

REFERENCE MARKS

STM	TO	ORIGIN	BEARING	DIST
2	Screw in Path	2/ RP 132527	63°31'	11.62
3	OIP not Id	3/ RP 132527	105°26'	4.855
3	Under Fence	2/ RP 132527	180°06'40"	4.023
4	Under Fence	3/ RP 132527	0°06'40"	4.023
4g	OIP	2/ RP 132527	at Station	12.16
5	O.Screw in Kerb	12/ RP 132527	299°21'07"	12.863
6	O.Screw in Kerb	12/ RP 132527	318°30'30"	4.74
6	O.Screw in Kerb	15/ RP 97509	182°31'30"	3.439
7	OIP disid	11/ RP 97509	122°34'	12.14
7	Straight	40/ RP 112018	313°36'	0.86
7	Neil Id in M.H.	5/ RP 172598	157°48'	1.05
16	OIP gone	3/ RP 172598	358°27'05"	1.04
18	OIP	30/ RP 117744	181°30'	1.04
18a	OIP	2/ RP 172598	at Station	12.595
19	Neil Id in Kerb	359°00'	359°00'	0.97
20	OIP	Wide 13/ RP 117744	270°01'15"	0.604

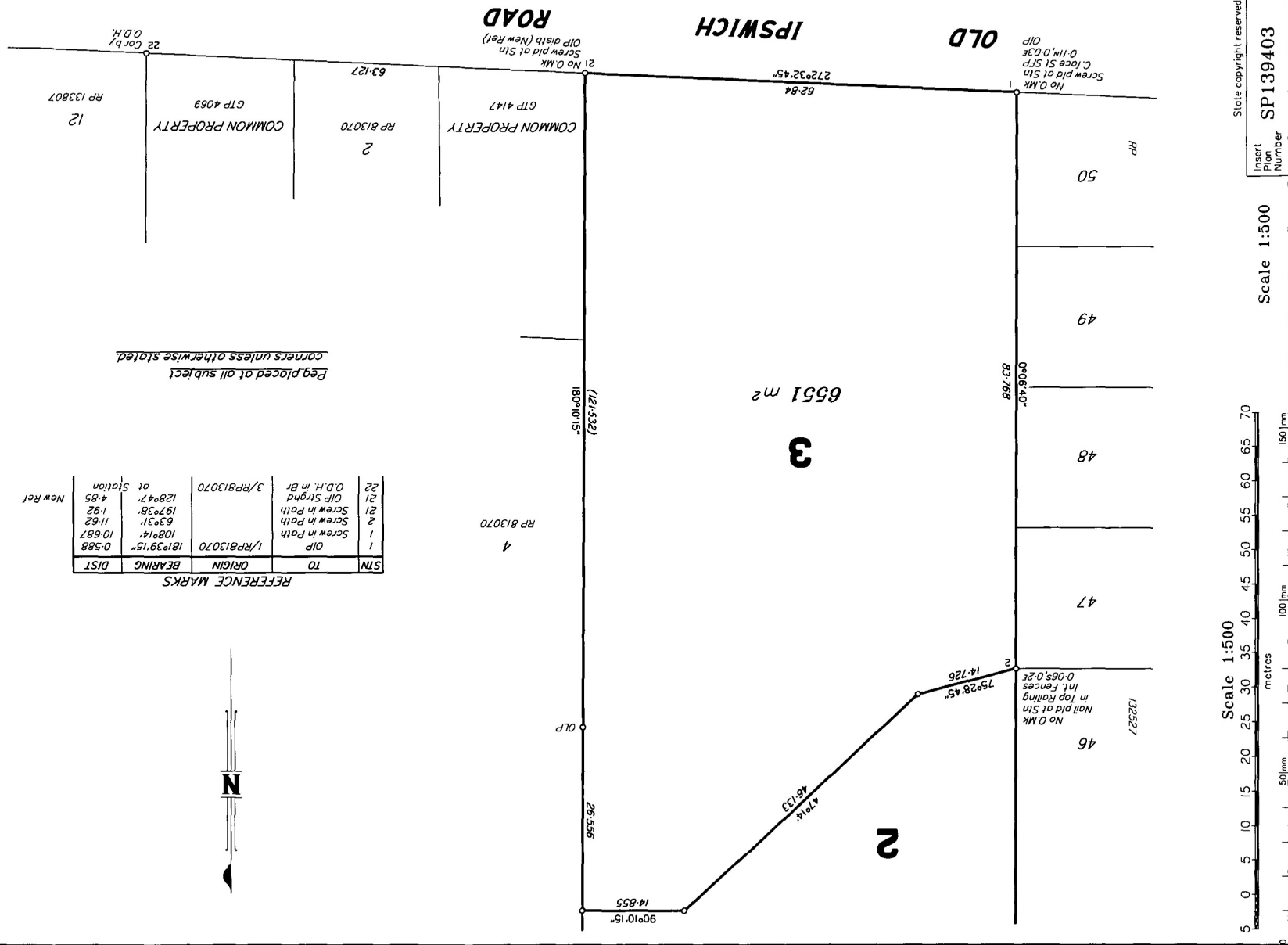
PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO
40-OPM	12/ RP 132527	125°11'50"	6.086	30584
60-OPM	Wide 6/ RP 132527	186°23'35"	0.722	38789

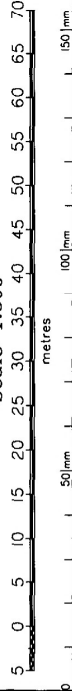
Peg placed at all subject corners unless otherwise stated.

Scale 1:1000

metres



Scale 1:500



Scale 1:500

Insert Plan Number
SP139403

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City Management, Finance & Community Engagement Committee	
Mtg Date: 22 May 2018	OAR: YES
Authorisation: Jeff Keech	

MKP:MKP
A4803649

24 April 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: ORGANISATIONAL DEVELOPMENT MANAGER

RE: REWARD AND RECOGNITION PROGRAM

INTRODUCTION:

This is a report by the Organisational Development Manager dated 24 April 2018 concerning a proposed reward and recognition program for all Council Staff. This report includes:

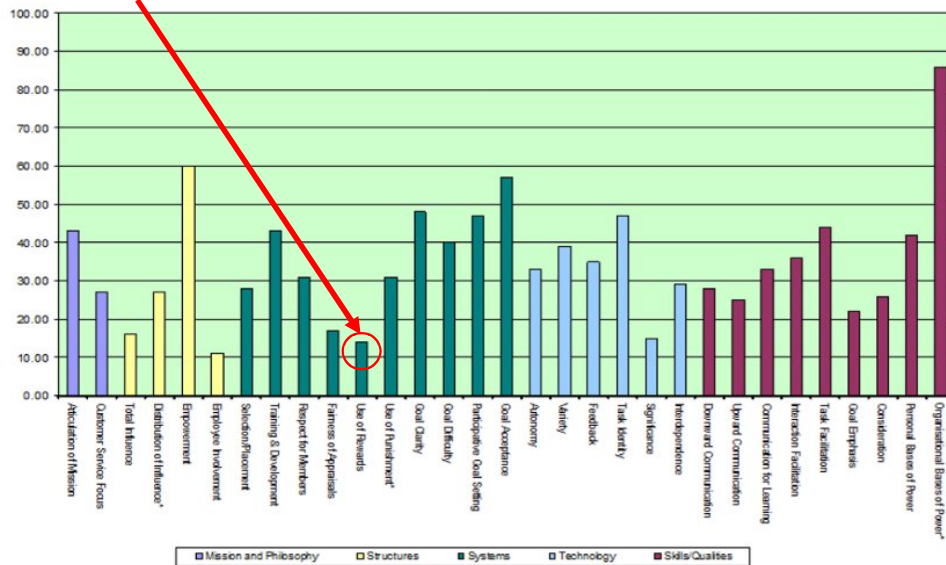
- A revised long service recognition program;
- A new recognition program that will include category, criteria and judging parameters ensuring these three (3) elements reflect the five (5) council values and our Purpose Statement;
- Development and roll out of an “immediate” recognition program identifying staff going ‘above and beyond’ as and when it happens to allow timely acknowledgment of employees in line with Line of Sight principles.

BACKGROUND:

This report is based upon feedback and research undertaken by the Line of Sight Program project team who were focussed on Celebrating Customer Service Achievements (Project 7).

The “use of rewards” was identified in the 2016 Cultural survey as one of the bottom three areas that required an increased level of focus as part of our wider cultural transformation process.

Use of Rewards



The project team reviewed the current Reward & Recognition (R&R) program including Council’s Service Excellence Awards (SEA); completed broad surveys across whole of council to determine existing departmental R&R programs and approaches; researched similar programs and attended the 2017 SEA event in November 2017. With this information, the project team workshopped the desired content for a new program. Observations were made by the team that some desired elements are valuable and hold a definite position within the program however consistency was lacking across Council, with some branches and teams conducting little if any formalised reward and recognition whilst others were observed to have significant practices already in place.

A Best Practice Reward & Recognition Program will:

- be linked to business objectives, vision and strategy
- focus on employee input and enable peer recognition
- be meaningful and valid
- recognize individuals and teams
- link rewards to performance
- use tangible rewards (within the context of public sector constraints)
- communicate effectively
- include measurement and accountability
- be organisationally consistent.

Current Program

Long Service Awards

Long Service Awards are presented to employees for 10, 20, 30, 40, 45 and 50 years of Service. Long serving employees are recognised at Council’s annual Service Excellence Awards night with a presentation of a gift to the value of \$100 plus a framed certificate.

Employees attaining 40-50 years of service are able to select their gift of choice to that same value and in addition are presented with the Council Crest.

Service Recognition

Employees recognised during the course of the year are acknowledged at quarterly departmental events where, if they are identified as being eligible for consideration for a Service Excellence Award or Dedicated Service, they are presented with a Service Excellence gift (glasses) or a certificate of appreciation. Those deemed eligible for a Service Excellence nomination will be reviewed at the end of the financial year by the Executive Team with these nominations falling into one of the following categories:

- Confidence in Doing Right Award
- Ipswich Community Spirit Award
- Unsung Hero Award
- Ipswich Service Excellence Award

All nominees are invited to the annual event and presented with a framed certificate. Winners of the 4 awards are announced with each receiving a glass engraved plaque and an upgraded, additional, framed certificate.

Employee Feedback

- Event (presentation) “drags” and is too long
- Ceremony is too formal
- Staff look forward to being acknowledged by their respective Chief Operating Officer and with peers
- Awards are about and for the staff
- Insufficient differentiation between decades of service
- Gifts are corporate and impersonal
- Staff enjoyed the informal gathering post ceremony
- Food and beverage are important – staff love getting dressed up and relaxing after the ceremony
- Service Excellence Awards lack a degree of credibility – qualifiers, judging criteria

Day to Day Recognition

Daily appreciation for work well done is at the discretion of the Chief Operating Officer or Supervisor. Based on results of the 2016 Culture Survey and feedback from members of the Line of Sight Project 7 team, this form of recognition is undertaken with varying levels of effectiveness and consistency across council. In some cases this level of recognition does not exist.

Employee Feedback

- Inconsistencies –irregular, messaging, importance, value, some departments do it and others do not
- Poorly managed and not valued as a means of recognition and its importance to line staff
- Staff see little value in it, if it is not consistent and genuine (more a case of ‘going through the motion’)

Further Research

Internal research indicated that employees needed to be able to frequently and simply express appreciation for one another by:

- Developing a better understanding and celebrate how recognition impacts the Ipswich City Council business
- Introducing a recognition program that enables more informal, more timely recognition - anyone, anytime, anywhere
- Aligning recognition to Ipswich City Council's established purpose statement and values to reinforce sense of community and the council's status as a great place to work
- Creating a consistent 'always on' approach to immediate and quarterly recognition
- Empowering Managers to notice great behavior and reinforce it on the spot
- Offering meaningful choice and value in all recognition options
- Empowering managers with choice of the recognition tools at their disposal
- Making recognition options available to enable employees to nominate their peers for recognition anytime, anywhere

Validation of these views was corroborated through research with other Councils and organisations to understand their models, as well as online research.

The team also explored online solutions for managing reward and recognition programs, and whilst this has merit, it was determined that as the "eHub" has functionality to manage such programs it was an aspect that could be revisited once the HR Information System had been implemented.

CONSULTATION:

The project team represents a cross section of the organisation and thus their feedback and that of their work colleagues provided the project leadership team with confidence that the recommendations made are based on employee input and preferences, aligning with Line of Sight principles of engaging employees and empowering them to shape the way we work (Employee Involvement).

In addition, the Project Sponsor, Acting Chief Operating Officer, Works Park and Recreation has provided guidance to the project manager, Performing Arts and Civic Centre Manager and Line of Sight Program Manager to ensure the changes recommended were operationally sound and in keeping with Line of Sight principles.

CONCLUSION:

The project team considered the following recognition elements worthy of review:

1. Long Service Awards
2. Service Excellence Awards
3. Day to Day Recognition

The team concluded the following as their recommended course of action in relation to a revised Council Reward and Recognition program:

1. Long Service Awards

Service 10 Years	<ul style="list-style-type: none"> ▪ Quarterly recognition by COO at Departmental/ Branch Meetings ▪ Invited to annual event ▪ Names and department on screen at service awards
Service 20 – 50 Years	<ul style="list-style-type: none"> ▪ Quarterly presentation by COO at Departmental/ Branch Meetings ▪ Invited to annual event ▪ Names and department on screen at service awards ▪ 100 word biography for each employee by way of introduction ▪ Called up on stage to receive acknowledgement from CEO, COO and Mayor ▪ Certificate in a scroll presented to each long serving employee
Additional	<ul style="list-style-type: none"> ▪ Crest at 20 years and medallions added for milestones thereafter
Value	<ul style="list-style-type: none"> ▪ Gift to have a \$100 value per 10 years of service
Gift Selection	<ul style="list-style-type: none"> ▪ Selection to be made available on line from choice of multiple items such as Weber BBQ, Household goods and services, Electronic homeware, Myer Gift Cards, Bunnings, ‘Money can’t buy Experiences’ etc. ▪ Ability for employee to contribute to gift of greater value will also be explored. ▪ Gift selection process available at time of anniversary and employee will receive direct to home address

2. Service Excellence Awards

The Awards	<ul style="list-style-type: none"> ▪ <u>Rebranding</u> to fit our desired culture – to reflect our 5 values and Purpose Statement creating a clear distinction between old and new awards ▪ Awards categories – incorporating our 5 values and Purpose Statement ▪ Criteria for nomination and selection ▪ Panel for evaluation – judging panel to include Employee Development Advisory Committee (EDAC) Chairperson, Chief Executive Officer, EDAC representative, and formal criteria ▪ Gift selections – reflective of the awards and similar process to Long Service ▪ Forum for recognition –annual Awards Ceremony (quarterly recognition will feed into awards process)
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5 Values Awards plus Purpose Statement Award	<ul style="list-style-type: none"> ▪ Integrity – behaving professionally and respectfully ▪ Leadership – engaging the heads, hearts and hands of our people ▪ Communicate – diversity *a team/ group award ▪ Collaboration – teamwork *a team/ group award ▪ Efficiency – enhanced service delivery ▪ Purpose Statement – the person who epitomizes the intent of Council’s purpose statement and is an exemplar of Council’s values
Criteria	<ul style="list-style-type: none"> ▪ Clearly articulated; simple to understand
Submissions	<ul style="list-style-type: none"> ▪ Based on departmental quarterly recognition (see below- Day to Day recognition) within department; must meet one of the 5 council values to qualify; ▪ Submission is developed by Branch Manager ▪ Panel to judge awards at close of financial year
Additional	<ul style="list-style-type: none"> ▪ Award nomination summaries on screen ▪ Winner announced and presented with award on stage (Oscars style)
Value	<ul style="list-style-type: none"> ▪ Winners receive a gift to the value of \$200. With only two (2) team awards the costs should remain limited for gifts
Gift Selection	<ul style="list-style-type: none"> ▪ Selection to be made available on line from choice of multiple items such as Weber BBQ, Household goods and services, Electronic homeware, Myer Gift Cards, Bunnings, ‘Money can’t buy Experiences’ etc. ▪ Ability for employee to contribute to gift of greater value will also be explored.
Rationale	<ul style="list-style-type: none"> ▪ In increasing the rigour around award submission and selection, the program will gain credibility in the eyes of the workforce. ▪ There is likely to be fewer employees recognised ▪ The awards will be more highly valued as something of significant prestige.

3. Day to Day Recognition

The Recognition	<ul style="list-style-type: none"> ▪ Simple, easy to execute and minimal in cost ▪ Available to all team members with various levels of ‘recognition’ ie/ peer, supervisor and manager recognition ▪ Genuine and linked to our values (reinforces our values and purpose) ▪ Whole of council responsibility
Tools	<p>These are suggestions only and will be piloted for effectiveness and feedback during the first year of implementation;</p> <ul style="list-style-type: none"> ▪ E-Cards or Cards with simple messages and values already printed on them ▪ Small gifts (refer appendix) ▪ Handwritten birthday cards from COO to each staff member within their Branch ▪ Birthday email from the Mayor

Levels	<ul style="list-style-type: none"> ▪ Peer <ul style="list-style-type: none"> a) Tea bag and note b) Coffee strip and note c) Packet biscuits (specials) with note (also suits outside workers as they can have for morning tea out on site where they may not be able to have a cuppa d) Email – saying thank you e) Put on the wire – pat on the back f) Values thank you card. Thank you cards with our values printed on them (the person can pick a card that suits what the person did for them and in line with that value) ▪ Supervisor <ul style="list-style-type: none"> a) Any one of the above under Peer b) Email recognition – bit more formal (add the value they have shone in) ▪ Branch Manager / Supervisor <ul style="list-style-type: none"> a) Select an outstanding act/service someone has completed b) Where Branch Manager awards for something outstanding they would consider whether to escalate to submission for Service Excellence Award
Rationale	<ul style="list-style-type: none"> ▪ Every time we recognise our staff for ‘doing the right thing’ we reinforce our values, our culture and purpose

Annual Budget (excluding costs associated with annual presentation event)

Reward and Recognition Element	Gifts Budget	Notes
Long Service Awards	\$12,000	Based on 2018 long service recipients
Service Excellence Awards	\$5,000	Estimated costs allowing for four (4) individual awards and two (2) groups.
Day to Day Recognition	\$12,000	Based on a \$10 per person allocation, distributed to branches based on head count

Current budget allocation is \$15,000 for Service Excellence gifts and certificates. There is no current budget provision for day to day recognition.

RECOMMENDATION:

- A. That a revised long service recognition program, including both departmental acknowledgment and more formal recognition at the annual Awards, be implemented in accordance with the conclusion section above, commencing July 2018.

- B. That a revised Awards program to include awards for Council's values and purpose statement, with selection and nomination criteria and judging parameters in accordance with the conclusion section above be implemented, commencing in the 2018-2019 financial year.
- C. That the development and roll out of an "immediate" day to day recognition program that identifies and celebrates staff going 'above and beyond' the normal expectations of their roles is implemented in accordance with the conclusion section above, commencing July 2018.
- D. That the project team commence implementation and communication of the proposed Reward and Recognition Program during May-June 2018.
- E. That the project team review the Reward and Recognition Program to ensure that it reflects the Line of Sight Principles on an on-going basis and prepare recommendations for improvement in a culminating report following the 2019 awards event.

Maria Pawluczyk
ORGANISATIONAL DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Jeff Keech
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 22.05.18	OAR: YES
Authorisation: Jeffrey Keech	

GT: PJM
A4486757

14 May 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER/
TREASURY ACCOUNTING MANAGER

RE: IPSWICH MOTORSPORT PARK PTY LTD LOAN WRITE-DOWN

INTRODUCTION:

This is a joint report by the Development and Relationship Manager and the Treasury Accounting Manager dated 14 May 2018 concerning the write-down of the loan to Ipswich Motorsport Park Pty Ltd.

BACKGROUND:

Under the powers of the *Local Government Act 2009* and following a Council resolution on 25 August 2015, Ipswich City Council (Council) established Ipswich Motorsport Precinct Pty Ltd (a proprietary company limited by shares) on 7 March 2016 as a wholly owned subsidiary under the Corporations Act 2001. The company's first meeting occurred on 26 May 2016. On 21 February 2017, the company changed its name to Ipswich Motorsport Park Pty Ltd (IMP).

Council established the company to create an internationally recognised, commercially sustainable motorsports and events precinct at Willowbank. Following its establishment, the company progressed the precinct's master planning, investigated land acquisitions to support master planning goals, supported events such as CMC Rocks, consulted with organisers of new events and investigated various commercial and non-commercial opportunities.

Coinciding with its creation, Council obtained the Treasurer's approval to enter into a loan agreement with the company to provide a working capital facility (loan). The purpose of the

loan was to provide short-term funding for the company's operations in its infancy until its activities generated sufficient stable revenue streams. The balance of the IMP loan as at 30 April 2018 was \$450,000.00.

DISCUSSION:

With the review of Council's controlled entities and Council's involvement and associated investment in the motorsport precinct at Willowbank, all initiatives and activities under progression by IMP ceased in late 2017. Given the absence of activity and with no foreseeable revenue streams, it is appropriate to discontinue all remaining administration functions of IMP and consider its deregistration.

On 14 November 2017, Council received correspondence (refer Attachment A) from IMP requesting the following:

- Council forgiveness (write-down) of its loan to IMP associated with the company's activities in progressing Council's agenda at the motorsport precinct; and
- Council consent to the voluntary deregistration of the company.

WRITE-DOWN OF LOAN:

The value of the loan between Council and IMP would be reduced without increasing the value attributed to Council's ownership of IMP. The proposed reduction would be \$450,000.00 representing the working capital advances provided to IMP and will result in a reduction of Council's operating surplus.

The loan advances to IMP were provided to fund salary costs for the General Manager Motorsport, general operating and administration costs as well as the cost associated with the development of the precinct master plan.

Council's loan receivable would be reduced to nil. The write-down of the loan is in recognition of the absence of activity of IMP and no foreseeable revenue streams from which IMP can repay the outstanding loan balance.

VOLUNTARY DEREGISTRATION:

McGrath Nicol were engaged by Council to review Council's corporate entities and the status of their commercial operations with a view to their winding up. The resulting report to the April 2018 City Management, Finance and Community Engagement Committee recommended the winding up of a number of Council's corporate entities including IMP (adopted at Council's April 2018 meeting).

Subject to Council writing-down its loan with IMP, the Directors of the company will be able to commence the process of voluntary deregistration.

ATTACHMENT:

Name of Attachment	Attachment
Correspondence from Ipswich Motorsport Park Pty Ltd	Attachment A

RECOMMENDATION:

That Ipswich City Council write-down \$450,000.00 of outstanding loan debt owed by Ipswich Motorsport Park Pty Ltd.

Greg Thomas
DEVELOPMENT AND RELATIONSHIP MANAGER

Paul Mollenhauer
TREASURY ACCOUNTING MANAGER

I concur with the recommendation contained in this report.

Jeffrey Keech
ACTING CHIEF FINANCIAL OFFICER

I concur with the recommendation contained in this report.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



14 November 2017

Gary Kellar
Acting Chief Executive Officer
Ipswich City Council
PO Box 191
IPSWICH QLD 4305

Dear Gary

Re: Ipswich Motorsport Park Pty Ltd

Ipswich City Council (Council) established Ipswich Motorsport Precinct Pty Ltd on 7 March 2016 as a wholly owned subsidiary under the *Corporations Act 2001* (renamed Ipswich Motorsport Park Pty Ltd on 21 February 2017).

Under the *Statutory Bodies Financial Arrangements Act 1982*, Council authorised the transfer of sufficient funds via a loan facility to the new company to allow progression of the development projects.

At its meeting on 14 November 2017, the Ipswich Motorsport Park Board discussed the future model and level of Council's involvement and associated investment in the Ipswich Motorsport Park and the role of the Company moving forward given all activities have now ceased. As a result, the Board agreed to seek Ipswich City Council's consent to the voluntary deregistration of the Company and the forgiving of any amount outstanding under the loan.

Please advise Council's position regarding this request.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Paul Tully', is written over the typed name.

Paul Tully
Chairperson
IPSWICH MOTORSPORT PARK PTY LTD

POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(04)

15 MAY 2018

REPORT

<u>COUNCILLORS' ATTENDANCE:</u>	Councillor Wendt (Chairperson and Acting Mayor); Councillors Morrison, Tully, Silver, Stoneman, Bromage, Martin, Pisasale, Ireland and Pahlke
<u>COUNCILLOR'S APOLOGIES:</u>	Nil
<u>OFFICERS' ATTENDANCE:</u>	Acting Chief Operating Officer (Works, Parks and Recreation) (Bryce Hines), Chief Operating Officer (Economic Development and Marketing) (Ben Pole), Chief Operating Officer (Infrastructure Services) (Charlie Dill), Chief Operating Officer (Arts, Social Development and Community Engagement) (Caroline McMahon), City Planner (John Adams), Acting Chief Executive Officer (Gary Kellar), Acting Chief Financial Officer (Jeffrey Keech), Chief Operating Officer (Health, Security and Regulatory Services) (Sean Madigan) and Mayor's Executive Officer (Allison Grant)
<u>OFFICER'S APOLOGIES:</u>	Nil

1. **[PROPOSED POLICY FOR FUTURE PUBLIC MONUMENTS AND MEMORIALS FOR THE CITY](#)**

With reference to a report by the Executive Assistant dated 24 April 2018 concerning a proposed policy for future monuments and memorials for the City.

RECOMMENDATION

That a working group be formed comprising Councillors Morrison, Silver and Pahlke to review a proposed policy for Public Monuments and Memorials and that the outcome be reported back through the Ipswich Heritage and Monuments Advisory Committee.

2. **[EXCLUSION NOTICE OPTIONS](#)**

With reference to a report by the Strategic Policy and Systems Manager dated 8 May 2018 concerning the relevant heads of power for excluding people from council controlled areas.

RECOMMENDATION

That the report be received and the contents noted.

3. [REVIEWED PROCUREMENT POLICY](#)

With reference to a report by the Procurement Manager dated 4 May 2018 concerning a review and changes to the Procurement Policy to reflect the implementation of the procurement framework and guides.

RECOMMENDATION

That the policy titled '2018-2019 Procurement Policy' as detailed in Attachment C to the report by the Procurement Manager dated 4 May 2018, be adopted.

4. [SPORTING AND RECREATION ACTIVITY SPONSORSHIP POLICY](#)

With reference to a report by the Organisational Development Manager dated 9 May 2018 concerning the adoption of a Sporting and Recreation Activity Sponsorship Policy.

RECOMMENDATION

That the policy titled 'Sporting and Recreation Activity Sponsorship Policy', as detailed in Attachment A to the report by the Organisational Development Manager dated 9 May 2018, be adopted.

5. [FRAMEWORK FOR AN EXECUTIVE PERFORMANCE MANAGEMENT SYSTEM](#)

With reference to a report by the Acting Chief Executive Officer dated 8 May 2018 concerning the framework for an Executive Performance Management System.

RECOMMENDATION

- A. That the Council endorse the general framework for Executive Performance Management Review to incorporate for the Chief Executive Officer's review
- i. The creation of a Review Panel comprising the Mayor and two (2) Councillors appointed by the Council from time to time.
 - ii. The setting of performance expectations and targets for the Chief Executive Officer for each year across both executive competencies and priority deliverables to be approved by the Review Panel.
 - iii. Regular informed progress reports from the Chief Executive Officer to the Mayor on a quarterly basis, half yearly review meetings with the panel and a formal annual review by the panel (including input from Councillors).
 - iv. Appropriate reporting by the review panel to Council on at least an annual basis.
- B. That the Review Panel for 2018-2019 be appointed to develop the required performance targets in consultation with the new Chief Executive Officer.

- C. That the Review Panel with the Chief Executive Officer collaborate to adapt the endorsed Executive Performance Management System model for use with the other members of the Executive Team.
-

6. [MANAGEMENT OF COUNCILLOR DISCRETIONARY FUNDS](#)

With reference to a report by the Acting Chief Executive Officer dated 8 May 2018 concerning the Management of Councillor Discretionary Funds.

RECOMMENDATION

- A. That the policy titled Citywide and Divisional Allocations Policy, as detailed in Attachment A, as per Item 5 of the Policy and Administration Board No. 2014(09) of 30 September 2014 and adopted at Council on 14 October 2015, be repealed, with effect from 1 July 2018.
- B. That the policy titled Citywide and Divisional Allocations Policy, as detailed in Attachment B, be adopted, with effect from 1 July 2018.
- C. That the amended procedure titled Citywide and Divisional Allocations, as detailed in Attachment D, as amended, be endorsed, with effect from 1 July 2018.
- D. That the policy titled Mayoral and Councillor Discretionary Funds Policy, as detailed in Attachment E, as amended, be adopted, with effect from 1 July 2018.
- E. That the Administrative Guidelines for managing the Mayoral and Councillor discretionary funds as outlined in Attachment F, as amended, be endorsed, with effect from 1 July 2018.
- F. That the assessment criteria for eligibility for allocations from the discretionary funds, as outlined in the Citywide and Divisional Allocations Procedure detailed in Attachment D, as amended, be further developed in consultation with Councillors.
- G. That Council consider the quantum of allocations each year in its budget deliberations.
-

7. [POLICY TO DEAL WITH FUTURE CORRUPTION ALLEGATIONS AGAINST THE COUNCIL'S CHIEF EXECUTIVE OFFICER](#)

With reference to a report by the Acting Chief Executive Officer dated 10 May 2018 concerning a policy to deal with future corruption allegations against the Council's Chief Executive Officer.

