development Queensland, the state government agency responsible for planning the Ripley Priority Development Area.

The Interim Administrator confirmed that as he is not involved in the decisions of Economic Development Queensland and as there is no personal or financial benefit, he would participate in the meeting in relation to the matter.

#### RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Economic Development Act Delegation from Council to the Chief Executive Officer be amended, as detailed in Attachment C to the report by the Principal Planner dated 19 November 2018.
  - B. That the 2018–2019 Fees and Charges be amended, as detailed in Attachment E to the report by the Principal Planner dated 19 November 2018.
  - C. That the Development Planning Manager be authorised to undertake consultation of the above referenced changes to the Development Industry and other customers of the Planning and Development Department.
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#### 8. HEADS OF AGREEMENT BETWEEN COUNCIL AND IPSWICH HISTORICAL SOCIETY FOR THE PLANNING AND DEVELOPMENT OF THE COONEANA HERITAGE CENTRE

With reference to a report by the Principal Officer (Open Space, Land and Facilities Operations) dated 7 November 2018 concerning the establishment of a Heads of Agreement (HOA) between the Ipswich Historical Society (IHS) and Council, as the foundation arrangement that will identify the roles and responsibilities of the parties in the planning and development of the Cooneana Heritage Centre.

#### RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) enter into a Heads of Agreement with the Ipswich Historical Society, as detailed in Attachment A of the report by the Principal Officer (Open Space, Land and Facilities Operations) dated 7 November 2018.
  - B. That the Chief Executive Officer be authorised to finalise and execute the Heads of Agreement.
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9. EXERCISE OF DELEGATIONS REPORT

With reference to a report by the Development Planning Manager dated 15 November 2018 concerning applications determined by delegated authority.

RECOMMENDATION

That the report be received and the contents noted.

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10. COURT ACTION STATUS REPORT

With reference to a report by the Development Planning Manager dated 15 November 2018 concerning the status of outstanding court actions.

RECOMMENDATION

That the report be received and the contents noted.

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**PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting opened at 9.04 am.

The meeting closed at 9.47 am.

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**COMMUNITIES COMMITTEE NO. 2018(02)**

**27 NOVEMBER 2018**

**REPORT**

**MEMBER'S ATTENDANCE:** Greg Chemello (Interim Administrator)

**INTERIM MANAGEMENT COMMITTEE ATTENDANCE:** Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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

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

1. **ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT DEPARTMENT QUARTERLY REPORT – JULY TO SEPTEMBER 2018**

With reference to a report by the Acting Executive Support and Research Officer dated 20 November 2018 concerning the Arts, Social Development and Community Engagement Departmental Quarterly Report for the Quarter ending September 2018.

**RECOMMENDATION**

That the report be received and the contents noted.

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2. **COMMUNITY GRANTS AND IN-KIND ASSISTANCE PROGRAM APPLICANT GUIDELINE CHANGES**

With reference to a report by the Community Grants Coordinator dated 7 November 2018 concerning a change to the Community Grants and In-Kind Assistance Program Applicant Guidelines.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve the amendment to the Community Grants and In-Kind Assistance Program Applicant Guidelines as outlined in the report by the Community Grants Coordinator dated 7 November 2018, with effect from 30 October 2018.

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3. YOUNG PERFORMING ARTIST BURSARY

With reference to a report by the Community Grants Coordinator dated 5 November 2018 concerning a request for a Young Performing Artist Bursary from Lulu Reis.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve the provision of a Young Performing Artist Bursary to Lulu Reis, care of Mrs Rebecca Reis, in the amount of \$500.00 towards costs associated with participating in the Brisbane City Youth Ballet training in January 2019.

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4. REDBANK PLAINS COMMUNITY CENTRE SOCIAL IMPACT ASSESSMENT: 2018 BASELINE STUDY RESULTS

With reference to a report by the Community Research Officer dated 8 November 2018 concerning the Social Impact Assessment of the Redbank Plains Community Centre.

RECOMMENDATION

That the report be received and the contents noted.

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5. PUBLIC PARTICIPATION AND ENGAGEMENT STRATEGY

With reference to a report by the Community Research and Engagement Coordinator dated 8 November 2018 concerning an organisation-wide Public Participation and Engagement Strategy.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Community Engagement and Stakeholder Engagement Guide, as detailed in Attachment B to the report, as per Item No. 3 of the Community and Customer Service Committee No. 2013(09) of 10 September 2013 and adopted at Council on 17 September 2013, be repealed, with effect from Wednesday, 5 December 2018.
  - B. That the Public Participation and Engagement Strategy, as detailed in Attachment C, be adopted, with effect from Wednesday, 5 December 2018.
  - C. That the Chief Executive Officer be authorised to approve the branding and design of the Public Participation and Engagement Strategy document.
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6. GUIDING PRINCIPLES FOR STRENGTHENING EMERGING COMMUNITIES OF PLACE

With reference to a report by the Social Policy and Strategy Manager dated 5 November 2018 concerning the development and implementation of principles that frame and guide the development of strong new and emerging communities in Ipswich.

The Interim Administrator informed the meeting that he has or could reasonably be taken to have a perceived conflict of interest in Item 6, titled Guiding Principles for Strengthening Emerging Communities of Place.

The nature of the perceived interest is that he was formerly the General Manager of Economic Development Queensland, the state government agency responsible for planning the Ripley Priority Development Area.

The Interim Administrator confirmed that as he is not involved in the decisions of Economic Development Queensland and as there is no personal or financial benefit, he would participate in the meeting in relation to the matter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the *Guiding Principles for Strengthening Emerging Communities of Place* as detailed in Attachment B to the report by the Social Policy and Strategy Manager dated 5 November 2018, be adopted.

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The confidential papers associated with Item 7 are confidential because the papers contain commercial in confidence information about the lease.

7. NEW AGREEMENT FOR LEASE AND LEASE – SHOP KIOSK 1 KARALEE SHOPPING VILLAGE – 39 JUNCTION ROAD KARALEE – CVS LANE CAPITAL PARTNERS PTY LTD AS TRUSTEE FOR CVS LANE KARALEE RETAIL TRUST – DIVISION 5

With reference to a report by the Senior Property Officer dated 6 November 2018 in relation to entering into a new Agreement for Lease and Lease for Shop Kiosk 1, Coles Karalee Shopping Village, 39 Junction Road, Karalee between Ipswich City Council (Council) and CVS Lane Capital Partners Pty Ltd as trustee for CVS Lane Karalee Retail Trust (CVS Lane).

RECOMMENDATION

- A. That the Interim Administrator of Ipswich City Council (“Council”) enter into an Agreement for Lease and Lease with CVS Lane (“the landlord”) for a period of three (3) years as per the commercial terms negotiated in the Confidential Background Paper (Attachment B).

- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Agreement and the Lease, to be executed by the Chief Executive Officer of Ipswich City Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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8. CITY HEART CABS PROGRAM

With reference to a report by the Chief Operating Officer (Arts, Social Development and Community Engagement Department) dated 13 November 2018 concerning the City Heart Cabs Program.

RECOMMENDATION

- A. That Council approve option 2, as detailed in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 13 November 2018, to conduct a significant review of the City Hearts Cab program in the next financial year to explore the program's purpose, benchmark against other Local Government Areas, consider equity of access and to increase efficiency.
- B. That a further report providing a high level review of the program including a comparison between Toowoomba and Brisbane on what they are trying to achieve with their programs, be submitted to the Communities Committee in February/March 2019.

The Interim Management Committee and the Interim Administrator commented that this matter was not part of council's core responsibilities. Concern was also raised around probity given that the program is an honour system.

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**PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting opened at 9.58 am.

The meeting closed at 10.25 am.

