

VML:MB  
Vicki Lukritz  
3810 6221

14 June 2018

Sir/Madam

Notice is hereby given that a Meeting of the **WORKS, PARKS AND SPORT COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **9.30 am or 10 minutes after the conclusion of the Infrastructure and Emergency Management Committee, whichever is the earlier** on **Monday, 18 June 2018**.

<b><u>MEMBERS OF THE WORKS, PARKS AND SPORT COMMITTEE</u></b>	
Councillor Morrison ( <b>Chairperson</b> )	Councillor Wendt ( <b>Acting Mayor</b> ) Councillor Bromage Councillor Silver Councillor Martin

Yours faithfully

**CHIEF EXECUTIVE OFFICER**

## WORKS, PARKS AND SPORT COMMITTEE AGENDA

9.30 am or 10 minutes after the conclusion of the Infrastructure and  
Emergency Management Committee, whichever is the earlier on

**Monday, 18 June 2018**

Council Chambers

Item No.	Item Title	Officer
1	Sport and Recreation Grants	SRO
2	Expressions of Interest – Springfield Central Sports Complex - Division 9	SRO
3	Sports Excellence Bursaries	SRO
4	Parks and Leisure Australia – Awards of Excellence	SRO(PA)&PO
5	**Drainage Rehabilitation Work – Burnett Street and Cribb Street intersection, Sadliers Crossing – Division 7	SPO(AM)
6	Contract 14-15-026 Locksmiths Services: Termination of Contract Due to Business being sold	CO(PCO)
7	Lease Negotiations with Kambu Progress Association Over Briggs Road Sports Complex – Division 8	PO(SRP)
8	Ongoing Partnership with YourTown	Cord(GM)

\*\* Item includes confidential papers

**WORKS, PARKS AND SPORT COMMITTEE NO. 2018(06)**

**18 JUNE 2018**

AGENDA

1. **SPORT AND RECREATION GRANTS**

With reference to a report by the Sport and Recreation Officer dated 22 May 2018 concerning the commencement of the Sport and Recreation Grants.

**RECOMMENDATION**

That the Chief Operating Officer (Works, Parks and Recreation) in consultation with the Mayor, the Chairperson of the Works, Parks and Sport Committee and Divisional Councillors promote the Sport and Recreation Grants to the local community.

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2. **EXPRESSIONS OF INTEREST – SPRINGFIELD CENTRAL SPORTS COMPLEX - DIVISION 9**

With reference to a report by the Sport and Recreation Officer dated 29 May 2018 concerning the advertising for Expressions of Interest for the use of new sport facilities at the Springfield Central Sports Complex in Springfield Central.

**RECOMMENDATION**

- A. That the Chief Operating Officer (Works, Parks and Recreation) seek non-statutory Expressions of Interest for the use of the Springfield Central Sports Complex sports fields, netball courts and associated buildings and facilities as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.
  - B. That the Chief Operating Officer (Works, Parks and Recreation), in consultation with the Mayor, the Chairperson of Works, Parks and Sport Committee and divisional Councillor, be authorised to negotiate and approve seasonal use of the Springfield Central Sports Complex sports fields, netball courts and associated buildings and facilities as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.
  - C. That the Chief Operating Officer (Works, Parks and Recreation), prepare a future report to the Works, Parks and Sport Committee with details on proceeding to an Open Tender for a specialist tennis facility operator for a Lease over the eight court tennis facility and associated clubhouse facilities at the Springfield Central Sports Complex as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.
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3. SPORTS EXCELLENCE BURSARIES

With reference to a report by the Sport and Recreation Officer dated 17 May 2018 concerning the Sports Excellence Bursary program.

RECOMMENDATION

- A. That the Sports Excellence Bursary program continue to financially support eligible athletes during the 2018–2019 financial year as outlined in the report by the Sport and Recreation Officer dated 17 May 2018.
  - B. That the Chief Operating Officer (Works Parks and Recreation) in consultation with the Mayor, the Chairperson of the Works, Parks and Sport Committee and divisional Councillors promote the Sports Excellence Bursary program to the local community.
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4. PARKS AND LEISURE AUSTRALIA – AWARDS OF EXCELLENCE

With reference to a joint report by the Sport and Recreation Officer (Physical Activity) and the Partnerships Officer dated 4 June 2018 concerning the receipt of two (2) 'Awards of Excellence' from Parks and Leisure Australia (QLD State Awards).

RECOMMENDATION

That the report be received and the contents noted.

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5. \*\*DRAINAGE REHABILITATION WORK – BURNETT STREET AND CRIBB STREET INTERSECTION, SADLIERS CROSSING – DIVISION 7

With reference to a report by the Senior Planning Officer (Asset Management) dated 30 May 2018 concerning the drainage rehabilitation work at the intersection on Burnett Street and Cribb Street, Sadliers Crossing.

RECOMMENDATION

- A. That Council support Option B for the Drainage Rehabilitation at the intersection of Burnett and Cribb Street, Sadliers Crossing as shown in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 30 May 2018.
- B. That Council enter into a contract of sale for Council to acquire, for drainage rehabilitation purposes, the area of land located at 26 Burnett St, Sadliers Crossing, Lot 2 RP3106.
- C. That the Chief Executive Officer be authorised to negotiate and execute the contract of sale with [REDACTED] for Council to acquire the land at 26 Burnett St, Sadliers Crossing, Lot 2 RP3106 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.

- D. That, if Council is unsuccessful in acquiring the property at 26 Burnett Street, that Council support rehabilitation Option C for the drainage rehabilitation at the intersection of Burnett and Cribb Street, Sadliers Crossing.
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6. CONTRACT 14-15-026 LOCKSMITHS SERVICES: TERMINATION OF CONTRACT DUE TO BUSINESS BEING SOLD

With reference to a report by the Contracts Officer (Procurement and Contract Operations) dated 29 May 2018 concerning the resultant termination of Contract 14-15-026, arising from the sale of the business.

RECOMMENDATION

- A. That Council resolve it is satisfied pursuant to section 235 (b) of the *Local Government Regulation 2012* (Qld) that the exemption under section 235 (b) applies and that it would be impractical and disadvantageous for Council to invite quotes or tenders at this time and that Rivercity Locksmiths and Security, has the specialised services capacity available to Council to provide the services as per the current Contract 14-15-026.
- B. That Council enter into a contract with Rivercity Locksmiths and Security for the provision of locks services to Council for a period of one (1) year with no option for extension.
- 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 act necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009* (Qld).
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7. LEASE NEGOTIATIONS WITH KAMBU PROGRESS ASSOCIATION OVER BRIGGS ROAD SPORTS COMPLEX – DIVISION 8

With reference to a report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018 concerning Lease negotiations over the Neville Bonner Sports Complex with the Kambu Progress Association.

RECOMMENDATION

- A. That Council enter into a lease renewal for 121-135 Briggs Road, Flinders View and described as Lot 3 on RP 115130 with the Kambu Progress Association Ltd from 13 June 2017 for a term of five years with an option for a further five years with conditions as detailed in the report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018.

- B. That Council approve back payment of \$31,245 to the Kambu Progress Association for rent in arrears from 2012-2018 inclusive as detailed in the report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018.
  - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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8. ONGOING PARTNERSHIP WITH YOURTOWN

With reference to a report by the Coordinator (Grant Management) dated 1 June 2018 concerning the ongoing support for YourTown in the delivery of projects under the Skilling Queenslanders for Work Program, including the use of the Queens Park Caretakers Cottage.

RECOMMENDATION

- A. That Council enter into a Memorandum of Understanding with YourTown for the ongoing partnership and use of the Queens Park Caretakers Cottage for twelve (12) months as outlined in the report of the Coordinator (Grant Management) dated 1 June 2018.
  - B. That the Chief Operating Officer (Works Parks and Recreation), in consultation with the Mayor and the Chairperson of the Works, Parks and Sport Committee, 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 the issuing of a Trustee Permit for the occupancy of the Queens Park Caretakers Cottage be endorsed and issued to YourTown for the next twelve (12) months.
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\*\* Item includes confidential papers

and any other items as considered necessary.

<b>Works, Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

LR:LR

H:\Departmental\Committee Reports\1805 LR Sport and Recreation Grants CR

22 May 2018

## MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: SPORT AND RECREATION GRANTS

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### INTRODUCTION:

This is a report by the Sport and Recreation Officer dated 22 May 2018 concerning the commencement of the Sport and Recreation Grants.

### BACKGROUND:

A report by the Sport and Recreation Officer dated 1 November 2017 (Attachment A) proposed the replacement of the current Sport Event Sponsorship program with a three category Sport and Recreation Grant program. The current Sports Excellence Bursary program will also be brought under the umbrella of the Sport and Recreation Grant program. By offering four categories of funding it is anticipated that the funding will benefit a larger number of local sport and recreation clubs and participants. The first round of the new Sport and Recreation Grant program will commence on 1 July 2018 with all three of the new categories available. Further information on the program is outlined below.

### SPORT AND RECREATION GRANTS:

The following categories will be offered under the Sport and Recreation Grants program:

#### **Sports Excellence Bursaries**

The Sports Excellence Bursaries will continue to support developing athletes in Ipswich who are representing Queensland or Australia at a sporting event. This funding is provided to help athletes with the cost of attending sporting championships and is open all year round.