RECOMMENDATION

That the policy “Dealing with a complaint involving the Chief Executive Officer” referred to in Attachment A in accordance with Section 48A of the *Crime and Corruption Act 2001*, be adopted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.03 am.

The meeting closed at 11.47 am.

Policy and Administration Advisory Committee	
Mtg Date: 15.05.18	OAR: YES
Authorisation: Bryce Hines	

sas: sas
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24 April 2018

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)
FROM: EXECUTIVE ASSISTANT
RE: PROPOSED POLICY FOR FUTURE PUBLIC MONUMENTS AND MEMORIALS FOR THE CITY

INTRODUCTION:

This is a report by the Executive Assistant dated 24 April 2018 concerning a proposed policy for future monuments and memorials for the City.

BACKGROUND:

Council continues to receive requests for new or to expand the public monuments and memorials throughout the City.

Currently, council manages and maintains a large number of individual monuments and memorials across 55 locations in the City. These can be war memorials through to plaques dedicating openings of new facilities. Attachment A provides a list of these monuments and memorials.

As the City continues to grow it is timely to consider a policy to manage any future requests for public monuments and memorials.

It should be noted that this proposed Policy does not replace or change the current Personal Tributes in Council's Open Space and Road Network Policy.

OTHER LOCAL GOVERNMENT RESEARCH:

The management of new requests for monuments and memorials is a challenge for all local authorities.

Brisbane City, Sydney City and Melbourne City have developed guidelines and/or policies to assist in managing requests for new monuments and memorials. These have been summarised and provided below.

Brisbane City Council

Brisbane City has a long-standing guideline that has been utilised for many years to determine any requests for new monuments or memorials within the public open space.

These guidelines are currently being drafted for Council to consider adopting a formal Policy and Procedure on the matter. The draft policy and procedure includes:

- Definitions
- Objectives
- Principles
- Assessment criteria based on either a public memorial or a monument to individuals, places or events.
- Location
- Cost/Funding
- Assessment, approval and commissioning process

Further detail in relation to each of the above is shown in Attachment B. In regards to the assessment, approval and commissioning process, all applications are assessed against the criteria, with input requested from the Heritage Advisory Committee and the Department of Environment and Science with final decision by Council on the proposal.

City of Sydney

The City of Sydney include monuments and memorials within the Public Art Policy and Public Art Strategy. The guidelines and criteria for public art are:

- Relevance to the objectives and actions of Sustainable Sydney 2030, the City Public Art Strategy, Acquisition and Deaccession Guidelines, Public Art in Private Development Guidelines and the principles of this Public Art Policy
- Standards of excellence and innovation
- The integrity of the work
- Relevance and appropriateness of the work to the context of its site
- Consistency with current planning, heritage and environmental policies
- Plans of Management
- Consideration of public safety and the public's access to and use of the public domain
- Consideration of maintenance and durability requirements
- Evidence of funding source and satisfactory budget including an allocation for ongoing maintenance
- Non-duplication of monuments commemorating the same or similar events
- Consideration for a holistic approach to public art in the City.

Any new public art in Sydney is determined by the City Design Unit who will define the need and develop briefs for public art projects. These are presented to the Public Art Advisory Panel who oversee the Public Art Program and provide independent advice for consideration. Recommendations from the Public Art Advisory Panel on the development of public art projects will be approved by the CEO (or delegate) or Council as required under statutory requirements.

City of Melbourne

The City of Melbourne adopted a Plaques and Memorial Policy in September 2016. The policy outlines:

- Scope
- Definitions
- Policy and Assessment criteria
- Responsibilities

Further detail in relation to each of the above is shown in Attachment B. In regards to the assessment and approval process, all applications are assessed against the criteria by the Plaques and Memorials Committee with final decision by Council on the proposal.

PROPOSED POLICY AND PROCESS FOR IPSWICH:

Council has previously dealt with requests for public monuments and memorials on a case-by-case basis. The most recent example is the Ipswich-Rosewood Miners' Memorial in Limestone Park.

Based on the research undertaken the draft Policy (Attachment C) is based on the City of Melbourne Policy and outlines scope, definitions, policy and assessment criteria and responsibilities to reflect Ipswich City Council requirements.

All requests will be required to submit an application on the appropriate application form. A draft application form (as shown in Attachment D) has been prepared for consideration. The application form provides advice and guidance to all applicants in regards to definitions, assessment criteria and assessment process.

To assist council officers in assessing and managing any applications, a draft procedure has been prepared, outlining the assessment process as is shown in Attachment E.

CONSULTATION:






Consultation with Planning and Development has occurred in relation to the contents of this report.

CONCLUSION:

As outlined above, Council has previously dealt with requests for public monuments and memorials on a case-by-case basis. The most recent example is the Ipswich-Rosewood Miners' Memorial in Limestone Park.

To assist Council in managing requests for public monuments and memorials it is suggested that Council adopt the draft Policy as shown in Attachment C to provide guidance to the community.

ATTACHMENT/S:

Name of Attachment	Attachment
List of current memorials – Ipswich	 Attachment A
Detailed information – local authority research	 Attachment B
Draft Public Monuments and Memorials Policy	 Attachment C
Draft Public Monuments and Memorials Application Form	 Attachment D
Draft Public Monuments and Memorials Procedure	 Attachment E

RECOMMENDATION:

Amended at the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.

- A. ~~That the Policy entitled 'Public Monuments and Memorials Policy' as shown in Attachment C to the report by the Executive Assistant dated 24 April 2018, be adopted.~~

- B. ~~That the Public Monuments and Memorials Application form as shown in Attachment D to the report by the Executive Assistant dated 24 April 2018, be noted.~~

- C. ~~That the Public Monuments and Memorials Procedure as shown in Attachment E to the report by the Executive Assistant dated 24 April 2018, be noted.~~

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That a working group be formed comprising Councillors Morrison, Silver and Pahlke to review a proposed policy for Public Monuments and Memorials and that the outcome be reported back through the Ipswich Heritage and Monuments Advisory Committee.

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Sharon Smith
EXECUTIVE ASSISTANT

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

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

	Park Name or Location			Memorial Type	Material	Detail if Known
Ipswich City Council	Alf Harris Park	Memorials	Memorial	Dedication	Steel	Memorial Flood Gauge
Ipswich City Council	Alf Harris Park	Memorials	Memorial	Dedication	Plaque	Memorial Pillar of Courage Plaque
Ipswich City Council	Alf Harris Park	Memorials	Memorial	Dedication	Plaque	Memorial Pillar of Courage Plaque
Ipswich City Council	ANZAC Park	Memorials	Memorial	War	Rock	
Ipswich City Council	ANZAC Park	Memorials	Memorial	War	Rock	
Ipswich City Council	ANZAC Park	Memorials	Memorial	War	Rock	
Ipswich City Council	ANZAC Park	Memorials	Memorial	War	Steel	
Ipswich City Council	ANZAC Park	Memorials	Memorial	War	Steel	
Ipswich City Council	Baines Park	Memorials	Memorial	War	Plaque	
Ipswich City Council	Baines Park	Hardstand	Memorial	War	Concrete	
Ipswich City Council	Baines Park	Memorials	Memorial	War	Rock	Soldier Statue
Ipswich City Council	Baines Park	Hardstand	Memorial	War	Rock	
Ipswich City Council	Baines Park	Memorials	Memorial	War	Plaque	Mounted on stone
Ipswich City Council	Bigges Camp Park	Memorials	Memorial	Dedication	Rock	Plaque set in rock
Ipswich City Council	Bigges Camp Park	Memorials	Memorial	War	Rock	
Ipswich City Council	Bigges Camp Park	Memorials	Memorial	War	Plaque	Attached to Rock Wall
Ipswich City Council	Bigges Camp Park	Memorials	Memorial	War	Plaque	Attached to Rock Wall
Ipswich City Council	Box Flat Memorial Park	Memorials	Memorial	Dedication	Rock	Box Flat Explosion, 31 July 1972
Ipswich City Council	Box Flat Memorial Park	Memorials	Memorial	Dedication	Rock	Box Flat Explosion, 31 July 1972

Ipswich City Council	Box Flat Memorial Park	Memorials	Memorial	Dedication	Rock	Box Flat Explosion, 31 July 1972
Ipswich City Council	Bremervale Park	Hardstand	Memorial	Opening	Concrete	Hardstand - Memorial
Ipswich City Council	Bremervale Park	Memorials	Memorial	Opening	Rock	Memorial - Opening
Ipswich City Council	Browns Park	Memorials	Memorial	Dedication	Rock	Constable James Sangster
Ipswich City Council	Browns Park	Memorials	Memorial	Dedication	Plaque	Constable Matthew Connelly
Ipswich City Council	Browns Park	Memorials	Memorial	Opening	Plaque	
Ipswich City Council	Browns Park	Memorials	Memorial	Dedication	Plaque	
Ipswich City Council	Bundamba Memorial Park	Hardstand	Memorial	War	Concrete	Hardstand - Memorial
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Concrete	Memorial - Plaque
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Steel	Memorial - Statue and Plaques
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Plaque	Memorial - Plaque
Ipswich City Council	Bundamba Memorial Park	Hardstand	Memorial	War	Concrete	Hardstand - Memorial
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Rock	Memorial - Statue with Plaques
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Plaque	Memorial - Plaque
Ipswich City Council	Bundamba Memorial Park	Hardstand	Memorial	War	Concrete	Hardstand - Memorial
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Plaque	Memorial - Plaque
Ipswich City Council	Bundamba Memorial Park	Memorials	Memorial	War	Steel	Memorial - Statue
Ipswich City Council	Cameron Park	Memorials	Memorial	War		Gallipoli 50th Anniversary Water Fountain
Ipswich City Council	Cameron Park	Memorials	Memorial	War		Naval Cannon
Ipswich City Council	Cameron Park	Memorials	Memorial	War	Concrete	
Ipswich City Council	Camira Recreation Reserve	Memorials	Memorial	Dedication	Plaque	Set in stone, John James Shewry

Ipswich City Council	Chelmsford Avenue and Outridge Street Ipswich	Memorials	Memorial		Stone	Blackall Memorial Fountain
Ipswich City Council	Cobb & Co Heritage Park	Memorials	Memorial	Dedication	Plaque	Memorial Stone
Ipswich City Council	Cunninghams Knoll	Memorials	Memorial	Dedication	Rock	The Old Hummock Limestone Residue Memorial
Ipswich City Council	Cunninghams Knoll	Memorials	Memorial	Dedication	Rock	Allan Cunningham Memorial
Ipswich City Council	Cunninghams Knoll	Memorials	Memorial	Dedication	Rock	Thomas Glassey Memorial
Ipswich City Council	D'Arcy Doyle Place	Memorials	Memorial	Dedication	Plaque	St Paul's Young Men's Society Club
Ipswich City Council	D'Arcy Doyle Place	Memorials	Memorial	Opening	Concrete	
Ipswich City Council	D'Arcy Doyle Place	Memorials	Memorial	Dedication	Concrete	
Ipswich City Council	Doig Family Park	Memorials	Memorial	Dedication	Plaque	Memorial Plaque - Dedication
Ipswich City Council	Ebbw Vale Memorial Park	Memorials	Memorial	War	Rock	
Ipswich City Council	Eric Edwardson Park	Memorials	Memorial	Dedication	Plaque	Memorial Plaque
Ipswich City Council	George & Eileen Hastings Sports Centre	Memorials	Memorial	Dedication	Plaque	Softball In Ipswich
Ipswich City Council	George & Eileen Hastings Sports Centre	Memorials	Memorial	Opening	Plaque	George and Eileen Hastings Sports Complex
Ipswich City Council	Goupong Park	Memorials	Memorial	Dedication	Plaque	Set in stone, memorial for miners
Ipswich City Council	Goupong Park	Hardstand	Memorial	Dedication	Concrete	
Ipswich City Council	Goupong Park	Memorials	Memorial	Dedication	Plaque	Set in rock, Mr Robert Anderson
Ipswich City Council	Grande Park	Memorials	Memorial	War	Concrete	War Memorial
Ipswich City Council	Gumleaf Park	Memorials	Memorial	Opening	Rock	Memorial - Plaque on Sandstone block
Ipswich City Council	Ipswich Mall	Memorials	Memorial	Opening	Plaque	
Ipswich City Council	Ipswich Mall	Memorials	Memorial	Opening	Plaque	
Ipswich City Council	Ipswich Mall	Memorials	Memorial	Opening	Plaque	

Ipswich City Council	Joseph Brady Park	Memorials	Memorial	Opening	Plaque	Plaque on rock, opening of park
Ipswich City Council	Joseph Brady Park	Memorials	Memorial	Dedication	Rock	Plaque on rock, recognising Mt Marrow Quarries
Ipswich City Council	Josey Park	Memorials	Memorial	Dedication	Rock	Memorial Stone
Ipswich City Council	Leichhardt Park	Memorials	Memorial	War	Rock	
Ipswich City Council	Leslie Park	Memorials	Memorial	Dedication	Plaque	Crash Victims Memorial - Brass Plaque on Stone block
Ipswich City Council	Leslie Park (A)	Memorials	Memorial	War	Steel	Memorial Statue
Ipswich City Council	Limestone Park	Memorials	Memorial	Dedication	Rock	Michael Cannon
Ipswich City Council	Limestone Park	Memorials	Memorial	Dedication	Plaque	In Honour of James Jim Lancaster
Ipswich City Council	Limestone Park	Memorials	Memorial	Dedication	Plaque	Jim Gardiner The Grand Old Man of Ipswich Swimming
Ipswich City Council	Limestone Park	Hardstand	Memorial	War	Pavers	
Ipswich City Council	Lobley Park	Memorials	Memorial	Opening	Concrete	1914 - The Great War - 1920
Ipswich City Council	Lobley Park	Hardstand	Memorial	Dedication	Concrete	
Ipswich City Council	Manson Park	Memorials	Memorial	War	Plaque	Named in honour of Rose Manson
Ipswich City Council	Manson Park	Memorials	Memorial	War	Concrete	Dedicated to the United States of America Service Airmen during World War II
Ipswich City Council	Marburg Heritage Dairy	Memorials	Memorial	War	Plaque	Memorial Stone
Ipswich City Council	Market Square Park	Memorials	Memorial	Dedication	Plaque	Plaque Memorial fixed to Rock
Ipswich City Council	Memorial Gardens	Memorials	Memorial	War	Rock	RSL Memorial
Ipswich City Council	Memorial Gardens	Memorials	Memorial	War	Rock	Incapacitated Serviceman & Womens Association
Ipswich City Council	Memorial Gardens	Memorials	Memorial	War	Rock	National Servicemens Memorial
Ipswich City Council	Memorial Gardens	Memorials	Memorial	War	Rock	British Commonwealth Occupation Forces
Ipswich City Council	Mihi Junction	Memorials	Memorial	Dedication	Plaque	Ipswich to Walloon Railway Line

Ipswich City Council	Mihi Junction	Memorials	Memorial	Dedication	Steel	Rail sculpture
Ipswich City Council	Mihi Junction	Hardstand	Memorial	Dedication	Concrete	
Ipswich City Council	Morgan Park	Memorials	Memorial	Dedication	Plaque	Dawn Court Shelter
Ipswich City Council	Neumann Family Park	Memorials	Memorial	Opening	Plaque	Memorial
Ipswich City Council	Newtown Park	Memorials	Memorial	Dedication	Concrete	Centenary of the Newtown Silkstone State School
Ipswich City Council	Norma Mulvihill Park	Memorials	Memorial	Dedication	Plaque	Memorial Stone
Ipswich City Council	Pan Pacific Peace Gardens	Memorials	Memorial	Dedication	Timber	Sign post with lettering
Ipswich City Council	Peace Park	Memorials	Memorial	Dedication	Plaque	Memorial - Environmental Award
Ipswich City Council	Peace Park	Memorials	Memorial	Opening	Plaque	Memorial - Opening
Ipswich City Council	Pine Mountain Bush Reserve	Memorials	Memorial	Opening	Rock	
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	Glasshouse Opening Plaque
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Plaque	W.B. Darker Rotunda
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Rock	War
Ipswich City Council	Queens Park	Memorials	Memorial	War	Steel	Anchor
Ipswich City Council	Queens Park	Memorials	Memorial	War	Plaque	On retaining wall
Ipswich City Council	Queens Park	Memorials	Memorial	War	Steel	Navy gun
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Plaque	Lions, Lions Ladies and Lionesses who passed away whilst servicing the Ipswich Community
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Plaque	On rock, Maree Adelle Fyfe
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	Nerima Gardens Stage 2
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	On rock Nerima Gardens Teahouse
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	On rock, official opening

Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	Ipswich Nature Centre opening
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	Frank Manthey Bilby Burrow, official naming
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Plaque	Loving memory of Yolanda Elizabeth Brennan-Rowe
Ipswich City Council	Queens Park	Memorials	Memorial	Opening	Plaque	Queens Park Nature Centre opened by Mr Pat Comben
Ipswich City Council	Queens Park	Memorials	Memorial	Memorial	Rock	MacFarlane Memorial - located near the entrance of the playground of Queens Park
Ipswich City Council	Queens Park	Memorials	Memorial	Dedication	Plaque	Queens Park 150th Anniversary embedded in sandstone
Ipswich City Council	Redbank Memorial Park	Hardstand	Memorial	Dedication	Concrete	
Ipswich City Council	Redbank Memorial Park	Hardstand	Memorial	Dedication	Concrete	
Ipswich City Council	Redbank Plains Recreation Reserve	Memorials	Memorial	War	Rock	
Ipswich City Council	Regatta Walk	Memorials	Memorial	Dedication	Concrete	Memorial Stone - The Tale of Nibbles and Gnaw
Ipswich City Council	Rotary Park	Memorials	Memorial	Opening	Plaque	
Ipswich City Council	Scenic Park	Memorials	Memorial	Dedication		Tree of Knowledge Memorial, fixed to a rock.
Ipswich City Council	Simmons Road Park	Memorials	Memorial	Opening	Plaque	Memorial - Heritage Heights official Opening
Ipswich City Council	The Cricket Pitch	Memorials	Memorial	Dedication	Rock	Memorial Plaque
Ipswich City Council	The Cricket Pitch	Memorials	Memorial	Dedication	Plaque	Memorial Stone
Ipswich City Council	The Diggers Rest Goodna	Hardstand	Memorial	War	Concrete	Hardstand - Memorial
Ipswich City Council	The Diggers Rest Goodna	Memorials	Memorial	War	Concrete	Memorial Stone
Ipswich City Council	Tivoli Sporting Complex	Memorials	Memorial	Opening	Rock	Agility Dog Club of Queensland Ipswich Clubhouse Opening
Ipswich City Council	Tom Lenihan Park	Memorials	Memorial	Opening	Plaque	Plaque - Opening
Ipswich City Council	Tom Lenihan Park	Memorials	Memorial	Opening	Plaque	Plaque - Opening
Ipswich City Council	Vi Jordan Park	Memorials	Memorial	Dedication	Plaque	Labyrinth Memorial Plaque on Sandstone block

Ipswich City Council	Wallaby Ware Park	Memorials	Memorial	Dedication	Rock	Dedication to Allan H. Ware
Ipswich City Council	Woodend War Memorial	Hardstand	Memorial	War	Pavers	

ATTACHMENT B

Brisbane City Council

Brisbane City has a long-standing guideline that has been utilised for many years to determine any requests for new monuments or memorials within the public open space.

These guidelines are currently being drafted for Council to consider adopting a formal Policy and Procedure on the matter. The draft policy and procedure includes:

- Definitions
- Objectives being:
 - To acquire monuments and memorials which reflect the community's desires and expectations to commemorate people, places, events etc of significance whether to a few, to many or to all.
 - To strengthen the public realm and the urban form of the City, and the sense of identity of it's communities.
 - To deal transparently, efficiently and sensitively with proposals for new or existing memorials and monuments while delivering the most appropriate outcome for the community and for the city.
 - To ensure the form, quality, scale, utility, service and subject matter of memorials and monuments is suitable and desirable for the public realm and to a particular location.
 - To ensure the management and maintenance of memorials and monuments is appropriate.
 - To ensure memorials and monuments are retired in an appropriate manner and at an appropriate time.
- Principles being:
 - Public monuments and memorials are integral to the social, cultural, civic and physical environment of the City;
 - Private monuments and memorials are important to those individuals, families and associations close to their subject and the city will work cooperatively and in good faith to accommodate these where they enhance the social, cultural, civic and physical environment of the city;
 - Private monuments and memorials are temporary installations unless they are substantial and/or Council agrees otherwise in advance of the acceptance of a proposal,;
 - The city has established urban forms, public realm, public art and other existing frameworks that must be respected in the consideration of any proposal for a memorial or monument;

- The community is not homogeneous and it is acknowledged that values and beliefs will not align between all groups when considering impacts of proposals. This is not a significant reason to dismiss a proposal to establish, retain, embellish or retire a memorial or monument;
 - There will be many visions for the city and for its people. There are no right or wrong positions there are only differing perspectives and opinions;
 - No person, group or other entity has a right to erect a monument or a memorial on public land;
 - The erection of any monument or memorial does not create an obligation or a right to erect others either similar or dissimilar;
 - The public realm is a complex network of spaces that serves the city and the community through its function, utility and form. It is not intended that this vital component of the city becomes a memorial space or is significantly impacted by private memorials;
 - New memorials should generally not commemorate a person, or place that is already memorialised in the City. Some events may be memorialised in more than one location in the City (eg War Memorials and War Monuments) with appropriate justification.;
 - Monuments and memorials can take many forms. Memorials can be temporary or permanent but monuments are considered to have a long or indefinite lifespan. Memorials and monuments may be retired if they no longer fulfil a purpose that is meaningful to the city and its people.
 - Monuments and memorials exist as assets, art or infrastructure that is important, desirable and valuable to the city and to the community.
 - The process for the creation, placement, management and retirement of monuments and memorials by Council will be open, equitable and transparent.
 - The assessment of applications for the creation, placement, donation and stewardship of monuments and memorials will be open, equitable, transparent and culturally aware.
- Assessment criteria based on either a public memorial or public monument to individuals, places or events. This assessment criteria includes:
 - Enriches the public space consistent with existing or proposed themes, plans and strategies
 - Is relevant to the majority of the community where the monument or memorial is proposed and it can be demonstrated to the satisfaction of Council that there is significant community support and acceptance of the proposal
 - Enhances or improves the appreciation of the area through high quality and merit in design, craftsmanship and materials

- Location:
 - CBD is to be preserved for memorials and monuments that are significant to the whole or the majority of the community or be of national or international significance
 - If there is a relationship between a proposed memorial and an existing memorial then co-location should be first choice
 - There should be a connection between the proposed location and the subject of the memorial (eg commemoration of the 1974 floods and placement of markers along the Brisbane River)
- Cost/funding – all costs to be met by applicant unless otherwise deemed by Council
- Assessment, approval and commissioning process:
 - All applications in writing
 - Assessment Criteria applied and recommendation to the relevant committee
 - Heritage Advisory Committee and the EPA are requested to provide input
 - Final decision by Council on whether proposal proceeds or not

City of Melbourne

The City of Melbourne adopted a Plaques and Memorial Policy in September 2016. The policy outlines:

- Scope:
 - Related to locations within the City and on land it manages
 - Plaques
 - Memorials
- Definitions
- Policy and Assessment criteria:
 - Funding – costs (including lifecycle costs) must be paid for the by the individuals or groups making the request
 - Location –
 - must not detract from the location or existing art works, landscape features, plaques or memorials in the area;
 - City will provide guidance on an appropriate location options early in the application process
 - Memorials require a strong connection to Melbourne and a location appropriate to their purpose
 - Gravitas, accuracy and community support –
 - Cannot relate to subjects memorialised elsewhere

- Must be significant to the civic, cultural or political life of Melbourne or Victoria
- Memorials must hold great significance and be of enduring interest to the community
- Applicants must be able to demonstrate strong community support and commit to ongoing community engagement process
- Factual information associated with the memorial must be thoroughly researched by the applicant and widely accepted by the community and endorsed by City of Melbourne
- Test of time – the request must relate to subject matter that is at least five years old
- Artistic merit and form
- Digital additions
- Removal – City may remove a plaque after five years and a memorial after ten years if required.
- Responsibilities:
 - All applications in writing on applicable form and application is responsible for all funding for the proposal
 - Plaques and Memorials Committee applies the Policy and Assessment Criteria and makes recommendations to Council
 - Council is responsible to approve or decline applications on land owned and managed by Council



PUBLIC MONUMENTS AND MEMORIALS POLICY

Version:

Document No.:

1.1 Objectives: To provide guidance on the assessment and management of requests for the installation of public monuments and memorials on Council's owned and/or managed land.

1.2 Regulatory Authority:

- *Local Government Act 2009*
- Ipswich Planning Scheme
- Public Parks Strategy
- *Queensland Heritage Act 1992*

1.3 Policy Statement: Council will assess applications from individuals or groups wishing to formally recognise local people, groups, places and events of significance to the Ipswich region. The people, groups, places and events may be of local, citywide, State or National significance with priority being given to citywide, State and National significance.

New monuments and memorials should generally not commemorate a person or persons, or a place or event that is already memorialised in the City. Some events may be memorialised in more than one location in the City (eg war memorials and war monuments) with appropriate justification. The subject of a monument or memorial must have demonstrated strong community support.

Council will assess all applications strictly applying the criteria set out in this Policy.

Council will take ownership and responsibility for the maintenance of approved monuments and memorials.

1.4 Scope: This policy only relates to requests for public monuments and memorials on Council's owned and/or managed land.

1.5 Requests for public monuments and memorials:

A request can be made by an individual, group or organisation.

All requests must be submitted on the appropriate application form and include detailed information to support the proposal. Each request must address all the relevant application requirements and assessment criteria as detailed in this Policy.

If commemorating an historical person, place or event the application should include

appropriate historical information and cite relevant sources (eg Queensland Times Newspaper date and title of article).

The applicant is to ensure that all material supplied to Council is accurate. The applicant may be required to provide additional evidence or research material to further substantiate the proposal.

Detailed design and specifications will only be required if the proposal is supported by the Ipswich Heritage and Monuments Advisory Committee.

1.6 Application requirements:

All applications must be submitted on the appropriate form and include information to support the proposal including:

Funding:

- a) All costs associated (including design, manufacture, certification, installation and 'life cycle' costs) with the monument or memorial will be the responsibility of the applicant.
- b) Monuments and memorials manufacture and installation will not occur until the funding is received by Council.
- c) Council may determine to fund the installation of a public monument and memorial through its capital budget.

Location Options:

- a) The Ipswich City Centre Memorial Gardens and Pump Yard Park is the preferred location for any proposed new public monuments and memorials reflecting Ipswich's war heritage.
- b) Any proposed new public monuments and memorials to Ipswich's mining heritage are to be placed where possible, at sites where mining memorials already exist.
- c) Any other proposed locations must not detract from any existing features within the area and must have a strong connection to the City of Ipswich and a location appropriate to their purpose – such as a place to reflect or for communities to gather.
- d) Approval for monuments and memorials on property entered on the Queensland Heritage Register is the responsibility of the Department of Environment and Science. The applicant will be responsible for obtaining approval from the Department if the request is supported by Council.

Gravitas, accuracy and community support:

- a) Any application should generally not relate to subjects memorialised elsewhere.
- b) Any application must be significant to Ipswich people, places, events or war or mining heritage.
- c) Any application must have strong community support and must demonstrate this support and commitment to ongoing community engagement.
- d) Any application must include factual sourced information associated with the monument or memorial and be accepted by the community and endorsed by

Council.

Design proposal:

- The design of a monument or memorial is to be respectful of the subject
- The monument or memorial should not cause offence to other persons or groups within the broader community.
- All information including text and images must be historically correct and verified.
- The design and materials must be of a high standard, taking into account public safety, potential for vandalism and maintenance.
- The monument or memorial should be designed with a lifespan greater than 24 years. Materials should be durable, robust and require minimal maintenance.
- Any monument or memorial must be certified by a structural engineer.
- Where images are included copyright approval may need to be obtained.

1.7 Application Assessment and Criteria:

Council will give due consideration to every proposal to install a public monument and memorial. However, approval of a proposal is only likely in instances where Council is satisfied that the proposal meets the following criteria:

1. The person, place or event is significant to the Ipswich Local Government Area, the Ipswich region, Queensland or Australia.
2. The person, place or event has not been commemorated elsewhere (excluding war memorials and war monuments).
3. Strong community support has been demonstrated.
4. The design is appropriately respectful of the subject.
5. The proposed design and materials are of a high standard and the desired design lifespan is met.
6. The proposed design is safe for a public place.
7. The monument or memorial will not cause offence to members of the broad community.
8. The historical information is correct and verified.
9. An estimate of cost including design, manufacture and installation has been provided.
10. Evidence of funding for the total project has been provided.
11. The full 'life cycle costs' and maintenance requirements are acceptable to Council.

1.8 Approval process:

The approval process will occur in two stages.

A supporting procedure titled 'Assessing Applications for Public Monuments and Memorials' will guide Council officers on how to assess any applications received.