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**ENVIRONMENT COMMITTEE NO. 2018(02)**

**27 NOVEMBER 2018**

REPORT

<u>MEMBER'S ATTENDANCE:</u>	Greg Chemello (Interim Administrator)
<u>INTERIM MANAGEMENT COMMITTEE ATTENDANCE:</u>	Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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

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

1. IPSWICH ENVIROPLAN PROGRAM AND LEVY POLICY AND PROCEDURE

With reference to a report by the Project Officer (Strategic Conservation Planning) dated 24 October 2018 concerning the Ipswich Enviroplan Program and Levy policy and procedure.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the policy titled 'Ipswich Enviroplan Acquisition Policy' as detailed in Attachment C of the report by the Project Officer (Strategic Conservation Planning) dated 24 October 2018, as per the Policy and Administration Board No. 2013(02) of 5 March 2013 - City Management and Finance Committee No. 2013(03) of 12 March 2013 and adopted at the Council Meeting held on 19 March 2013, be repealed.
- B. That the policy titled 'Ipswich Enviroplan Program and Levy Policy' as detailed in Attachment B, as amended, of the report by the Project Officer (Strategic Conservation Planning) dated 24 October 2018, be adopted.
- C. That the procedure titled 'Enviroplan Program and Levy Procedure' as detailed in Attachment D, as amended, of the report by the Project Officer (Strategic Conservation Planning) dated 24 October 2018, be noted.

The Interim Administrator and Interim Management Committee members discussed the policy and suggested that community consultation should be undertaken so that the community have a clear understanding of how the Enviroplan fee structure is utilised, ensuring transparency.

The Interim Administrator confirmed that the proposed policy referred to in Recommendation B should be amended to include a review clause after three (3) years. It was also agreed that the Policy and procedure should be amended to include:

- transparency and accountability in terms of who determines that it is a core environmental value
- how this determination process is undertaken
- consultation with the Environment Committee and a process to undertake this consultation.

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2. PROPOSED FUNDING FOR THE REGIONAL COORDINATOR FOR THE SOUTH EAST QUEENSLAND LAND FOR WILDLIFE PROGRAM

With reference to a report by the Program Officer (Natural Environment) dated 23 October 2018 concerning a request for the provision of funds to support the South East Queensland coordinator of the Land for Wildlife program.

The Interim Administrator informed the meeting that he has, or could reasonably be taken to have, a perceived conflict of interest in Item 2, titled Proposed Funding for the Regional Coordinator for the South East Queensland Land for Wildlife Program.

The nature of the perceived interest is that he is a personal member of Land for Wildlife.

The Interim Administrator confirmed that, as there is no personal or financial benefit to the Interim Administrator, he would participate in the meeting in relation to the matter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve funding of \$7,347.03 for the recruitment of a Regional Coordinator for Land for Wildlife South East Queensland from 1 January to 30 June 2019, under an agreement to be negotiated with Sunshine Coast Regional Council and approved by Council at a future committee.

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3. AUSTRALIAN FLOOD RISK INFORMATION PORTAL (AFRIP)

With reference to a report by the Engineer (Floodplain Management) dated 6 November 2018 concerning amendments to the recommendations adopted from the May 2018 committee meetings on the Australian Flood Risk Information Portal (AFRIP).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That a flood information portal on Council's website be investigated and set up and flood study reports be made available digitally under a Creative Commons Attribution 4.0 International Licence (CC-BY 4.0).

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The confidential papers associated with Item 4 are confidential at the request of the state government until such time as all agencies have had time to endorse the management plan.

4. BRISBANE RIVER STRATEGIC FLOODPLAIN MANAGEMENT PLAN (SFMP)

With reference to a report by the Engineer (Floodplain Management) dated 8 November 2018 concerning the Brisbane River Strategic Floodplain Management Plan (SFMP).

The Interim Administrator informed the meeting that he has, or could reasonably be taken to have, a perceived conflict of interest in Item 4, titled Brisbane River Strategic Floodplain Management Plan (SFMP).

The nature of the perceived interest is that, as formerly Deputy Director-General, Planning Group for the state government, he was responsible for the state's management of the Brisbane River catchment modelling and planning from 2013 to 2015, including this flood study.

The Interim Administrator confirmed that, as there is no personal or financial benefit to the Interim Administrator, he would participate in the meeting in relation to the matter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the *Brisbane River Strategic Floodplain Management Plan* (BRSFMP) as shown in Confidential Attachment A to the report by the Engineer (Floodplain Management) dated 8 November 2018 be endorsed and used to inform and guide Council's Local Floodplain Management Plan.

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The confidential papers associated with Item 5 are confidential because of the contractual arrangements between state and local government.

5. MEMORANDUM OF UNDERSTANDING REGARDING THE STATE EMERGENCY SERVICE

With reference to a report by the Principal Officer (Emergency Management) dated 16 October 2018 concerning a proposed Memorandum of Understanding with Queensland Fire and Emergency Services (QFES) regarding the State Emergency Service.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council enter into a Memorandum of Understanding with Queensland Fire and Emergency Services regarding the State Emergency Service as detailed in Confidential Attachments A and B to the report by the Principal Officer (Emergency Management) dated 16 October 2018.
  - B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Memorandum of Understanding 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*.
  - C. That Council continue to advocate for legislative review and clarity as to the State Emergency Service.
- 

The confidential papers associated with Item 6 are confidential because they relate to a future procurement activity, and public release of the information could adversely affect Council's ability to conduct an effective procurement process.

### 6. EXPRESSION OF INTEREST WASTE MANAGEMENT AND RECYCLING SERVICES

With reference to a report by the Chief Operating Officer (Works Parks and Recreation) dated 11 November 2018 concerning the preparation of a tender consideration plan (TCP) under section 230 of the *Local Government Regulation 2012*.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That a Tender Consideration Plan be prepared, in accordance with 230(1)(a) of the *Local Government Regulation 2012*, for the purpose of accessing shortlisted submissions received via a statutory expression of interest within a sub-regional alliance arrangement using a Single Council Approach and led by another Local Government within the alliance.
- B. That the Tender Consideration Plan set out in Confidential Attachment A to the report by the Chief Operating Officer (Works Parks and Recreation) dated 11 November 2018, in accordance with section 230(1)(b) of the *Local Government Regulation 2012*, for the purpose of accessing shortlisted submissions received via a statutory expression of interest within a sub-regional alliance arrangement using a Single Council Approach and led by another Local Government within the alliance, be adopted.

The Interim Management Committee commented that the report didn't reflect the verbal presentation made to the committee in dealing with the various waste streams; the officer's verbal advice would have been useful to also have been included in the written report.



The Interim Administrator requested the Council media team to prepare a media release to accurately convey the context of the proposal to the community, as per the officer's verbal advice.

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**PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting opened at 10.35 am.

The meeting closed at 11.06 am.

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**GOVERNANCE COMMITTEE NO. 2018(02)**

**27 NOVEMBER 2018**

REPORT

<u>MEMBER'S ATTENDANCE:</u>	Greg Chemello (Interim Administrator)
<u>INTERIM MANAGEMENT COMMITTEE ATTENDANCE:</u>	Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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

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

The confidential papers associated with Item 1 are confidential because the quarterly report contains certain financial and other information that the company, Queensland Urban Utilities, has requested remain commercial in confidence at this stage.

1. QUEENSLAND URBAN UTILITIES QUARTERLY REPORT FOR THE QUARTER ENDED SEPTEMBER 2018

With reference to a report by the Development and Relationship Manager dated 30 October 2018 concerning Queensland Urban Utilities' (QUU) Quarterly Report for the quarter ended September 2018.

RECOMMENDATION

That report be received and the contents noted.

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The confidential papers associated with Item 2 are confidential because the tender assessment report contains financial matters that are commercial in confidence to the successful tenderer.

2. TENDER 12550 – QUEENS PARK LEASE AND OPERATION

With reference to a report by the Principal Officer (Procurement and Contract Operations) dated 5 November 2018 concerning the award of Prequalified Supplier Arrangement for the lease and operation of the Queens Park Café.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) enter into a Trustee lease with Franchise Engineering Suppliers Pty Ltd (“the tenant”) for a period of sixty months, from 1 March 2019 to 28 February 2024.
  - B. That Council (Interim Administrator of Ipswich City Council), as Trustee, resolve pursuant to section 227 of the *Local Government Regulation 2012* (the Regulation) to the disposal of the leasehold interest located at part of Lease D in Lot 1 on SP154140 on SP230095 and Lease B and C being part of the ground floor and all of the first floor respectively of a building on Lot 1 on SP154140 (“the land”), by way of a leasehold arrangement between Council and Franchise Engineering Suppliers Pty Ltd for a consideration sum of \$68,865.95 per annum, if demanded (excluding GST).
  - 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*.
- 

The confidential papers associated with Item 3 are confidential because they provide a market value assessment of the property and discusses the status of confidential negotiations between the parties.