### **Sport and Recreation Event Grant**

The Sport and Recreation Event Grant aims to assist organisations to host local, regional, state, national and international sporting events within the boundaries of the City. The objectives of the grant are:

- To increase physical activity for community benefit
- Activate public spaces and facilities
- Create partnerships with local, state and national sporting organisations
- Attract visitors to the City of Ipswich

Funding of up to \$10,000 is available per event and two funding rounds will be offered per year:

<b>Round</b>	<b>Opening Date</b>	<b>Closing Date</b>
Round 1	1 July 2018	31 August 2018
Round 2	1 February 2019	31 March 2019

### **Sport and Recreation Minor Facility Improvements Grant**

The Sport and Recreation Minor Facility Improvements Grant aims to assist local organisations to improve existing community sport and recreation facilities in the City of Ipswich. The objectives of the grant are:

- To increase physical activity for community benefit
- Upgrade and activate public spaces and facilities
- Upgrade facilities that result in multi-use and/or increase carrying capacity
- Create partnerships with local, state and national sporting organisations

Funding of up to \$5,000 is available per project and two funding rounds will be offered per year:

<b>Round</b>	<b>Opening Date</b>	<b>Closing Date</b>
Round 1	1 July 2018	31 August 2018
Round 2	1 February 2019	31 March 2019

### **Sport and Recreation Participation Grant**

The Sport and Recreation Participation Grant aims to assist local organisations to conduct a program to increase participation and/or membership in their organisation. The objectives of the grant are:

- To increase physical activity for community benefit
- Activate public spaces and facilities
- Create partnerships with local, state and national sporting organisations

Funding of up to \$2,000 is available per application and two funding rounds will be offered per year:

<b>Round</b>	<b>Opening Date</b>	<b>Closing Date</b>
Round 1	1 July 2018	31 August 2018
Round 2	1 February 2019	31 March 2019



The Sport and Recreation Grants Applicant Guidelines (Attachment B) have been developed to provide applicants with information on the grants. The guidelines are available on the Council website and include information on:

- Eligibility criteria
- Objectives of the grants
- Timeframes for submitting applications and being notified of decisions
- Examples of eligible projects
- Assessment criteria



More information on the Sport and Recreation Grants can be found at:

[www.ipswich.qld.gov.au/community/grants\\_sponsorships/sporting](http://www.ipswich.qld.gov.au/community/grants_sponsorships/sporting)

**CONCLUSION:**

The Sport and Recreation Grants program which is to replace the current Sport Event Sponsorship program will commence on 1 July 2018. The grants program will have four categories – Sports Excellence Bursaries, Sport and Recreation Event Grant, Sport and Recreation Minor Facility Improvements Grant, and Sport and Recreation Participation Grant. The Sport and Recreation Grants Applicant Guidelines have been developed to assist applicants with information on each of the grants. These guidelines can be found on Council’s website.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Sport Event Sponsorship Review Committee Report</a>	 Attachment A
<a href="#">Sport and Recreation Grants Applicant Guidelines</a>	 Attachment B

**RECOMMENDATION:**

That the Chief Operating Officer (Works, Parks and Recreation) in consultation with the Mayor, the Chairperson of the Works, Parks and Sport Committee and Divisional Councillors promote the Sport and Recreation Grants to the local community.

Louise Rovera  
**SPORT AND RECREATION OFFICER**

I concur with the recommendations contained in this report.

Kaye Cavanagh  
**ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER**

I concur with the recommendations contained in this report.

Bryce Hines

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

<b>Works, Parks and Sport Committee</b>	
Mtg Date: 27.11.2017	OAR: YES
<b>Authorisation:</b> Bryce Hines	

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H:\Departmental\Committee Reports\1117 LR Sport Event Sponsorship Review CR

1 November 2017

## MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: SPORT EVENT SPONSORSHIP PROGRAM REVIEW

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### **INTRODUCTION:**

This is a report by the Sport and Recreation Officer dated 1 November 2017 concerning a review of the Sport Event Sponsorship program.

### **BACKGROUND:**

The Sport Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the City. The objectives of the program are:

- To increase physical activity for community benefit
- Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable
- Create partnerships with local, state and national sporting organisations
- Activate spaces and facilities.

Over the past 3 financial years, the Sport Event Sponsorship program budget has not been completely exhausted through applications for eligible organisations to host events, and further to this application, numbers have been slightly decreasing over time. Additionally the events being supported are typically the same every year. The following table shows the exact figures:

Financial Year	Number of Successful Applicants	New Events Supported	Total Budget	Total Allocation
2014-2015	25	8	\$150,000	\$110,000
2015-2016	22	10	\$150,000	\$86,2509
2016-2017	21	8	\$150,000	\$88,498

In contrast to this, Council is receiving an increasing amount of requests from local sport and recreation organisations to assist with minor infrastructure upgrades such as additional shade, seating and storage as well as support to run programs targeted at attracting additional members for example an 8 week female AFL program.

Based on the above information, and in particular to ensure the local sport and recreation community is being serviced based on their needs, the Sport Event Sponsorship program has been reviewed as outlined below.

**PROPOSED SPORT AND RECREATION FUNDING PROGRAM:**

It is proposed to replace the existing Sport Event Sponsorship program with a Sport and Recreation Funding Program. The program would assist local sport and recreation organisations in a variety of ways rather than specifically for sporting events. The Sport and Recreation Funding Program will have the following streams:

- Sport and Recreation Event Sponsorship
- Sport and Recreation Minor Facility Improvements
- Sport and Recreation Participation

**Sport and Recreation Event Sponsorship**

Support will continue (as per the current program) for eligible organisations to receive funding for the delivery of sporting events. The maximum support offered will remain at \$10,000 and will be administered through the Smarty Grants system. Taking into account the amount of funding that was provided in the previous 3 years of the Sport Event Sponsorship program a budget of \$90,000 will be allocated for Sport and Recreation Event Sponsorship stream.

**Sport and Recreation Minor Facility Improvements**

Local sport and recreation organisations will be able to apply for support of up to \$5,000 to go towards minor facility upgrades. This funding will also be administered through the Smarty Grants system with a total budget of \$40,000.

**Sport and Recreation Participation**

Sport and recreation organisations will be able to apply for support of up to \$2,000 to conduct a program to increase participation/membership of their organisation. This funding will also be administered through the Smarty Grants system with a total budget of \$20,000.

The revised objectives of the program will be to:

- Increase physical activity for community benefit

- Assist in building the capacity of local sport and recreation organisations
- Create partnerships with local, state and national sporting organisations
- Upgrade and activate spaces and facilities

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

Currently, the Sport Event Sponsorship program assists only those sport and recreation organisations who deliver sporting events. The proposed changes will allow for Council’s sport and recreation funding to assist a wider variety of sport and recreation organisations. It will also ensure that the community needs are being met by responding to the requests of the sport and recreation organisations.

**CONCLUSION:**

The current Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the City. The number of applications have been slightly declining over the last 3 years and therefore a review of the program was needed. The proposed Sport and Recreation Funding program will have three streams; Sport and Recreation Event Sponsorship, Sport and Recreation Minor Facility Improvements, and Sport and Recreation Participation. The budget of \$150,000 will be divided up between the three streams. These changes will allow Council to assist a wider variety of sport and recreation organisations.

**RECOMMENDATIONS:**

- A. That the Sport and Recreation Funding program outlined in the report by the Sport and Recreation Officer dated 1 November 2017, be implemented as of 1 July 2018.
- B. That the Sport and Recreation Funding program be reviewed in April 2019 and a report submitted to Council.

Louise Rovera  
**SPORT AND RECREATION OFFICER**

I concur with the recommendations contained in this report.

Kaye Cavanagh  
**ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER**

I concur with the recommendations contained in this report.

Bryce Hines  
**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

# Sport and Recreation Grants

Applicant guidelines



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[ipswich.qld.gov.au](http://ipswich.qld.gov.au)





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# Guidelines

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## Grants program overview

Sport and recreation is an integral part of life in Ipswich City. The City has a proud sporting heritage and has produced many sporting champions participating in a wide range of sports.

Ipswich City Council's Sport and Recreation Grants Program includes 4 categories of funding that support and recognise Ipswich sportspersons and their achievements, and provides support to sport and recreation organisations to ensure they continue to provide opportunities for community participation in sport:

- Sport Excellence Bursaries
- Sport and Recreation Event Grant
- Sport and Recreation Participation Grant
- Sport and Recreation Minor Facilities Improvements Grant

## Sport Excellence Bursaries

Council actively recognises and supports local Ipswich athletes to achieve their sporting goals by providing funding through the Sports Excellence Bursary Program. Sports Excellence Bursaries are available to residents of the City of Ipswich who have qualified or been selected to represent Queensland or Australia. The funds are provided to assist with the travel and event related costs of attending sporting championships.

### Timeframe

Applications are open all year round.

### Funding available

- Athletes representing Queensland – \$200
- Athletes representing Australia – \$300

### Eligibility criteria

To be eligible for a Sports Excellence Bursary individuals must:

- Reside in the City of Ipswich region
- Be an amateur sportsperson
- Provide written confirmation of the applicant's selection from the state or national sporting organisation. The confirmation must include the applicants name and the name of the event selected for.



## Sport and Recreation Event Grant

The Sporting and Recreation Event Grant aims to assist organisations to host local, regional, state, national and international sporting events within the boundaries of the City.

### Objectives

The objectives of the Sport and Recreation Event Grant are:

- To increase physical activity for community benefit
- Activate public spaces and facilities
- Create partnerships with local, state and national sporting organisations
- Attract visitors to the City of Ipswich

### Timeframe

Two funding rounds per year (February and July).

Applications will open on 1 February and close 31 March for the first funding round each year to be considered at Council's May meeting. Applications will open on 1 July and close 31 August for the second funding round each year to be considered at Council's October meeting.

Event must be held within 12 months of funding being approved.

### Funding range

Maximum funding of up to \$10,000 is available per event.

### Funding available

The total funding amount available for Sport and Recreation Event Grants each year is subject to variation, depending on Council's annual budget allocation.

### Eligibility criteria

Organisations that apply for support under the Sporting and Recreation Event Grant program must meet the following criteria:

- Events must be within the geographic boundaries of Ipswich City Council
- Must be an incorporated and not for profit organisation
- Must be covered by a Public Liability Insurance Policy with a minimum value of \$10,000,000 (The insurance company must be licensed to operate in Australia)
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- Must have no outstanding debts with Ipswich City Council

### Not eligible

The following will not be funded:

- Individuals and private profit-making organisations
- Applications from schools
- Applications from unincorporated groups
- Events that don't involve sport or recreation
- Events run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same event where evidence of efforts made to ensure sustainability of the event has not been provided to Council
- Organisations who have outstanding acquittals or debts with Ipswich City Council
- Events that have already been completed
- Applications received outside the applications timeframes





## Sport and Recreation Participation Grant

The Sport and Recreation Participation Grant aims to assist local organisations to conduct a program to increase participation and/or membership in their organisation.