Stage 1

Stage 1 will include the assessment of the application against the assessment criteria and, where applicable, historical information will be assessed by Council's Cultural Heritage Coordinator.

If the application is supported, the applicant will be requested to progress to Stage 2.

If the application is not supported, the applicant will be advised accordingly.

Stage 2

Following receipt of official notification that the proposal is supported, the applicant will be requested to provide further details to support the application such as:

- i. Detailed design and construction drawings, specifications and certification by a registered structural engineer.
- ii. Statement of total cost including design, manufacture, installation and full 'life cycle costs'.
- iii. The applicant may be requested to provide further detail or clarification.

The application will be further assessed following receipt of this application and a report prepared for Council consideration of the proposal.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the Ipswich Planning Scheme, National Construction Code (building) and the *Queensland Heritage Act 1992*.

1.9 Decommissioning

Council may approve the decommissioning of a monument or memorial if it comes to the end of its design life, poses a risk to public safety, traffic conditions change or for any other relevant reason.

1.10 Roles and responsibilities:

Applicants are responsible for funding their proposal, demonstrating community support and ensuring they meet all the assessment criteria for all applications.

Cultural Heritage Coordinator will be responsible for assessing any historical information provided with an application.

Ipswich Heritage and Monuments Advisory Committee to provide guidance to **Works Parks and Recreation** in relation to proposed location and inclusion of the new public monument or memorial.

Ipswich City Council is responsible for approving or declining applications for public monuments or memorials on Council owned or managed land.

Works Parks and Recreation are responsible for applying the Policy and Assessment Criteria to each application in consultation with the **Ipswich Heritage and Monuments Advisory Committee** and preparing committee reports for Council's consideration on each application.

1.11 Definitions:

‘gravitas’ – dignity, seriousness or solemnity of manner.

‘life cycle costs’ – sum of all recurring and one-time (non-recurring) costs over the full life span or a specified period of a structure. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs and remaining (residual or salvage) value at the end of ownership or its useful life.

‘plaque’ – is a flat piece of metal, stone or other durable material with a two-dimensional face that can be fixed to an object, pavement or building. A plaque includes text and/or images to recognise a place or event or to interpret the history of a public place.

‘memorial’ – is a plaque, structure, statue or a building built to honour some notable person or event.

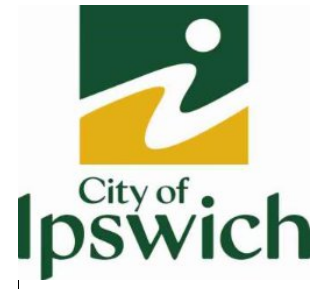
‘monument’ – is a plaque, structure, statue or building built to remember a person or persons who have died.

1.12 Policy Author: Works Parks and Recreation

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



Public Monuments and Memorials Application Form

BEFORE COMPLETING THIS FORM PLEASE ENSURE YOU HAVE DONE THE FOLLOWING:

- I have read the Public Monuments and Memorials Policy **Yes**
I/my organisation understand the funding requirements associated with my proposal **Yes**
I have discussed my proposal (including the location) with an officer of Ipswich City Council **Yes**

APPLICANT DETAILS

Title		First name		Surname	
Company name					
Unit/Level/Number		Street			
Suburb				Postcode	
Postal address (if different to above)					
				Postcode	
Phone number during business hours					
Email address					

1. MY ORGANISATION'S PROPOSAL IS FOR THE FOLLOWING:

(If you require more room, please attach a separate sheet)

2. LOCATION:

The characteristics I require of the location for my proposal are:
(Refer to the Public Monuments and Memorials Policy)

3. GRAVITAS, ACCURACY AND COMMUNITY SUPPORT:

I/we believe that the subject that this proposal relates to is the only one in Ipswich. **Yes**

This proposal is significant to the civic or cultural life of Ipswich and is of enduring interest to the people of Ipswich for the following reasons: *(Refer to the Public Monuments and Memorials Policy)*

This proposal is of particular significance to the following communities within Ipswich:
(Refer to the Public Monuments and Memorials Policy)

I/my organisation can demonstrate the support and significance of these communities in the following ways:
(Refer to the Public Monuments and Memorials Policy)

I/my organisation provides the following historical information relating to the proposal: *(this may include but not limited to photos, newspaper articles, book excerpts and may require the obtaining of copyright permission/s)*

I/my organisation will commit to ongoing engagement with relevant communities until this project is complete.

Yes

I/we believe the factual content associated with this/these memorial/plaque/s has been thoroughly researched and understand the facts may require community and Ipswich City Council endorsement for the proposal to proceed. **Yes**

4. BUSINESS

For those applications that relate to a business, I/my organisation believe this business has had an enduring social impact and plays a significant role within Ipswich for the following reasons:

I/we acknowledge that logos and brandings are not permitted on plaques and memorials in the City of Ipswich. **Yes**

5. FUNDING

Do you have the funds to pay for this proposal or can you raise the funds **Yes**

If your application relates to memorials, please outline your funding sources below (e.g. grants, community donations etc).

6. TEST OF TIME

The subject of my proposal (except for clusters of plaques) has been deceased at least five years and/or the event occurred more than five years ago **Yes**

I understand it may take some time for my proposal to be considered and actioned by Ipswich City Council; and that delivery of memorial can take several years **Yes**

7. ARTISTIC MERIT AND FORM

I/my organisation will collaborate with Ipswich City Council on my proposal as required. I understand that memorials require concept, artist selection, design, durability, environmental sustainability and maintenance; plaques require collaboration on texts only. **Yes**

8. DIGITAL ADDITIONS (FOR PLAQUE AND MEMORIALS CLUSTERS ONLY)

Should the proposed plaque or memorial proceed to installation, I/my organisation will provide any additional material required to enable accurate information to be placed on Ipswich City Council's digital maps. **Yes**

(Optional) To supplement my proposal, I/my organisation are considering the following digital enhancements:

9. POLICY

Are you aware that local and state government policies and legislation can relate to new memorials? **Yes**

Please list relevant policies and legislations relating to your application (this applies to memorial applications only).

10. RELOCATION AND DECOMMISSIONING

I/my organisation acknowledges that, if circumstances require it, Ipswich City Council may need to relocate plaques and memorials. After 10 years, if circumstances require it, Ipswich City Council may need to remove or transfer ownership of plaques and memorials. **Yes**

11. APPLICANT DECLARATION

I/my organisation acknowledges that by completing and submitting this application form does not guarantee immediate approval and only completes Stage 1 of the assessment/application process (*Refer to the Public Monuments and Memorials Policy*) **Yes**

I/my organisation acknowledges that by completing and submitting this application form that the responsibility for construction, supervision and certification of the proposed monument or memorial may lay with myself/my organisation (*Refer to the Public Monuments and Memorials Policy*) **Yes**

I declare that the information I have provided is true and correct and that I have read the Public Monuments and Memorials Policy and am familiar with the information relevant to my application.


Applicant signature		Date	
Organisation (if applicable)		Date	

Privacy Policy

Ipswich City Council is committed to protecting your privacy. The personal information you provide on this application is being collected by Ipswich City Council for the primary purpose of assessing your eligibility for a Monument or Memorial only. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to Ipswich City Council whilst completing this application, please contact us on 07 3810 6666. Access our statement at <http://www.ipswich.qld.gov.au>

HOW TO APPLY

Please submit the completed form and attachments by:

 Mail Ipswich City Council PO Box 191 IPSWICH QLD 4305	In Person Ipswich City Council Customer Service Centre 143 Brisbane Street, Ipswich (top of mall)
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ASSESSING APPLICATIONS FOR PUBLIC MONUMENTS AND MEMORIALS

Version:

Document No.:

1.1 Objectives: The objective of this procedure is to provide Council employees guidance in assessing applications for the installation of public monuments and memorials on Council owned or managed land.

1.2 Regulatory Authority:

- *Local Government Act 2009*
- Ipswich Planning Scheme
- Public Parks Strategy
- *Queensland Heritage Act 1992*
- Public Monuments and Memorials Policy

1.3 Scope: This procedure will outline the steps in assessing applications received for the installation of public monuments and memorials on Council owned or managed land.

1.4 Application and Approval Process:

All requests for a public monument and memorial on Council owned or managed land is to be submitted on the approved application form and include all relevant details as outlined within the application form.

The application and approval process will occur in two stages.

Stage 1

- All relevant information as detailed on the application form has been provided and must be accompanied by artist impression, materials list, environmental sustainability and maintenance statement and estimate of cost.
- Assessment of request against the assessment criteria will be undertaken by the Works Parks and Recreation Department in consultation with the Ipswich Heritage and Monuments Advisory Committee.
- The applicant may be requested to provide further detail or clarification to support the application.
- Historical information provided with the application will be assessed by the Council's Cultural Heritage Coordinator.
- If the application is supported by Council, the applicant will be notified to progress to Stage 2.
- If the application is not supported the applicant will be notified accordingly.

Stage 2

Following receipt of official notification that the proposal is supported, the applicant will supply the following additional information to enable the application to be progressed.

- Detailed design and construction drawings, specifications and certification by a registered

- structural engineer.
- ii. Statement of total cost including design, manufacture, installation and full 'life cycle costs'.
 - iii. The applicant may be requested to provide further detail or clarification.

The final application detail will be assessed by the Works Parks and Recreation Department in consultation with the Ipswich Heritage and Monuments Advisory Committee.

Works Parks and Recreation will prepare a report on the application for consideration by Council.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the Ipswich Planning Scheme, National Construction Code (building) and the *Queensland Heritage Act 1992*.

1.5 Roles and responsibilities:

Applicants are responsible for funding their proposal, demonstrating community support and ensuring they meet all the assessment criteria for all applications.

Cultural Heritage Coordinator will be responsible for assessing any historical information provided with an application.

Ipswich Heritage and Monuments Advisory Committee to provide guidance to **Works Parks and Recreation** in relation to proposed location and inclusion of the new public monument or memorial.

Ipswich City Council is responsible for approving or declining applications for public monuments or memorials on Council owned or managed land.

Works Parks and Recreation are responsible for applying the Policy and Assessment Criteria to each application in consultation with the **Ipswich Heritage and Monuments Advisory Committee** and preparing committee reports for Council's consideration on each application.

1.6 Procedure Author: Works Parks and Recreation Department

Date of approval:

Title of Manager:

**THIS WILL BE FILLED IN ONCE THE PROCEDURE HAS BEEN APPROVED
BY THE DEPARTMENT HEAD BY THE CORPORATE GOVERNANCE
ADMIN TEAM**

Date to be reviewed: (two years after this procedure has been approved)

Policy and Administration Advisory Committee	
Mtg Date: 15.05.18	OAR: YES
Authorisation: Sean Madigan	

BD:BD
A4756427

8 May 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

FROM: STRATEGIC POLICY AND SYSTEMS MANAGER

RE: EXCLUSION NOTICE OPTIONS

INTRODUCTION:

This is a report by the Strategic Policy and Systems Manager dated 8 May 2018 concerning the relevant heads of power for excluding people from council controlled areas.

BACKGROUND:

During the Policy & Administration Advisory Committee (PACC) on the 13 February 2018 it was discussed what options Ipswich City Council has in relation to customer exclusion at Council controlled areas. A Committee Manager Request (CMR) was raised for a review to be conducted on the relevant legislation surrounding customer exclusion.

Council's Current Powers

Council's power to direct people to leave a Council controlled place resides in two local laws. A summary is below with a copy of the provisions from each law in **Attachment A**.

<i>Law</i>	<i>Summary</i>
<i>Local Law 7 (Local Government Controlled Areas and Roads) 2013</i>	Authorised person can direct a person to leave if they believe a person is currently – or has just – contravened a provision of a local law. The authorised person can direct them to not re-enter for a period of no more than three days.
<i>Local Law 2 (Council Meetings) 2013</i>	The Chair and/or Authorised person can ask a person to leave if they are disrupting a meeting. At the request of the Chair, an authorised person may use reasonable force to remove a person from the meeting and keep them away.

Analysis of other Councils

In reviewing a range of Councils (Cairns, Winton, Gold Coast, Logan) a number have the same or similar provisions to that of Council's Local Law 7. However, Logan City Council's approach allows for sustainable and flexible regulation of Council properties to meet community and Council requirements. Below is a summary of the Logan City Council approach with a copy of the local law provisions and an example of the waste facility provisions provided in **Attachment A**.

Council	Law	Summary
Logan City Council	<i>Local Law 12 (Council Property and Other Public Places) 2003</i>	Council can regulate the exclusion or admission of people and goods to council property via a local law. Then various subordinate local laws specify exclusions at particular places eg administration centre, public pools, and Waste facilities. Flexibility and sustainability is achieved by having the details reside within subordinate local laws.

Discussion


Council's current laws only provide an authorised person the ability to remove and exclude people who may be contravening (or just contravened) a provision of a local law. Additionally, it only allows the person to be excluded for a maximum of three days. Issues around public affray are usually referred to Police given their powers and training to deal with such matters. However the approach used by Logan City Council allows for a more detailed approach of what is acceptable for each unique Council area such as a waste facility vs a public pool.

Council could amend *Local Law 7 (Local Government Controlled Areas and Roads) 2013* to provide the same flexibility and sustainability of managing these issues into the future. The ability to then amend the subordinate law to meet the requirements of each facility/area could be addressed.

CONCLUSION:

At the February Policy and Administration Advisory Committee, a CMR was raised to review what relevant legislation existed around exclusion of people from Council controlled areas. That information is now provided as requested for discussion.

ATTACHMENT:

Name of Attachment	Attachment
Provisions from Ipswich City Council and Logan City Council	 Attachment A

RECOMMENDATION:

Amended at Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.
~~For discussion.~~ That the report be received and the contents noted.

Barbara Dart
STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendation contained in this report.

Sean Madigan
CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)

IPSWICH CITY COUNCIL

LOCAL LAW 7 (LOCAL GOVERNMENT CONTROLLED AREAS AND ROADS)

Part 4 General powers of direction

13 Direction to leave a local government controlled area

- (1) If an authorised person believes on reasonable grounds a person on a local government controlled area is contravening or has just contravened a provision of a local law, the authorised person may direct the person to—
 - (a) leave the a local government controlled area —
 - (i) within a stated reasonable time; or
 - (ii) immediately if the authorised person believes on reasonable grounds the contravention is serious; and
 - (b) not to re-enter the local government controlled area for a stated reasonable period of not more than 3 calendar days.
- (2) The person must comply with a direction given to the person under section 13(1) (Direction to leave a local government controlled area) of this local law, unless the person has a reasonable excuse for not complying with it.

Maximum penalty for subsection (2) – 50 penalty units.

- (3) An approval held by a person who is directed to leave the a local government area under section 13(1) (Direction to leave a local government controlled area) of this local law is cancelled by force of section 13(2) (Direction to leave a local government controlled area) of this local law when the person is required to have left the local government area.
- (4) A person given a direction under section 13(1) (Direction to leave a local government controlled area) of this local law to leave a local government controlled area must not re-enter the local government controlled area unless the person has a reasonable excuse for the re-entry within the period stated in the direction.

Maximum penalty for subsection (4) – 20 penalty units.

LOCAL LAW 2 (COUNCIL MEETINGS) 2013

17 Public attendance and behaviour in local government meetings

- (1) An area shall be made available at the place where any local government meeting is to take place for members of the public to attend the meeting and as many members of the public as can reasonably be accommodated may be permitted to attend the meeting.
- (2) A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.

Maximum penalty – 50 penalty units.
- (3) If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the chairperson of the meeting may ask the person to leave the meeting place.
- (4) A person asked to leave a meeting place under section 17(3) (Public attendance and behaviour in local government meetings) of this local law must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the chairperson.

Maximum penalty – 50 penalty units.
- (5) If a person contravenes section 17(4) (Public attendance and behaviour in local government meetings) of this local law, an authorised person may, at the request of the chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

LOGAN CITY COUNCIL

LOCAL LAW 12 (COUNCIL PROPERTY AND OTHER PUBLIC PLACES)

9 Regulation of council property

- (1) The local government may, by a subordinate local law, a resolution of the local government, or a sign exhibited on a council property—
- (a) regulate the name of the council property; and
 - (b) regulate the exclusion or admission of persons or goods from the council property; and
 - (c) regulate the hours or days during which the council property or any part thereof is open; and
 - (d) prescribe a fee for the use or hire of council property; and
 - (e) regulate the ingress and egress to the council property to a designated access; and
 - (f) regulate the driving, parking or use of a regulated vehicle on the council property; and
 - (g) regulate the bringing of an animal or a plant onto the council property; and
 - (h) regulate the bringing of a regulated object onto the council property; and
 - (i) regulate the carrying out of regulated conduct on the council property; and
 - (j) regulate interference with the council property; and
 - (k) regulate the lighting and maintenance of fires and pyrotechnics on the council property; and
- (l) regulate the use by the public of the council property to ensure the protection of—
- (i) the council property (including the amenity of the council property); or
 - (ii) any person using the council property.
- (2) A person (other than the local government) must not contravene a restriction imposed pursuant to section 9(1) (Regulation of council property) of this local law unless—
- (a) authorised by a permit; or
 - (b) authorised by the prior written approval of the local government or;
 - (c) authorised by a direction of an authorised person; or
 - (d) that person is acting in the performance of an express duty or power under legislation.

Maximum penalty for subsection (2) – 50 penalty units.

- (3) An authorised person may make a direction in relation to a matter specified in section 9(1) (Regulation of council property) of this local law.
- (4) Notwithstanding section 9(1) (Regulation of council property) of this local law, a person must not interfere with a public place or any council asset.

Maximum penalty for subsection (4) – 50 penalty units.

SUBORDINATE LOCAL LAW 12.5 (WASTE MANAGEMENT FACILITIES) 2003

Part 2 Visitors to waste management facility

5 Admission to restricted area

A person must not enter a restricted area unless authorised by—

- (a) the prior written approval of the local government; or
- (b) a direction of an authorised person.

6 Regulated conduct

A person must not—

- (a) use indecent, obscene, insulting or threatening language in a waste management facility; or
- (b) behave in an offensive, threatening or indecent manner in a waste management facility; or
- (c) by disorderly conduct cause serious alarm or affront to a person in a waste management facility; or
- (d) obstruct a council officer in the performance of that council officer's work or duties in a waste management facility; or
- (e) cause annoyance or inconvenience to any other person in a waste management facility; or
- (f) stand or loiter to the inconvenience, annoyance or obstruction of any person in the waste management facility; or
- (g) carry or convey any article or substance of an offensive or indecent character or any article of any length or dimension as to be an inconvenience, obstruction, hazard or danger to any person in a waste management facility, other than an article or substance intended to be lawfully disposed of at the waste management facility; or
- (h) place or cause or permit to be placed in a waste management facility anything whatsoever so as to be an inconvenience, obstruction, hazard or danger to any person in a waste management facility; or
- (i) push into any line of persons in a waste management facility that has been fixed by an authorised person; or
- (j) obstruct, hinder or prevent the free passage of any person or vehicle in a waste management facility; or
- (k) do or say anything to hinder or interfere with the proper progress or conduct of an authorised activity in a waste management facility; or
- (l) contravene any restriction to which the person's entry to a waste management facility was subject; or
- (m) enter any part of a waste management facility when excluded or banned by the direction of an authorised person; or
- (n) before leaving a waste management facility, fail to pay any applicable waste disposal fee; or
- (o) dispose of prohibited waste at a waste management facility; or
- (p) allow a person, who is a minor under their control, to be unsupervised in an operational area.

Policy and Administration Advisory Committee	
Mtg Date: 15 May 2018	OAR: YES
Authorisation: Jeff Keech	

BC:BC
A4818362

4 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER
FROM: PROCUREMENT MANAGER
RE: REVIEWED PROCUREMENT POLICY

INTRODUCTION:

This is a report by the Procurement Manager dated 4 May 2018 concerning a review and changes to the Procurement Policy to reflect the implementation of the procurement framework and guides.

BACKGROUND:

The Procurement Policy was last reviewed in July 2016. The Procurement Policy has been amended to reflect the new procurement framework implemented by Council during 2017. The new Procurement Policy remains consistent with the legislative requirements under the *Local Government Regulation 2012* and continues to address the sound contracting principles.

CONCLUSION:

The main changes reflected in the new policy are:

- The policy applies to all contracting and procurement activities at Council and is binding upon Council officers, temporary employees, Councillors/elected members, contractors and consultants while engaged by the Council; and
- It addresses best practice elements applicable to Council procurement activities.

Attachment A is the current Procurement Policy with the tracked changes to reflect the recommended changes and amendments. Attachment B is the proposed new Procurement Policy.

ATTACHMENTS:

Name of Attachment	Attachment
Current Procurement Policy	Attachment A
Procurement Policy with the tracked changes	Attachment B
2018-2019 Procurement Policy	Attachment C

RECOMMENDATION:

That the policy titled '2018-2019 Procurement Policy' as detailed in Attachment C to the report by the Procurement Manager dated 4 May 2018, be adopted.

Barbara Clarke
PROCUREMENT MANAGER

I concur with the recommendation contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER



PROCUREMENT POLICY – JULY 2016

1 Introduction

- (a) The Procurement Policy and procedures are designed to ensure that expenditure of public funds results in the best price/value ratio. To ensure this goal is attained, the Policy outlines approved parameters within which all goods and services must be obtained.
- (b) All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009*, and the *Local Government Regulations 2012* and amendments thereto. In particular, Chapter 6, Part 3 – *Default Contracting Procedures* of the *Local Government Regulations 2012*.
- (c) The policy recognises the need to support local industry. Techniques designed to obtain the best prices/value available will be applied. Potential suppliers will be given fair and equitable consideration of each tender or quotation submitted.
- (d) Accordingly the policy is designed to ensure compliance with the five principles as laid down in Section 104(3) - Sound Contracting Principles, of the *Local Government Act 2009*, namely:
 - (i) value for money
 - (ii) open and effective competition
 - (iii) the development of competitive local business and industry
 - (iv) environmental protection, and
 - (v) ethical behaviour and fair dealing

2 Policy Objectives

(a) Value for Money

Council will use public funds in such a manner that the best return and performance for the money spent is obtained.

(b) Open and Effective Competition

The methods, practices and procedures for obtaining all goods and services will be prudent and beyond reproach. Council will use public funds in such a manner that the best price/value ratio per dollar spent, is obtained.

Council will give fair and equitable consideration to all prospective suppliers.

Prospective suppliers wishing to do business with Council will be given a reasonable opportunity to do so.

(c) Enhancement of the capabilities of Local Business and Industry

Council recognises the need to support local industry. Techniques designed to obtain the best prices/value available will be applied. Potential suppliers will be given fair and equitable consideration of each tender or quotation submitted.

To encourage local industry to tender/quote for the provision of Council's requirements, Council will advertise tenders in local newspapers and actively seek quotations from local suppliers.

(d) **Environmental Protection**

The Council is sensitive to environment protection issues. The purchase of goods and services will give support to the environment policies of the Council.

Council when evaluating quotations or tenders may give preference to environmentally sensitive goods, including those made from or containing recycled materials, where price, performance, quality, suitability and other evaluation criteria are comparable.

Where appropriate, evaluation criteria for quotations/tenders will include efficient energy consumption.

(e) **Ethical Behaviour and Fair Dealing**

The methods, practices and procedures for obtaining goods, and services will be prudent and beyond reproach.

All Council officers, when purchasing goods and services will advance the interests of the Council, attain a high level of professionalism and credibility with suppliers, and act with integrity and fairness.

3 Scope of Policy

The Purchasing Policy encompasses all facets of Council operations. The policy and attendant methods, procedures and practices apply to all Departments of Council, Business Units and their officers.

4 Procuring Goods and Services

(a) All purchase of goods and services must be carried out in strict compliance with the:

- *Local Government Act 2009* and amendments
- *Local Government Regulations 2012*

(b) Procurement Procedures set out the procedures for the procurement of goods and services to be followed by all officers of Council.

(c) Tenders

(i) Tenders will be invited for the supply of all goods and services involving a cost of more than \$200,000 or for a lower cost where it is deemed appropriate.

(ii) Tenders will be invited in accordance with the provisions of the *Local Government Act 2009*.

(iii) Council will evaluate tenders in accordance with the principles governing the making of contracts as listed in the *Local Government Act 2009*.

- (v) Request for Quote and/or Tender in accordance with Section 228 of the *Local Government Regulations 2012* for the supply of goods and services to Council will be evaluated in accordance with the individual Tender Evaluation and Probity Plans.
- (vi) Elements including (but not restricted to) price, capacity, capability and experience, workplace health and safety, etc may be weighted using a points system in determining the final sourcing decision.

Invitations to Quote and/or tender in accordance with Section 224-228 of the *Local Government Regulations 2012*, for the supply of goods and services to Council will be evaluated by means of a Sourcing Evaluation Matrix.

Elements including (but no restricted to) price, delivery, stock holdings, special services, quality accreditation, etc. may be weighted using a points system in determining the final sourcing decision.

5 Australian Made Goods

Council is committed to the principle of buying “Australian Made”, while still complying with the principles governing the making of contracts in the *Local Government Act 2009*.

6 Foreign or Other Made Goods

Council may, by resolution from time to time, restrict the buying of goods and services of foreign or other origin.

7 Review:

Corporate Procurement, as the unit responsible for procurement governance for Council will:

- (a) Monitor the adequacy of the Procurement Policy and recommend appropriate changes.
- (b) Work closely with local business and industry to ensure suppliers have an understanding of the Council’s needs for goods and services and to provide them with a point of reference when encountering difficulties.
- (c) Advise Council on how to apply Section 229 – Exceptions to medium sized and large sized contractual arrangements of the *Local Government Regulations 2012*.
- (d) Review methodologies employed in the evaluation of quotations and tenders.





PROCUREMENT POLICY – JULY ~~2016~~2018

1 Introduction Purpose of the Policy

Ipswich City Council's Procurement Policy is the Council's overarching policy for the procurement of goods and services. Its purpose is to deliver excellence in procurement outcomes for the Ipswich Community.

Ipswich City Council recognises that developing and adopting appropriate best practice contracting and procurement policies, processes, systems and procedures for all goods and services by Council, will enhance achievement of Council objectives such as sustainable procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.

The elements of best practice applicable to Council procurement incorporate:

- broad concepts covering ethics, value for money, responsibilities and accountabilities;
- procurement guides giving effect to those concepts;
- a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
- procurement processes and checklists, with appropriate procedures covering low value, low risk simple procurement to high value, more complex procurement; and
- sound contracting principles as specified in the Local Government Act 2009.

2 Scope

This Procurement Policy is made under Section 198 of the Local Government Regulation 2012. The Regulation and the Local Government Act 2009 are the key legislative frameworks that regulate the process of local government procurement in Queensland. Section 198 of the Regulation requires the Council to prepare and adopt a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Council officers and temporary employees, Councillors and electoral members, contractors and consultants while engaged by the Council.

3 Sound Contracting Principles of the Procurement Process

As specified in Section 104 (3) of the Local Government Act 2009, Council must have regard to these five (5) sound contracting principles:

1. Value for Money
2. Open and Effective Competition
3. The development of competitive local business and industry
4. Environmental protection, and

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Commented [BC1]: I did have a discussion with Laura and confirm that the procurement policy should apply to Councillors if and when they do procure or are involved in a procurement process (eg. They need to be aware and have an understanding of the procurement policy, ethics, probity etc) and their electoral officers/members who do procure products and/or services eg. stationery

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5. Ethical behaviour and fair dealing.

Value for Money

Council will use public funds in such a manner that the best return and performance for the money spent is being obtained.

The achievement of value for money can be driven through each stage of the procurement process from procurement planning to contract management.

The benefits of the procurement are considered against the costs necessary for the optimum result for the Council and local community. Ipswich City Council is not required to accept the lowest tender. Instead, Council is required to take into account issues such as but not limited to fitness of purpose, quality, price, service support and warranty and other factors relevant to the overall sound contracting principles of the Local Government Act.

Open and Effective Competition

Council will give fair and equitable consideration to all prospective suppliers. Prospective suppliers wishing to do businesses with Council will be given a reasonable opportunity to do so.

All suppliers will be treated fairly in an open and transparent manner and have access to the same information.

Development of competitive Local Business and Industry

Council recognises the need to support local industry. The benefits of encouraging and dealing with local suppliers will be taken into account in the procurement planning stage and form part of the evaluation process for all procurement. Council's procurement guidance materials encourage Council officers to use local suppliers where benefits exist to all stakeholders and the five contracting principles are satisfied according to their priority. To encourage local industry to tender, Council will advertise tenders in local newspapers and actively seek quotations from local suppliers where available.

Environmental Protection

Council is sensitive to environmental protection issues. Council is not only dedicated to environment protection; Council is also committed achieving sustainability. In order to achieve sustainability Council will consider environmental, social and economic elements in procurement activities.

When planning the procurement activity Council will analyse, where appropriate, the potential purchase of environmentally friendly goods and services and other environmental initiatives such as reduce, reuse, and recycle. Other considerations that may be examined include, but not limited to, eco-friendly products and suppliers that support environmental sustainability initiatives.

Council's procurement activities will also address the specific targets contained within the Sustainable Ipswich strategy that deals with reducing the environmental impacts through the procurement practices.