3. NEW LEASE TO JBS AUSTRALIA PTY LTD, PART OF 81 RIVERVIEW ROAD, RIVERVIEW, DESCRIBED AS LEASE A IN LOT 2 ON RP164517 ON SP110194

With reference to a report by the Development and Relationship Manager dated 30 October 2018 concerning the new lease between Ipswich City Council (Council) and JBS Australia Pty Ltd (JBS) located over part of 81 Riverview Road, Riverview and described as Lease A in Lot 2 on RP164517 on SP110194.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located over:
  - Part of 81 Riverview Road, Riverview and described as Lease A in Lot 2 on RP164517 on SP110194.
- B. That Council (Interim Administrator of Ipswich City Council) enter into a Lease with JBS Australia Pty Ltd as detailed in the Confidential Background Paper (Attachment C) of the report by the Development and Relationship Manager dated 30 October 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*.
- 

The confidential papers associated with Item 4 are confidential because the negotiations between Council and the West Moreton Greyhound Owners and Trainers Association Inc. include certain matters relating to the organisation that are commercial in confidence.

4. PROPOSED ARRANGEMENT TO THE WEST MORETON GREYHOUND OWNERS AND TRAINERS ASSOCIATION INC. PART OF 125A CHUBB STREET, ONE MILE, DESCRIBED AS PART OF LOT 69 ON SP169626

With reference to a report by the Development and Relationship Manager dated 6 November 2018 concerning the proposed arrangement with the West Moreton Greyhound Owners and Trainers Association Inc. (West Moreton Greyhounds) for tenure over Part of 125A Chubb Street One Mile described as Part of Lot 69 on RP169626.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) enter into a permit with West Moreton Greyhound Owners and Trainers Association Inc. for an area contained in the land at 125A Chubb Street One Mile as detailed in Attachment A of the report by the Development and Relationship Manager dated 6 November 2018.
- B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Permit (where applicable) to be executed by Council (Interim Administrator of Ipswich City Council) and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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5. BUS 237-0313 LOCAL BUY TENDER EVALUATION REPORT FOR RETAIL ELECTRICITY SUPPLY FOR STREET LIGHTING

With reference to a report by the Contracts Officer dated 13 November 2018 concerning a new contract for the electricity supply to Council's Street Lighting network under Local Buy Preferred Supplier arrangement Bus 237-0313.

RECOMMENDATION

That the report be received and the contents noted.

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6. ADOPTION OF THE MINISTER'S CODE OF CONDUCT FOR COUNCILLORS

With reference to a report by the Corporate Services Project Officer dated 19 November 2018 concerning the adoption of the Minister for Local Government, Racing and Multicultural Affairs' Code of Conduct for Councillors.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the policy titled 'Councillor Code of Conduct' as per Recommendation A of Item No. 4 of the Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018 and as per Item 12 of the City Management, Finance and Community Engagement Committee No. 2018(03) of 20 March 2018 and adopted at the Council Ordinary Meeting on 27 March 2018, be repealed as of 3 December 2018.
- B. That the policy titled Councillor Code of Conduct as detailed in Attachment A, to the report by the Corporate Services Project Officer dated 19 November 2018, be adopted and take effect as of 3 December 2018.

The Interim Administrator and the Interim Management Committee members discussed the referencing of the Local Government Principles within the report and noted that council officers should cite and reflect these principles wherever possible including when preparing committee reports.

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7. TRANSFORMATIONAL PROJECT NO. 6 – REVIEW AND IMPLEMENT AN IMPROVED COMPLAINTS MANAGEMENT FRAMEWORK - POLICIES

With reference to a report by the Corporate Services Project Officer dated 12 November 2018 concerning policies developed as a deliverable of Transformational Project No. 6 – Review and Implement an Improved Complaints Management Framework.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the policy titled 'Employee Complaints Policy', as detailed in Attachment A to the report by the Corporate Services Project Officer dated 12 November 2018, be adopted.
- B. That the policy titled 'Management of Council's Public Interest Disclosure', as detailed in Attachment C to the report by the Corporate Services Project Officer dated 12 November 2018, as per Recommendation 2A of the Policy and Administration Board No. 2011(10) of 22 November 2011 – City Management and Finance Committee No. 2011(12) of 29 November 2011, adopted at the Council Ordinary Meeting on 6 December 2011, be repealed.

- C. That the policy titled 'Public Interest Disclosure', as detailed in Attachment D to the report by the Corporate Services Project Officer dated 12 November 2018, be adopted.

The Interim Management Committee queried whether update reports on the other Transformational Projects would be submitted to committee. The Interim Administrator advised that these updates would commence in the new-year once discussion has been held with the committee.

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8. ASSESSMENT ON IPSWICH CITY COUNCIL'S (ICC) PROGRESS TOWARDS IMPLEMENTING THE 2018-2019 OPERATIONAL PLAN

With reference to a report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 15 November 2018 concerning an assessment of Ipswich City Council's progress towards implementing the 2018–2019 Operational Plan.

RECOMMENDATION

That the report be received and the contents noted.

The Interim Management Committee commented on the progress comments of the plan stating that there was no clear indication of what was occurring in each of the departments. The Chief Operating Officer (Finance and Corporate Services) advised that a review of this reporting is currently being undertaken as part of one of the Transformational Projects.

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9. REQUEST FOR RATES CONCESSION – 14 HOWARD STREET, GOODNA

With reference to a report by the Rates/Property Specialist dated 2 November 2018 concerning a request from Goodna/Ipswich Youth and Community Action Association Inc., for a rates concession of the general rates on their property at 14 Howard Street, Goodna.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 14 Howard Street, GOODNA QLD 4300 owned by Goodna/Ipswich Youth & Community Action Association Inc., be granted and backdated to 4 July 2018 (date of purchase).

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10. MONTH-END PERFORMANCE – OCTOBER 2018

With reference to a report by the Acting Finance Manager dated 19 November 2018 concerning Council performance for the period ending 31 October 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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11. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – OCTOBER 2018

With reference to a report by the Strategic Client Office Manager dated 14 November 2018 concerning customer service delivery activities for the period 1 October to 31 October 2018.

RECOMMENDATION

That the report be received and the contents noted.

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12. FINANCIAL DELEGATIONS EXERCISED – NOVEMBER 2018

With reference to a report by the Acting Chief Executive Officer dated 16 November 2018 providing a list of financial delegations exercised by the Acting Chief Executive Officer as per Council resolutions.

RECOMMENDATION

That the report providing a list of financial delegations exercised by the Acting Chief Executive Officer for the month of November 2018 be received and noted.

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13. REPORT – EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE NO. 2018(06) OF 20 NOVEMBER 2018

With reference to the report of the Employee Development Advisory Committee No. 2018(06) of 20 November 2018.

RECOMMENDATION

That the report of the Employee Development Advisory Committee No. 2018(06) of 20 November 2018 be received, the contents noted and the recommendations contained therein be adopted.

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14. [PROPOSED CHANGES TO FORMAL IPSWICH CITY COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES AND BOARDS; AND PROPOSED CHANGES TO THE STATUS OF FORMAL INTERNAL COMMITTEES AND WORKING GROUPS](#)

With reference to a report by the Executive Officer, Office of the Interim Administrator, dated 19 November 2018 concerning the status of Ipswich City Council representation on 43 external committees and boards effective 19 November 2018, as well as proposed changes to the status of six formal internal committees and working groups.

## RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) agree to continue formal relationships with 27 of the 43 external committees and groups (with new representatives formally delegated) and dissolve formal relationships with 16 external committees and groups, as detailed in Attachment A of the report by the Executive Officer dated 19 November 2018.
- B. That Council (Interim Administrator of Ipswich City Council) agree to continue three of the six internal working groups (Health, Safety and Environment Board; Safe City Steering Committee; and the Enterprise Agreement Consultative Committee) and dissolve the remaining three working groups (Library Working Group; Digital Innovation Steering Committee; and the CBD Transformation Steering Committee), as detailed in Attachment A of the report by the Executive Officer dated 19 November 2018.

The Interim Administrator advised that he was writing to all committees regardless of whether Council is continuing its relationship or not, explaining the reasons for the review. The Interim Management Committee members queried the continuation of the three internal working groups and how they will be run until March 2020. It was advised that the relevant Chief Operating Officers would take responsibility for these committees. Concern was also raised regarding the discontinuation of the Library Working Group however the Chief Operating Officer (Arts, Social Development and Community Engagement) advised that this was not an external committee and that the Arts, Social Development and Community Engagement Department was actively liaising with all libraries.