### Objectives

The objectives of the Sport and Recreation Participation Grant are:

- To increase physical activity for community benefit
- Activate public spaces and facilities
- Create partnerships with local, state and national sporting organisations

### Timeframe

Two funding rounds per year (February and July)

Applications will open on 1 February and close 31 March for the first funding round each year to be considered at Council's May meeting. Applications will open on 1 July and close 31 August for the second funding round each year to be considered at Council's October meeting.

Participation program must be completed within 12 months of funding being approved.

### Funding range

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

### Funding available

The total funding amount available for Sport and Recreation Participation Grant each year is subject to variation, depending on Council's annual budget allocation.

### Eligibility criteria

Organisations that apply for support under the Sporting and Recreation Participation Grant program must meet the following criteria:

- Participation program must be within the geographic boundaries of Ipswich City Council
- Must be an incorporated and not for profit organisation
- Must be covered by a Public Liability Insurance Policy with a minimum value of \$10,000,000 (The insurance company must be licensed to operate in Australia)
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- Must have no outstanding debts with Ipswich City Council
- Cost to participants in the program must not exceed \$10 per hour

### Not eligible

The following will not be funded:

- Applications from individuals and private profit-making organisations
- Applications from schools
- Applications from unincorporated groups
- Programs that don't involve sport, recreation or physical activity
- Programs run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same program where evidence of efforts made to ensure sustainability of the program has not been provided to Council
- Organisations who have outstanding acquittals or debts with Ipswich City Council
- Programs that have already commenced or have been completed
- Applications received outside the applications timeframes



### **Examples of eligible programs:**

An AFL club wishes to increase its female membership therefore offers a 6 week girl's only introduction to the sport. Participants are able to try the sport through this 6 week program and can then sign up for a full season membership if they enjoy the program.

A triathlon club would like to attract younger members to the organisation. The club develops a 10 week introduction program to the sport of triathlon which culminates in the participants competing in a small triathlon to put into practice what they have learnt.

If your organisation would like assistance with implementing a program please speak to one Council's Sport and Recreation Officers on (07) 3810 6666 or [sportrecreation@ipswich.qld.gov.au](mailto:sportrecreation@ipswich.qld.gov.au)

## **Sport and Recreation Minor Facility Improvements Grant**

The Sport and Recreation Minor Facility Improvements Grant aims to assist local organisations to improve existing community sport and recreation facilities in the City of Ipswich.

### **Objectives**

The objectives of the Sport and Recreation Minor Facilities Improvements Grant are:

- To increase physical activity for community benefit
- Upgrade and activate public spaces and facilities
- Upgrades to facilities that result in multi-use and/or increase carrying capacity
- Create partnerships with local, state and national sporting organisations

### **Timeframe**

Two funding rounds per year (February and July)

Applications will open on 1 February and close 31 March for the first funding round each year to be considered at Council's May meeting. Applications will open on 1 July and close 31 August for the second funding round each year to be considered at Council's October meeting.

Project must be completed within 12 months of funding being approved.

### **Funding range**

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

### **Funding available**

The total funding amount available for Sport and Recreation Minor Facility Improvement Grant each year is subject to variation, depending on Council's annual budget allocation.

### **Eligibility criteria**

Organisations that apply for support under the Sporting and Recreation Minor Facility Improvement Grant must meet the following criteria:

- Project must be on land that is owned or under the care and control of Ipswich City Council
- Must be an incorporated and not for profit organisation
- Must be covered by a Public Liability Insurance Policy with a minimum value of \$10,000,000 (The insurance company must be licensed to operate in Australia)
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- Applicant must have submitted the online Sport Facility Improvement Request to Council <https://www.ipswich.qld.gov.au/community/sport-ipswich/venue-and-facility-resources>



## **Not eligible**

The following will not be funded:

- Applications from individuals and private profit-making organisations
- Applications from schools
- Applications from unincorporated groups
- Applications for works on facilities that are not owned or under the care and control of Council
- Routine maintenance costs (e.g. top dressing, lawn mowing)
- Purchase of equipment that can be easily removed/non fixed
- Organisations who have outstanding acquittals or debts with Ipswich City Council
- Projects that have already commenced or have been completed
- Applications received outside the applications timeframes



## Assessment process

Once submitted, applications will be assessed via a competitive process according to:

- The eligibility criteria
- Assessment criteria and
- Available funding

## Assessment criteria

Applications will be scored and assessed according to the following criteria:

### Sport and Recreation Event Grant

Criteria	Consideration	Weighting
<b>Community benefit</b>	The application outlines how the event will lead to an increase in participation in community level sport, recreation or physical activity	30%
	The application outlines evidence for why the event has been developed	
	The application outlines key target group/s for the event and how they will be engaged	
<b>Organisational capacity</b>	The application is well planned and achievable within the allotted timeframe	30%
	The applicant has developed other partnerships and collaborations to assist with the event	
	The application outlines how the event will be sustainable beyond Council funding	
<b>Tourism</b>	The application outlines how the event will economically benefit the Ipswich community including local businesses	20%
	The application outlines the visitation to the City that will occur due to the event	
<b>Financial</b>	The budget clearly outlines all income and expenditure	20%
	The application represents good value for money	
	The application outlines a clear level of investment from the applicant and/or other organisations (financial and in-kind)	
	The application has a clear evaluation plan to measure success in achieving stated outcomes	



## Sport and Recreation Participation Grant

Criteria	Consideration	Weighting
<b>Community benefit</b>	<p>The application outlines how the program will result in an increase in sport, recreation or physical activity both during and beyond the initial program</p> <p>The application represents good value for money for participants</p> <p>The application outlines evidence for why the program has been developed</p> <p>The application outlines key target group/s for the program and how they will be engaged</p>	40%
<b>Organisational capacity</b>	<p>The application is well planned and achievable within the allotted timeframe</p> <p>The applicant has developed other partnerships and collaborations to assist with the program</p> <p>The application outlines how the program will be sustainable beyond Council funding</p>	35%
<b>Financial</b>	<p>The budget clearly outlines all income and expenditure</p> <p>The application represents good value for money</p> <p>The application outlines a clear level of investment from the applicant and/or other organisations (financial and in-kind)</p> <p>The application has a clear evaluation plan to measure success in achieving stated outcomes</p>	25%

## Sport and Recreation Minor Facilities Improvements Grant

Criteria	Consideration	Weighting
Community benefit	The application outlines how the facility improvement will increase use of the facility	30%
	The application outlines all users who will benefit from the facility improvement with priority given to projects that benefit multiple users	
	The application provides evidence or clear reason for why the project has been developed	
Quality infrastructure	The application provides evidence that the materials and works will comply with industry standards and is completed by suitably qualified and experienced contractors/volunteers	30%
	The application outlines any ongoing operational and maintenance costs	
Organisational capacity	The application is well planned and achievable within the allotted timeframe	20%
	The applicant has developed other partnerships and collaborations to assist with the event	
Financial	The budget accurately reflects the scope and scale of the project	20%
	The project represents good value for money and will receive a good return on investment	
	The applicant outlines a clear level of investment from the applicant and/or other organisations	

## Application process

Applications must be made using the online application form available [here](#).

Once the application is submitted, applicants will receive an electronic confirmation notice.

Applicants will be notified via email of the outcome of their application.

Please contact Council on (07) 3810 6666 if you have any questions regarding the Sport and Recreation Grants Program.

### Terms and Conditions that Apply to Successful Applicants

With the exception of Sports Excellence Bursaries, all successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- The applicants proposed initiative must be completed within 12 months
- The applicant will be required to enter into a funding agreement which details all grant conditions and agreed outcomes. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- The applicant is required to provide an evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all successful applicants
- Applicants are required to complete an acquittal at the completion of the funding period. If Council grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

Join us online:





<b>Works, Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

ML:ML

H:\Departmental\Committee Reports\1805ML Expression of Interest - Springfield Central Sports Complex CR

29 May 2018

## MEMORANDUM

TO: ACTING SPORT, RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: EXPRESSIONS OF INTEREST - SPRINGFIELD CENTRAL SPORTS COMPLEX  
DIVISION 9

---

### **INTRODUCTION:**

This is a report by the Sport and Recreation Officer dated 29 May 2018 concerning the advertising for Expressions of Interest for the use of new sport facilities at the Springfield Central Sports Complex in Springfield Central.

### **BACKGROUND:**

As part of Council's ongoing commitment to the provision of quality sporting infrastructure in the City of Ipswich, new sporting facilities are being developed at Springfield Central and are expected to be available for the 2019 winter season (typically April to September). The facility is formally named the Springfield Central Sports Complex, and located at 7002 Parkland Drive and 7008 Wellness Way, Springfield Central.

The Springfield Central Sports Complex facilities (Attachment A) are being constructed as part of the development process in accordance with Council's Desired Standard of Service for two City Wide sports grounds, one Local sports ground and one District Recreation. The following facilities are being developed:

- Eight (8) full size rectangular playing fields (122m x 68m plus safety zones)
  - With two (2) team shelters per rectangle field;
- Four (4) overlaid ovals catering for cricket and AFL
  - 4 x Cricket (max 70m radius)
  - 2 x AFL fields (135m long x 113m wide)
  - 2 x AFL fields (156m long x 138m wide)



- Allowance for Grass Athletics activities (400m track including 100m straight);
- Sports field lighting for each oval/field to 100 Lux (and training at 50 Lux) for all football codes;
- Sports field irrigation;
- 16 x full size synthetic netball courts
  - Lighting to each court to 200 Lux (and training at 100 Lux);
- Eight (8) full size synthetic tennis courts
  - Lighting to each court compliant to 350 Lux (and training at 250 Lux);
- Four (4) x cricket practice nets
- Two (2) x Double storey clubhouses to service tennis, netball and two (2) ovals
  - Facilities include kiosk, change rooms, showers and toilets, function room, office, referees room and storage;
- Car parking (666 sealed, 216 overflow and allowance for bus parking);
- Playground facilities;
- Public Amenities to include five (5) unisex toilets (including 1 accessible toilet);
- Recreational pathways.