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Ethical Behaviour and Fair Dealing

The Council's procurement activities (methods, practices and procedures) must be performed with integrity and beyond reproach with consideration of Council's Employee Code of Conduct.

All Council officers and Councillors when purchasing goods and services will advance the interests of the Council and conduct themselves in ways that are, and are seen to be, impartial, fair and in an ethical manner.

All Council officers and Councillors must:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of commercial in confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

4 Procuring Goods and Services

All purchase of goods and services must be carried out in strict compliance with the:

- Local Government Act 2009 and amendments
- Local Government Regulations 2012.

Council operates in accordance with Part 3 Default contracting procedures under the Local Government Regulation 2012. Council's Procurement Framework, guides, checklists and procedures set out the steps and processes to be followed by all involved in the procurement activities.

5 Responsibilities

All Council officers and Councillors are required to be aware of, and comply with this policy.

Accountable officers are responsible for ensuring this policy is followed within their departments.

Managers and supervisors are responsible for ensuring that employees are aware of, and comply with, this policy.

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The Finance and Corporate Services Branch is responsible for ensuring this policy, its related guidelines, checklists and procedures are appropriate, reflect better practice and facilitate a high standard of procurement performance.

6 Administration

Commencement:

This policy takes effect from 1 July 2018 and replaces the Ipswich City Council 2016-2017 Procurement Policy.

7 Policy Owner and Contact Details

The Chief Finance Officer, Finance and Corporate Services Branch is the designated owner of this policy.

- (a) The Procurement Policy and procedures are designed to ensure that expenditure of public funds results in the best price/value ratio. To ensure this goal is attained, the Policy outlines approved parameters within which all goods and services must be obtained.
- (b) All purchases of goods and services must be carried out in compliance with the Local Government Act 2009, and the Local Government Regulations 2012 and amendments thereto. In particular, Chapter 6, Part 3 Default Contracting Procedures of the Local Government Regulations 2012.
- (c) The policy recognises the need to support local industry. Techniques designed to obtain the best prices/value available will be applied. Potential suppliers will be given fair and equitable consideration of each tender or quotation submitted.
- (d) Accordingly the policy is designed to ensure compliance with the five principles as laid down in Section 104(3) Sound Contracting Principles, of the Local Government Act 2009, namely:
 - (i) value for money
 - (ii) open and effective competition
 - (iii) the development of competitive local business and industry
 - (iv) environmental protection, and
 - (v) ethical behaviour and fair dealing

2 Policy Objectives

(a) Value for Money

Council will use public funds in such a manner that the best return and performance for the money spent is obtained.

(b) Open and Effective Competition

The methods, practices and procedures for obtaining all goods and services will be prudent and beyond reproach. Council will use public funds in such a manner that the best

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~~price/value ratio per dollar spent, is obtained.~~

~~Council will give fair and equitable consideration to all prospective suppliers.~~

~~Prospective suppliers wishing to do business with Council will be given a reasonable opportunity to do so.~~

(c) ~~**Enhancement of the capabilities of Local Business and Industry**~~

~~Council recognises the need to support local industry. Techniques designed to obtain the best prices/value available will be applied. Potential suppliers will be given fair and equitable consideration of each tender or quotation submitted.~~

To encourage local industry to tender/quote for the provision of Council's requirements, Council will advertise tenders in local newspapers and actively seek quotations from local suppliers.

(d) **Environmental Protection**

The Council is sensitive to environment protection issues. The purchase of goods and services will give support to the environment policies of the Council.

Council when evaluating quotations or tenders may give preference to environmentally sensitive goods, including those made from or containing recycled materials, where price, performance, quality, suitability and other evaluation criteria are comparable.

Where appropriate, evaluation criteria for quotations/tenders will include efficient energy consumption.

(e) **Ethical Behaviour and Fair Dealing**

The methods, practices and procedures for obtaining goods, and services will be prudent and beyond reproach.

All Council officers, when purchasing goods and services will advance the interests of the Council, attain a high level of professionalism and credibility with suppliers, and act with integrity and fairness.

3 Scope of Policy

The Purchasing Policy encompasses all facets of Council operations. The policy and attendant methods, procedures and practices apply to all Departments of Council, Business Units and their officers.

4 Procuring Goods and Services

(a) All purchase of goods and services must be carried out in strict compliance with the:

- *Local Government Act 2009* and amendments
- *Local Government Regulations 2012*

(b) Procurement Procedures set out the procedures for the procurement of goods and services to be followed by all officers of Council.

(c) Tenders

(i) Tenders will be invited for the supply of all goods and services involving a cost of more than \$200,000 or for a lower cost where it is deemed appropriate.

(ii) Tenders will be invited in accordance with the provisions of the *Local Government Act 2009*.

(iii) Council will evaluate tenders in accordance with the principles governing the making of contracts as listed in the *Local Government Act 2009*.

~~(v) Request for Quote and/or Tender in accordance with Section 228 of the Local Government Regulations 2012 for the supply of goods and services to Council will be evaluated in accordance with the individual Tender Evaluation and Probitity Plans.~~

~~(vi) Elements including (but not restricted to) price, capacity, capability and experience, workplace health and safety, etc may be weighted using a points system in determining the final sourcing decision.~~

~~Invitations to Quote and/or tender in accordance with Section 224-228 of the Local Government Regulations 2012, for the supply of goods and services to Council will be evaluated by means of a Sourcing Evaluation Matrix.~~

~~Elements including (but no restricted to) price, delivery, stock holdings, special services, quality accreditation, etc. may be weighted using a points system in determining the final sourcing decision.~~

~~5 Australian Made Goods~~

~~Council is committed to the principle of buying "Australian Made", while still complying with the principles governing the making of contracts in the Local Government Act 2009.~~

~~6 Foreign or Other Made Goods~~

~~Council may, by resolution from time to time, restrict the buying of goods and services of foreign or other origin.~~

~~7 Review:~~

~~Corporate Procurement, as the unit responsible for procurement governance for Council will:~~

- ~~(a) Monitor the adequacy of the Procurement Policy and recommend appropriate changes.~~
- ~~(b) Work closely with local business and industry to ensure suppliers have an understanding of the Council's needs for goods and services and to provide them with a point of reference when encountering difficulties.~~
- ~~(c) Advise Council on how to apply Section 229 Exceptions to medium sized and large sized contractual arrangements of the Local Government Regulations 2012.~~
- ~~(d) Review methodologies employed in the evaluation of quotations and tenders.~~



Proposed 2018 – 2019 Procurement Policy

Purpose of the policy

Ipswich City Council's Procurement Policy is the Council's overarching policy for the procurement of goods and services. Its purpose is to deliver excellence in procurement outcomes for the Ipswich Community.

Ipswich City Council recognises that developing and adopting appropriate best practice contracting and procurement policies, processes, systems and procedures for all goods and services by Council, will enhance achievement of Council objectives such as sustainable procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.

The elements of best practice applicable to Council procurement incorporate:

- broad concepts covering ethics, value for money, responsibilities and accountabilities;
- procurement guides giving effect to those concepts;
- a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
- procurement processes and checklists, with appropriate procedures covering low value, low risk simple procurement to high value, more complex procurement; and
- sound contracting principles as specified in the *Local Government Act 2009*.

Scope

This Procurement Policy is made under Section 198 of the *Local Government Regulation 2012*. The Regulation and the *Local Government Act 2009* are the key legislative frameworks that regulate the process of local government procurement in Queensland. Section 198 of the Regulation requires the Council to prepare and adopt a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council officers and temporary employees, contractors and consultants while engaged by the Council.

Sound Contracting Principles of the Procurement Process

As specified in Section 104 (3) of the *Local Government Act 2009*, Council must have regard to these five (5) sound contracting principles:

1. Value for Money
2. Open and Effective Competition
3. The development of competitive local business and industry
4. Environmental protection, and
5. Ethical behaviour and fair dealing.

1. Value for Money

Council will use public funds in such a manner that the best return and performance for the money spent is being obtained.

The achievement of value for money can be driven through each stage of the procurement process from procurement planning to contract management.

The benefits of the procurement are considered against the costs necessary for the optimum result for the Council and local community. Ipswich City Council is not required to accept the lowest tender. Instead, Council is required to take into account issues such as but not limited to fitness of purpose, quality, price, service support and warranty and other factors relevant to the overall sound contracting principles of the Local Government Act.

2. Open and Effective Competition

Council will give fair and equitable consideration to all prospective suppliers. Prospective suppliers wishing to do businesses with Council will be given a reasonable opportunity to do so.

All suppliers will be treated fairly in an open and transparent manner and have access to the same information.

3. Development of competitive Local Business and Industry

Council recognises the need to support local industry. The benefits of encouraging and dealing with local suppliers will be taken into account in the procurement planning stage and form part of the evaluation process for all procurement. Council's procurement guidance materials encourage Council officers to use local suppliers where benefits exist to all stakeholders and the five contracting principles are satisfied according to their priority.

To encourage local industry to tender, Council will advertise tenders in local newspapers and actively seek quotations from local suppliers where available.

4. Environmental Protection

Council is sensitive to environmental protection issues. Council is not only dedicated to environment protection; Council is also committed achieving sustainability. In order to achieve sustainability Council will consider environmental, social and economic elements in procurement activities.

When planning the procurement activity Council will analyse, where appropriate, the potential purchase of environmentally friendly goods and services and other environmental initiatives such as reduce, reuse, and recycle. Other considerations that may be examined include, but not limited to, eco-friendly products and suppliers that 'support environmental sustainability initiatives.

Council's procurement activities will also address the specific targets contained within the Sustainable Ipswich strategy that deals with reducing the environmental impacts through the procurement practices.

5. Ethical Behaviour and Fair Dealing

The Council's procurement activities (methods, practices and procedures) must be performed with integrity and beyond approach.

All Council officers and Councillors when purchasing goods and services will advance the interests of the Council and conduct themselves in ways that are, and are seen to be, impartial, faire and in an ethical manner.

All Council officers and Councillors must:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of commercial in confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

Procuring Goods and Services

All purchase of goods and services must be carried out in strict compliance with the:

- *Local Government Act 2009* and amendments
- *Local Government Regulations 2012*.

Council operated in accordance with Part 3 Default contracting procedures under the *Local Government Regulation 2012*. Council's Procurement Framework, guides, checklists and procedures set out the steps and processes to be followed by all involved in the procurement activities.

Responsibilities

All Council officers and Councillors are required to be aware of, and comply with this policy.

Accountable officers are responsible for ensuring this policy is followed within their departments.

Managers and supervisors are responsible for ensuring that employees are aware of, and comply with, this policy.

The Finance and Corporate Services Branch is responsible for ensuring this policy, its related guidelines, checklists and procedures are appropriate, reflect better practice and facilitate a high standard of procurement performance.

Administration

Commencement:

This policy takes effect from 1 July 2017 and replaces the Ipswich City Council 2016-2017 Procurement Policy.

Policy Owner and Contact Details

The Chief Finance Officer, Finance and Corporate Services Branch is the designated owner of this policy.

Policy and Administration Advisory Committee	
Mtg Date: 15 May 2018	OAR: YES
Authorisation: Jeff Keech	

A4822366

9 May 2018

MEMORANDUM

TO: ACTING CHIEF FINANCIAL OFFICER

FROM: ORGANISATIONAL DEVELOPMENT MANAGER

RE: SPORTING AND RECREATION ACTIVITY SPONSORSHIP POLICY

INTRODUCTION:

This is a report by the Organisational Development Manager dated 9 May 2018 concerning the adoption of a Sporting and Recreation Activity Sponsorship Policy.

BACKGROUND:

The Employee Development Advisory Committee (EDAC) has supported Council sponsorship for employees to participate in a Corporate Triathlon for the past three consecutive years. As participation in this event has grown and interest has been expressed in Council sponsoring other events it was determined that Council would benefit from a policy to guide consistent and transparent decision making in this area.

POLICY DEVELOPMENT:

A policy has been developed by the Organisational Development Manager which has been tabled with the Executive Team and the Employee Development Advisory Committee. The Executive Team are in support of the policy and determined that the Employee Development Advisory Committee be consulted to seek their support for the adoption of this policy. The Sporting and Recreation Activity Sponsorship Policy was submitted to The Employee Development Advisory Committee in April 2018 for information. The Employee Development Advisory Committee supported the policy and as per the recommendation from the committee it has now been submitted to the Policy and Administration Advisory Committee for adoption.

ATTACHMENT:

Name of Attachment	Attachment
Sporting and Recreation Activity Sponsorship Policy	Attachment A

RECOMMENDATION:

That the policy titled 'Sporting and Recreation Activity Sponsorship policy' as detailed in Attachment A to the report by the Organisational Development Manager dated 9 May 2018, be adopted.

Maria Pawluczyk
ORGANISATIONAL DEVELOPMENT MANAGER

I concur with the recommendation contained in this report.

Jeff Keech
ACTING CHIEF FINANCIAL OFFICER



**SPONSORSHIP AND FUNDING OF
EMPLOYEE SPORTING AND
RECREATION ACTIVITIES POLICY**

Version:0.1

Document No.:

1.1 Objectives: The objective of this policy is to provide guidelines to inform decisions regarding requests for sponsorship and/or funding of employee sporting and recreation activities.

1.2 Regulatory Authority: In applying this policy all Workplace Health and Safety and Workers Compensation legislation should be taken into account.

1.3 Approving Body: All requests for funding and/or sponsorship of employee sporting and recreational activities should be presented to the Employee Development Advisory Committee as a committee report for consideration and endorsement before being put before Council for approval.

1.4 Policy Statement:

Ipswich City has a comprehensive, integrated approach to health promotion in the workplace that enhances the workplace culture and environment and is supported by strong leadership and vision. To promote and improve health and wellbeing, Ipswich City Council's focus is on the individual, the workplace environment and culture and people management practices.

When approving sponsorship of employee sporting or recreational activities, the Employee Development Advisory Committee and Council must consider:

- The commitment and involvement of senior and middle management;
- How the activity integrates with Ipswich City Council's purpose, values, policies and existing health and wellbeing initiatives;
- Environment and employee safety; and
- Accessibility for all employees to maximise the opportunity for participation.

1.5 Scope: The core activities addressed by this policy include sponsorship of Council employee sporting teams and sporting activities, and other employee recreational activities whether physically active by nature or not.

This policy does not make provision for Council's sponsorship of sporting teams that employees may be part of.

1.6 Roles and responsibilities: In considering a request for sponsorship or funding, the Employee Development Advisory Committee should ensure consultation has taken place with the Workplace Health and Wellbeing Manager for confirmation of alignment to Council's i-Health program and

adherence to workplace health and safety policy and practices.

1.7 Policy Author: Human Resources Manager.

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

Policy and Administration Advisory Committee	
Mtg Date: 15.05.18	OAR: YES
Authorisation: Gary Kellar	

A4819517

8 May 2018

MEMORANDUM

TO: COUNCILLORS

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: FRAMEWORK FOR AN EXECUTIVE PERFORMANCE MANAGEMENT SYSTEM

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 8 May 2018 concerning the framework for an Executive Performance Management System.

BACKGROUND:

A framework for an Executive Performance Management System (EPMS) for Ipswich City Council

With the imminent appointment of a new Chief Executive Officer, Council needs to consider its intended approach to the performance measurement and reporting for this position.

Currently the Council does not have a formalised arrangement for the setting of performance expectations for its Chief Executive Officer nor for the regular measurement and evaluation of that officer's performance against an agreed set of objectives.

Similarly there is no formalised arrangement for the setting and reviewing of performance expectations for the other members of the Executive Team that is aligned with the Council's corporate planning objectives and consistent with contemporary management practice.

The appointment of a new Chief Executive Officer provides the opportunity to establish an improved model of executive performance management, not only for the Chief Executive Officer but for the entire Executive Team as well.

THE NEED FOR A FRAMEWORK:

Section 194 (4) of the Local Government Act provides as follows:

- (4) The contract of employment must provide for –
(a) the chief executive officers to meet performance standards set by the local government

In order to do this effectively the employment contract for the Council's new Chief Executive Officer provides for the formalising of the officer's Performance Review and the setting of performance targets consistent with the Chief Executive Officer's role and key corporate goals. The contract also provides for there to be a process of review and feedback on the Chief Executive Officer's performance by a panel. The details of the review arrangements are left for the Council and the Chief Executive Officer to agree upon.

Currently there is no formally documented Performance Agreement and no formal procedures for setting, measuring or evaluating standards of performance other than a very generalised on-line questionnaire in a format utilised by the organisation as a whole. By modern executive performance standards this arrangement is clearly inadequate and a more streamlined framework should be aspired to which incorporates measures of leadership and management attributes as well as strategic and operational outcomes.

The following elements for a suitable framework are seen as desirable:

1. A formal annual Performance Agreement which would outline the review process and the performance expectations and targets for the coming year, including a provision for Councillors to have input to the setting of performance targets.
2. A simplified format for documenting those expectations and targets and for measuring and evaluating actual performance against the targets.
3. A structured process for annual review of performance together with an intermediate review at the six month interval.
4. Review to be undertaken by a Review Panel consisting of the Mayor, Deputy Mayor and another Councillor, with input invited from Councillors generally on issues to be examined by the Panel.
5. Optionally, Independent external facilitation to assist in providing assurance of an objective and equitable evaluation process.

FRAMEWORK FOR PERFORMANCE AGREEMENT:

In order to ensure that the Framework is influenced by contemporary and emerging good management practice oriented to the Public Sector, the following template has been benchmarked against current models in use within the Queensland Public Services as well as against proprietary systems offered by other management consulting firms in Queensland and New South Wales.

That benchmarking reveals the following model to be not only comparable with good practice models but to be even more progressive in relation to the development of performance indicators and measurement technique.

Keep it Simple

The performance Agreement and the template for recording the performance expectations and subsequent reporting against those expectations should be concise and easy to understand and implement. One simple template is necessary, comprising several parts –

Introduction – the statement authenticating the document as that to be used for the purposes of the EPMS.

Part A – Key Competencies

Part B – Priority Deliverables

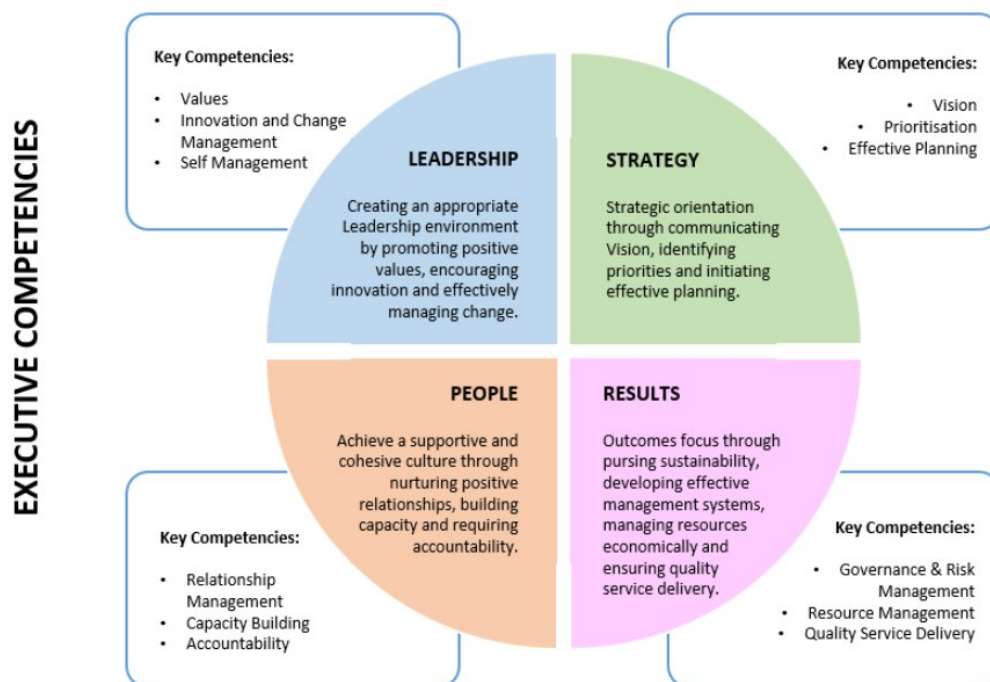
Part C – Development Opportunities

Part D – Summary of Review Outcomes

The attached template provides an example of how the format can be populated.

Key Competencies

The setting of performance expectations for a local government Chief Executive Officer in relation to executive competencies is little different to other public sector executives. There are various models used at State and Federal level but most converge on a matrix of four key competency areas. The following diagram illustrates these areas.



The draft EPMS template has been constructed around these competencies and for compatibility with existing systems at Ipswich based on the on-line assessment vehicle currently in use by the Human Resources Branch for performance reporting. However some further development of that system needs to be undertaken to align performance targets with Council's Operational Plan.

This draft template could also be translated into a comparable format for the other members of the Executive Team, again integrated into the existing performance reporting framework.

The measurement and evaluation of performance against the nominated competencies in many cases can be linked directly to the monthly/quarterly management reports and for the convenience of the Chief Executive Officer's Review Panel summaries of the relevant achievements can be inserted into the EPMS reporting template. There will however be some competencies in respect of which the Outputs/Key Performance Indicators will require the development of new or improved measurement options.

For example, some of the KPI's relating to leadership and organisational culture will require new methods of evaluation to be introduced, such as formal arrangements to gather feedback from Councillor, peers and subordinates or through a regular survey of staff or customers. Many of the indicators can be assessed from regular management reporting, but there may be a need to refine the current reporting to capture and communicate the required information in its content.

In any event the aim will be to avoid supplicate reporting regimes and as far as possible to glean the necessary evaluation information from standard management information systems.

Priority Deliverables

The essence of nominating Priority Deliverables within the EPMS is to identify amongst the many "outputs" approved and included in the Operational Plan those which are considered to be "mission critical". In other words, those achievements considered absolutely essential to be delivered and which demand the Chief Executive Officer's personal attention and energy to ensure their successful delivery.

Typically these will be targets that will require the close personal attention of the Chief Executive Officer and whose skill, knowledge and drive will be essential to a successful result. These targets should be chosen on the basis that there are significant positive consequences for Council or the community from their successful attainment and conversely significant adverse consequences from failing to attain them.

Priority Deliverables may fall into the following categories:

- Specific discrete projects.
- Design and/or implementation of new management / organisational systems.

- Achieving higher order results from existing systems.
- Developing new strategies to address particular challenges.

The nomination of the targets in these categories needs to be accompanied by clear articulation of the expected ultimate result (including any qualitative expectations), as well as any specific milestones to be achieved along the way and the timetable within which the result is to be delivered.

A selection of typical Priority Deliverables suitable for consideration in a Chief Executive Officer's performance agreements are included in the attached template as examples only. (Refer to Attachment A)

Development Opportunities

This section of the EPMS template is designed to provide for discussion between the Chief Executive Officer and their Review Panel on matters associated with maintaining or increasing the capacity of the Chief Executive Officer to meet the expectations of the Council in terms of achieving its corporate goals.

Those discussions can range widely as may be necessary to address any issues in this field, including:

- Opportunities offered to the Chief Executive Officer to expand their professional horizons (development courses, exchange programs, study tours etc.)
- Opportunities for both the Chief Executive Officer and Panel members to develop their professional relationship (coaching, mediation, executive retreats etc.)
- Opportunities for the Mayor/Council to support the Chief Executive Officer in their challenges within the organisation (additional resourcing, mentoring, improved policies, etc.)

Summary of Review Outcomes

This section provides a succinct summary of the outcomes of the review process with an overall rating by the Review Panel and recording of any actions required as a result of the review (including approval of remuneration increment, or actions to remediate issues identified during the review.

In addition provision is made for both the Panel Chair and the Chief Executive Officer to respond to the review outcomes by recording short general comments.

This section then provides for the Chief Executive Officer and the Panel Chair to "sign-off" on the review and the outcomes recorded.

INTERGRATION OF THE NEW FRAMEWORK WITH CURRENT REPORTING MODELS:

As mentioned earlier it would not be desirable to create duplicate systems for both the regular management reporting requirements and the EPMS reporting.

Consequently, this Framework has been designed to be compatible with the current performance reporting system, with some minor adjustments to formatting and content.

It is proposed that the elements of the Priority deliverables section of the Framework be incorporated as a component of the regular management Quarterly progress reporting arrangements with the links to the Operational Plan report being used to measure progress against relevant KPI's. The Executive Competencies would be reported on only at the half yearly and annual reviews. Although any matters arising in this area could be raised for discussion at any of the regular meetings between the Chief Executive Officer and the Mayor or Council.

The administrative detail associated with the presentation of the reporting can be further discussed between the Chief Executive Officer and the Review Panel.

NEXT STEPS:

From this point the following action is required to finalise the Framework.

1. Endorsement by Council of the general framework for Executive Performance Management.
2. Appointment by Council of the Chief Executive Officer's Review Panel.
3. Discussion between the Chief Executive Officer and the Review Panel during the probationary period to agree on:
 - a. The Priority Deliverables to be included in the Performance Agreement for the remainder of the 2018/19 review period;
 - b. The process for setting key performance initiatives and targets for the review period.
4. Discussion between the Chief Executive Officer and the Review Panel on arrangements for administering the Review Panel process.

ATTACHMENT:

Name of Attachment	Attachment
Template – Performance agreement	Attachment A

RECOMMENDATION

Amended at Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.

- A. That the Council endorse the general framework for Executive Performance Management Review to incorporate for the Chief Executive Officer's review
 - i. The creation of a Review Panel comprising the Mayor, ~~Deputy Mayor~~ and two (2) councillors ~~another member~~ appointed by the Council from time to time.

- ii. The setting of performance expectations and targets for the Chief Executive Officer for each year across both executive competencies and priority deliverables to be approved by the Review Panel.
 - iii. Regular informed progress reports from the Chief Executive Officer to the Mayor on ~~at least~~ a quarterly basis, half yearly review meetings with the panel and a formal annual review by the panel (including input from Councillors).
 - iv. Appropriate reporting by the review panel to Council on at least an annual basis.
- B. That the Review Panel for 2018-2019 be appointed to develop the required performance targets in consultation with the new Chief Executive Officer.
- C. That the Review Panel with the Chief Executive Officer collaborate to adapt the endorsed ~~EPMS~~ Executive Performance Management System model for use with the other members of the Executive Team.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

IPSWICH CITY COUNCIL

DRAFT PERFORMANCE AGREEMENT

BETWEEN THE COUNCIL AND ITS CHIEF EXECUTIVE OFFICER

INTRODUCTION

This agreement is entered into to satisfy the provisions of section 12 of the Local Government Act 2009 concerning the responsibilities of the Mayor in conducting the performance appraisal of the Chief Executive Officer and the terms of Clause 3.11 of the contract of employment entered into between the Council and Chief Executive Officer relating to the establishment of a framework for performance review.

Accordingly the terms of this agreement will outline of the framework to be used in a performance review of the Chief Executive Officer.

BASIS OF PERFORMANCE REVIEW 1 JULY 2018 TO 30th JUNE 2019

The performance review framework for this period will be as outlined in Appendix "A" to this agreement. The agreed performance requirements will be as contained in the performance plan attached as Appendix "B".

Each annual performance plan will be agreed between the Review Panel and the Chief Executive Officer and documented as an appendix to the annual performance agreement.

Signed

(Mayor)

Signed

(Chief Executive Officer)

Signed

(Witness)

Date:

APPENDIX “A” – AGREED PERFORMANCE REVIEW FRAMEWORK

Establishment of Annual Performance Agreement

At the commencement of each review period which shall align to Council’s financial year Council and its CEO will enter into a Performance Agreement describing the agreed performance requirements for the year. These requirements will be documented in an agreed performance plan forming part of the agreement and setting out performance expectations, targets and timeframes as well as measures by which actual performance will be evaluated against those expectations and targets.

Appointment of Review Panel

Each year the Council will appoint a Review Panel to assist the Mayor in the conduct of the Chief Executive Officer’s performance review.

The Mayor at their discretion may engage a qualified facilitator to assist the panel in the conduct of the review.

Scheduled review periods

For the purposes of progressively monitoring performance against the agreed requirements the following reporting and review arrangements shall apply:

- On a quarterly basis the CEO shall provide a short written report to the Mayor outlining general progress against the agreed performance plan and identifying any issues likely to impact on the achievement of the performance outcomes, targets or timeframes agreed to.
- At the mid-point of the review period (in January each year) the Mayor shall convene a meeting of the Review Panel to conduct an intermediate review by interview with the CEO. The CEO will provide the Panel with a report on the progress achieved against the performance plan targets together with commentary as to any issues that require attention to ensure completion of the agreed targets by the end of the review period.
- At the conclusion of the review period (in July each year) the Mayor shall convene a meeting of the Review Panel to conduct the formal Annual performance review with the CEO.

Formal Annual Performance Evaluation

The format for the annual review shall be as follows:

- The CEO will prepare a self-assessment report for distribution to the Mayor and Councillors.
- The Mayor shall issue advice to all Councillors of the arrangements for the conduct of the annual review together with a copy of the CEO’s self-assessment report, inviting feedback from Councillors to the Mayor for consideration by the Review Panel in its deliberations.
- The Review Panel conducts the performance evaluation (with the assistance of an externally facilitator if desired).
- The Review Panel’s conclusions shall be reported to Council, confidentially.

- The Mayor shall provide formal advice to the CEO of the performance review outcomes, including any matters associated with remuneration review or bonus payment.