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[Proposed amendment to the Governance Committee No. 2018\(02\) of 27 November 2018](#)

[15. REPORT – AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018\(05\) OF 28 NOVEMBER 2018](#)

[With reference to a report of the Audit and Risk Management Committee No. 2018\(05\) of 28 November 2018.](#)

## RECOMMENDATION

[That the report of the Audit and Risk Management Committee No. 2018\(05\) of 28 November 2018 be received, the contents noted and the recommendations contained therein be adopted.](#)

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## **PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting opened at 11.16 am.

The meeting closed at 11.41 am.

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<b>Governance Committee</b>	
Mtg Date: 27.11.18	OAR: YES
<b>Authorisation:</b> <i>Charlie Dill</i>	

19 November 2018

**MEMORANDUM**

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: EXECUTIVE OFFICER, OFFICER OF THE INTERIM ADMINISTRATOR

RE: PROPOSED CHANGES TO FORMAL IPSWICH CITY COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES AND BOARDS; AND  
PROPOSED CHANGES TO THE STATUS OF FORMAL INTERNAL COMMITTEES AND WORKING GROUPS

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**INTRODUCTION:**

This is a report by the Executive Officer, Office of the Interim Administrator, dated 19 November 2018 concerning the status of Ipswich City Council representation on 43 external committees and boards effective 19 November 2018, as well as proposed changes to the status of six formal internal committees and working groups.

**BACKGROUND:**

Traditionally, council's 11 councillors (including the mayor) have represented council on a number of external committees and boards in a formal capacity, attending meetings and events, and providing input and strategic direction. Each of these representative commitments was passed by council resolution.

In addition to councillor representation on external committees and groups, council previously established six (remaining) internal working groups, by resolution.

Between now and the next scheduled local government election in March 2020, Interim Administrator Greg Chemello is solely responsible for the good rule and local government of Ipswich, which means he will lead, manage and make decisions on behalf of council. However, he is not an elected official, nor is he the Acting Mayor, so his focus needs to be on making the right policy decisions for the betterment of the long-term interests of the City of Ipswich as a whole.

Therefore, the Interim Administrator simply does not have the capacity to represent council on the existing 43 external boards, committees and control groups over the next 16 months. Nor can he attend all meetings for the six internal council committees and working groups. A review was required.

**FORMAL REVIEW OF REPRESENTATION:**

The Office of the Interim Administrator conducted this formal review into each of the 43 external groups, working with the Executive Leadership Team (ELT) to seek guidance and recommendations on the best way forward.

Consideration was given to the purpose of each group or committee, the level of input councillors previously had, and the impact each group or committee has on the local community. In regards to national relationships where considerable financial memberships are required, consideration was given to return on investment to the ratepayers of Ipswich.

The first decision made was whether council still required (and indeed was in the position to provide) representation on these external committees and groups. If the answer was yes, a discussion was had around the most appropriate level of representation –ie Interim Administrator, COO / department head, senior manager, or subject matter expert.

The attached report provides an overview of each external committee, board or working group and council’s recommendation for the most appropriate level of formal engagement moving forward, including dissolution.

In regards to the six internal working groups established by resolution, a similar process was followed. The ELT provided their recommendations around whether these groups were still required, in absence of councillors. These recommendations are also included in the attached report for consideration.


It should be noted that each of these groups would have received notification of these recommendations and the proposed resolution prior to the committee meeting on 27 November 2018, as a courtesy.

**CONCLUSION:**

In summary, it was recommended that, out of the 43 external committees, boards and groups, council maintains formal working relationships with 27, which leaves 16 recommended dissolutions outlined in the attached report for council’s consideration.

In regards to the six remaining internal working groups, the recommendation is that three of these working groups continue, and three are dissolved.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Attachment A – Recommendations for proposed changes to formal Ipswich City Council representation on external committees and boards and six internal working groups</a>	 Attachment A

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) agree to continue formal relationships with 27 of the 43 external committees and groups (with new representatives formally delegated) and dissolve formal relationships with 16 external committees and groups, as detailed in Attachment A of the report by the Executive Officer dated 19 November 2018.
  
- B. That Council (Interim Administrator of Ipswich City Council) agree to continue three of the six internal working groups (Health, Safety and Environment Board; Safe City Steering Committee; and the Enterprise Agreement Consultative Committee) and dissolve the remaining three working groups (Library Working Group; Digital Innovation Steering Committee; and the CBD Transformation Steering Committee), as detailed in Attachment A of the report by the Executive Officer dated 19 November 2018.

Allison Grant  
**EXECUTIVE OFFICER,**  
**Office of the Interim Administrator**

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

Charlie Dill  
**ACTING CHIEF EXECUTIVE OFFICER**

## ATTACHMENT A

<b>REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING <u>EXTERNAL</u> INDIVIDUALS – adopted 19 September 2017</b>		
<b>ORGANISATION ETC.</b>	<b>REPRESENTATIVE</b>	<b>RECOMMENDATION/COMMENTS</b>
Aboriginal and Torres Strait Islander Peoples Accord Working Group	Councillor Silver (Chairperson) Councillor Stoneman (Deputy Chairperson)	Continue. Recommended ICC representation: Community Development Coordinator
Amberley Defence Support Group – Project Control Group	Mayor (or nominee) Councillor Bromage Councillor Pahlke Councillor Pisasale	Discontinue ICC representation.
Apprenticeships Queensland Board	Councillor Wendt	Discontinue ICC representation.
Australian Local Government Nuclear Free Zones Secretariat	Councillor Tully Councillor Pahlke	Discontinue ICC representation.
Australian Mayoral Aviation Council	Councillor Wendt Councillor Tully	Discontinue ICC representation.
Australian Smart Communities Association	Mayor (or nominee) Councillor Tully	Discontinue ICC representation.
Bremer River Catchment Association Inc.	Chairperson of Conservation and Environment Committee	Continue. Recommended ICC representation: WPR Officer
Bremer River Fund Steering Committee	Chairperson of Conservation and Environment Committee Councillor Pahlke	Continue Recommended ICC representation: Waterways Health Officer
Business Enterprise Centre – Ipswich Region	Councillor Pisasale	Continue Recommended ICC representation: OED Officer
Chamber of Commerce and Industry Queensland Bremer Region	Councillor Pahlke Councillor for Division 7	Continue Recommended ICC representation: OED Officer
Cherish the Environment Limited	Councillor Morrison	Continue Recommended ICC representation: COO WPR
Cherish the Environment Foundation Board	Greg Chemello (Interim Administrator)	Continue

**REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING EXTERNAL INDIVIDUALS –  
adopted 19 September 2017**

ORGANISATION ETC.	REPRESENTATIVE	RECOMMENDATION/COMMENTS
		Confirmed ICC representation: Greg Chemello appointed as ICC rep at C & E Committee in Oct.
Council of Mayors (SEQ)	Mayor (Representative) Deputy Mayor (Substitute Representative)	Continue Confirmed ICC representation: Interim Administrator (COM SEQ approved)
Council of Mayors (SEQ) Economic Development Committee	Chairperson of Economic Development and Digital City Committee	Continue Continued ICC representation: COO OED and OED Officer
Council of Mayors (SEQ) Waterways and Environment Committee	Councillor Silver	Continue Recommended ICC representation: COO WPR
Council of Mayors (SEQ) Infrastructure and Planning Committee	Councillor Morrison	Continue Recommended ICC representation: City Planner
Friends of Cemeteries	Councillor Ireland (Chairperson) Councillor Pahlke	Continue Recommended ICC representation: Manager of Strategic Policy and Systems, or by proxy
Greater Springfield Chamber of Commerce	Mayor (or nominee)	Continue Continued ICC representation: OED Officer
Indigenous Advisory Group  (previously known as the Reconciliation Action Plan Working Group)	Councillor Morrison (Deputy Chairperson) Councillor Silver (Chairperson) Councillor Ireland	Discontinue ICC representation (Replaced by the Aboriginal and Torres Strait Islander Peoples Accord Working Group.)
Ipswich 60 and Better	Chairperson of Arts Community Development Committee(Chairperson)	Discontinue ICC representation
Ipswich Arts Foundation	Mayor Councillor Stoneman Councillor Pisasale	Process currently underway to merge the functions of the Ipswich Arts Foundation and the Ipswich Arts Foundation Trust under a new company, I.A Limited. Council's nominee to be Dr Sophia Elmes
Ipswich Chamber of	Councillor Tully	Continue

**REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING EXTERNAL INDIVIDUALS – adopted 19 September 2017**

ORGANISATION ETC.	REPRESENTATIVE	RECOMMENDATION/COMMENTS
Commerce and Industry	Mayor	Continued ICC officer representation: OED officer
Ipswich District Disaster Management Group	Mayor Chairperson of Infrastructure and Emergency Management Committee	Continue (legislative requirement) Continued ICC officer representation: Interim Administrator, COO WPR, Principal Officer (Emergency Management)
Ipswich Heritage and Monuments Advisory Committee <i>(formerly Heritage Advisory Committee and Monuments and Memorials Committee – amalgamated 30 January 2018)</i>	Councillor Morrison (Chairperson) Councillor Silver (Deputy Chairperson) Councillor Stoneman Councillor Pahlke	Continue Recommended ICC officer representation: Principal Officer Urban Design and Heritage Conservation, and Team Coordinator Cultural Heritage.
Ipswich Local Disaster Management Group	Mayor (Chairperson) Chairperson of Infrastructure and Emergency Management Committee (Deputy Chair) Deputy Mayor (additional Deputy Chair) Councillor Morrison (additional Deputy Chair)	Continue (legislative requirement) Continued ICC representation: Interim Administrator
Ipswich Police District Neighbourhood Watch Committee	Councillor Stoneman Councillor Ireland Councillor Pahlke	Continue Recommended ICC representation Safe City and Corporate Security Manager
Ipswich Regional Arts Development Fund (RADF) Committee	Councillor Pisasale (Chairperson) Councillor Stoneman (Deputy Chairperson)  <i>RADF Committee members elected to rotate the Chair and Deputy Chair positions at each meeting.</i>	Discontinue <del>ICC councillor</del> representation
IA Foundation Ltd	No Councillor Representation  <i>Council can nominate two directors under the Constitution and they do not need to be Councillors.</i>  <i>The Company was registered with a board of directors which comprised the current directors of Ipswich Arts Foundation (including CI Representatives). These directors were removed with the dismissal of Ipswich City Council.</i>	Continue Council's nominee to the Board of Directors is Dr Sophia Elmes.

**REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING EXTERNAL INDIVIDUALS – adopted 19 September 2017**

ORGANISATION ETC.	REPRESENTATIVE	RECOMMENDATION/COMMENTS
Ipswich Rivers Improvement Trust	Councillor Tully Councillor Pahlke	Continue Recommended ICC representation: WPR Officer
Ipswich Tourism Operators Network	Mayor Councillor Wendt (nominee) Chairperson of Libraries and Tourism Committee (nominee) Councillor Stoneman (nominee)	Continue Continued ICC representation: ICC Tourism Officer
Mainstreet Australia	Mayor Chairperson of Economic Development and Digital City Committee Councillor for Division 7	Discontinue ICC representation
Parking Taskforce	Chairperson of Infrastructure and Emergency Management Committee Councillor for Division 7 Councillor Ireland Councillor Wendt	Continue Recommended ICC representation: Manager Community Compliance, COO HSRS, or by proxy.
Property Council of Australia, Queensland Division	Chairperson of Planning, Development and Heritage Committee (or nominee)	Discontinue ICC representation
Queensland Local Government Association (Conference delegates)	Councillor Tully Mayor	Continue Recommended ICC representation: COO HSRS, relevant COOS and third level managers
RAAF Amberley Aviation Heritage Centre Steering Group	Chairperson of Libraries and Tourism Committee Councillor Pisasale	Discontinue ICC representation
Regional Development Australia Ipswich and West Moreton Steering Committee (RDAIWM)	Councillor Wendt	Continue Recommended ICC representation: OED Manager
Ripley Valley Reference Group	Councillor Silver	Discontinue (this group was never formally established)
Rural Fire Service Local Area Finance Committee	Councillor Bromage Councillor Pahlke	Discontinue ICC representation

**REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING EXTERNAL INDIVIDUALS – adopted 19 September 2017**

ORGANISATION ETC.	REPRESENTATIVE	RECOMMENDATION/COMMENTS
(previously Ipswich Rural Fire Levy Committee)	(shared role with voting rights of 1 delegate)	
Scenic Valley Regional Road Transport Group (SV RRTG)	Chairperson of Infrastructure and Emergency Management Committee (Chairperson)	Continue Recommended ICC representation: <u>Incumbent</u> COO IS
Soldiers' Memorial Hall Committee	Councillor Pisasale (Chairperson) Councillor for Division 7 Councillor Stoneman Councillor Wendt	Discontinue ICC representation
Springfield Community Facilities Advisory Board	Chairperson of Planning, Development and Heritage Committee (Chairperson)(Council appointed) Councillor Ireland (Council appointed) Councillor Tully	Continue Recommended ICC representation: City Planner, COO ASDCE & Development Planning Manager
Springfield Town Centre Infrastructure Advisory Board	Chairperson of Planning, Development and Heritage Committee (Chairperson) Councillor Ireland Councillor Tully	Continue Recommended ICC representation: City Planner, COO ASDCE & Development Planning Manager
St Andrew's Ipswich Private Hospital Partnering with Consumers Committee	Councillor Ireland	Discontinue ICC representation
World Technopolis Association	Mayor (or nominee).	Discontinue ICC representation



<b>REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING <u>INTERNAL</u> WORKING GROUPS – adopted 19 September 2017</b>		
<b>ORGANISATION</b>	<b>REPRESENTATIVE</b>	<b>ELT RECOMMENDATION/COMMENTS</b>
Health and Safety Environment Board	Councillor Pisasale (Chairperson) Councillor Ireland	Continue
Digital Innovation Steering Committee	Mayor  Chairperson of Economic Development and Digital City Committee (Chairperson)  Deputy Chairperson of Economic Development and Digital City Committee  Chief Executive Officer (Deputy Chairperson)  Chief Financial Officer  General Counsel and City Solicitor  Chief Operating Officer (Economic Development and Marketing)	Discontinue group
Safe City Steering Committee	Councillor Bromage (Deputy Chairperson)  Councillor for Division 7  Councillor Ireland (Chairperson)  Councillor Silver  Councillor Wendt  Councillor Pahlke	Continue
CBD Transformation Steering Committee	Mayor (Chairperson)  Councillor for Division 7  Chairman of ICP Board as nominated by ICP Board  Chief Executive Officer (Deputy	Discontinue group

<b>REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING <u>INTERNAL</u> WORKING GROUPS – adopted 19 September 2017</b>		
<b>ORGANISATION</b>	<b>REPRESENTATIVE</b>	<b>ELT RECOMMENDATION/COMMENTS</b>
	Chairperson) General Counsel and City Solicitor Chief Operating Officer (Works, Parks and Recreation)	
Library Working Group	Deputy Mayor Councillor Pahlke (Chairperson) Councillor Morrison Councillor Tully Councillor Silver Councillor Ireland	Discontinue group
Enterprise Agreement Consultative Committee	Mayor Chief Executive Officer (Chairperson) Chief Financial Officer Human Resources Manager Employee Relations Manager Chief Operating Officer (Works, Parks and Recreation)	Continue

**AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(05)**

**28 NOVEMBER 2018**

REPORT

- MEMBERS' ATTENDANCE:** Greg Chemello (Interim Administrator), Graeme Stratford (Chairperson and External Member) (via teleconference), Stan Gallo (Interim Management Committee member) and Robert Jones (Interim Management Committee member)
- MEMBERS' APOLOGIES:** Dr Annette Quayle (External Member)
- OTHER ATTENDANCE:** Acting Chief Operating Officer (Finance and Corporate Services) (Jeffrey Keech), Chief Audit Executive (Freddy Beck), Queensland Audit Office (Patrick Flemming), Queensland Audit Office (Lisa Fraser) and Queensland Audit Office (Megan Manuel)

1. **[REPORT – AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018\(04\) OF 11 OCTOBER 2018](#)**

With reference to a report by the previous Audit Committee No. 2018(04) of 11 October 2018 and an extract of the Council Ordinary Meeting held on 16 October 2018.

**RECOMMENDATION**

That the report be received and the contents noted.