Construction of further facilities including two (2) additional clubhouse and change room facilities, turf wicket blocks and cricket practice nets lighting will be subject to securing appropriate funding in future capital works programs, through prioritisation in Council's future annual budget deliberations or external funding as opportunities arise to partner with park user groups, including grant seeking.

The intended use of these new sports fields, netball courts and associated buildings and facilities will be consistent with other sporting precincts and managed through the parks use permit process, as outlined in Council's *Sport and Recreation Facility Use Management Policy* and *Multi-Use Sport and Recreation Facilities Policy*.

Given there are no existing users, the most appropriate use and access to the facilities needs to be determined, with consideration to demand and sustainable community sport provision. In accordance with Council's *Sport and Recreation Facility Use Management Policy*, it is proposed that this is obtained through publicly calling for Expressions of Interest (EOI) for potential users groups and activation of the site.

#### **EXPRESSION OF INTEREST - SPORTS FIELDS, NETBALL COURTS AND FACILITIES:**

It is proposed that a public EOI be advertised for use of the new sports fields, netball courts and associated buildings and facilities at the Springfield Central Sports Complex. The EOI process will outline the facilities available; the management principles behind the facilities and the criteria that EOI applications will be assessed against. This will allow Council to allocate suitable times and space to suitable groups based on organisational competency and best fit for the facility, community and demand. Information requested through the EOI process will include:

- Organisation overview and development plan/strategic plan for demonstrated sustainability and capacity of the organisation to continue operations;
- How use of the facility will contribute to successful outcomes and implement strategic objectives and achieve planned outcomes;

- Demonstrated ability to grow participation and deliver community engagement initiatives;
- Facility improvement plans and capacity to assist with funding future capital improvements;
- Proposed use of the facility and detailed seasonal use requirements;
- Best fit to work with other sporting groups at the same venue as part of a multi-purpose/multi-use venue.

**LEASE - TENNIS FACILITIES:**

It is intended that the eight (8) court tennis facility and associated clubhouse facilities be managed by way of a Lease to an appropriate specialist tennis facility operator to ensure that the tennis facilities are appropriately managed and activated for use by the local community similar to other larger tennis facilities within the City. It is proposed go to the market place through an Open Tender process for a Lease over the new tennis courts and associated facilities. It is proposed that a future report be presented to Council with further details before calling Tenders for the lease of the tennis facilities.


**BENEFITS TO THE COMMUNITY:**

Through the EOI process, all interested users who wish to apply for or use the Springfield Central Sports Complex facilities have an equitable opportunity to be considered. The EOI process will allow interested parties to supply information which will assist Council to optimise use of the facilities whilst managing maintenance schedules for the benefit of the broader community.

**CONCLUSION:**

It is proposed that Council seek EOI from community groups for use of the new sports fields, netball courts and associated buildings and facilities at the Springfield Central Sports Complex under a seasonal permit. It is proposed that applications are assessed on merit with regard to the selection criteria for the most appropriate use and activation of the Springfield Central Sports Complex. This process will allow Council to allocate suitable time and space to community groups allowing best access to the Ipswich community. A future report will be presented to Council with further details before calling Tenders for the lease of the tennis facilities and associated facilities.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Springfield Central Sports Complex Concept Master Plan</a>	 Attachment A

**RECOMMENDATION:**

- A. That the Chief Operating Officer (Works, Parks and Recreation) seek non-statutory Expressions of Interest for the use of the Springfield Central Sports Complex sports fields, netball courts and associated buildings and facilities as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.
- B. That the Chief Operating Officer (Works, Parks and Recreation), in consultation with the Mayor, the Chairperson of Works, Parks and Sport Committee and divisional Councillor, be authorised to negotiate and approve seasonal use of the Springfield Central Sports Complex sports fields, netball courts and associated buildings and facilities as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.
- C. That the Chief Operating Officer (Works, Parks and Recreation), prepare a future report to the Works, Parks and Sport Committee with details on proceeding to an Open Tender for a specialist tennis facility operator for a Lease over the eight court tennis facility and associated clubhouse facilities at the Springfield Central Sports Complex as detailed in the report by the Sport and Recreation Officer dated 29 May 2018.

Megan Lennon  
**SPORT AND RECREATION OFFICER**

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

Kaye Cavanagh  
**ACTING SPORT, RECREATION AND NATURAL RESOURCES MANAGER**

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

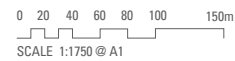
Bryce Hines  
**ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)**



DA16 & 17 CONCEPT PLAN



landscape architecture  
urban design  
environmental management



LEND LEASE COMMUNITIES **SPRINGFIELD CENTRAL SPORTS COMPLEX**



DATE  
04.05.18

DRAWING NO  
LA160801-SK500

ISSUE  
B

<b>Works Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation: Bryce Hines</b>	

LR: LR  
H:\Departmental\Committee Reports\1805LR Sports Excellence Bursaries CR

17 May 2018

## MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: SPORTS EXCELLENCE BURSARIES

---

### **INTRODUCTION:**

This is a report by the Sport and Recreation Officer dated 17 May 2018 concerning the Sports Excellence Bursary program.

### **BACKGROUND:**

Council actively recognises and supports local Ipswich athletes to achieve their sporting goals through providing Sports Excellence Bursaries to assist with the costs of attending sporting championships. Eligible athletes receive \$200 if selected to represent Queensland and \$300 if selected to represent Australia. The following outlines the recipients from the 2017-2018 financial year and the proposed continuation of the program.

### **2017-2018 RECIPIENTS:**

During the 2017-18 financial year, Council awarded 104 Sports Excellence Bursaries to local athletes representing Queensland and 23 Sports Excellence Bursaries to athletes representing Australia. That's a total of \$27,700 that has gone towards assisting local athletes compete at National and International competitions.

The variety of sports that our local athletes are competing in is extremely vast which showcases the great talent pool that Ipswich has. Below are some highlights of the achievements of these athletes:

<b>Name</b>	<b>Sport</b>	<b>Event Attended</b>
Sophia Preston	BMX Racing	BMX World Titles
Adam Smidt	Weightlifting	2017 Commonwealth and Oceania Weightlifting Championships
Jason Coles	Netball	2017 Australian Sonix Tour
Madison Mark	Futsal	International Tour of China
Craig Cumming	Indoor Cricket	2017 Trans-Tasman Series
Blake Murray	Haidong Gumdo and Taekwondo	Mulimpia World Championships
Derek Murray	Haidong Gumdo	Mulimpia World Championships
Robert Cockerell	Indoor Cricket	2017 Trans-Tasman Series
Taylor Hemana	Indoor Netball	World Junior Tri-Nations Netball Championships
Brandon Logan-Brown	Karate	Go Kan Ryu Karate International World Cup Tournament
Dulane Carson	Indoor Cricket	2017 World Cup
Deb Aason	Weightlifting	Commonwealth Championships
Holly McQueen	Football	U15 Girls Youth National Championships
Eden Jackat	Indoor Hockey	Australian Indoor Hockey Development Tour
Melita Hicks	Oz Tag	Trans Tasman Series
Sharon Hurst	Roller Derby	2017 World Roller Games
Alyce Stephenson	Weight Lifting	2018 Commonwealth Games
Enrique Berrios	Karate	2017 World Junior Karate Championships

#### **2018-2019 SPORTS EXCELLENCE BURSARY PROGRAM:**

It is proposed that the Sports Excellence Bursary program continue to provide the same level of support to eligible athletes during the 2018-2019 financial year. Athletes who are selected to compete at a national or international level will be encouraged to submit an application for a Sports Excellence Bursary via the online form available on the Council website.

#### **CONCLUSION:**

Council actively recognises and supports local Ipswich athletes to achieve their sporting goals through providing Sports Excellence Bursaries to assist with the costs of attending sporting championships. During the 2017-2018 financial year eligible athletes received \$200 if selected to represent Queensland and \$300 if selected to represent Australia with Council awarding 127 sports excellence bursaries totalling \$27,700. It is proposed that the Sports Excellence Bursary program continue to provide the same level of support to eligible athletes during the 2018-2019 financial year.

Athletes competing at a National or International level will be encouraged to submit an online application available on Council's website.

**RECOMMENDATION:**

- A. That the Sports Excellence Bursary program continue to financially support eligible athletes during the 2018-2019 financial year as outlined in the report by the Sport and Recreation Officer dated 17 May 2018.
- B. That the Chief Operating Officer (Works Parks and Recreation) in consultation with the Mayor, the Chairperson of the Works, Parks and Sport Committee and divisional Councillors promote the Sports Excellence Bursary program to the local community.

Louise Rovera  
**SPORT AND RECREATION OFFICER**

I concur with the recommendation contained in this report.

Kaye Cavanagh  
**ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER**

I concur with the recommendation contained in this report.

Bryce Hines  
**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

<b>Works, Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

MD: MD

4 June 2018

## MEMORANDUM

TO: SPORT, RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER (PHYSICAL ACTIVITY) AND PARTNERSHIPS OFFICER

RE: PARKS AND LEISURE AUSTRALIA – AWARDS OF EXCELLENCE

---

### INTRODUCTION:

This is a joint report by the Sport and Recreation Officer (Physical Activity) and the Partnerships Officer dated 4 June 2018 concerning the receipt of two (2) 'Awards of Excellence' from Parks and Leisure Australia (QLD State Awards).

### BACKGROUND:

The Parks and Leisure Australia 'Awards of Excellence' showcase the excellent work of parks and leisure professionals who deliver enormous benefit to our communities. Finalists are announced at events held across Australia with national winners then announced at the prestigious 'Awards of Excellence' Gala Dinner in October in Melbourne.

This year, Council has been successful in two of the award categories, including:

- **'Best Use of Technology Award' – NAEUS Explore APP**  
The NAEUS Explore app is a smart phone application with GPS guided maps of walking tracks, flora identification technology, local weather forecasts and area's history and ecosystems. The app is designed to encourage people to interact with local conservation areas and participate in estate protection.



- **'Community Based Initiative of the Year' – Active Parks Program**

The Active Parks program is an all-inclusive fitness program provided in local parks that overcomes common participation barriers such as lack of time, expense, and lack of facilities. There's everything from boot camps and boxercise to Zumba and yoga.