Renewal of Agreement

At the conclusion of the annual review the Review Panel and the CEO shall negotiate a new Performance Agreement for the ensuing year, including:

- Setting new targets for ensuing period.
- Adjusting monitoring and measurement as required.

SAMPLE

Policy and Administration Advisory Committee	
Mtg Date: 15.05.18	OAR: YES
Authorisation: Gary Kellar	

A4813878

8 May 2018

MEMORANDUM

TO: COUNCILLORS

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: MANAGEMENT OF COUNCILLOR DISCRETIONARY FUNDS

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 8 May 2018 concerning the Management of Councillor Discretionary Funds.

Whilst appreciating the volume of material required to be considered in relation to this matter, the need for Council to regularise its compliance with relevant legislation is urgent should Council wish to proceed with allocating discretionary funding in its 2018-2019 budget.

The attachments to this report are provided initially as confidential papers in order for Council to consider whether to proceed at this point.

A deferral to provide time for further consideration is possible but would need to align with Council's budget deliberations.

BACKGROUND:

In order to align Council's current community donations practice with legislative requirements concerning Council's discretionary funds, the following action is proposed.

1. Council amend its current Citywide and Divisional Allocations Policy to separate out allocations that are referred to as community donations and contributions to community infrastructure. This will require a definition of these terms to clarify that they are funds to be provided to community organisations for purposes under Council's community grants policy.

2. Council Citywide and Divisional Allocations Policy be confined to allocations of funding to operational infrastructure projects and programs that form part of Council's ordinary activities consistent with Council's corporate and operational plans and annual budget. This will require definition of the allocations to be applicable to funding for the creation of or improvement to Council owned assets or funding for approved Council programs.
3. The new Mayoral and Councillor Discretionary Funds Policy be framed to apply to the allocation of funds for Community Donations and Community Infrastructure, to enable these allocations to be discretionary within the terms of Section 202 of the Local Government Regulation 2012 (the Regulation) and administered accordingly.

THE NEW POLICIES:

Citywide and Divisional Funds Allocations Policy and Procedure (Refer Attachments A, B, C and D)

Attached is a draft amended policy for consideration that removes references to funding for Community Donations and Community Infrastructure but otherwise effects no change to the policy and procedure which currently guides the allocation of funds to Capital and operational purposes associated with Council owned assets and operational programs.

The Policy's related Administrative Procedure has been amended to be consistent with the new Policy.

Mayoral and Councillor Discretionary Funds Policy and Procedure (Refer Attachments E, F and G)

This new policy establishes the foundation for a legislatively compliant Councillor's Discretionary Fund as envisaged by Section 202 of the Regulation.

The draft policy is based on a model used by Sunshine Coast Regional Council and is considered to be strongly aligned to the principles that would address Ipswich City Council's needs and in particular:

- Ensure compliance with legislation.
- Permit sufficient flexibility to allow for applications to be submitted and approved during the course of the year.
- Enable the relevant elements of the current Council Policy to be effectively articulated into a new framework that is consistent with both the legal and administrative requirements to assure transparency and accountability.
- Retain the close involvement of individual councillors in the setting of priorities for allocation of funds, subject to verification of eligibility.
- Retain the option for applications to be funded by multiple divisional allocations.
- Retain the application of funds to both community donations and contributions to community infrastructure.

ATTACHMENTS:

Citywide and Divisional Allocations Policy – Tracked Changes	Attachment A
Citywide and Divisional Allocations Policy – Cleanskin	Attachment B
Citywide and Divisional Allocations Procedure – Tracked Changes	Attachment C
Citywide and Divisional Allocations Procedure – Cleanskin	Attachment D
Mayoral and Councillor Discretionary Funds Policy	Attachment E
Mayoral and Councillor Discretionary Funds Guidelines/ Procedure	Attachment F
Mayoral and Councillor Discretionary Funds Diagram	Attachment G

RECOMMENDATION:

Amended at Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.

- A. That the policy titled Citywide and Divisional Allocations Policy, as detailed in Attachment A, as per Item 5 of the Policy and Administration Board No. 2014(09) of 30 September 2014 and adopted at Council on 14 October 2015, be repealed, with effect from 1 July 2018.
- B. That the policy titled Citywide and Divisional Allocations Policy, as detailed in Attachment B, be adopted, with effect from 1 July 2018.
- C. That the amended procedure titled Citywide and Divisional Allocations, as detailed in Attachment D, as amended, be endorsed, with effect from 1 July 2018.
- D. That the policy titled Mayoral and Councillor Discretionary Funds Policy, as detailed in Attachment E, as amended, be adopted, with effect from 1 July 2018.
- E. That the Administrative Guidelines for managing the Mayoral and Councillor discretionary funds as outlined in Attachment F, as amended, be endorsed, with effect from 1 July 2018.

- F. That the assessment criteria for eligibility for allocations from the discretionary funds, as outlined in the Citywide and Divisional Allocations Procedure detailed in Attachment D, be further developed in consultation with Councillors.
- G. That Council consider the quantum of allocations each year in its budget deliberations.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



CITYWIDE AND DIVISIONAL ALLOCATIONS POLICY

Document Number:
A3749384

Objective: The objective of this Policy is to clearly articulate the defined mechanism for the application of Citywide and Divisional allocations.

Related Links:

- Local Government Act 2009
- Local Government Regulation 2012
- ~~Community Donations Policy (however so named at the time)~~
- Citywide and Divisional Allocation Procedure FCS-23

PURPOSE:

To define the key financial and administrative policies in relation to the application of Citywide and Divisional allocations.

POLICIES:

[This policy applies to decisions about the allocation of funds for operational programs and capital projects associated with Council owned assets and Council operated programs.](#)

[The policy does not apply to the allocation of Mayoral and Councillor Discretionary Funds under Section 202 of the Local Government Regulation 2012.](#)

Citywide and individual Divisional allocations are proposed by the Mayor and relevant Divisional Councillors respectively, as a result of due consideration of the strategic and operational plans.

[The Council will approve each year in its annual budget the allocation of funds for City Wide and Divisional works on projects. The expenditure of these funds will be guided by programs compiled in consultation with the Mayor and each Divisional Councillor.](#)

The mix of capital expenditure from Division allocations will be at least 30% renewal capital expenditure and the balance will be for enhancement capital expenditure.

A "Citywide and Divisional Allocations Internal Cash Restriction" will be used to manage the allocations during the financial year. Each Citywide and Divisional allocation has its own respective account within this cash restriction and all expenditure made from the respective allocation is funded from the cash restriction.

Any unspent allocations existing at year end will remain in each of the cash restriction accounts to be applied in the next financial year. The next financial year's budget must be prepared including the utilisation of that funding.

Planning

As required by the Local Government Act 2009 and the Local Government Regulation 2012, all spending must be appropriately authorised and must clearly facilitate the corporate and operational plans. Consideration will be given to the prioritised outcomes identified by Council's asset management strategies.

Programming of Work

(a) Divisional

The Divisional allocation may be allocated to any program of Council for capital related activities/projects. A maximum of ~~14%~~6% of the total allocation for a particular Division may be applied to operational expenditure in any program of Council, ~~including a limit of 3.5% of the total allocation for community donations and also including a limit of 5% of the total allocation which may be used for contributions to community infrastructure, not owned by Council.~~ Of the remaining 86%, \$15,000 per annum may be applied to the construction of street lighting. Any uncommitted funds within the street lighting component at the end of each financial year revert back to being available for capital works.

~~Where the Divisional allocation is used by Council to undertake works of a capital nature on land under a lease, license or some form of tenure by Council, the contribution is regarded as capital expenditure.~~

The current financial year's Divisional allocation may be increased by up to 5% as a drawdown on the following year's allocation (except in the financial year in which the local government election falls but only applicable to that part of the financial year which precedes the election), which will be reduced accordingly.

Of the total allocation for a particular Division, twenty percent (20%) may be set aside for operational expenditure associated with capital related activities/projects, in any program within the Infrastructure Services Department.

~~The Citywide allocation may be committed to capital works in any program of Council. Up to 45% of the Citywide allocation may be committed to operational expenditure. The current financial year's allocation may be increased by up to 5% as a drawdown on the following year's allocation (except in the financial year in which the local government election falls but only applicable to that part of the financial year which precedes the election), which will be reduced accordingly.~~

~~A further 36% of the Citywide allocation may be used for contributions to community infrastructure, not owned by Council. Where the Citywide allocation is used by Council to~~

~~undertake works of a capital nature on land under a lease, license or some form of tenure by Council, the contribution is regarded as capital expenditure.~~

~~Any commitment to external organisations shall only be in accordance with the following guidelines:~~

- ~~• Any disbursements to external organisations may only be made to non profit organisations providing a direct service or sponsoring a project to provide a direct service to the community, a section of the community or a sport within the Ipswich City Council area.~~
- ~~• Disbursements cannot be made to any other external organisation for any purpose unless such project has been approved by the Mayor, after consultation with the Deputy Mayor.~~

~~Any streetscape works directly associated with a roadworks project may be funded as part of that total roadworks project.~~

~~Citywide and Divisional Community Donation and Community Infrastructure Allocations~~

~~The Citywide allocation may be committed to capital works in any program of Council. Up to 45% of the Citywide allocation may be committed to operational expenditure. The current financial year's allocation may be increased by up to 5% as a drawdown on the following year's allocation (except in the financial year in which the local government election falls but only applicable to that part of the financial year which precedes the election), which will be reduced accordingly.~~

~~Any streetscape works directly associated with a roadworks project may be funded as part of that total roadworks project.~~

~~The process for the receipt, assessment, distribution, acquittal and recording of the Citywide and Divisional Community Donation and Community Infrastructure allocations will be in accordance with the Community Donations Policy (however so named at the time).~~

~~Additional requirements are as follows:~~

~~Organisations must make a written request i.e. letter or email to the Mayor or Councillor for funding providing an outline of the project for which capital funding is required, including quotes and other supporting documents, and the benefits of the project to the community.~~

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

~~Where allocations exceed \$15,000, the following may also be requirements of the funding:~~

- ~~• The allocation will generally support projects and initiatives, which are innovative and provide benefit to the quality of life of Ipswich residents; and~~

~~• The organisation is considered to have the ability to effectively manage the project.~~

~~Applicants will be required to complete and submit an acquittal form within two months of the completion of the infrastructure (form to be provided), which outlines the use of the funds, evidence of the expenditure (ie invoices) and certification that the funds have been expended for the approved purpose.~~

Specification of Projects

In order to ensure appropriate lead time for survey, design and documentation as well as providing the most effective and efficient utilisation of resources, both internal and external, the following timeframes for commitment to and commencement of projects within the total Citywide and Divisional allocations apply:

- A minimum of 20% of each Citywide and Divisional allocation for the next financial year must be allocated for specific projects by 1 March (or 1 May in the financial year in which the local government election falls) and scheduled to commence early in the next financial year.
- A further minimum of 40% of each Citywide and Divisional allocation for the next financial year must be allocated for specific projects by 30 June and scheduled for commencement during the next financial year.
- The remaining 40% of each Citywide and Divisional allocation must be allocated for specific projects by 1 December of the applicable financial year, unless identified for carry over projects or other purposes.
- Projects identified through this process may be changed with the agreement of the Infrastructure Services Chief Operating Officer.
- Where projects have not been specified with regard to any Citywide or Divisional allocation then the Infrastructure Services Chief Operating Officer, as appropriate will nominate and schedule appropriate projects and advise the relevant Councillor accordingly.

Date of Council Resolution: 14 October 2014

Committee Reference and Date: Policy and Administration Board No. 2014(09) of 30 September 2014 – City Management and Finance Committee No. 2014(10) of 8 October 2014

No. of Resolution: 5

Date to be reviewed: 14 October 2015

Date of Council Resolution: 29 July 2014

Committee Reference and Date: Policy and Administration Board No. 2014(06) of 15 July 2014 – City Management and Finance Committee No. 2014(07) of 22 July 2014

No. of Resolution: 1

Date to be reviewed: 29 July 2015

Date of Council Resolution: 23 July 2013

Committee Reference and Date: Policy and Administration Board No. 2013(09) of 22 July 2013 – City Management and Finance Committee No. 2013(07) of 16 July

No of Resolution: 2

Date to be reviewed: 23 July 2014

This Policy is to be reviewed at least on an annual basis or as required.

Date of Review: 26 February 2013

Date of Council Resolution: 15 November 2011

Committee Reference and Date: Policy and Administration Board No. 2011(09) of 25 October 2011 - City Management and Finance Committee No. 2011(11) of 8 November 2011

No of Resolution: 1

Date of Council Resolution: 24 February 2009

Committee Reference and Date: Policy and Administration Board No. 2009(01) of 10 February 2009 – City Management and Finance Committee No. 2009(02) of 17 February 2009

No of Resolution: Item 8, Clause C

Date of Council Resolution: 26 April 2007

Committee Reference and Date: Policy Review Sub-Committee No. 2007 (03) of 27 March 2007; City Management and Finance Committee No. 2007 (04) of 17 April 2007;

No of Resolution: 3.; 43.01;



CITYWIDE AND DIVISIONAL ALLOCATIONS POLICY

Document Number:
A3749384

Objective: The objective of this Policy is to clearly articulate the defined mechanism for the application of Citywide and Divisional funds allocations.

Related Links:

- Local Government Act 2009
- Local Government Regulation 2012
- Citywide and Divisional Allocation Procedure FCS-23

PURPOSE:

To define the key financial and administrative policies in relation to the application of Citywide and Divisional funds allocations.

POLICY:

This policy applies to decisions about the allocation of funds for operational programs and capital projects associated with Council owned assets and Council operated programs.

The policy does not apply to the allocation of Mayoral and Councillor Discretionary Funds under Section 202 of the Local Government Regulation 2012.

Citywide and individual Divisional funds allocations are proposed by the Mayor and relevant Divisional Councillors respectively, as a result of due consideration of the Council's strategic and operational plans.

The Council will approve each year in its annual budget the allocation of funds for City Wide and Divisional works on projects. The expenditure of these funds will be guided by programs compiled in consultation with the Mayor and each Divisional Councillor.

The mix of capital expenditure from Division allocations will be at least 30% renewal capital expenditure and the balance will be for enhancement capital expenditure.

A "Citywide and Divisional Allocations Internal Cash Restriction" will be used to manage the allocations during the financial year. Each Citywide and Divisional allocation has its own respective account within this cash restriction and all expenditure made from the respective allocation is funded from the cash restriction.

Any unspent allocations existing at year end will remain in each of the cash restriction

accounts to be applied in the next financial year. The next financial year's budget must be prepared including the utilisation of that funding.

Planning

As required by the Local Government Act 2009 and the Local Government Regulation 2012, all spending must be appropriately authorised and must clearly facilitate the Council's corporate and operational plans. Consideration will be given to the prioritised outcomes identified by Council's asset management strategies.

Programming of Work

(a) Divisional

The Divisional allocation may be allocated to any program of Council for capital related activities/projects. A maximum of 6% of the total allocation for a particular Division may be applied to operational expenditure in any program of Council. Of the remaining \$15,000 per annum may be applied to the construction of street lighting. Any uncommitted funds within the street lighting component at the end of each financial year revert back to being available for capital works.

The current financial year's Divisional allocation may be increased by up to 5% as a drawdown on the following year's allocation (except in the financial year in which the local government election falls but only applicable to that part of the financial year which precedes the election), which will be reduced accordingly.

Of the total allocation for a particular Division, twenty percent (20%) may be set aside for operational expenditure associated with capital related activities/projects, in any program within the Infrastructure Services Department.

(b) Citywide

The Citywide allocation may be committed to capital works in any program of Council. Up to 45% of the Citywide allocation may be committed to operational expenditure. The current financial year's allocation may be increased by up to 5% as a drawdown on the following year's allocation (except in the financial year in which the local government election falls but only applicable to that part of the financial year which precedes the election), which will be reduced accordingly.

Any streetscape works directly associated with a roadworks project may be funded as part of that total roadworks project.

Specification of Projects

In order to ensure appropriate lead time for survey, design and documentation as well as providing the most effective and efficient utilisation of resources, both internal and external, the following timeframes for commitment to and commencement of projects within the total Citywide and Divisional allocations apply:

- A minimum of 20% of each Citywide and Divisional allocation for the next financial year must be allocated for specific projects by 1 March (or 1 May in the financial year in which the local government election falls) and scheduled to commence early in the next financial year.
- A further minimum of 40% of each Citywide and Divisional allocation for the next financial year must be allocated for specific projects by 30 June and scheduled for commencement during the next financial year.
- The remaining 40% of each Citywide and Divisional allocation must be allocated for specific projects by 1 December of the applicable financial year, unless identified for carry over projects or other purposes.
- Projects identified through this process may be changed with the agreement of the Infrastructure Services Chief Operating Officer.
- Where projects have not been specified with regard to any Citywide or Divisional allocation then the Infrastructure Services Chief Operating Officer, as appropriate will nominate and schedule appropriate projects and advise the relevant Councillor accordingly.

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No. of Resolution: 1

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Date of Council Resolution: 23 July 2013

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No of Resolution: 2

Date to be reviewed: 23 July 2014

This Policy is to be reviewed at least on an annual basis or as required.

Date of Review: 26 February 2013

Date of Council Resolution: 15 November 2011

Committee Reference and Date: Policy and Administration Board No. 2011(09) of 25 October 2011 - City Management and Finance Committee No. 2011(11) of 8 November 2011

No of Resolution: 1

Date of Council Resolution: 24 February 2009

Committee Reference and Date: Policy and Administration Board No. 2009(01) of 10 February 2009 – City Management and Finance Committee No. 2009(02) of 17 February 2009

No of Resolution: Item 8, Clause C

Date of Council Resolution: 26 April 2007

Committee Reference and Date: Policy Review Sub-Committee No. 2007 (03) of 27 March 2007; City Management and Finance Committee No. 2007 (04) of 17 April 2007;

No of Resolution: 3.; 43.01;



CITYWIDE AND DIVISIONAL ALLOCATION PROCEDURE

Document No: A3868552

Procedure No: FCS-023

1.1 Objectives: The objective of this procedure is to outline the procedures to be followed when administering payments and projects funded from Citywide and Divisional Allocations.

1.2 Regulatory Authority: Citywide and Divisional Allocation Policy.

1.3 Scope: The Citywide and Divisional Allocations Policy defines the key policies to be applied in the administration of Citywide and Divisional Allocations for Council. This procedure outlines the processes to be followed to ensure the policies are adhered to.

1.4 Roles, responsibilities and actions:

Allocation Components

Divisional Allocations are comprised of four components as follows:

Component	Amount	Managed by:	Budgeted:
Current (Operational)	0% min to 11.6% max	Works, Parks and Recreation	5.5% Annual provision in Works, Parks and Recreation operational budget
Community Donations	0% min to 2% max	Community and Cultural Services	2% in Community and Cultural Services operational budget
Community Infrastructure	0% min to 3.5% max	Community and Cultural Services	3.5% in Community and Cultural Services operational budget
Street Lighting	\$0 min to \$15,000 max	Works, Parks and Recreation	\$15,000 in Works, Parks and Recreation operational budget
Roads, Drainage, Parks and Open Space Assets	Balance of allocation	Works, Parks and Recreation	Balance in Works, Parks and Recreation capital budget.

- Maintenance in the nature of asset refurbishment on Council owned roads and drainage infrastructure assets is allowable from the Roads, Drainage, Parks and Open Space Assets component up to a maximum of 20% of that component.
- Streetscaping or landscaping works directly associated with a capital project may be funded from the Roads, Drainage, Parks and Open Space Assets capital expenditure component.
- Any expenditure on infrastructure assets under a lease, license or some form of tenure agreement by Council which is capital in nature is allowable from the Roads, Drainage, Parks and Open Space Assets component.

- Any expenditure on community assets not owned by Council or on land leased from Council forms part of the Community Infrastructure component and is dealt with under the Mayor and Councillor Discretionary Funds Policy and Procedure.
- Any uncommitted funds in the Street Lighting component at the end of each financial year revert back to the Roads, Drainage, Parks and Open Space Assets component.

The Citywide Allocation is comprised of four components as follows:

Component	Amount	Managed by:	Budgeted:
Current (Operational)	0% min to 45% max	Community and Cultural Services Works, Parks and Recreation	45% in Community and Cultural Services Annual provision in the Works, Parks and Recreation operational budget
Community Infrastructure	0% min to 36% max	Community and Cultural Services	36% in Community and Cultural Services operational budget
Other Assets	Balance of allocation	Works, Parks and Recreation	10% in Annual provision in the Works, Parks and Recreation capital budget.

- Maintenance in the nature of asset refurbishment on Council owned roads and drainage infrastructure assets is allowable from the Other Assets component up to a maximum of 20% of that component.
- Any expenditure on infrastructure assets under a lease, license or some form of tenure agreement by Council which is capital in nature is allowable from the Other Assets component.
- The Other Assets component can be spent on any capital program of Council.
- Any expenditure on community assets not owned by Council or on land leased from Council forms part of the Community Infrastructure component and is dealt with under the Mayor and Councillor Discretionary Funds Policy and Procedure.

A diagram showing the different Divisional and Citywide Allocation components is attached.



Previous version



Updated version

Approval Process and Councillor Consultation

Although Citywide and Divisional Allocations are compiled and programmed in consultation with Councillors, n~~o~~ project can be commenced, ~~or~~ contributed to ~~or a donation paid~~ from any component category without first:

- Talking to the component manager to determine whether the proposed expenditure is in accordance with the Citywide and Divisional Allocations Policy, ~~and in the case of donations paid directly to community organisations the Community Donations Policy (however so named at the time);~~ and
- Checking with Finance and Information Technology Branch that sufficient funds are available in the component.

Field Code Changed

Any movement of funds between components will be managed by Finance and Information Technology Branch in consultation with component managers and the relevant Councillor/Mayor. ~~For example, Councillor A wants to spend only 2.5% of the allocation on Community Infrastructure and 6.5% on operational programs of Council. This will necessitate an increase in the operational component and a corresponding reduction in the community infrastructure component.~~

Any expenditure by a Department from a component that they **don't** manage (eg, Works, Parks and Recreation to manage ~~a Community~~ Infrastructure ~~Services~~ project) will still be costed to a project owned by the Department undertaking the project with Finance and Infrastructure Technology Branch arranging a budget transfer or budget amendment to move the funds.

Finance and Information Technology Branch will keep a running total of amounts allocated and funds remaining for each Divisional and Citywide Allocation component.

Upon the commencement of each project or donation an amount will be estimated and allocated. Allocated funds will be considered spent once the project is commenced. No adjustment will be made to the contribution amount unless there is a project change of scope initiated by the relevant Councillor or Mayor and agreed to by the Department Head in accordance with the Department's usual change of scope process. No change to funds allocated will be allowed if no funds are available.

Department Contacts

~~Principal~~ ~~C~~contact ~~people~~ for each Department in relation to interpreting this procedure:

Department	Contact Person
Community and Cultural Infrastructure Services	Angi Harms, A/Community Development Manager Charlie Dill – COO Chief Operating Officer Infrastructure Services
Works, Parks and Recreation	Bryce Hines – A/COO Chief Operating Officer Works, Parks and Recreation, Infrastructure Planning and Partnerships Manager

1.5 Definitions: References in the Policy to “capital expenditure” or “capital works” should be read to mean expenditure that can be capitalised in accordance with the Australian Accounting Standards and Council asset recognition policies. In the event that there is a dispute regarding a category of expenditure, the Chief Financial Officer will determine the category.

1.6 Procedure Author: Finance and Information Technology Manager

Date of Approval: 3 September 2013

Title of Manager: Chief Financial Officer

Date to be reviewed: 3 September 2015

This procedure supersedes the procedure approved by the Chief Financial Officer on 26 February 2013.



CITYWIDE AND DIVISIONAL ALLOCATION PROCEDURE

Document No: A3868552

Procedure No: FCS-023

1.1 Objectives: The objective of this procedure is to outline the procedures to be followed when administering payments and projects funded from Citywide and Divisional Allocations.

1.2 Regulatory Authority: Citywide and Divisional Allocation Policy.

1.3 Scope: The Citywide and Divisional Allocations Policy defines the key policies to be applied in the administration of Citywide and Divisional Allocations for Council. This procedure outlines the processes to be followed to ensure the policies are adhered to.

1.4 Roles, responsibilities and actions:

Allocation Components

Divisional Allocations are comprised of four components as follows:

Component	Amount	Managed by:	Budgeted:
Current (Operational)	0% min to 6% max	Works, Parks and Recreation	Annual provision in Works, Parks and Recreation operational budget
Street Lighting	\$0 min to \$15,000 max	Works, Parks and Recreation	\$15,000 in Works, Parks and Recreation operational budget
Roads, Drainage, Parks and Open Space Assets	Balance of allocation	Works, Parks and Recreation	Balance in Works, Parks and Recreation capital budget.

- Maintenance in the nature of asset refurbishment on Council owned roads and drainage infrastructure assets is allowable from the Roads, Drainage, Parks and Open Space Assets component up to a maximum of 20% of that component.
- Streetscaping or landscaping works directly associated with a capital project may be funded from the Roads, Drainage, Parks and Open Space Assets capital expenditure component.
- Any expenditure on infrastructure assets under a lease, license or some form of tenure agreement by Council which is capital in nature is allowable from the Roads, Drainage, Parks and Open Space Assets component.
- Any expenditure on community assets not owned by Council or on land leased from Council forms part of the Community Infrastructure component and is dealt with under the Mayor and Councillor Discretionary Funds Policy and Procedure.
- Any uncommitted funds in the Street Lighting component at the end of each financial year revert back to the Roads, Drainage, Parks and Open Space Assets component.

The Citywide Allocation is comprised of four components as follows:

Component	Amount	Managed by:	Budgeted:
Current (Operational)	0% min to 45% max	Works, Parks and Recreation	Annual provision in the Works, Parks and Recreation operational budget
Other Assets	Balance of allocation	Works, Parks and Recreation	Annual provision in the Works, Parks and Recreation capital budget.

- Maintenance in the nature of asset refurbishment on Council owned roads and drainage infrastructure assets is allowable from the Other Assets component up to a maximum of 20% of that component.
- Any expenditure on infrastructure assets under a lease, license or some form of tenure agreement by Council which is capital in nature is allowable from the Other Assets component.
- The Other Assets component can be spent on any capital program of Council.
- Any expenditure on community assets not owned by Council or on land leased from Council forms part of the Community Infrastructure component and is dealt with under the Mayor and Councillor Discretionary Funds Policy and Procedure.

A diagram showing the different Divisional and Citywide Allocation components is attached.



Field Code Changed

Approval Process and Councillor Consultation

Although Citywide and Divisional Allocations are compiled and programmed in consultation with Councillors, no project can be commenced or contributed to from any component category without first:

- Talking to the component manager to determine whether the proposed expenditure is in accordance with the Citywide and Divisional Allocations Policy; and
- Checking with Finance and Information Technology Branch that sufficient funds are available in the component.

Any movement of funds between components will be managed by Finance and Information Technology Branch in consultation with component managers and the relevant Councillor/Mayor.

Any expenditure by a Department from a component that they **don't** manage (eg, Works, Parks and Recreation to manage an Infrastructure Services project will still be costed to a project owned by the Department undertaking the project with Finance and Infrastructure Technology Branch arranging a budget transfer or budget amendment to move the funds.

Finance and Information Technology Branch will keep a running total of amounts allocated and

funds remaining for each Divisional and Citywide Allocation component.

Upon the commencement of each project or donation an amount will be estimated and allocated. Allocated funds will be considered spent once the project is commenced. No adjustment will be made to the contribution amount unless there is a project change of scope initiated by the relevant Councillor or Mayor and agreed to by the Department Head in accordance with the Department's usual change of scope process. No change to funds allocated will be allowed if no funds are available.

Department Contacts

Principal contact for each Department in relation to interpreting this procedure:

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

Department	Contact Person
Infrastructure Services	Charlie Dill COO Chief Operating Officer (Infrastructure Services)
Works, Parks and Recreation	Bryce Hines A/COO Chief Operating Officer (Works, Parks and Recreation)

1.5 Definitions: References in the Policy to "capital expenditure" or "capital works" should be read to mean expenditure that can be capitalised in accordance with the Australian Accounting Standards and Council asset recognition policies. In the event that there is a dispute regarding a category of expenditure, the Chief Financial Officer will determine the category.

1.6 Procedure Author: Finance and Information Technology Manager

Date of Approval: 3 September 2013

Title of Manager: Chief Financial Officer

Date to be reviewed: 3 September 2015

This procedure supersedes the procedure approved by the Chief Financial Officer on 26 February 2013.



**MAYORAL AND COUNCILLOR
DISCRETIONARY FUNDS POLICY**

Version:
Document No.:

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Objective:

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

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

Related Links:

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

Outcomes:

The outcomes of this policy include:

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

Scope:

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

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

Statement:

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

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

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

The Mayoral and Councillor discretionary funding cannot be:

Amended at Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018.

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

Guiding Principles:

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

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

Eligibility Criteria:

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

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

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

Project/ Program Eligibility:

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

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

guidelines.

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

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

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

Application Process:

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

Timing of Applications:

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

Applying for discretionary funding:

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

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

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

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

Application may be made at any time during the year.