With reference to Item 5 titled Planning of Future Audit and Risk Management Committee meetings for 2019, contained in the report of the Audit and Risk Management Committee No. 2018(04) of 11 October 2018, Robert Jones (Interim Management Committee member) advised that the review of the proposed structure and planned agenda is still in progress. The review will address the alignment required between Council and the Queensland Audit Office to ensure that in 2019, the Committee remains focussed on the audit requirements as Council moves through Interim Administration. Accordingly, the proposed structure and planned agenda for 2019 will be presented to the next meeting of the Audit and Risk Management Committee for consideration.

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The confidential papers associated with Item 2 are confidential as they are only draft statements at this stage and need to remain confidential until signed by the Chief Executive Officer and the Queensland Audit Office.

2. [2017–2018 ANNUAL FINANCIAL STATEMENTS FOR CONTROLLED ENTITIES](#)

With reference to a report by the Treasury Accounting Manager dated 26 November 2018 concerning the 2017–2018 Annual Financial Statements and associated documents for Ipswich City Council's (Council) controlled entities.

RECOMMENDATION

That the report be received and the contents noted.

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The confidential papers associated with Item 3 are confidential as the information relates to financial information associated with Council and the relevant entities.

3. [IPSWICH CITY COUNCIL'S RELATIONSHIP WITH RUGBY LEAGUE IPSWICH INCORPORATED AND CHERISH THE ENVIRONMENT FOUNDATION LIMITED](#)

With reference to a report by the Principal Financial Accountant dated 21 November 2018 concerning the position papers submitted to the Queensland Audit Office (QAO) about the relationship between Ipswich City Council and each of the entities mentioned below and any potential for disclosure in Council's financial statements.

- Rugby League Ipswich Incorporated
- Cherish the Environment Foundation Limited

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. The position papers for Rugby League Ipswich Incorporated and Cherish the Environment Foundation Limited, as detailed in Attachment A and B to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.
  - B. That the Audit and Risk Management Committee recommend to the Chief Executive Officer that Council further review the funding agreement with Rugby League Ipswich Limited as outlined in Attachment A to the report by the Principal Financial Accountant dated 21 November 2018.
  - C. That the briefing note – Review of levied Infrastructure Contributions, as detailed in Attachment C to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.
  - D. The position paper in relation to the Impairment of the ICP loan, as detailed in Attachment D to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.
-

The confidential papers associated with Item 4 are confidential as they are only draft statements at this stage and need to remain confidential until signed by the Chief Executive Officer and the Queensland Audit Office.

4. [2017–2018 ANNUAL FINANCIAL STATEMENTS AND 2017-2018 MANAGEMENT REPRESENTATION LETTER](#)

With reference to a report by the Principal Financial Accountant dated 23 November 2018 concerning the 2017–2018 Annual Financial Statements and 2017–2018 Management Representation letter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the 2017–2018 Annual Financial Statements as detailed in Attachment A and the 2017–2018 management representation letter as detailed in Attachment B to the report by the Principal Financial Accountant dated 23 November 2018, be approved for certification by the Interim Administrator and Acting Chief Executive Officer.

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Item 5 is confidential as the Queensland Audit Office produced this document specifically for the Audit and Risk Management Committee.

5. [QUEENSLAND AUDIT OFFICE CLOSING REPORT](#)

With reference to a report by the Queensland audit Office concerning the Queensland Audit Office's Report as at 28 November 2018.

RECOMMENDATION

That the report be received and the contents noted.

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6. NEXT MEETING – Wednesday, 13 February 2019.

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**PROCEDURAL MOTIONS AND FORMAL MATTERS**

The meeting commenced at 3.35 pm.

Graeme Stratford (Chairperson and External Member) joined the meeting via teleconferencing and at this time invited the Interim Administrator to assume the role as Chairperson.

Greg Chemello (Interim Administrator) assumed the role of Chairperson as invited.

The meeting closed at 4.40 pm.

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**AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(04)**

**11 OCTOBER 2018**

REPORT

**MEMBERS' ATTENDANCE:** Graeme Stratford (Chairperson and External Member); Greg Chemello (Interim Administrator), Robert Jones (Interim Management Committee member), Stan Gallo (Interim Management Committee member) and Dr Annette Quayle (External Member)

**MEMBER'S APOLOGIES:** Nil

**OTHER ATTENDANCE:** Acting Chief Executive Officer (Charlie Dill), Acting Chief Operating Officer (Finance and Corporate Services) (Jeffrey Keech), Chief Audit Executive (Freddy Beck), Queensland Audit Office (Assistant Auditor-General) (Poopalasingam Brahman), Queensland Audit Office (LG Sector Director) (Patrick Flemming), Queensland Audit Office (Senior Manager) (Lisa Fraser), Queensland Audit Office (Senior Team Member) (Luigi Demichelis)

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

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

**RECOMMENDATION**

That the report be received and the contents noted.

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2. **INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 30 JULY 2018 TO 5 OCTOBER 2018**

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

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

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

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3. SUMMARY OF RECENT AUDIT REPORTS ISSUED

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

RECOMMENDATION

That the report be received and the contents noted.

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4. OVERDUE RECOMMENDATIONS AS AT 5 OCTOBER 2018

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

RECOMMENDATION

That the report be received and the contents noted.

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

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

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

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

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

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

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

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6. PROPOSED CHANGES TO THE INTERNAL AUDIT CHARTER

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

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

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

7. PROCUREMENT REVIEW UPDATE – OCTOBER 2018

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

RECOMMENDATION

That the report be received and the contents noted.

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8. DRAFT UNAUDITED 2017-2018 ANNUAL FINANCIAL STATEMENTS

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

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

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

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9. QUEENSLAND AUDIT OFFICE – BRIEFING NOTE

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



RECOMMENDATION

That the report be received and the contents noted.

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10. BACKGROUND AND SUMMARY OF CONTROLLED ENTITIES

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

RECOMMENDATION

That the report be received and the contents noted.

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

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

RECOMMENDATION

That the report be received and the contents noted.

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12. DRAFT 2018 IPSWICH CITY COUNCIL MANAGEMENT REPRESENTATION LETTER

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

RECOMMENDATION

That the report be received and the contents noted.

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13. EXTENSION OF FINANCIAL STATEMENT SIGNING DATE

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

RECOMMENDATION

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

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PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.07 pm.

The meeting closed at 3.20 pm.

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**COUNCIL ORDINARY MEETING**

**16 October 2018**

**EXTRACT**

Held in the Council Chambers, Administration Building

**The meeting commenced at 9.00 am**

**ATTENDANCE AT  
COMMENCEMENT**

**MEMBER'S ATTENDANCE:**

Greg Chemello (Interim Administrator)

**INTERIM MANAGEMENT COMMITTEE:**

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

**ACKNOWLEDGEMENT  
OF COUNTRY**

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

**OPENING PRAYER**

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

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

**APOLOGIES AND LEAVE  
OF ABSENCE**

Nil

**RECEPTION AND  
CONSIDERATION OF  
COMMITTEE REPORTS**

The Interim Administrator of the Ipswich City Council resolves:

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

The motion was put and carried.

**MEETING CLOSED**

The meeting closed at 9.25 am.

<b>Audit and Risk Management Committee</b>	
Mtg Date: 28.11.2018	OAR: YES
<b>Authorisation:</b> Jeff Keech	

PJM: PJM  
A5198832

26 November 2018

**MEMORANDUM**

TO: CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

FROM: TREASURY ACCOUNTING MANAGER

RE: 2017-2018 ANNUAL FINANCIAL STATEMENTS FOR CONTROLLED ENTITIES

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**INTRODUCTION:**

This is a report by the Treasury Accounting Manager dated 26 November 2018 concerning the 2017-2018 Annual Financial Statements and associated documents for Ipswich City Council's (Council) controlled entities.

**BACKGROUND:**

The Financial Statements, Management Representation Letters, Directors Reports (for Ipswich City Properties Pty Ltd only) and preliminary responses to the Final Management Reports for the following Council controlled entities are presented for noting to the Audit and Risk Management Committee:

- Ipswich City Properties Pty Ltd
- Ipswich City Developments Pty Ltd
- Ipswich City Enterprises Pty Ltd
- Ipswich City Enterprises Investments Pty Ltd
- Ipswich Motorsport Park Pty Ltd

The controlled entities identified in this report have been included due to their consolidation into Council's Financial Statements.