Both programs are now in the running for the National Parks and Leisure 'Awards of Excellence' to be held in Melbourne on 16<sup>th</sup> October 2018.

**CONCLUSION:**

Council has been awarded two winning awards from Parks and Leisure Australia (QLD State Awards) for the NAEUS App (Best Use of Technology) and for the Active Parks Program (Community Based Initiative of the Year). The two programs are now in the running for the National Parks and Leisure 'Awards of Excellence' to be held in Melbourne in October.

**RECOMMENDATION:**

That the report be received and the contents noted.

Marnie Dunne

**SPORT AND RECREATION OFFICER (PHYSICAL ACTIVITY)**

Vada Hoger

**PARTNERSHIPS OFFICER**

I concur with the recommendation contained in this report.

Kaye Cavanagh

**ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER**

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

Bryce Hines

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

<b>Works Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

BAY: BAY

H:\Departmental\Committee Reports\1804 BAY Burnett Street Drainage Rehabilitation 1819 CR.docx

30 May 2018

**MEMORANDUM**

TO: ACTING PRINCIPAL OFFICER (ASSET MANAGEMENT)

FROM: SENIOR PLANNING OFFICER (ASSET MANAGEMENT)

RE: DRAINAGE REHABILITATION WORK – BURNETT STREET AND CRIBB STREET  
INTERSECTION, SADLIERS CROSSING  
DIVISION 7

---

**INTRODUCTION:**

This is a report by the Senior Planning Officer (Asset Management) dated 30 May 2018 concerning the drainage rehabilitation work at the intersection on Burnett Street and Cribb Street, Sadliers Crossing.

**BACKGROUND:**

The stormwater drainage pipelines at the intersection of Burnett Street and Cribb Street, Sadliers Crossing were surveyed in 2015. This intersection is known to pond with water during wet weather events. Based on the CCTV footage from the survey, Council's Asset Management Section has highlighted the need to replace many sections of the stormwater drainage pipes which includes the outfall lines running through 26 Burnett Street.

The rehabilitation project was approved within the 2017-18 budget and allocated \$~214K. Engineers undertook concept design and prepared options for consideration. During the concept design phase, various issues have been identified due to site constraints and require additional funding to support the preferred rehabilitation option.

The report provides the background on a range of issues which are all related and relevant to the consideration of the rehabilitation to move forward.

### **CURRENT SITE CONDITION AND PROJECT SCOPE:**

The Burnett Street and Cribb Street intersection is known to pond with water during wet weather events. In 2015, proactive drainage CCTV survey was carried out for the intersection and included the two major outfall lines running through 26 Burnett Street.

Based on the result of the drainage CCTV survey, only one of the two major outfall lines was able to be surveyed, with the other having to be abandoned at the beginning of the line. The line that was able to be surveyed had to be abandoned at approximately the South-East corner of 26 Burnett Street, where there was a pipe collapse.

From the CCTV footage, the upstream catchment lines at the intersection were all suffering defects that require rehabilitation and are also undersize for the functional requirements of the local catchment.

The scope of works are to replace the damaged drainage pipes in accordance with Queensland Urban Drainage Manual (QDUM) standards and upsizing the pipe size to meet Council's minimum requirements for drainage infrastructure.

The project was originally approved in the 2017-18 budget with \$~214K allocated for the rehabilitation works. Engineers undertook concept design and have prepared options for consideration. During the design phase, the engineers have identified additional issues and site constraints which require Council's decision to provide direction on the rehabilitation and additional funding to support the works.

### **REHABILITATION OPTIONS AND POTENTIAL PROPERTY ACQUISITION:**

It is proposed that the rehabilitation be funded from the draft 2018-2019 capital program. A range of rehabilitation options have been considered, but not limited to these, are briefly outlined below.

#### a) Minimal localised repair

This option is to undertake the minimal required works to repair and reline the damage pipe lines. This option will address the risks of property damage to 26 Burnett Street and on-road flooding due to pipe collapse. However, it will not address the water ponding issue from wet weather events and will not meet current standards and requirements for drainage infrastructure due to under capacity of the existing infrastructure. The cost of this option is estimated to be ~\$50K. After considering the overall condition of the existing infrastructure, site constraints, scope of works and associated risks, this option is not recommended.

b) Replacement of drainage lines at Burnett Street and Cribb Street Intersection, and along southern boundary of 26 Burnett Street

This option is to replace the damaged pipe lines at the Burnett Street and Cribb Street intersection, abandon the two outfall lines under 26 Burnett Street and construct new drainage line along the southern boundary of 26 Burnett Street. The concept design for this option is shown in Attachment A.

This option will address the risks of property damage to 26 Burnett Street and on-road flooding due to pipe collapse. In addition, this option will increase the capacity of the existing local drainage network to meet current standards and requirements. This will significantly minimise the water ponding issue at the intersection during wet weather events.

This option is constrained by the confined space along the 3 metre wide driveway of 26 Burnett Street. The risk of damages being claimed against council to the property during construction is high. It is recommended that Council enter into negotiations for the acquisition of 26 Burnett Street to minimise the risk. The property acquisition would also simplify the process of formalising an easement over the new drainage infrastructure. Additional drainage easements will only be required from 27 Burnett Street and 14 Francis Lane, the cost for the easement is estimated to be ~\$10,000.

The rental potential for 26 Burnett St if Council chooses to retain the dwelling as a rental property is estimated to be ~\$16K per year. Alternatively, the land can be resold once the rehabilitation work is completed and drainage easement is created. The current market value of 26 Burnett Street is documented in Attachment E in the confidential papers.

The cost for the proposed rehabilitation works with the consideration of the site constraints is estimated to be ~\$385K. The total construction cost including the property and easement acquisition is estimated to be ~\$705K.

c) Replacement of drainage lines at Burnett Street and Cribb Street Intersection, and along southern boundary of 25A Burnett Street

This option is to replace the damaged pipe lines at the Burnett Street and Cribb Street intersection, abandon the two outfall lines under 26 Burnett Street, construct new drainage line along the southern boundary of 25A Burnett Street, and replace sections of kerb and channel along 24 to 26 Burnett Street. The concept design for this option is shown in Attachment B.

Similar to Option b), this option will also address the risks of property damage to 26 Burnett Street and on-road flooding due to pipe collapse, increase the capacity of the existing local drainage network to meet current standards and requirements. It will also significantly minimise the water ponding issue at the intersection during wet weather events.

Under this option, the proposed rehabilitation may impact on the future sewerage connection requirements and redevelopment potential of 25A Burnett Street.

The proposed rehabilitation will require approval from Queensland Urban Utilities (QUU) at detail design phase to relocate watermain to carriageway. Based on previous experiences, there is a high chance QUU will not approve the relocation and as a result, may impact on the overall project design and further delay the project. In addition, drainage easements will be required from five separate properties instead of three properties.

The total construction cost for this rehabilitation option is estimated to be ~\$525K.

d) Divert flow from Burnett Street and Cribb Street intersection to Rose Lane

For this option, additional drainage infrastructure to be constructed to Rose Lane, abandon the two outfall lines under 26 Burnett Street, and replace sections of kerb and channel and pavement along Burnett Street. The concept drawing is shown in Attachment C.

This option will address the risks of property damage to 26 Burnett Street and on-road flooding due to pipe collapse. In addition, this option will upgrade the existing local drainage network to current standards and requirements.

Under this option, the pipe size will determine the level of flood immunity. Additional flood studies will be required to determine suitable pipe size at detail design phase. However, the drainage infrastructure would be in excess of 3.0m deep underground. The cost of this option is estimated to be over \$600K and is considered unfeasible.

e) Divert flow from Burnett Street and Cribb Street intersection to Herbert Street

This option requires new drainage infrastructure to be constructed and connected to Herbert Street intersection and abandon the two outfall lines under 26 Burnett Street. The concept drawing is shown in Attachment D.

This option will address the risks of property damage to 26 Burnett Street and on-road flooding due to pipe collapse. In addition, this option will upgrade the existing local drainage network to current standards and requirements.





Under this option, ~225m of the pavement from 26 Burnett Street to Herbert Street would require to be trenched for the new drainage infrastructure. Reinstatement of kerb and road pavement will be required as part of the process. This proposal will also require relocation of many utility services along the road and will have significant impact to the traffic of Burnett Street. In addition, substantial augmentation and redesign of the existing drainage system at Herbert Street intersection will also be required to facilitate the extra capacity from the Burnett Street and Cribb Street intersection. After considering the overall scope of works and impact to services, the cost of this option is estimated to be over ~\$600K and is considered unfeasible.

**CONCLUSION:**


A major investment in rehabilitation and repairs is required for the drainage infrastructure at the Burnett Street and Cribb Street intersection to ensure sustainable operations of the drainage infrastructure and flood immunity for the community. The draft 2018-2019 capital budget has proposed to allocate ~\$800K for the rehabilitation work and potential property acquisition.

There are potentially five (5) options to pursue and it is recommended that Option B, is the most opportune and Option C is the second preferred option if the decision for property acquisition is not supported.

**ATTACHMENT/S:**

Name of Attachment	Attachment
<a href="#">Preliminary Concept Design – Option B</a>	 Attachment A
<a href="#">Preliminary Concept Design – Option C</a>	 Attachment B
<a href="#">Preliminary Concept Drawing – Option D</a>	 Attachment C
<a href="#">Preliminary Concept Drawing – Option E</a>	 Attachment D

**CONFIDENTIAL BACKGROUND PAPERS:**

Name of Attachment	Attachment
<a href="#">Land Valuations – Option B</a>	 Attachment E

**RECOMMENDATION:**

- A. That Council support Option B for the Drainage Rehabilitation at the intersection of Burnett and Cribb Street, Sadliers Crossing as shown in Attachment A to the report by the Senior Planning Officer (Asset Management) dated 30 May 2018.
- B. That Council enter into a contract of sale for Council to acquire, for drainage rehabilitation purposes, the area of land located at 26 Burnett St, Sadliers Crossing, Lot 2 RP3106.