Assessing discretionary applications:

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

Acquittal Requirements:

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

Discretionary Funding Decisions:

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

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

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

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

In accordance with state legislation, discretionary funding targeted for allocation to

capital works requires the Mayor and CEO approval. If the councillor seeking to approve funding for capital works is the Mayor, then the approval of the Deputy Mayor and CEO is required.

Roles and responsibilities:

Assessment

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

Financial Probity

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

Executive Direction

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

Definitions:

Acquittal

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

Business

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

Community Organisation

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

Community Purpose

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

Discretionary Funds

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

Individual

A person which is not a community organisation.

In-Kind Support

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

Policy Author:

The Chief Executive Officer is responsible for maintaining the policy.

Date of Council resolution:

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

Mayoral and Councillor Discretionary Funding Program

Administrative Guidelines

Guidelines

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

Mayoral and Councillor Discretionary Funding Program Overview

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

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

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

Community Donations

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

Timeframe

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

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

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

Funding range

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

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

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

Funding availability

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

Eligibility criteria

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

Who may apply?

To be eligible for a community donation community organisations must:

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

Who may not apply?

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

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

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

Project/ Program Eligibility

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

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

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

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

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

Community Infrastructure Donations

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

Timeframe

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

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

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

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

Funding range and availability

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

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

Funding available

Funding available is at the sole discretion of the Mayor and/or Councillor/s to whom the application is made. The total funding available for Community Donations is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Community Donation may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility criteria

To be eligible for a Community Infrastructure Donation, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich
- be a community organisation ("An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit").¹
- have a committee of management that accepts responsibility for the administration of the Community Infrastructure Donation
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council monies (for example, Community Grants or other donations)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (where considered relevant by Council)

¹ *Local Government Regulation 2012 (Qld)*, Schedule 8, Dictionary.

Exclusions

The following will not be funded by a Community Infrastructure Donation:

- Individuals and private profit-making organisations
- Community Infrastructure Donation applications that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools where the Community Infrastructure Donation application relates to initiatives that are considered to be core-curriculum projects (Council encourages partnerships between schools and community organisations (e.g. P&Cs))
- Initiatives or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Initiatives or activities that have already started or have been completed
- Organisations who have outstanding acquittals or have not satisfactorily acquitted Council funds
- Applications for a Community Infrastructure Donation where the financial budget (if applicable) has a positive income (i.e. income exceeds expenses, or where the applicant community organisation has a budget surplus which would cover the cost of the infrastructure sought without receiving a Community Infrastructure Donation)
- Applications which propose to expend the Community Infrastructure Donation offshore or where funds raised through the initiative to which Community Infrastructure Donation relates are proposed to be expended offshore
- Applications which do not provide comprehensive supporting documentation, for example, quotes or development approval documentation.

Community Infrastructure Funding

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

Timeframe

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

[Amended Policy and Administration Advisory Committee No. 2018\(04\) of 15 May 2018](#)
~~[Any application must be lodged at least 6 weeks before the proposed project or initiative is scheduled or due to be delivered. Late applications due to extenuating circumstances may be considered at the discretion of the Chief Executive Officer.](#)~~

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

Funding range and availability

The funding constraints for community infrastructure are the same as for community donations, subject to the additional requirement that these contributions must meet the special criteria of being consistent with Council's corporate plan objectives AND be

consistent with Council's asset management plans and annual budget in order to be submitted for the approval of the Mayor, Deputy Mayor and Chief Executive Officer. In addition the Council may require the submission of technical documentation to provide assurance of the structural soundness of the proposed works and compliance with appropriate regulatory approvals.

Eligibility criteria

To be eligible for Community Infrastructure funding, community organisations must meet the same criteria as provided for Community Donations.

Project/ Program Eligibility

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

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's corporate plan; and
- adheres to the specific terms and conditions as set out in the administrative guidelines.
- capital projects for which required regulatory approval has not been obtained.

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

- Funding requests that are considered by Council to be the funding responsibility of other levels of government.
- Capital projects that have already commenced or have been completed prior to the application being made.
- Capital projects whose funding is already sufficient to cover expected outlays.
- Capital projects for which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents.

Discretionary Funding Principles

Ipswich City Council applies the following principles when providing support through its Mayoral and Councillor Discretionary Funding Program:

- Building on the strengths that exist within the local community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Maintaining and providing basic community infrastructure
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the efficient and effective delivery of the Mayoral and Councillor Discretionary Funding Program and transparency and accountability in decision making.

Assessment Process

All applications will initially be assessed against the eligibility and exclusion criteria as detailed above and this assessment will include consideration of the Ethics Framework discussed below.

Ethics framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

Importantly, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council and/or the Mayor or Councillor/s.

Approval Process

Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the Mayor and/or councillor respectively (and the Chief Executive Officer where required).

Terms and Conditions That Apply to Successful Applicants:

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- The funding received by the applicant must be expended within three (3) months of receipt of the funds or such other timeframes as nominated in the approval.
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within eight (8) weeks of the expenditure of the funds.
- Funds must not be used for any purpose other than the purpose for which the funding was provided, unless prior written permission for a variation has been obtained from the Mayor and/or Councillor/s
- If the funds are not fully spent, all remaining funds must be returned to Council
- Again, as noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council and/or the Mayor or Councillor/s.

Making an Application

Applications of a localised nature (local community benefit) may seek funding from a divisional Councillor's discretionary fund where the community organisation is located or where there will be most benefit.

Applications which have broader regional community benefits (within the Ipswich City Council local government area only) may seek funding from the Mayor's discretionary fund.

Applications for funding through the Mayoral and Councillor Discretionary Funding Program must be made using the online Mayoral and Councillor Discretionary Funding Program application form. Councillor support officers and Grants officers can assist community organisations in lodging their online application.

Additional information supporting applications can be attached as required throughout the online application process, for example:

- Research to demonstrate identified needs/emerging community issues
- Letters of support which demonstrate community support for the initiative proposed

Please note: applications which propose to purchase goods or services must include copies of quotes received and/or appropriate permits, approvals, insurances etc. Further, wherever possible, goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered. This includes applications which have failed to provide relevant documentation.

Application must be submitted via the **online application form** [\[to be a hyperlink to the online application form\]](#).

Once submitted applicants will receive an electronic confirmation notice.

Assistance with lodging the online application will be provided in the following way:

- potential applicants may download a hard copy of the application form to compile a draft application.
- Applicants who need assistance in uploading the required information to the online system may request councillor support staff to guide them through the process.
- Council staff however may not act on behalf of applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Notification of Funding Approval

Once an application has been decided the applicant will be provided with written advice of the outcome.

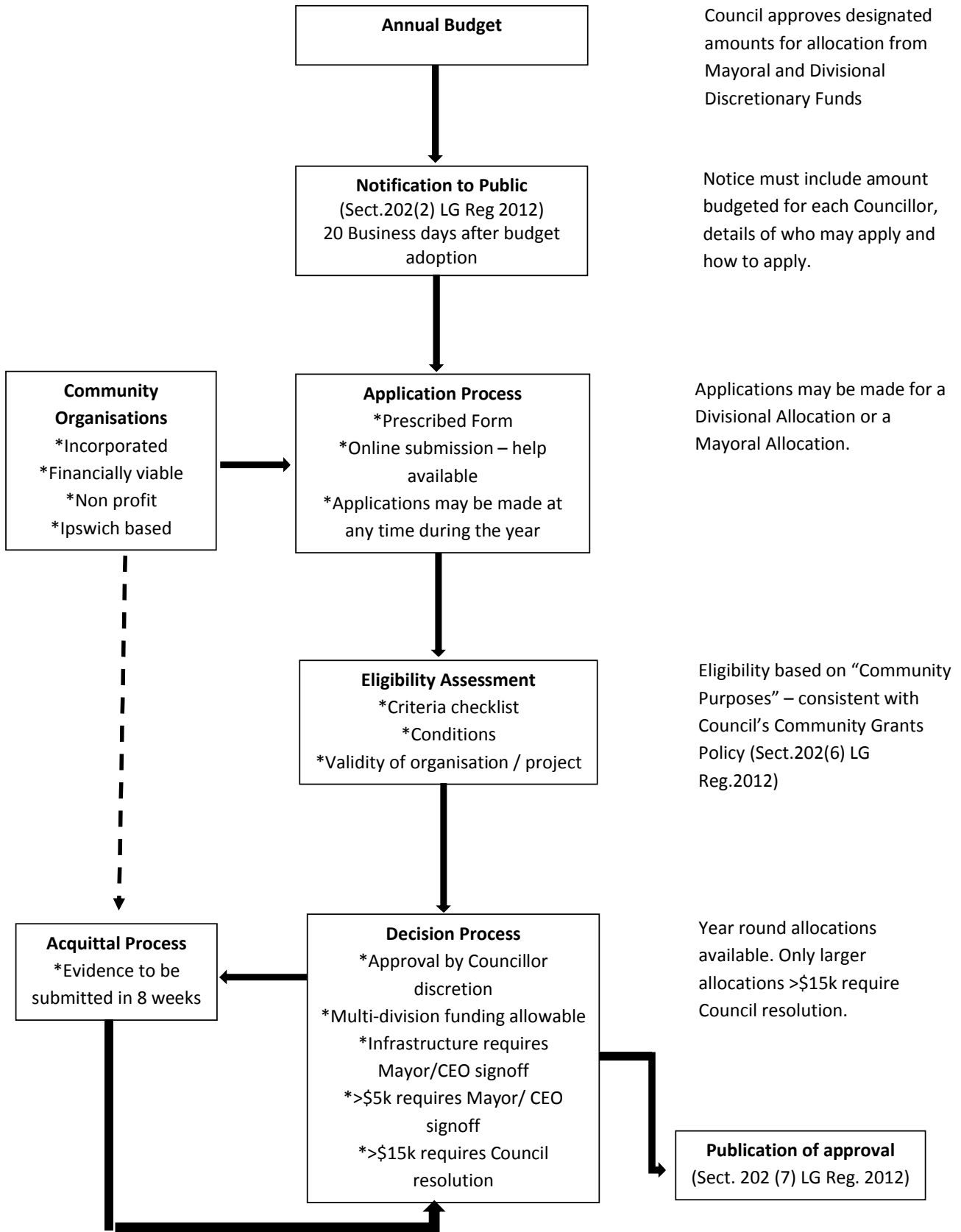
Where an application is approved the applicant will be provided with details of any conditions of the approval and any specific requirements prerequisite to the payment of the funding.

In accordance with section 202 of the local government regulation 2012 notice of the approval will be published on Council's website and in a conspicuous place in the Council office.

Request for Review

Applicants who believe there has been an administrative error in the assessment of the application may access Council's complaints management procedure to have the matter reviewed.

Discretionary Funds



Policy and Administration Advisory Committee	
Mtg Date: 15.05.18	OAR: YES
Authorisation: Gary Kellar	

A4816689

10 May 2018

MEMORANDUM

TO: CHAIR, POLICY AND ADMINISTRATION ADVISORY COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER
Amended at Policy and Administration Advisory Committee No. 2018(05) of 15 May 2018.

RE: POLICY TO DEAL WITH FUTURE CORRUPTION ALLEGATIONS AGAINST THE COUNCIL'S CHIEF EXECUTIVE OFFICER

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INTRODUCTION:

Amended at Policy and Administration Advisory Committee No. 2018(05) of 15 May 2018.
This is a report by the Acting Chief Executive Officer dated 10 May 2018 concerning a policy to deal with future corruption allegations against the Council's Chief Executive Officer.

BACKGROUND:

The Crime and Corruption Commission (CCC) has been undertaking an audit of Queensland Local Government's compliance with Section 48A of the *Crime and Corruption Act 2001*. This section provides:

48A Policy about how complaints involving public official are to be dealt with

- (1) A public official must, in consultation with the chairperson, prepare a policy about how the unit of public administration for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.
- (2) The policy may nominate a person other than the public official to notify the commission of the complaint under section 37 or 38, and to deal with the complaint under subdivision 1 or 2, on behalf of the public official.
- (3) If the policy includes a nomination as mentioned in subsection (2), this Act applies as if a reference about notifying or dealing with the complaint to the public official were a reference to the nominated person.

The CCC have noted that Ipswich City Council, together with a large number of other local governments in the State have not adopted such a policy, and have drawn Council's attention to the need to achieve compliance in this respect.

A draft policy adapted to Council's needs and consistent with a model policy provided by the CCC is attached for consideration (refer Attachment A). In essence, the policy provides that in the case of a complaint involving, or likely to involve the Chief Executive Officer, the matter is to be referred to the Mayor who shall arrange for it to be referred to the CCC and to be dealt with under the provisions of the Crime and Corruption Act. This may include the Mayor and direct senior executive employees, where appropriate, to provide assistance.

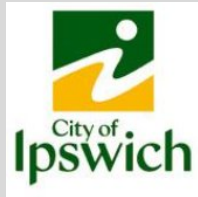
ATTACHMENTS:

Policy – Dealing with a complaint involving the Chief Executive Officer	Attachment A
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RECOMMENDATION:

That the policy "Dealing with a complaint involving the Chief Executive Officer" referred to in Attachment A in accordance with Section 48A of the *Crime and Corruption Act 2001*, be adopted.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY (CRIME AND CORRUPTION ACT 2001, S48A)

Document No. A4816824

1. Purpose/Objective

- 1.1 The Chief Executive Officer (CEO) or person acting in the role is the public official of the Ipswich City Council.
- 1.2 The objective of this policy is to set out how Ipswich City Council will deal with a complaint (also information or matter)¹ that involves or may involve corrupt conduct of its CEO as defined in the Crime and Corruption Act 2001 (CC Act).

2. Introduction and policy rationale

The policy is designed to assist Ipswich City Council to:

- 2.1 Comply with s48A of the Crime and Corruption Act 2001.
- 2.2 Promote public confidence in the way suspected corrupt conduct of the CEO for Ipswich City Council is dealt with (s34(c) CC Act).
- 2.3 Promote accountability, integrity and transparency in the way Ipswich City Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the

3. Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Contact details	should include a direct telephone number, email address and postal address to enable confidential communications
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
<i>Corruption in Focus</i>	http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus ; see chapter 2, page 2.5
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 5 of this policy
Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>

4. Policy application

This policy applies:

¹ See s48A of the CC Act and definitions below

- if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council.
- to all persons who hold an appointment in, or are employees of, Ipswich City Council.

For the purpose of this policy a complaint includes information or matter.²

If there is not a reasonable basis upon which to suspect that a complaint may involve corrupt conduct of the CEO of Ipswich City Council, the complaint will be directed to the appropriate officer in accordance with Ipswich City Council's policies and procedures, including but not limited to the Reporting and investigating suspected missing, stolen or maliciously damaged Council property or asset and corrupt conduct procedure.

5. **Nominated persons**

Having regard to s48A(2) and (3) of the CC Act, if a complaint may involve an allegation of corrupt conduct against the CEO of Ipswich City Council, this policy nominates the Mayor as the nominated person/s to notify³ the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.⁴

Once Ipswich City Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person⁵.

6. **Complaints about the public official/CEO**

If a complaint may involve an allegation of corrupt conduct of the CEO of Ipswich City Council, the complaint may be reported to:

- the nominated person in accordance with section 5 of this Policy, or
- a person to whom there is an obligation to report under an Act⁶ (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

The following non-exhaustive list are indicators of the types of conduct which may form a reasonable basis to suspect corrupt conduct:

- fraud and theft;
- extortion;
- unauthorised release of information;
- obtaining or offering a secret commission; and
- nepotism.

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- notify the CCC of the complaint⁷; and
- deal with the complaint, subject to the CCC's monitoring role, when —
 - directions issued under s40 apply to the complaint, if any; or
 - pursuant to s46, the CCC refers the complaint to the mayor to deal with⁸.

² See s48(4) CC of the CC Act

³ Under ss37 or 38 of the CC Act

⁴ Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

⁵ See s48A(3) CC Act

⁶ See s39(2) of the CC Act

⁷ Under ss37 or 38, subject to s40 of the CC Act

<p>If the CEO reasonably suspects that the subject matter of the complaint may involve corrupt conduct on their part, the CEO must:</p> <ul style="list-style-type: none"> (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and (ii) take no further action to deal with the complaint unless requested to do so by the nominated person. <p>Where there is a nominated person, and if directions issued under s40 apply to the complaint:</p> <ul style="list-style-type: none"> (i) the nominated person is to deal with the complaint; and (ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person.
<p>7. Resourcing the CEO or the nominated person</p> <p>If pursuant to ss40 or 46, the nominated person has responsibility to deal with the complaint⁹:</p> <ul style="list-style-type: none"> (i) Ipswich City Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately¹⁰; and (ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without: <ul style="list-style-type: none"> • authorisation under a law of the Commonwealth or the State; or • the consent of the nominated person responsible for dealing with the complaint. (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the: <ul style="list-style-type: none"> • purposes of the CC Act¹¹; • the importance of promoting public confidence in the way suspected corrupt conduct in Ipswich City Council is dealt with¹²; and • Ipswich City Council’s statutory, policy and procedural framework. <p>Subject to the Local Government Act 2009, the nominated person, in dealing with the complaint, may direct senior executive employees, where appropriate, to provide assistance.</p>
<p>8. Liaising with the CCC</p> <p>The CEO is to keep the CCC and the nominated person informed of:</p> <ul style="list-style-type: none"> • the contact details for the CEO and the nominated person (if there is a nominated person); • any proposed changes to this policy.
<p>9. Consultation with the CCC</p> <p>The CEO will consult with the CCC when preparing any policy about how Ipswich City Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.</p>
<p>10. Statutory references</p> <p>Unless otherwise stated, all statutory references are to the <i>Crime and Corruption Act 2001</i>.</p>

⁸ Under ss41 and 42 and/or ss43 and 44 of the CC Act

⁹ Under ss41 and 42 and/or ss43 and 44 of the CC Act

¹⁰ See the CCC’s corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Ipswich City Council’s relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

¹¹ See ss57 and the CCC’s corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

¹² See s34(c) CC Act

12. Policy Author: Internal Audit Manager

Date of Council Resolution:

No. of Resolution:

Committee Reference and Date: Policy and Administration Advisory Committee No.

Date of Review:

City Management Finance and Community Engagement Committee	
Mtg Date: 22.05.18	OAR: YES
Authorisation: Gary Kellar	

A4836490

16 May 2018

MEMORANDUM

TO: ACTING MAYOR (CHAIRPERSON - CITY MANAGEMENT, FINANCE AND
COMMUNITY ENGAGEMENT COMMITTEE)

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: CBD REDEVELOPMENT – PROJECT CONTROL ARRANGEMENTS

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 16 May 2018 concerning the CBD redevelopment project control arrangements.

BACKGROUND:

As a result of the restructuring of relationships between Ipswich City Council and Ipswich City Properties Pty Ltd, to facilitate the delivery of the proposed new Administration Building, a revised Development Management Agreement is being prepared between the two entities. The new Development Management Agreement provides for the inclusion of project management arrangements between Council and the Company to ensure adequate oversight by Council of the implementation of the project to the extent necessary to protect Council's interests as the owner of the asset and principal funding body of the project.

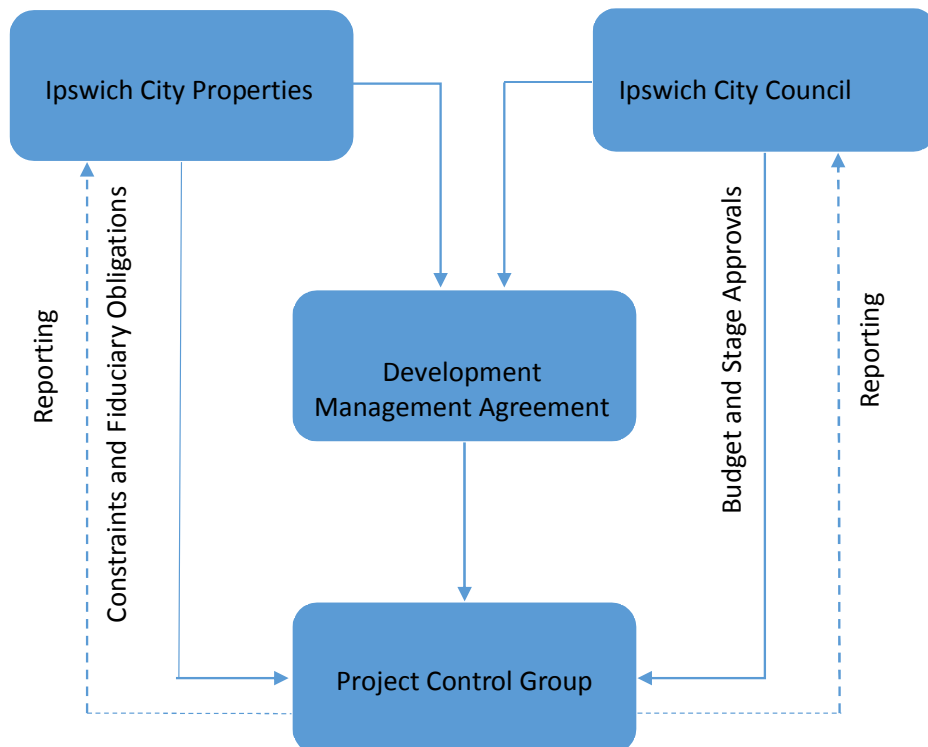
To enable efficient decision-making at the project level it is proposed to formally create a Project Control Group by provisions within the Development Management Agreement. This Group will comprise management representatives of Ipswich City Properties Pty Ltd and Ipswich City Council who will meet regularly to review progress on the delivery of key aspects of the CBD Redevelopment, comprising:

- The Administration Building
- Civic spaces including the new library
- Commercial and retail spaces
- Entertainment precinct

The Project Control Group will have authority to make operational decisions associated with the rollout of the projects and guidance to Ranbury Consultants who are contracted for the detailed management of the various contracts required. Regular reports will be provided by the Project Control Group to both the Ipswich City Properties Pty Ltd Board and to Ipswich City Council through the City Management, Finance and Community Engagement Committee.

By incorporating the establishment of the Project Control Group in the Development Management Agreement, Council and Ipswich City Properties Pty Ltd will formalise its recognition as a project management unit capable of expediting decisions required to ensure timely implementation of the overall project plan, avoiding delays in referring operational matters to Council and the Ipswich City Properties Pty Ltd Board.

Overall strategic control will still be reserved to Council through its funding decisions and the staged approval process provided for in the Development Management Agreement. The Company will still exercise its fiduciary obligations in terms of strategic oversight of the project delivery. The following overall framework describes the proposed arrangements.



Council's representation on the Project Control Group is proposed to comprise:

- The Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer (Works, Parks and Recreation)
- Chief Operating Officer (Infrastructure Services)

In this way the designated officers may exercise normal delegated authority to permit effective coordination between Ipswich City Properties Pty Ltd project management and the Council's organisation.

RECOMMENDATION:

That Council approve inclusion in the Development Management Agreement with Ipswich City Properties Pty Ltd for the delivery of the new Administration Building, provision for the creation of a formal Project Control Group in accordance with the concept and representation outlined in this report.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

City Management Finance and Community Engagement Committee	
Mtg Date: 22.05.18	OAR: YES
Authorisation: Gary Kellar	

A4836490

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

REPLACEMENT ITEM 22

16 May 2018

MEMORANDUM

TO: ACTING MAYOR (CHAIRPERSON - CITY MANAGEMENT, FINANCE AND
COMMUNITY ENGAGEMENT COMMITTEE)

P

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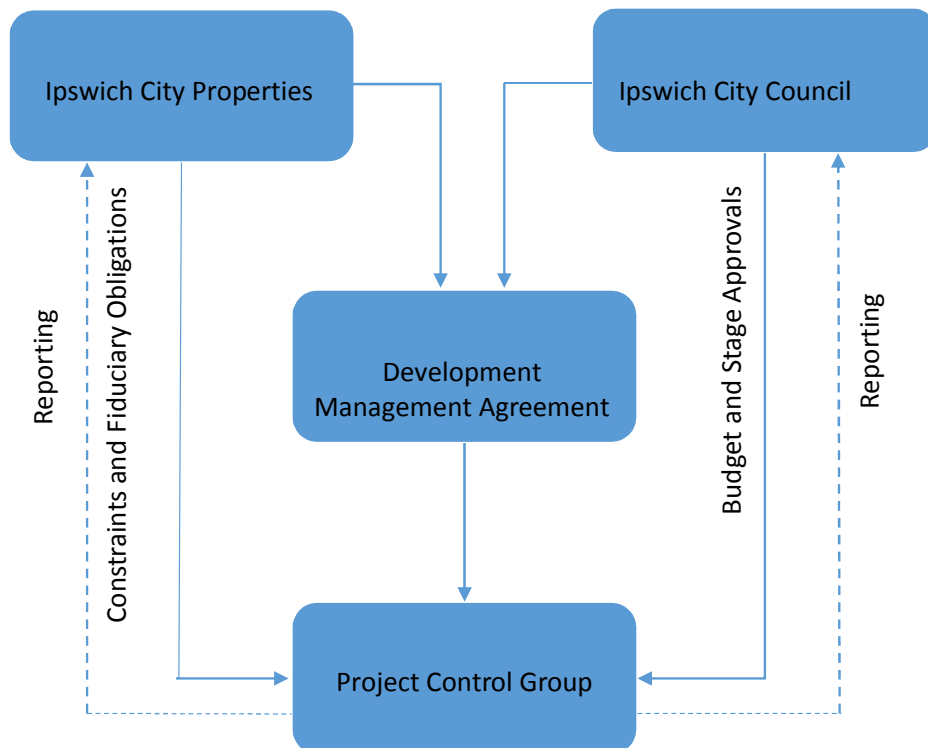
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- Chief Operating Officer (Works, Parks and Recreation)
- Chief Operating Officer (Infrastructure Services)

In this way the designated officers may exercise normal delegated authority to permit effective coordination between Ipswich City Properties Pty Ltd project management and the Council's organisation.


CBD MASTER PLAN:

A proposed master plan for the redevelopment of the CBD has been discussed at a workshop held with Councillors on the 30 April 2018.

A copy of the proposed master plan is shown in Attachment A.

To assist the Project Control Group and to ensure that the delivery timelines of the new Administration Building, library and civic space are met, it is recommended that the master plan be adopted by Council.