The Financial Statements and associated documents for each of the controlled entities have been prepared and developed with the support and supervision of Council's Finance Branch. As far as is practical the Board members for each of the respective controlled entities have

<b>Audit and Risk Management Committee</b>	
Mtg Date: 28.11.18	OAR: YES
<b>Authorisation: Jeff Keech</b>	

Objective A5200061

21 November 2018

**MEMORANDUM**

TO: ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES DEPARTMENT), ACTING FINANCE MANAGER AND TREASURY ACCOUNTING MANAGER

FROM: PRINCIPAL FINANCIAL ACCOUNTANT

RE: IPSWICH CITY COUNCIL'S RELATIONSHIP WITH RUGBY LEAGUE IPSWICH INCORPORATED AND CHERISH THE ENVIRONMENT FOUNDATION LIMITED. BRIEFING NOTE – REVIEW OF LEVIED INFRASTRUCTURE CONTRIBUTIONS. IMPAIRMENT OF ICP LOAN

**INTRODUCTION:**

This is a report by the Principal Financial Accountant dated 21 November 2018 concerning the position papers submitted to the Queensland Audit Office (QAO) about the relationship between Ipswich City Council and each of the entities mentioned below and any potential for disclosure in Council's financial statements.

- Rugby League Ipswich Incorporated
- Cherish the Environment Foundation Limited

This report also includes a briefing note – review of levied infrastructure contributions which provides an update of infrastructure charges issues for management response and a report on the Impairment of the ICP loan.

**BACKGROUND:**

The attached background technical papers were provided to the QAO as part of the 2017/2018 audit to allow finalisation of matters outstanding. The papers are provided to Audit & Risk Management Committee to ensure that the committee has visibility of the position council officers have reached in their assessment of the matters and to seek committee's endorsement of the recommendations / position reached.

**CONFIDENTIAL BACKGROUND PAPERS:**

Confidential Background Papers	Attachment
<a href="#">Position Paper – Rugby League Ipswich Incorporated</a>	Attachment A

Position Paper – Cherish the Environment Foundation Limited	Attachment B
Briefing note – Review of Levied Infrastructure Contributions	Attachment C
Impairment of ICP Loan	Attachment D

**RECOMMENDATION:**

- A. The position papers for the Rugby League Ipswich Incorporated and Cherish the Environment Foundation Limited, as detailed in Attachment A and B to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.
- B. That the Audit & Risk Management Committee recommends to the Chief Executive Officer that the Council further review the funding agreement with Rugby League Ipswich Limited as outlined in the Attachment A to the report by the Principal Financial Accountant dated 21 November 2018.
- C. That the briefing note – Review of levied Infrastructure Contributions, as detailed in Attachment C to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.
- D. The position paper in relation to the Impairment of the ICP loan, as detailed in Attachment D to the report by the Principal Financial Accountant dated 21 November 2018, be received and noted.

I concur with the recommendations contained in this report.

Paul Mollenhauer  
**TREASURY ACCOUNTING MANAGER**

I concur with the recommendation contained in this report.

Lavina Britton  
**ACTING FINANCE MANAGER**

I concur with the recommendation contained in this report.

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

<b>Audit and Risk Management Committee</b>	
Mtg Date: 28.11.2018	OAR: YES
<b>Authorisation:</b> Jeff Keech	

Objective A5201165

23 November 2018

**MEMORANDUM**

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

FROM: PRINCIPAL FINANCIAL ACCOUNTANT

RE: 2017–2018 ANNUAL FINANCIAL STATEMENTS AND 2017-2018 MANAGEMENT REPRESENTATION LETTER

---

**INTRODUCTION:**

This is a report by the Principal Financial Accountant dated 23 November 2018 concerning the 2017-2018 Annual Financial Statements and 2017-2018 Management Representation letter.

**BACKGROUND:**

Section 212 of the *Local Government Regulation 2012* states “Auditing of financial statements by auditor-general

- (1) A local government’s general purpose financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.
- (2) Also, a local government’s long-term financial sustainability statement for the financial year must be given to the auditor-general for information.
- (3) The financial statements mentioned in subsections (1) and (2) must be given to the auditor-general by a date agreed between the chief executive officer and the auditor-general.
- (4) The date agreed under subsection (3) must allow the audit of the financial statements, and the auditor-general’s audit report about the statements, to be completed no later than 4 months after the end of the financial year to which the statements relate”.

Section 211(1) of the *Local Government Regulation 2012* states that “The audit committee of a local government must-

- (a) meet at least twice each financial year; and
- (b) review each of the following matters-
  - (iii) a draft of the local government’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212”.

The audited 2017-2018 Annual Financial Statements is detailed in Attachment A and the 2017-2018 management representation letter is detailed in Attachment B.

The consolidated net result has increased by approximately \$4m compared to the draft financial statements tabled at the Audit Committee meeting on 9 October 2018 and given to the Audit-General at the commencement of the audit, due to a change in the timing and processing of the revaluation and reclassification of assets in Ipswich City Properties Pty Ltd.

During the audit the Queensland Audit Office (QAO) identified some matters that should have been recognised and some disclosure matters that should be recorded differently in the financial statements as follows:

- Loan to Ipswich City Properties Pty Ltd (ICP) was impaired due to Council’s recent decision to wind up ICP (in the short term) which adversely impacts ICP’s ability to continue to earn development profits from its assets to repay the loan balance. The impairment only impacted the net result for Council only and had no impact on the consolidated entity.
- Detailed notes for non-current assets held for distribution to owners and “investment property” were added.
- Cherish the Environment Foundation Limited was assessed as a controlled entity, but was not consolidated due to the immateriality of the entity’s financials. Cherish the Environment Foundation Limited’s financials are disclosed in Note 30 and included in the related parties totals of Note 31.
- The QAO requested further detail be disclosed for related parties’ transactions in Note 31.
- Note 32 Other Matters including Events Occurring after Balance Date was added.

**CONFIDENTIAL BACKGROUND PAPERS**

Confidential Background Papers	Attachment
<a href="#">2017-2018 Annual Financial Statements</a>	<a href="#">Attachment A</a>
<a href="#">2017-2018 Management Representation Letter</a>	<a href="#">Attachment B</a>



**RECOMMENDATION:**

- That the 2017-2018 Annual Financial Statements as detailed in Attachment A and the 2017-2018 management representation letter as detailed in Attachment B to the report by the Principal Financial Accountant dated 23 November 2018, be approved for certification by the Interim Administrator and Acting Chief Executive Officer.

I concur with the recommendation contained in this report.

Lavina Britton  
**ACTING FINANCE MANAGER**

I concur with the recommendation contained in this report.

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

<b>Council Ordinary Meeting</b>	
Mtg Date: 04.12.18	OAR: YES
<b>Authorisation:</b> Charlie Dill	

AH:AH  
A5223849

29 November 2018

## MEMORANDUM

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

FROM: PROJECT OFFICER CORPORATE SERVICES

RE: **ADOPTION OF A RECORDKEEPING POLICY**

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### INTRODUCTION:

This is a report by the Project Officer Corporate Services dated 29 November 2018 concerning the adoption of a Recordkeeping Policy.

### BACKGROUND:

Under the *Public Records Act 2002*, the Chief Executive Officer is required to ensure council is compliant in keeping full and accurate records of its activities. Full and accurate records are those records that provide reliable, complete and authentic evidence of business activities and decisions.

#### **“s7 Making and keeping of public records**

- (1) A public authority must—
  - (a) make and keep full and accurate records of its activities; and
  - (b) have regard to any relevant policy, standards and guidelines made by the archivist about the making and keeping of public records.
- (2) The executive officer of a public authority must ensure the public authority complies with subsection (1).
- (3) In this section—

**executive officer**, of a public authority, means—

  - (a) if the public authority is a department—the chief executive of the department; or
  - (b) if the public authority is a local government—the chief executive officer of the local government; or ...”

Following discussions with the Queensland State Archivist (QSA) in relation to the Disposal Freeze placed on Ipswich City Council in August 2018, it was agreed that Corporate Services would draft a Record Keeping Policy (the Policy), review council’s current Record Keeping Procedures and include defining “A Council Record”.

## **Proposed Policy**

The Policy (refer Attachment A) has now been drafted and includes a definition of “A Council Record”. The Policy is applicable to all technological and administrative environments in which council business is conducted. It applies to all councillors and council employees and encompasses all records regardless of their format (e.g. paper, photographic, electronic, etc.)