- C. That the Chief Executive Officer be authorised to negotiate and execute the contract of sale with [REDACTED] for Council to acquire the land at 26 Burnett St, Sadliers Crossing, Lot 2 RP3106 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.
- D. That, if Council is unsuccessful in acquiring the property at 26 Burnett Street, that Council support rehabilitation Option C for the drainage rehabilitation at the intersection of Burnett and Cribb Street, Sadliers Crossing.

Benson Au-Yeung  
**SENIOR PLANNING OFFICER (ASSET MANAGEMENT)**

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

Helen Coles  
**ACTING PRINCIPAL OFFICER (ASSET MANAGEMENT)**

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

Shane Gillett  
**BUSINESS ACCOUNTING AND ASSET MANAGER**

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

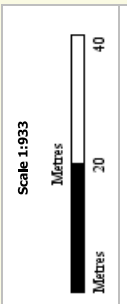
Bryce Hines  
**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**

**Ipswich City Council**  
 45 Roderick Street  
 PO Box 191  
 IPSWICH QLD 4305  
 Australia

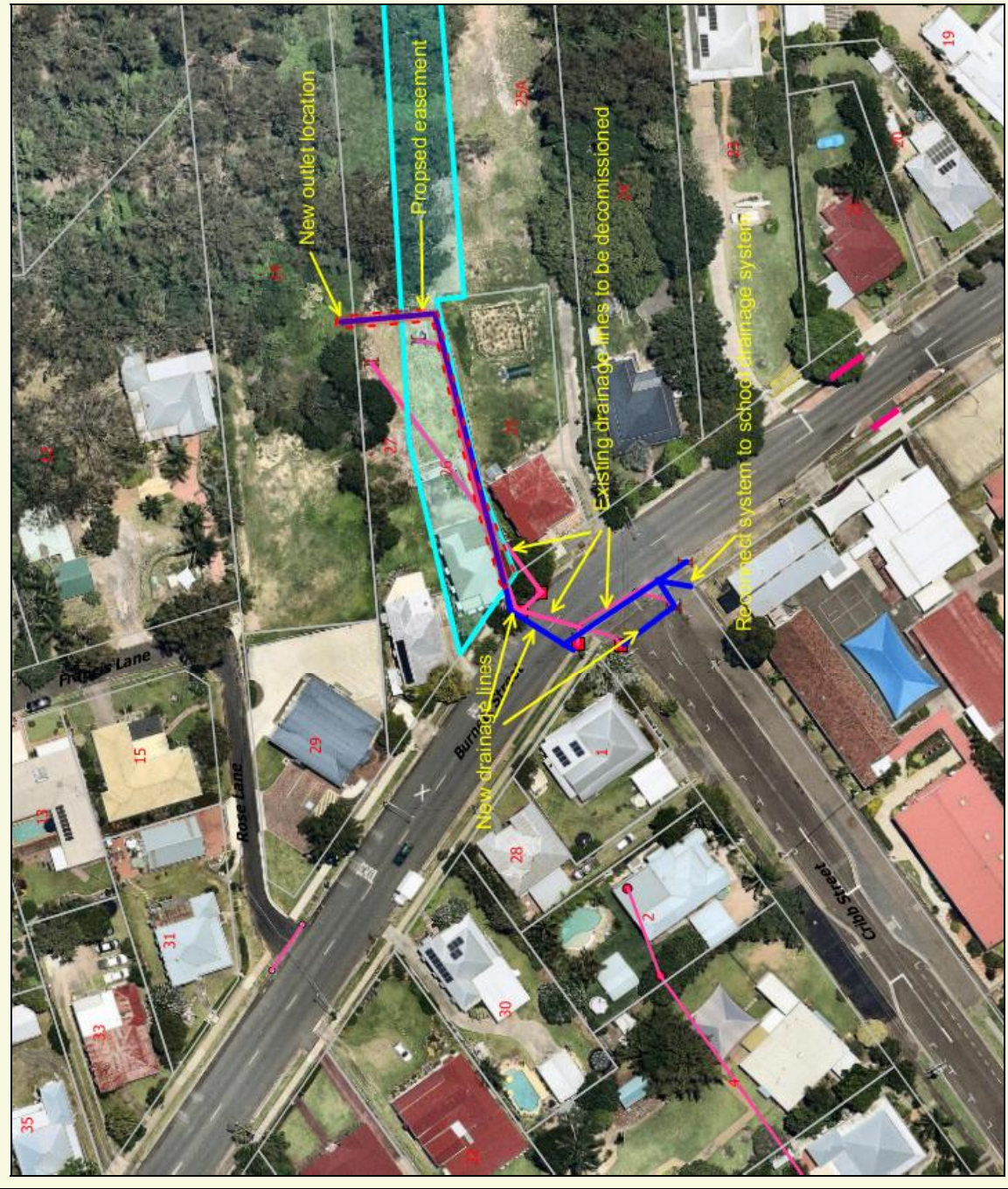


Telephone (07) 3810 6666  
 Fax (07) 3810 6731  
 Email [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
 Web [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
 Business Hours 8:00am-4:30pm (Mon - Fri)

## Concept Drawings - Option B



Printed Date: 1 Jun 2018







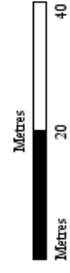
**Ipswich City Council**  
45 Roderick Street  
PO Box 191  
IPSWICH QLD 4305  
Australia



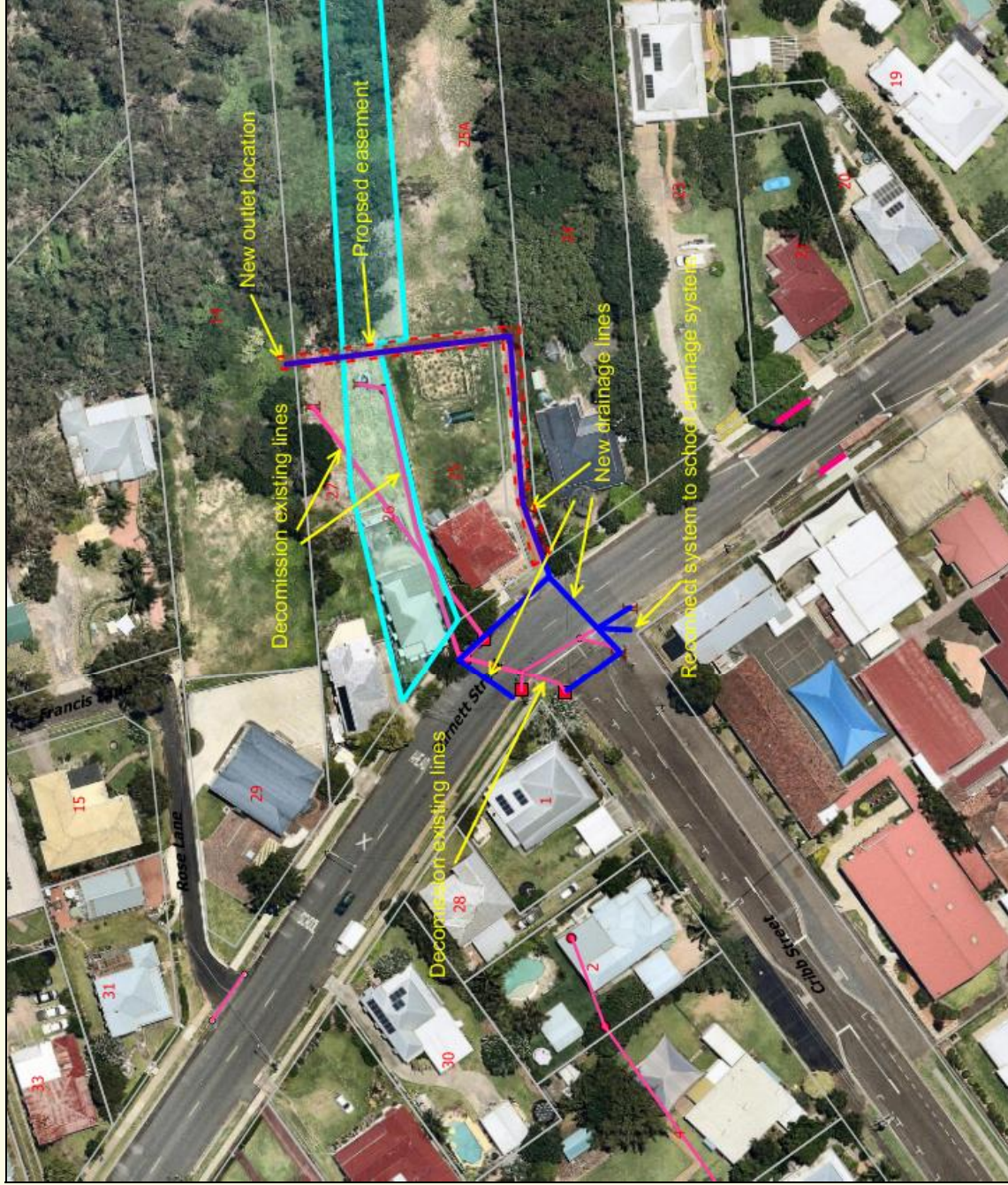
Telephone (07) 3810 6666  
Fax (07) 3810 6731  
Email [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
Web [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
Business Hours 8:00am-4:30pm (Mon - Fri)