ATTACHMENTS:

Name of Attachment	Attachment
CBD Master Plan	 Attachment A

RECOMMENDATION:

- A. That Council approve inclusion in the Development Management Agreement with Ipswich City Properties Pty Ltd for the delivery of the new Administration Building, provision for the creation of a formal Project Control Group in accordance with the concept and representation outlined in the report by the Acting Chief Executive Officer dated 16 May 2018.
- B. That the CBD Master Plan as shown in Attachment A to the report by the Acting Chief Executive Officer dated 16 May 2018, be adopted.
- C. That the Chief Executive Officer, in consultation with the Mayor and Councillors, be authorised to undertake any minor design changes to the CBD Master Plan as shown in Attachment A to the report by the Acting Chief Executive Officer dated 16 May 2018, as design and construction stages progress.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



IPSWICH CENTRAL
MASTER PLAN UPDATE
30 APRIL 2018



MASTER PLAN

PUBLIC REALM PRECINCTS

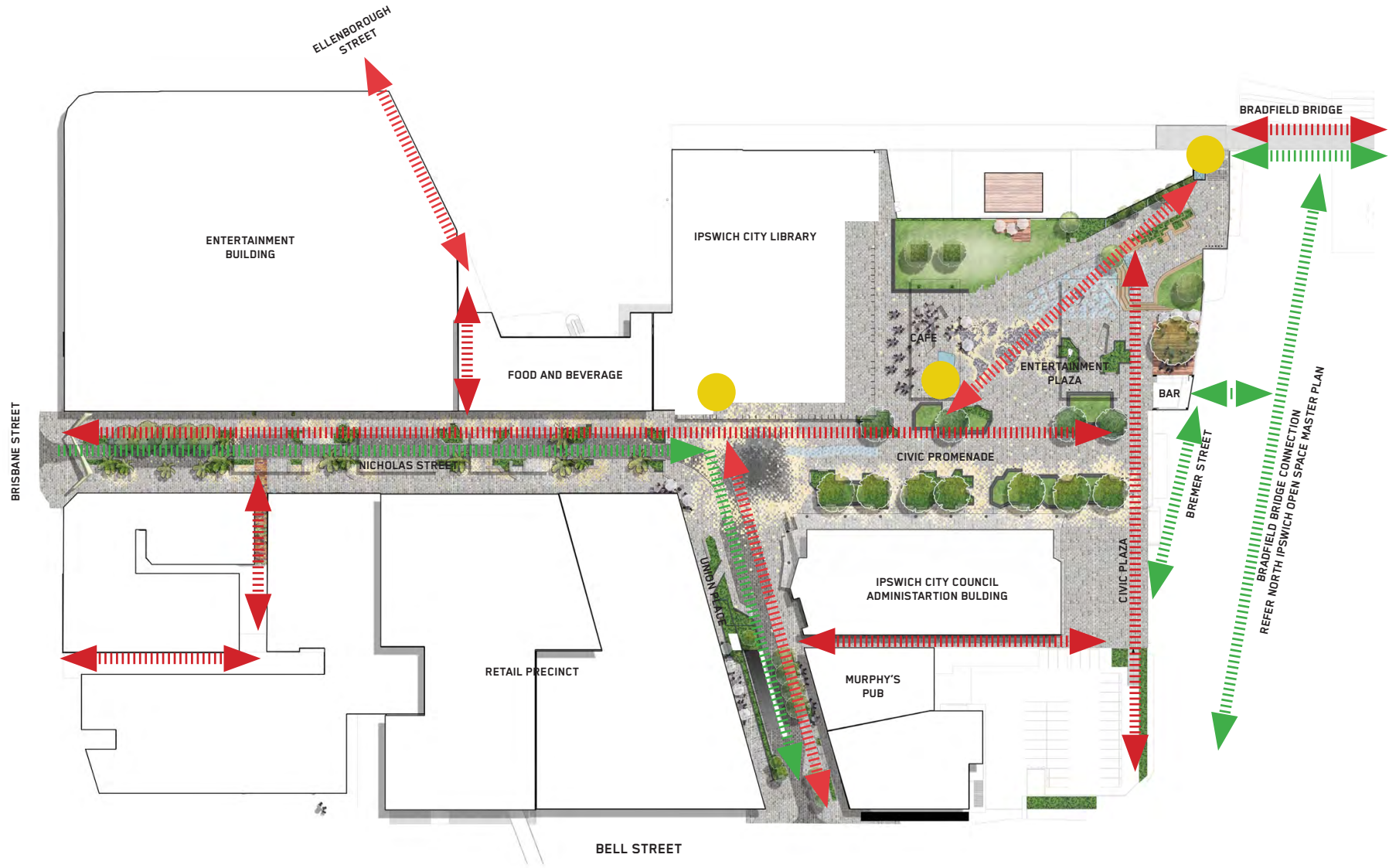
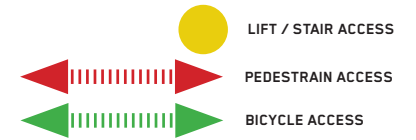


2



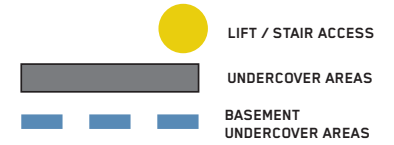
MASTER PLAN

PEDESTRIAN & BICYCLE MOVEMENT

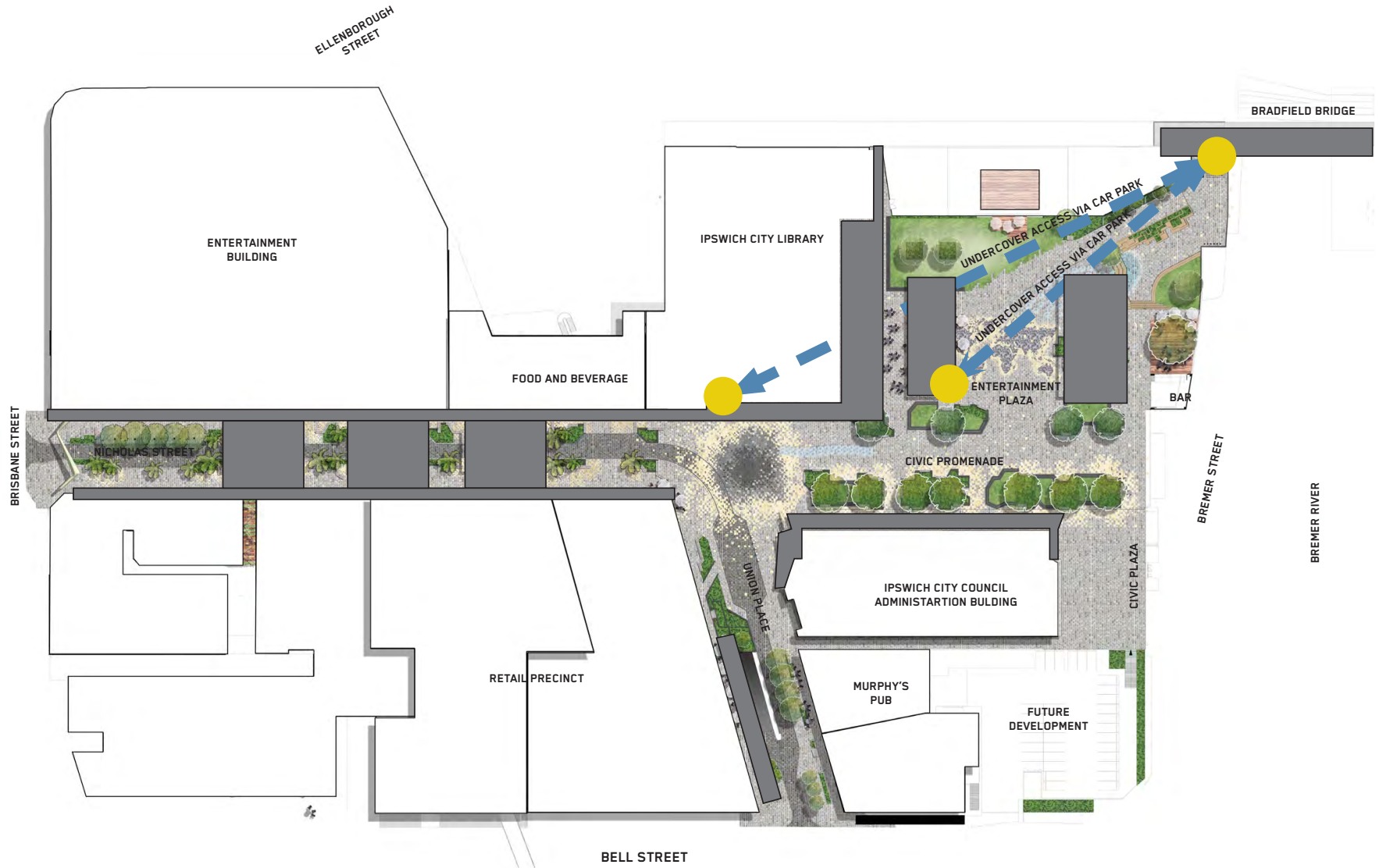


MASTER PLAN

UNDERCOVER ACCESS



4

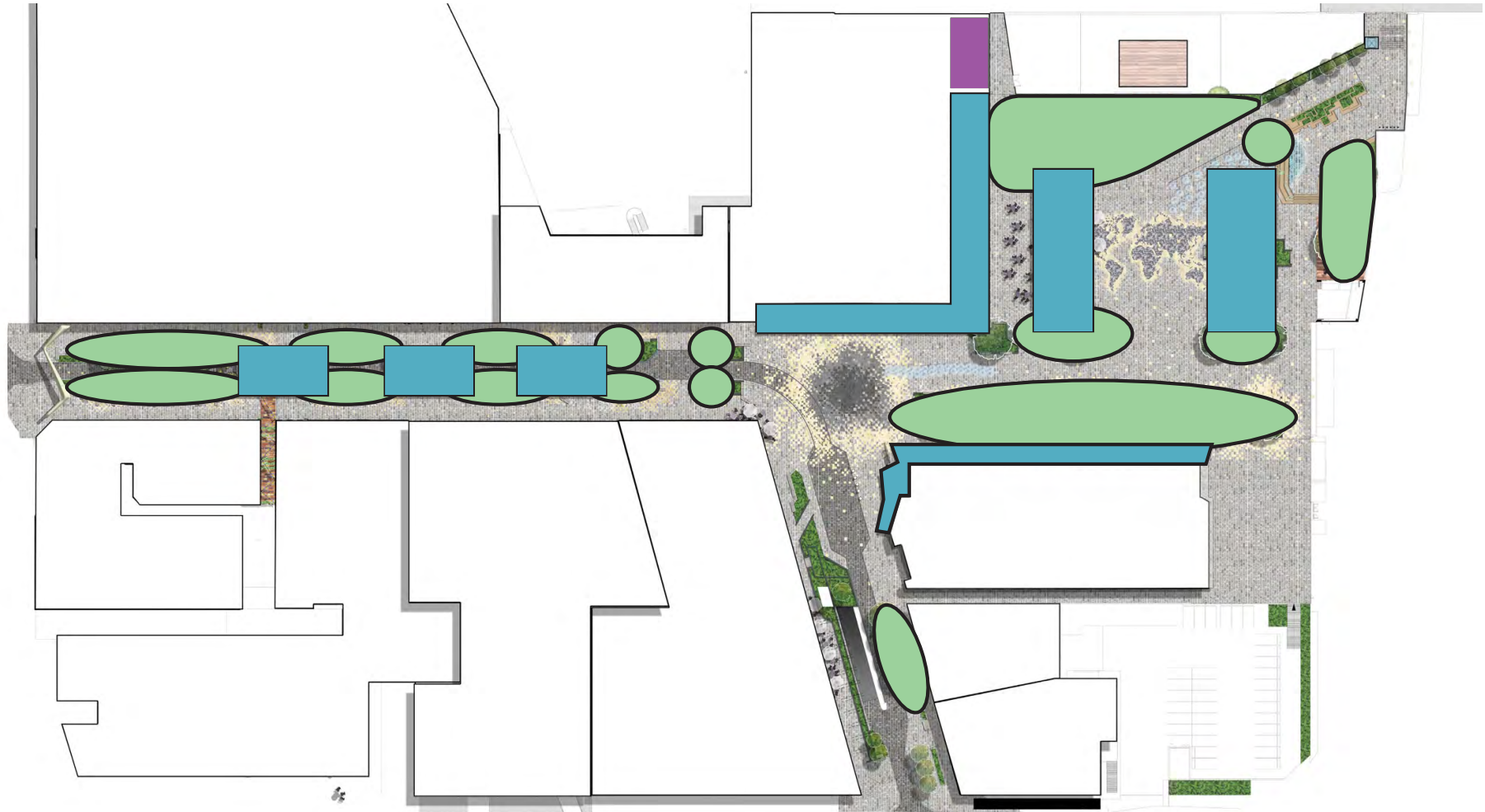


DESIGN PRINCIPLES

COMFORTABLE URBAN SPACES

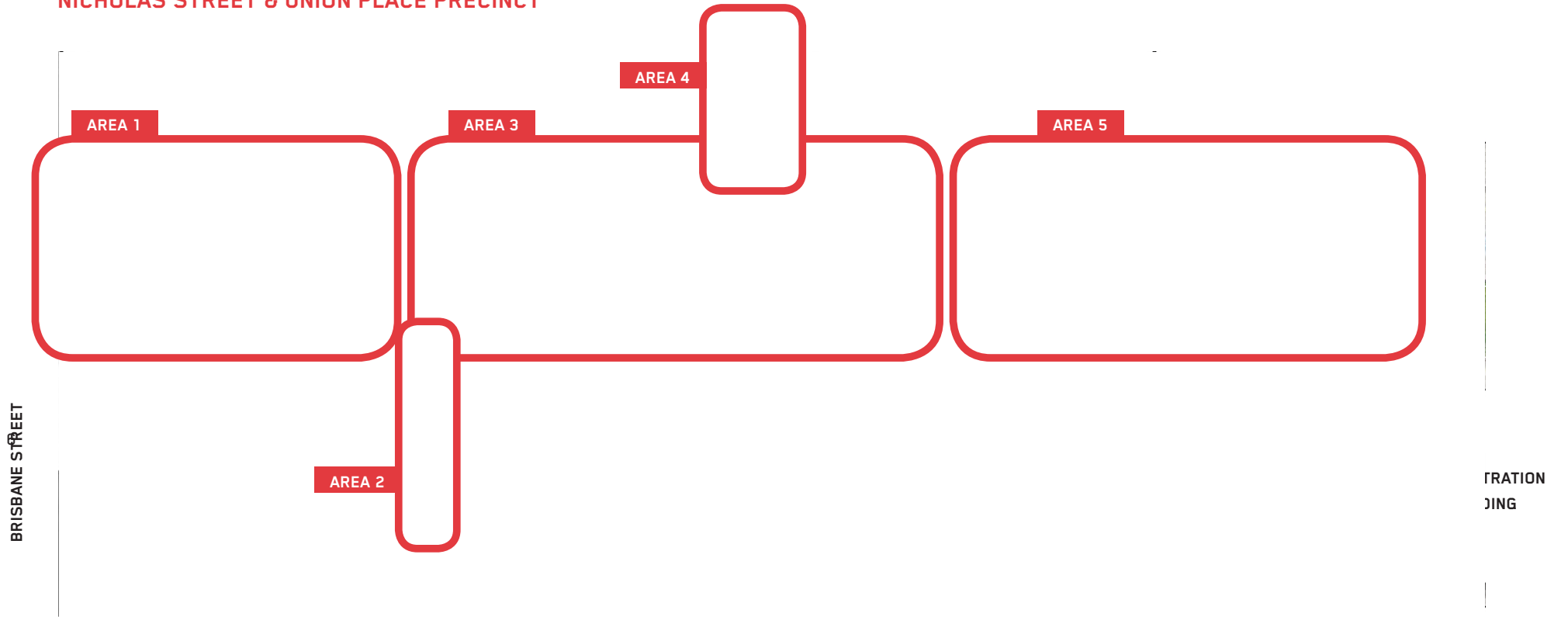
Responding to climate and urban surrounds by maximising shaded areas that provide respite and enhance user comfort.

- Canopy over
- Green space
- Amenities



DESIGN PROPOSAL

NICHOLAS STREET & UNION PLACE PRECINCT



AREA 1

WELCOME GATE



FUNCTIONAL REQUIREMENTS

- Mark the entrance to the precinct
- To restrict large vehicles from driving over weight restricted existing structural slabs
- Minimum of 3.5m high

7

NOT THIS

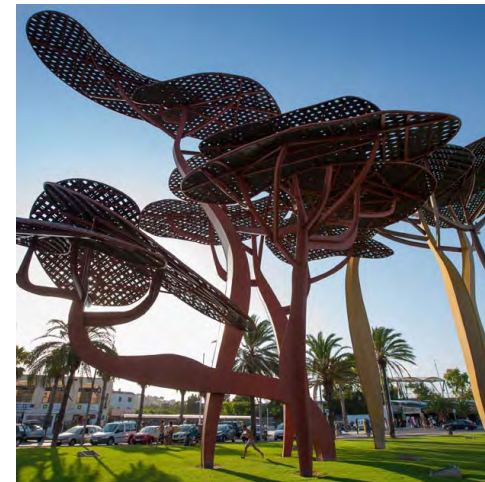


SOMEWHERE
IN BETWEEN

How to achieve this?

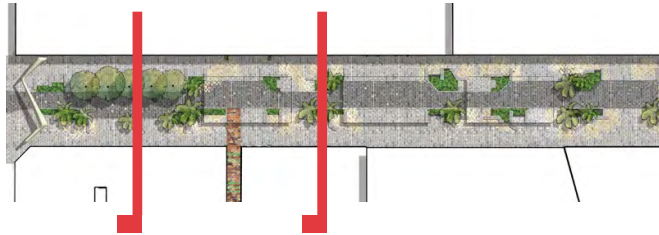
1. Prepare a design brief
2. Commission an artist
3. Create something unique to Ipswich