The Policy aims to ensure:

- enhanced control and accountability over record keeping, including increased efficiency in the storage, identification, classification and retrieval of records and enhancing information sharing within council;
- compliance with the *Public Records Act 2002*, *Local Government Act 2009*, *Right to Information Act 2009*, *Information Privacy Act 2009* and other relevant legislation;
- consistent application of the principles within the Queensland State Archives Records Governance Policy; and
- that all councillors and council employees are aware of their recordkeeping responsibilities.

The Policy has been reviewed by staff of the QSA and their feedback and suggested amendments have been incorporated into the document.

### **Definition of “A Council Record”**

The Policy incorporates a definition of “A Council Record”. Staff of the QSA reviewed the proposed definition and their feedback has been incorporated:

“A Council Record is any form of recorded information, created or received by, or created on behalf of Council as a part of everyday business processes that relates to the administration of council business and documents a decision, action taken, or any recommendations, advice or instructions given.

Council records may be in a variety of formats including for example emails sent and received, photos taken, reports, spreadsheets and any other type of document created either hard copy or electronic. Council records may be created or received by a Councillor or council employee, or created automatically by a system or processes e.g. CES, Oracle, Pathway, Objective and InfoCouncil.”

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

By adopting the Policy council is exercising good governance and illustrates to our community and customers how council is committed to:

- meeting legislative obligations under the *Public Records Act 2002* and other relevant legislation;
- supporting and championing the local government principles, as stated in s4.2 of the *Local Government Act 2009*:
  - (a) transparent and effective processes, and decision-making in the public interest;
  - (b) sustainable development and management of assets and infrastructure, and delivery of effective services;
  - (c) democratic representation, social inclusion and meaningful community engagement;
  - (d) good governance of, and by, local government;
  - (e) ethical and legal behaviour of councillors and local government employees.
- ensuring staff work more efficiently;
- protecting the interests and rights of our employees and customers; and
- retaining council’s corporate memory and its narrative history of council’s processes and decisions.

**CONSULTATION:**

Interim Management Committee Members, Simone Webbe and Stan Gallo have been consulted regarding adoption of the draft Policy.

**CONCLUSION:**

The adoption of the proposed Record Keeping Policy is the first step towards the Disposal Freeze being lifted. To lift the Disposal Freeze council will need to evidence better practice Record Keeping management.

Further work will be undertaken to review the supporting record keeping procedures together with a training program of key staff to ensure they are aware of the record keeping obligations and are capturing records in council systems appropriately. An on line training program will be developed as well as face to face training. It is anticipated that design of the training program will commence in December with training rolling out during the end of 2018 and into early 2019.

**ATTACHMENT:**

Name of Attachment	Attachment
<a href="#">Draft Record Keeping Policy</a>	Attachment A

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

That the policy titled "Record Keeping Policy" as detailed in Attachment A to the report by the Project Officer Corporate Services dated 29 November 2018, be adopted.

Angi Harms  
Project Officer  
**CORPORATE SERVICES**

I concur with the recommendations contained in this report.

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

I concur with the recommendations contained in this report.

Charlie Dill  
**CHIEF EXECUTIVE OFFICER**

**RECORDKEEPING POLICY**

Version: 1  
Document No.:

**1.1 Objectives:**

This policy is applicable in all technological and administrative environments in which council business is conducted. It applies to all councillors and [council employees](#). The policy encompasses all records regardless of their format (e.g. paper, photographic, electronic). This policy aims to ensure:

- enhanced control and accountability over record keeping, including increased efficiency in the storage, identification, classification and retrieval of records and enhancing information sharing within Ipswich City Council
- compliance with the [Public Records Act 2002](#), [Local Government Act 2009](#), [Right to Information Act 2009](#), [Information Privacy Act 2009](#) and other relevant legislation,
- consistent application of the principles within the Queensland State Archives [Records Governance Policy](#)
- that all councillors and council employees are aware of their recordkeeping responsibilities.

**1.2 Regulatory Authority:**

*Local Government Act 2009*

*Public Records Act 2002*

Queensland State Archives Records Governance Policy

Local Government Sector Retention and Disposal Schedule

General Retention and Disposal Schedule

Under the *Public Records Act 2002*, Ipswich City Council (Council) is required to make and keep full and accurate records of its activities. Full and accurate records are those records that provide reliable, complete and authentic evidence of business activities and decisions.

Council also has other legal obligations in relation to its records and records management practices. Council records are themselves subject to legislation, such as the *Right to Information Act 2009*, and legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Ombudsman, the Courts, auditors and other people or bodies to whom or which they may be subject.

### 1.3 Policy Statement:

Council is committed to establishing a culture of shared responsibility for recordkeeping and ensuring that information, records and knowledge practices are consistent, accurate, efficient and compliant. Council will enable councillors and employees to make informed, effective and timely decisions for the maintenance and protection of records which meet the organisation's business needs, legislative responsibilities and stakeholders' expectations.

Council will implement appropriate strategies, processes, applications and tools to ensure records of business activities are made and kept.

This policy supports organisational information governance aims and goals, by aligning with:

- Advance Ipswich 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 3 - Implement initiatives that strengthen governance skills and knowledge.
    - 3.1 Councillors and staff are provided with the necessary skills, training and resources to make informed, effective, efficient, impartial and timely decisions.
    - 3.2 Council information is accurate and managed effectively to ensure appropriate access, confidentiality and security.
- Capture and Retention of Public Records Mayor and Councillors Policy
- Ipswich City Council Information and Communication Technology Policy
- Open Data Policy
- FCS-049 Recordkeeping Procedure
- FCS-050 Registration of Corporate Documents in ECM Procedure

### 1.4 Policy Context:

Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes. Records must be captured and managed in an appropriate application and only be disposed of in accordance with the Local Government Sector Retention and Disposal Schedule or General Retention and Disposal Schedule and authorisation from the Chief Executive Officer or authorised delegate.

### 1.5 Scope:

This policy covers public records created, commissioned or received by council over which council has a legislative responsibility.

For the purpose of this policy, a council record is any form of recorded information, created or received by, or created on behalf of Council as a part of everyday business processes that relates to the administration of council business and documents a decision, action taken, or any recommendations, advice or instructions given.

Council records may be in a variety of formats including for example emails sent and received, photos taken, reports, spreadsheets and any other type of document created, either hard copy or electronic. Council records may be created or received by a Councillor or council employee, or created automatically by a system or processes e.g. CES, Oracle, Pathway, Objective and InfoCouncil.

Information that does not record work activities, such as personal emails and messages, external publications and external training material are not a council record.

This policy applies to all employees as defined Clause 1.7 below.

#### **1.6 Roles and responsibilities:**

The Chief Executive Officer is responsible for:

- ensuring the Council makes and keeps full and accurate records of its business activities

Records Management Unit is responsible for:

- managing recordkeeping activities to ensure compliance with legislative and better practice requirements.
- developing and implementing a recordkeeping program for Council including the development of a recordkeeping framework and disposal program.
- developing and implementing recordkeeping training and awareness programs
- undertaking disaster preparedness to ensure identification and management of vital records

Chief Operating Officers, Managers and Supervisors are responsible for:

- ensuring employees under their supervision are aware of their recordkeeping responsibilities and undertake training to ensure records are created and managed appropriately
- ensuring that their business area captures and controls records in an appropriate way
- ensuring that their business area complies with this policy

All councillors and employees are responsible for:

- creating records of their business activities



- capturing records in an appropriate way
- ensuring records are kept for the required retention period in accordance with an authorised retention and disposal schedule
- securing records from unauthorised access
- complying with this policy

#### 1.7 Definitions:

**Council Employee:** for the purposes of this policy a council employee is the Chief Executive Officer (CEO), a senior executive who reports directly to the CEO, and staff appointed by the Chief Executive Officer under section 196(3) of the *Local Government Act 2009*, a permanent, temporary, casual or part-time employee, manager, supervisor, team leader, team member or individual, contractor, consultant, agency casual, contingent worker or council volunteer

**1.8 Policy Author:** Strategic Client Branch, Finance and Corporate Services Department is responsible for the maintenance of this policy.

**Date of Council resolution:**

**Committee Reference and date:** THIS WILL BE FILLED IN ONCE THE POLICY HAS

**No of resolution:** BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE

**Date to be reviewed:** GOVERNANCE ADMIN TEAM