## Concept Drawings - Option C

Scale 1:933



Printed Date: 1 Jun 2018





**Ipswich City Council**  
 45 Roderick Street  
 PO Box 191  
 IPSWICH QLD 4305  
 Australia



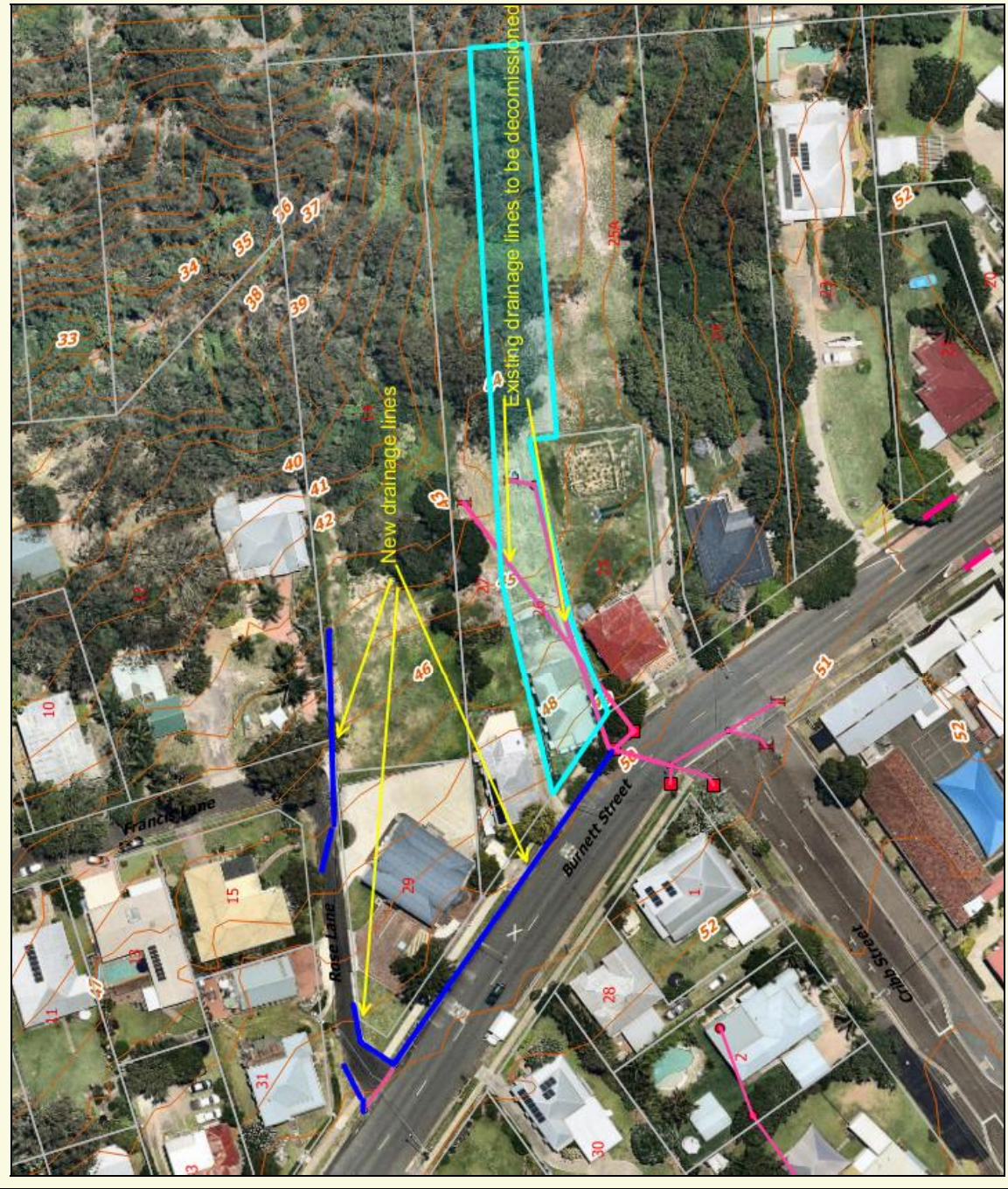
**Telephone** (07) 3810 6666  
**Fax** (07) 3810 6731  
**Email** [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
**Web** [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
**Business Hours** 8:00am-4:30pm (Mon - Fri)

## Concept Drawings - Option D

Scale 1:933

Metres 20 40

Printed Date: 18 Apr 2018



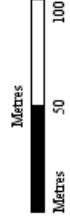
**Ipswich City Council**  
45 Roderick Street  
PO Box 191  
IPSWICH QLD 4305  
Australia



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Fax (07) 3810 6731  
Email [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)  
Web [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)  
Business Hours 8:00am-4:30pm (Mon - Fri)

## Concept Drawings - Option E

Scale 1:2,798



Printed Date: 18 Apr 2018



<b>Works, Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

MAB:MAB

H:\Departmental\Committee reports\1806SLG – Locksmiths Services Contract 14-15-026 Termination & New Contract.doc

29 May 2018

**MEMORANDUM**

TO: BUSINESS ACCOUNTING AND ASSET MANAGER

FROM: CONTRACTS OFFICER (PROCUREMENT AND CONTRACTS OPERATIONS)

RE: CONTRACT 14-15-026 LOCKSMITHS SERVICES: TERMINATION OF CONTRACT  
DUE TO BUSINESS BEING SOLD

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**INTRODUCTION:**

This is a report by the Contracts Officer (Procurement and Contract Operations) dated 29 May 2018 concerning the resultant termination of Contract 14-15-026, arising from the sale of the business. As a result of the sale and change in ownership there has been a change in Rivercity Locksmiths ABN and banking account numbers which voids current Purchase Orders.

**BACKGROUND:**

The Locksmiths Services Contract commenced 1 July 2015 with a term of two (2) years plus three (3) one (1) year extensions. Rivercity Locksmiths Pty Ltd T/A Rivercity Locksmiths & Security were selected as the preferred supplier for locksmith's services following a request for tender process. On 17 April 2018 of this year Rivercity Locksmiths & Security emailed Council confirming the availability of an upcoming extension to the current agreement.

On 1 May 2018 the second of three available extension offers was offered to Rivercity Locksmiths & Security - extending the contract for a further twelve months up to and including 30 June 2019. Internal stakeholders were consulted and agreed to proceed with the extension. This extension option was accepted by Rivercity Locksmiths & Security on the 2 May 2018. At this time no indication was given by the supplier regarding the sale of the business. Council received notification via email on or about 21 May 2018 regarding the change in ownership, ABN and the businesses account details.

Although at 30 June 2019 there would be one (1) remaining extension option available - internal discussions have indicated Council may well need to go to the open market as the current proprietary key system (ASSA ABLOY DLP system) is nearing its end of life (2020). At this time the manufacturer will not continue making the hardware whilst at approximately at the same time the Council owned patent to the key system will expire.

### **OPTIONS:**

Council has two options to manage the existing termination by default (sale of the business) of the Locksmiths Services Contract: 14-15-026.

#### **Option 1**

Enter into a medium sized contractual arrangement, with the new owners, without first inviting written quotes or tenders, using the exception under s. 235 (b) of the *Local Government Regulation 2012* (Qld).

Section 235 (b) states:

*235 A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if-*

*(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;*

Justification for applying this exception can be summarised as follows;

- Council, as noted by Health, Security and Regulatory Services, can no longer order any keys, padlocks, rekeys of facilities or any other locksmith related products;
- Council, as noted by Health, Security and Regulatory Services are beginning to note a backlog of Locksmiths Services related requests;
- Contract 14-15-016 managed goods and services (primarily through the ASSA ABLOY DLP Proprietary key system) which provides security to the majority of Council assets;
- Proprietary key tree systems are a highly specialised form of a goods and services arrangement with licencing implications between manufacturer, service provider and customer to preserve the integrity and security of the key tree system;
- Being a highly specialised form of a goods and services Rivercity Locksmiths & Security has an existing Council knowledge base in this space;

#### **Option 2**

Approach the open market via inviting tenders for Locksmiths Services. It would be prudent to include the new proprietary key system and associated patent at the same time.

### **Analysis of Options**

Option 1 will provide relatively immediate service continuity upon approval of this option and execution of agreement and thus immediate security and maintenance of Council assets. It is proposed to utilise the existing contractual provisions and schedule of rates – essentially re-execution of the existing contractual documentation.

Option 2, whilst addressing long term issues that will need addressing, will be quite a lengthy process due to the planning and preparation of procurement activities and documentation, tender release time, evaluation of submissions and the awarding and preparation of the Contract documentation.

### **CONCLUSION:**

Option 1 provides Council the opportunity to delay the replacement of the new proprietary key system and associated patent at a time more favourable to Council. The proposed interim contractual arrangement or term would be for a period of twelve (12) months with no options for extension with this arrangement allowing flexibility and additional time for Council to plan a detailed tender procurement activity.

### **RECOMMENDATION:**

- A. That Council resolve it is satisfied pursuant to section 235 (b) of the *Local Government Regulation 2012* (Qld) that the exemption under s. 235 (b) applies and that it would be impractical and disadvantageous for Council to invite quotes or tenders at this time and that Rivercity Locksmiths and Security, has the specialised services capacity available to Council to provide the services as per the current Contract 14-15-026.
- B. That Council enter into a contract with Rivercity Locksmiths and Security for the provision of locks services to Council for a period of one (1) year with no option for extension.
- 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 act necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009* (Qld).

Mark Benson

**CONTRACTS OFFICER (PROCUREMENT AND CONTRACT OPERATIONS)**

Shane Gillett

**BUSINESS ACCOUNTING AND ASSET MANAGER**



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

Bryce Hines

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

<b>Works, Parks and Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation:</b> Bryce Hines	

JB: JB

H:\Departmental\Committee Reports\ 1806JB Kambu Progress Association Briggs Rd Sports Complex Lease Negotiations

1 June 2018

## MEMORANDUM

TO: ACTING SPORT, RECREATION AND NATURAL RESOURCES MANAGER

FROM: PRINCIPAL OFFICER (SPORT AND RECREATION PROGRAMS)

RE: LEASE NEGOTIATIONS WITH KAMBU PROGRESS ASSOCIATION OVER BRIGGS ROAD SPORTS COMPLEX - DIVISION 8

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### INTRODUCTION:

This is a report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018 concerning Lease negotiations over the Neville Bonner Sports Complex with the Kambu Progress Association.

### BACKGROUND:

On 13 June 2007, Council (as Lessee) entered into a Lease with the Kambu Progress Association Ltd (Kambu) (the Lessor) for use and management of Lot 3 on RP 115130 (the Neville Bonner Sports Complex, (known also as the Briggs Rd Sports Complex) located at 121-135 Briggs Road, Flinders View, Queensland for sport, recreation and community purposes.

The Terms of the Lease was for five (5) years at a rent of \$1.00 per year, with a right for renewal of a second five (5) year term at \$1.00 per year, then a further option for a third five (5) year term at an annual sum equal to 1% of the unimproved value (as defined in the *Valuation of Land Act 1944*) of the Premises as at the start of the relevant Lease year.

The initial five year lease expired on 12 June 2012. Numerous ongoing attempts (both written and verbal) had been made following the expiry of the lease in order to have the renewal lease exercised, without success. Kambu had been reluctant to execute the lease with Council, and had raised a number of matters for consideration including:

- Kambu did not agree with the lease renewal content;

- Kambu wanted more community availability and availability of usage of the premises;
- Kambu wanted further financial support from Council;
- Kambu was desirous of providing a training venue for indigenous groups; and
- Kambu recognised that the complex could become a community hub for indigenous groups within South East Queensland.

Despite ongoing efforts, a lease had not been executed. Due to the expiration of the previous lease of the Neville Bonner Sports Complex, Council, since 13 June 2012 has continued to operate, as Lessee, under a periodic arrangement under the terms of the prior lease. Council's current occupation and operations of the Neville Bonner Sports Complex has continued over the past six (6) years, in accordance with the terms of the prior lease.

Given the insecurity of tenure, it was recognised that Council's investment into the property could be at risk if not formalised. Since Council's occupation of the site began in 2007, Council has invested in the order of \$4.4 million towards new and/or upgraded facilities inclusive of the acquisition of two neighbouring land parcels to assist in the development of the site as a City-wide sports complex. Council also invests in the order of \$233,000 annually on ongoing operations and maintenance of the Briggs Rd Sports Complex.

Council's desire is to formalise a new lease of the Neville Bonner Sports Complex with Kambu in order to secure tenure for future use of the Neville Bonner Sports Complex.

#### **LEASE NEGOTIATIONS:**

Over the past nine months, Council has had further discussions with Kambu in an effort to execute a new lease over the Neville Bonner Sports Complex. The matters listed above have formed part of these discussions in working towards an agreed position.

- **Lease Renewal** - Kambu is happy to enter into a new Lease agreement with Council for a period of five years with an option for a further five years. At the same time, Kambu is not opposed to operating under the existing lease as it stands until it is feasible to have a new lease executed.
- **Annual Rent** - Kambu were concerned that the proposed annual lease rental value proposed by the land valuer was insufficient. Council agreed to obtain a rental valuation for the Neville Bonner Sports Complex which was appraised at \$28,400. Following negotiations between both Kambu and Council, Kambu agreed to an annual rent of \$28,400 plus 10% for a total annual rent of \$31,240 plus annual CPI increase over the term of the Lease.
- **Back Pay** - Kambu have requested back payment of rental for the past six years, based on the agreed Rental valuation. If the agreed rental valuation was to be reduced by reverse CPI over the past five years, then Council would be looking at a back payment of \$178,448.00 (for six years inclusive of 2017-2018). However, under the terms of the previous executed lease, the rental for the first lease renewal from 13 June 2012 to 12 June 2017 was conditioned at only \$1.00 per year which would

equate to a total of \$31,245 (inclusive of \$5.00 from 2012-2017 plus \$31,240 for 2017-2018).

- **Increased Access** - A condition of entering into a new lease with Council will be an on-site physical presence for Kambu within the Neville Bonner Sports Complex clubhouse which is to include office space and signage (provided at no cost by Council). The extent of office and floor space is still to be negotiated and will need to consider the functional requirements for both Kambu and Council's existing users of the facility to ensure how to best accommodate multiple users. Kambu have also requested shared calendars and better communication with Council surrounding the totality of the facility's use, as well as any proposed maintenance and capital works.

### **CONCLUSION:**

Council entered into a Lease with Kambu for the use and management of the Neville Bonner Sports Complex on 13 June 2007, for sport, recreation and community purposes. This lease expired on 12 June 2012, and despite numerous attempts, a lease renewal has not been executed. Council has continued to operate, as Lessee since 13 June 2012 under a periodic arrangement for the past six (6) years, in accordance with the terms of the prior lease.

Council would like to formalise a new lease of the Neville Bonner Sports Complex, with the Kambu Progress Association in order to demonstrate Council's desire to secure the appropriate tenure, for future use of the Neville Bonner Sports Complex. Further discussions have recently been held with Kambu in an effort to agree the terms of a new lease over the Neville Bonner Sports Complex.

Kambu has confirmed it will enter into a new five year lease with an option for a further five years at an agreed annual rent of \$31,240 plus an annual CPI increase over the term of the lease. Further, while Kambu have requested back payment for the past six years at the agreed rental valuation, the terms of the prior lease only allow for a rental of \$1.00 per year. Kambu will only enter into a new lease if the above can be met and they can gain an on-site physical presence within the clubhouse with appropriate office space, signage, increased community access, shared calendars and better communication with Council. Entering into a new lease with Kambu will provide future security of tenure and use of the Briggs Rd Sports Complex.

### **RECOMMENDATION:**

- A. That Council enter into a lease renewal for 121-135 Briggs Road, Flinders View and described as Lot 3 on RP 115130 with the Kambu Progress Association Ltd from 13 June 2017 for a term of five years with an option for a further five years with conditions as detailed in the report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018.
- B. That Council approve back payment of \$31,245 to the Kambu Progress Association for rent in arrears from 2012-2018 inclusive as detailed in the report by the Principal Officer (Sport and Recreation Programs) dated 1 June 2018.

- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

John Bolton  
**PRINCIPAL OFFICER (SPORT AND RECREATION PROGRAMS)**

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

Kaye Cavanagh  
**ACTING SPORT, RECREATION AND NATURAL RESOURCES MANAGER**

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

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

<b>Works, Parks Sport Committee</b>	
Mtg Date: 18.06.18	OAR: YES
<b>Authorisation: Bryce Hines</b>	

MM:MM

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1 June 2018

## MEMORANDUM

TO: BUSINESS ACCOUNTING AND ASSET MANAGER

FROM: COORDINATOR (GRANT MANAGEMENT)

RE: ONGOING PARTNERSHIP WITH YOURTOWN

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### **INTRODUCTION:**

This is a report by the Coordinator (Grant Management) dated 1 June 2018 concerning the ongoing support for YourTown in the delivery of projects under the Skilling Queenslanders for Work Program, including the use of the Queens Park Caretakers Cottage.

### **BACKGROUND:**

The Queensland Government in 2015 reintroduced the highly successful Skilling Queenslanders for Work initiative, with an investment of \$240 million over four years to support up to 32,000 Queenslanders into work.

Skilling Queenslanders for Work provides training to people who are under-utilised or under-employed in the labour market, as well as building the skills of young people, Aboriginal and Torres Strait Islander people, people with disability, mature-age job seekers and people from culturally and linguistically diverse backgrounds.

For the first three rounds on the Skilling Queenslanders for work initiative, Council partnered with YourTown and the QLD Skills Alliance to undertake the delivery of the Work Skills Traineeships. The responsibilities under this partnership are summarised below in Table 1:

Table 1.

Delivery Organisation	Council
Recruitment of trainees Supervision Training Wages Tools and Equipment	Project Scope Project Materials Training & Admin Facilities (as appropriate) Limited heavy plant use (ad-hoc)

**BENEFITS TO COMMUNITY AND CUSTOMERS:**

The benefit of this current arrangement to Council is the transfer of responsibility for elements of the program that are outside Council’s core responsibilities. The most significant elements of these being the recruitment, training and supervision of “At Risk” unemployed and the supporting social programs required to support this cohort in their job search efforts.

The current arrangements have seen the projects listed in table 2 successfully delivered with minimal Council effort and cost:

Table 2.

Project	Status
<b><u>Denmark Hill</u></b> Track repair, draining and erosion works	Complete
<b><u>Denman Park</u></b> Track Repair	Complete
<b><u>Castle Hill</u></b> Track Repair/construction, erosion control, signage	Complete
<b><u>Bundamba Creek</u></b> Maintenance of 2.5km of revegetation Weed control, replanting etc	Complete
<b><u>Iron Pot Creek</u></b> Maintenance of 1km of revegetation Weed control, replanting etc	Complete
<b><u>Natural Area Estate</u></b> Lantana removal, revegetation and erosion control at White Rock, Flinders Goolman and Cameron’s Scrub	Complete
<b><u>Habitat Connections Program</u></b> Various open space conservation projects including works at: <ul style="list-style-type: none"> <li>• Bundamba creek</li> <li>• Opossum Creek</li> <li>• Woogaroo Creek</li> <li>• Iron Pot creek</li> </ul>	Ongoing

**FACILITY USE:**

In addition to the delivery of the projects listed in table 2, YourTown has utilised the Queens Park Caretakers Cottage as a training and administrative centre. Programs delivered at the Caretakers Cottage include:

- Skilling Queenslanders for Work – Theory Components
- Job search skills
- Transition to work – assisting school leavers in the transition
- Youth engagement – Reengage in Learning
- Counselling and Life Skills

To enable this continued occupancy of the Queens Park Caretakers Cottage by YourTown, Council's Property Branch has advised that a Trustee Permit be issued to YourTown providing authorisation for the use of the building for up to twelve months.

**CONCLUSION:**

The Skilling Queenslanders for work initiative is a very successful program providing work based traineeships to "At Risk" unemployed, providing them with real work based experience giving them a better chance of entering the workforce.

YourTown has expressed a desire to extend the current partnership to deliver projects under the Skilling Queenslanders for Work Program, including the use of the Queens Park Caretakers Cottage as a training and administration centre for the projects and allied support programs.

The current partnership arrangement with YourTown has provided significant positive outcomes for unemployed and "At Risk" persons within the Ipswich Community, at minimal cost or risk to Council.

**RECOMMENDATION:**

- A. That Council enter into a Memorandum of Understanding with YourTown for the ongoing partnership and use of the Queens Park Caretakers Cottage for twelve (12) months as outlined in the report of the Coordinator (Grant Management) dated 1 June 2018.
- B. That the Chief Operating Officer (Works Parks and Recreation), in consultation with the Mayor and the Chairperson of the Works, Parks and Sport Committee, 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 the issuing of a Trustee Permit for the occupancy of the Queens Park Caretakers Cottage be endorsed and issued to YourTown for the next twelve months.



Matthew Mulroney  
**COORDINATOR (GRANT MANAGEMENT)**

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

Shane Gillett  
**BUSINESS ACCOUNTING AND ASSET MANAGER**

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

Bryce Hines  
**ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)**