NOT THIS



DESIGN PRINCIPLES

NICHOLAS STREET CROSS SECTIONS

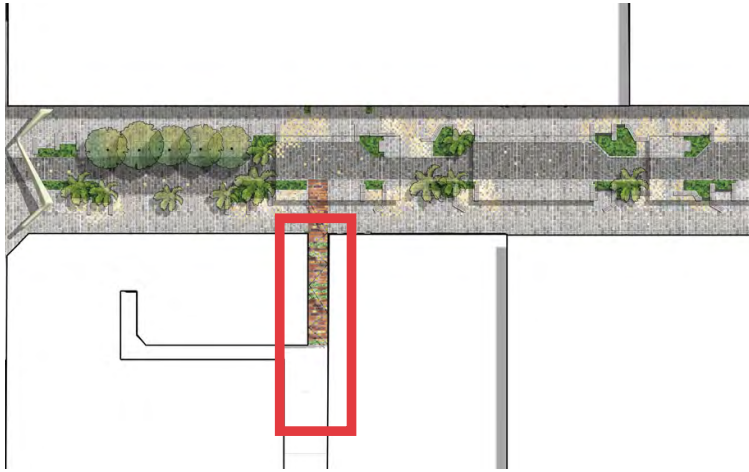


8



AREA 2

LANEWAY

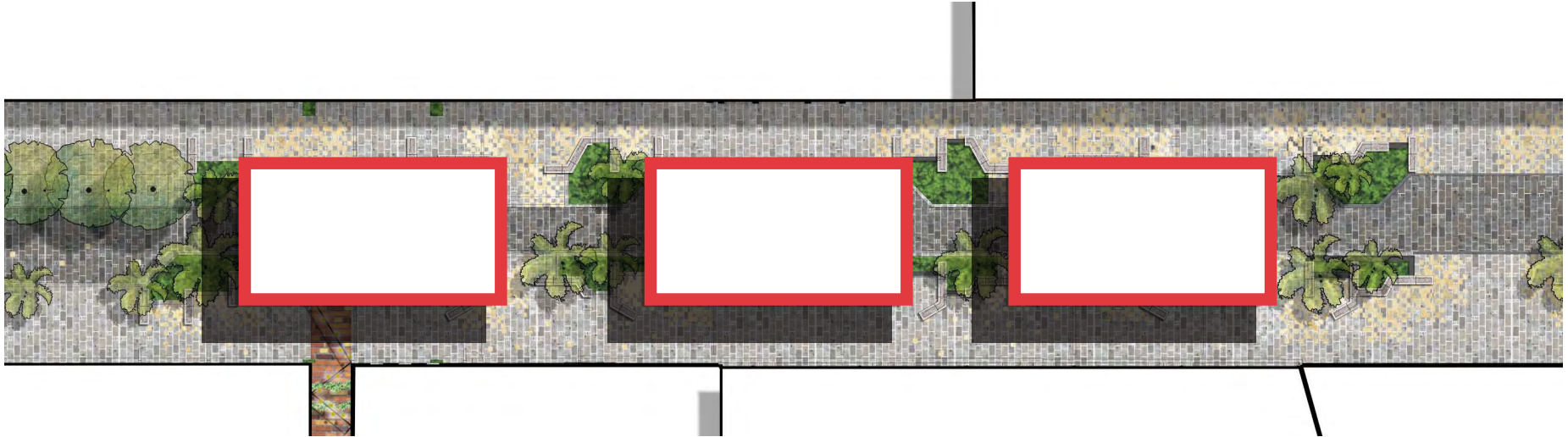


9



AREA 3

NICHOLAS STREET SCREENS



10



IPSWICH CENTRAL

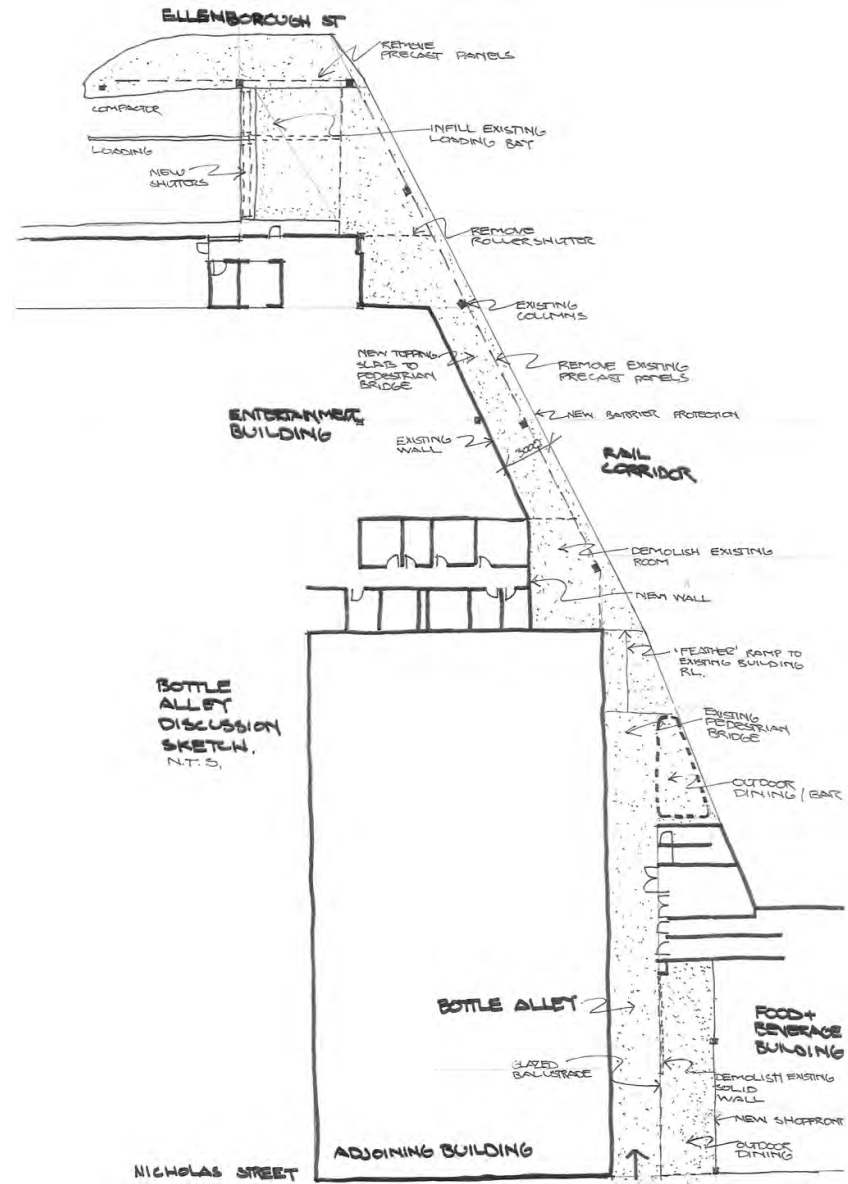
NICHOLAS STREET

11



AREA 4

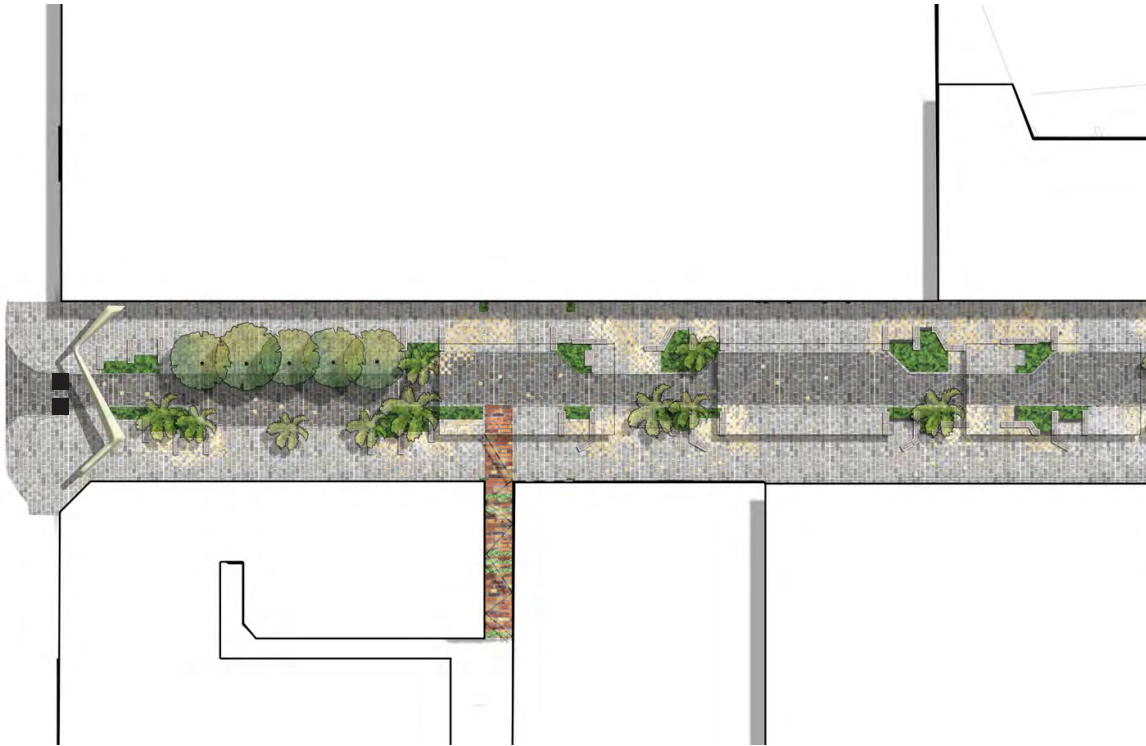
BOTTLE ALLEY



AREA 1

AUTOMATED BOLLARDS

13



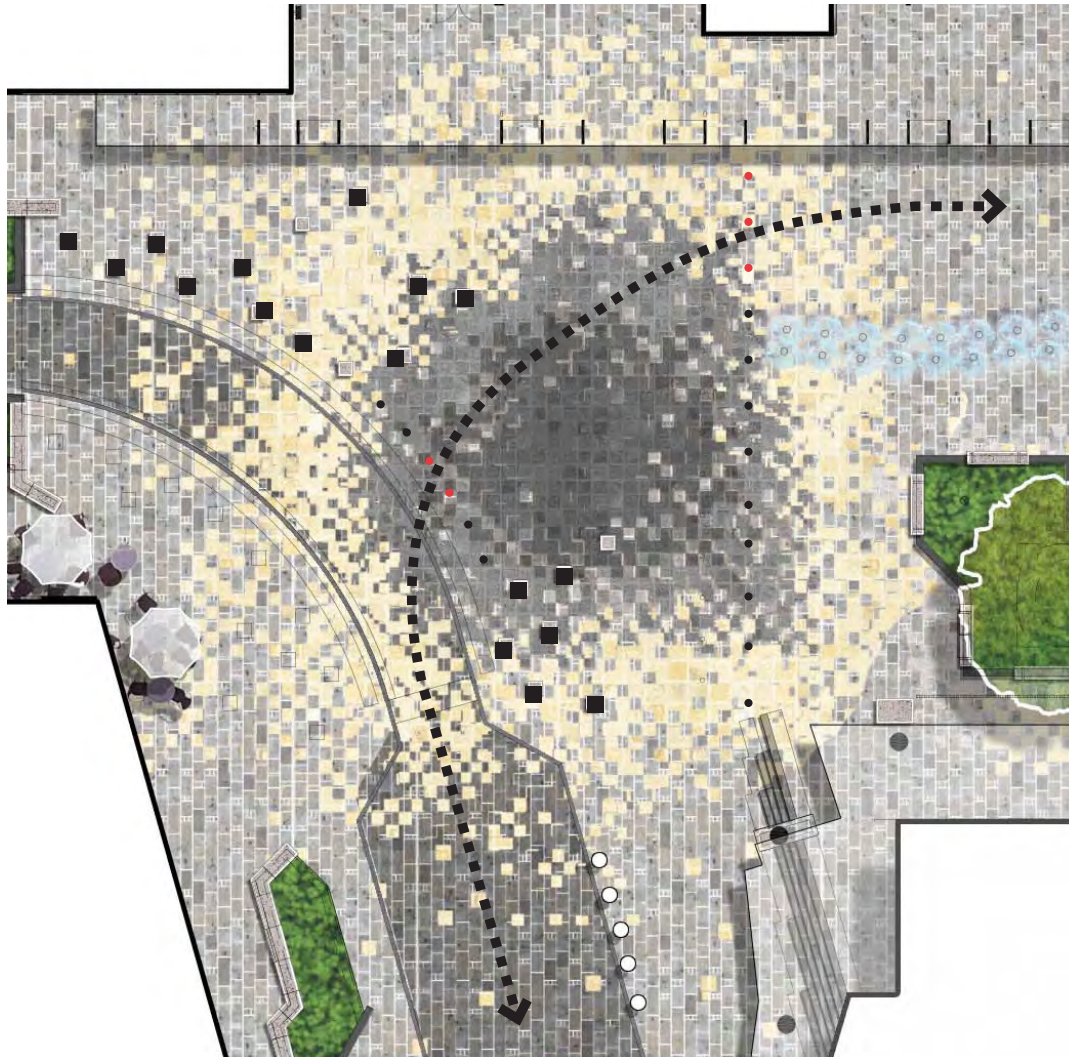
LOCATION PLAN



AREA 5

SECURITY

↔ Vehicle access for events and servicing



■ Decorative barriers



● Standard barriers

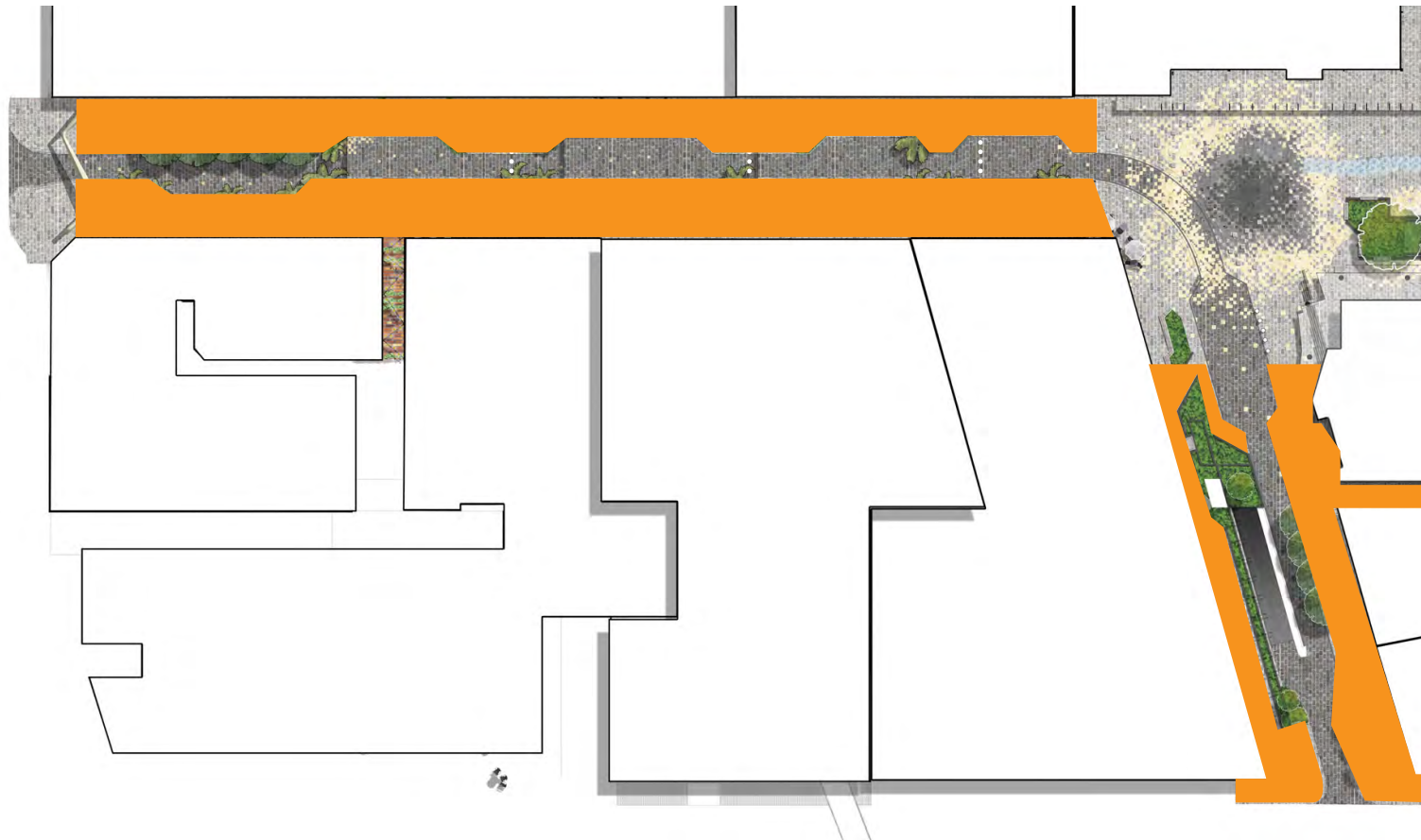


● Removable barriers with locking device at base for removal

NICHOLAS STREET AND UNION PLACE

DAILY USE - NON EVENT

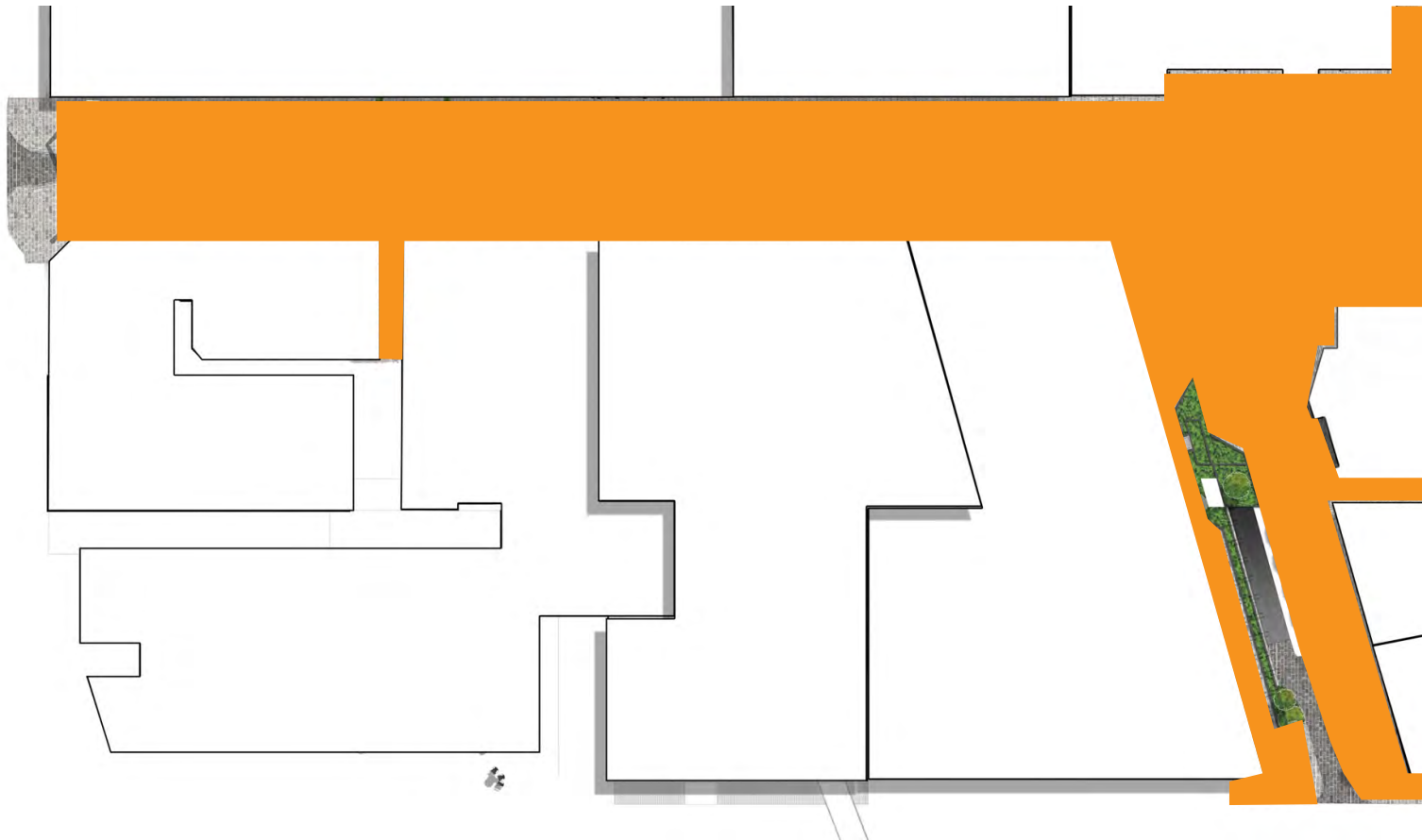
 Pedestrian areas



NICHOLAS STREET AND UNION PLACE

EVENT MODE

 Pedestrian areas



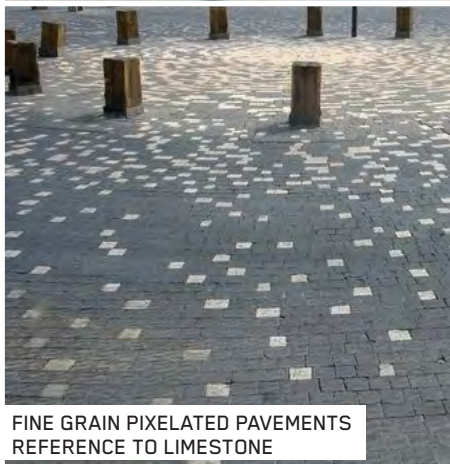
DESIGN PROPOSAL

NICHOLAS STREET

17



PEDESTRIAN SEATING AT PAUSE POINTS



FINE GRAIN PIXELATED PAVEMENTS
REFERENCE TO LIMESTONE



RETAIL & BARS FLOWING INTO THE STREET



WATER MISTING



GRANITE PAVEMENT ACROSS ROAD



LIFE BETWEEN THE BUILDINGS - GREEN AND INTIMATE



DESIGN PROPOSAL

UNION PLACE

18



HERITAGE FEEL



HISTORIC MURPHY'S PUB



ART INLAYS



INTERESTING HARD LANDSCAPE



CELEBRATE HERITAGE REFERENCE

DESIGN PROPOSAL

UNION PLACE PERSPECTIVE



DESIGN PROPOSAL

UNION PLACE PERSPECTIVE

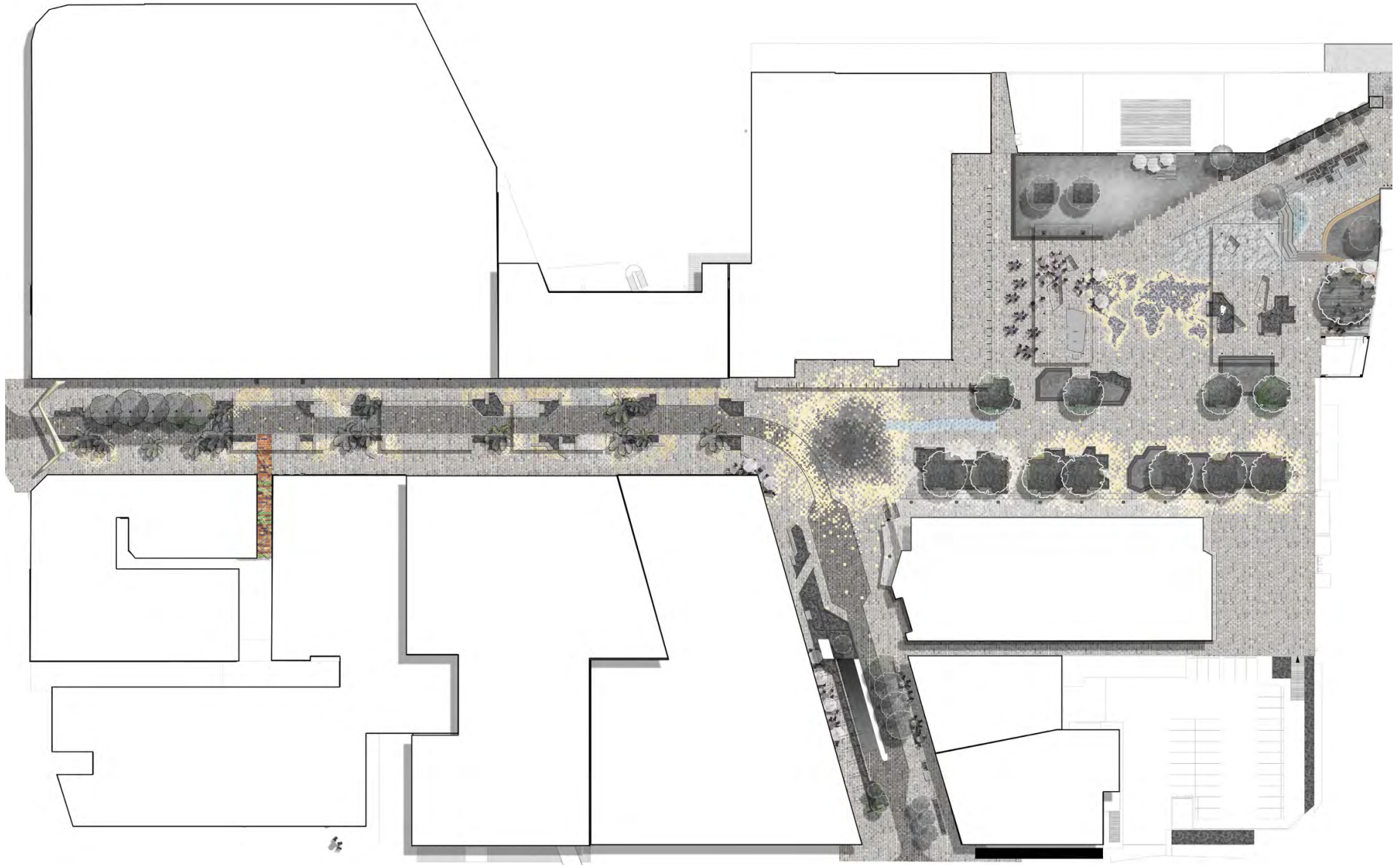
20



PAVING PLAN

PROJECT WIDE SCHEME

21



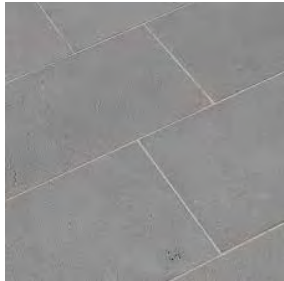
PAVING PLAN

MATERIALS AND PATTERN

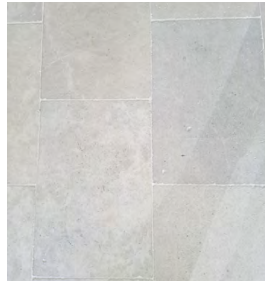
THE CANVAS

FEATURE HIGHLIGHTS

5% coverage
Square format ranging in size



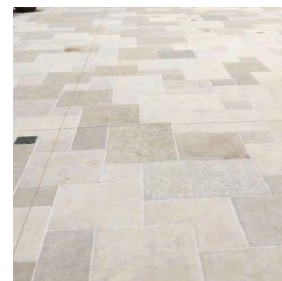
Bluestone



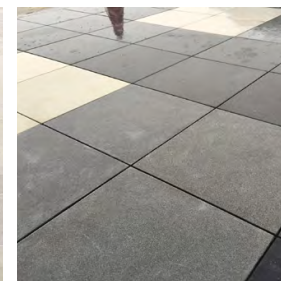
Limestone



Sandstone

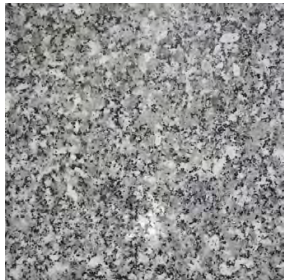


Sandstone - Limestone combination in Bondi Sydney



Grey paving units with highlights of colour

22



Grey Granite



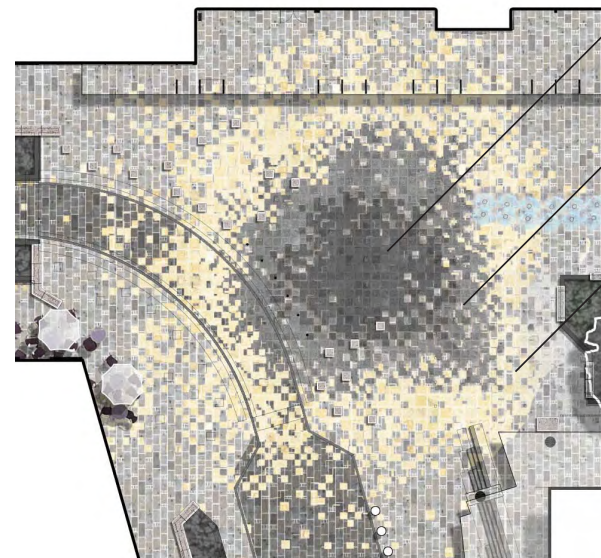
Red Granite



White Granite

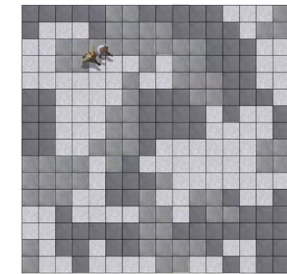


Charcoal concrete

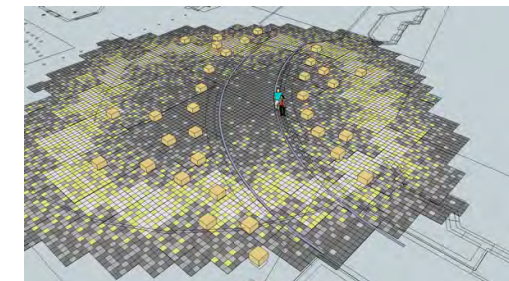


The Piazza paving feature - plan

bluestone
grey granites
limestone/sandstone



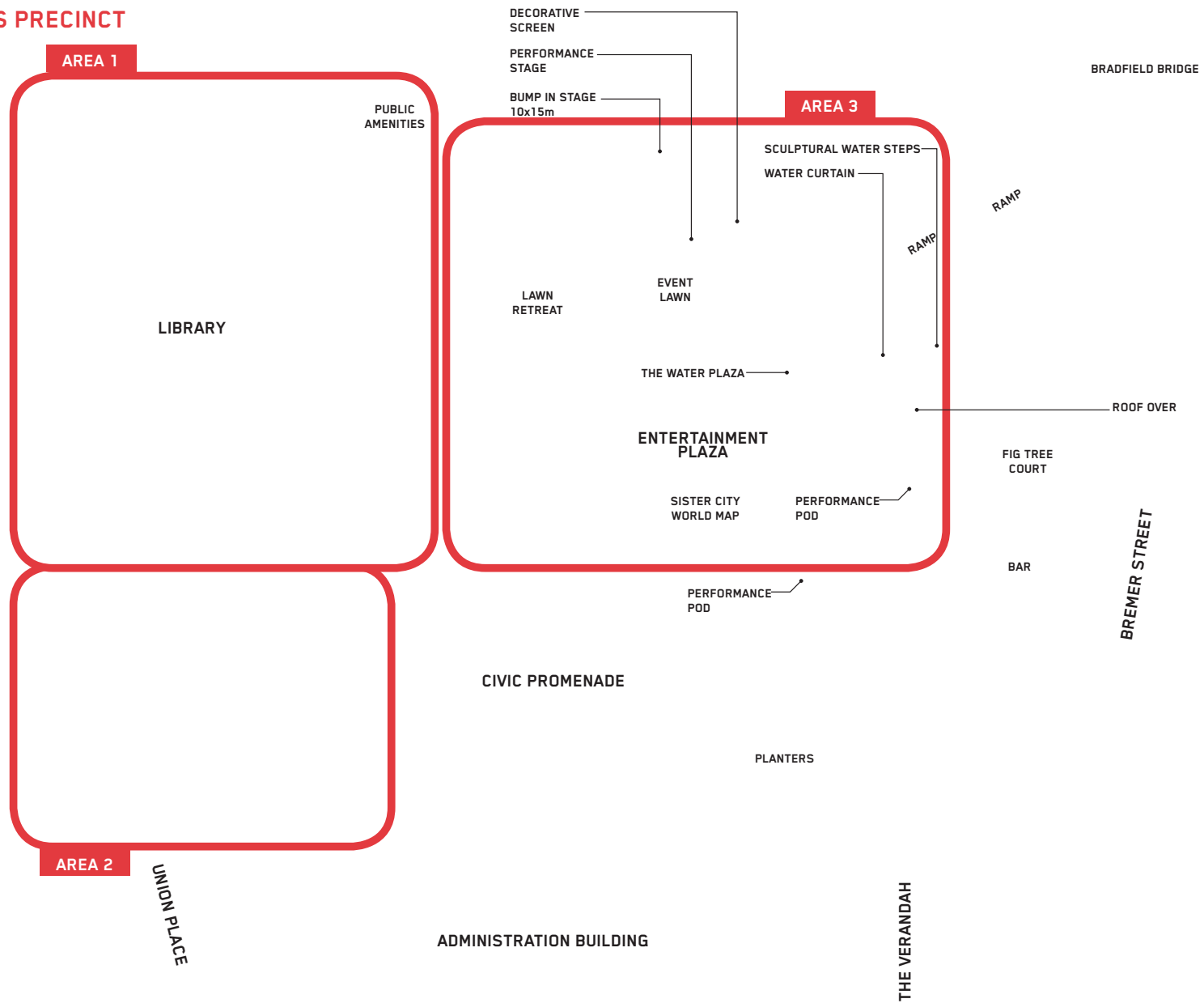
Typical canvas paving module



The Piazza paving feature - aerial

DESIGN PROPOSAL

CIVIC AREAS PRECINCT



IPSWICH CENTRAL

CIVIC AREAS

24



IPSWICH CENTRAL

ENTERTAINMENT PLAZA

25



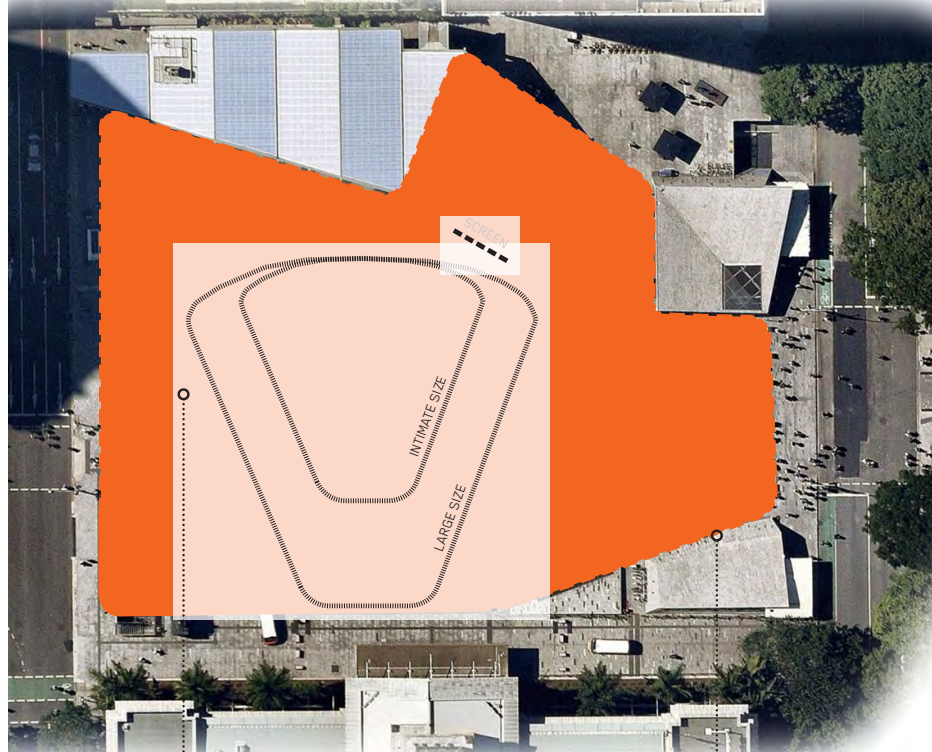
SPATIAL ANALYSIS

COMPARISON OVERLAY

KGS BY DAY WITH MINIMAL PEOPLE



KGS AREA COMPARISON



APPROXIMATE LIMITS OF KING
GEORGE SQUARE

APPROXIMATE EXTENT OF FLAT
AREA FOR MULTI FUNCTION USE



KGS BY NIGHT WITH MAJOR EVENT



DESIGN PROPOSAL

CIVIC PLAZA

27



SCULPTURAL BUILT ELEMENTS



OASIS RETREAT WITH SEATING & LOUNGE AREAS



MATURE TREES SHADING SEATING AREAS



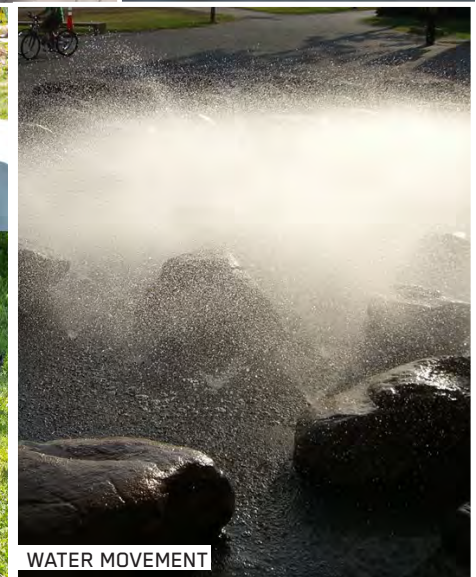
FALLING WATER



EVENT MODE READY SPACES FOR SPACE ACTIVATION



INFORMAL AND FLEXIBLE GRASS AREAS



WATER MOVEMENT

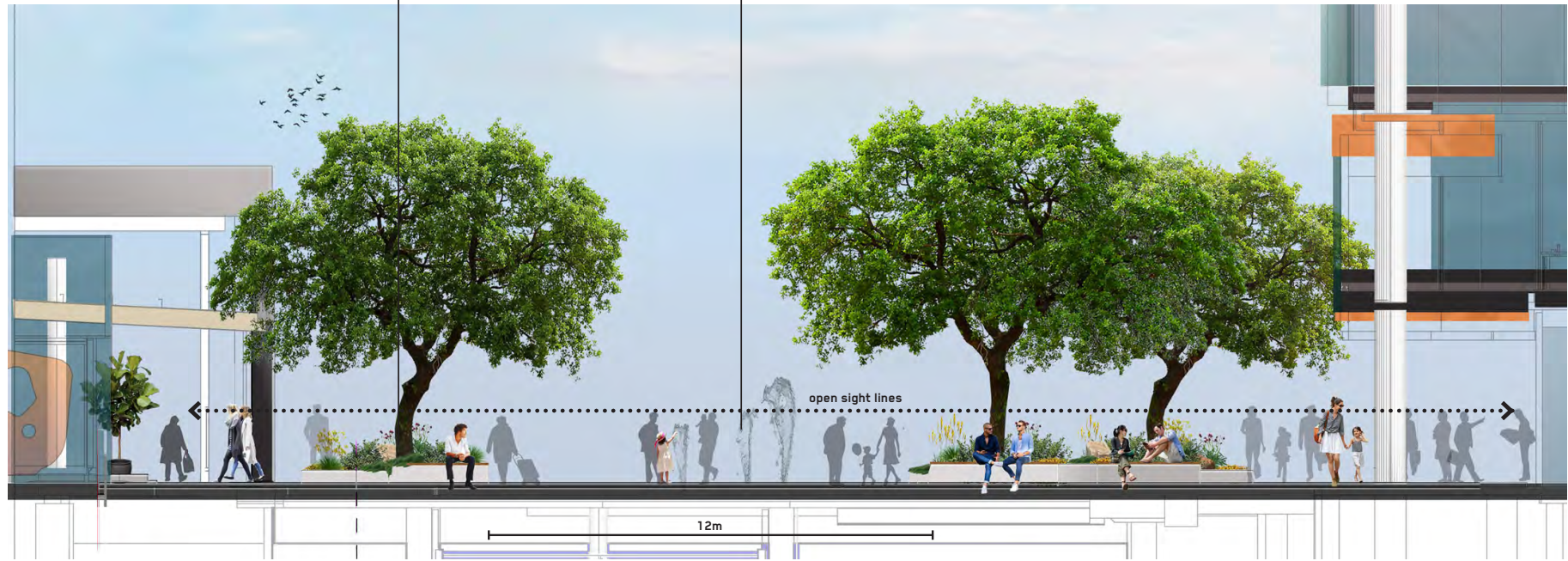
DESIGN PROPOSAL

SECTIONS

28

Decorative water feature

Planters with seating edges, low planting and mature shade tree



THE PROMENADE
1:200 @ A3



DESIGN PROPOSAL

SECTIONS

29

Catenary lighting overhead
3x3m market stall
Fairy lighting to tree



THE PROMENADE NIGHT MARKETS
1:200 @ A3



IPSWICH CENTRAL

PAVILLION RETREAT SPACE

30



IPSWICH CENTRAL

OASIS PLANTERS

31



IPSWICH CENTRAL

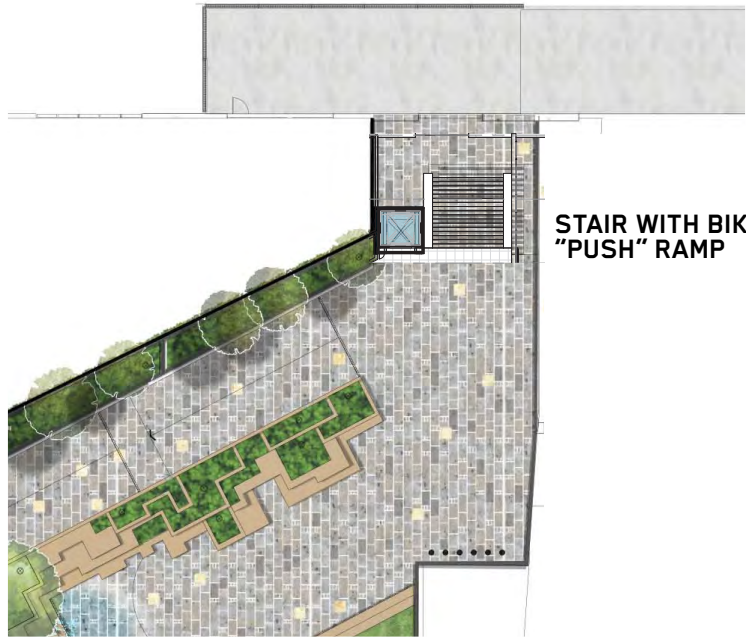
BRADFIELD BRIDGE LANDING PLAZA

32



IPSWICH CENTRAL

BRADFIELD BRIDGE ACCESS

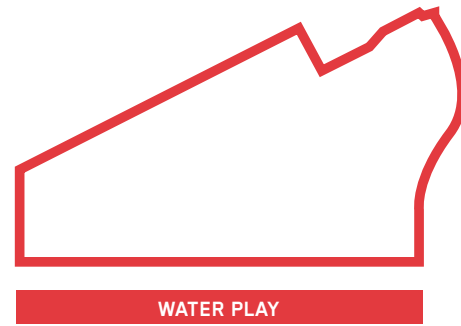


STAIR WITH BIKE
"PUSH" RAMP

33



WATER PLAN



WATER PLAY

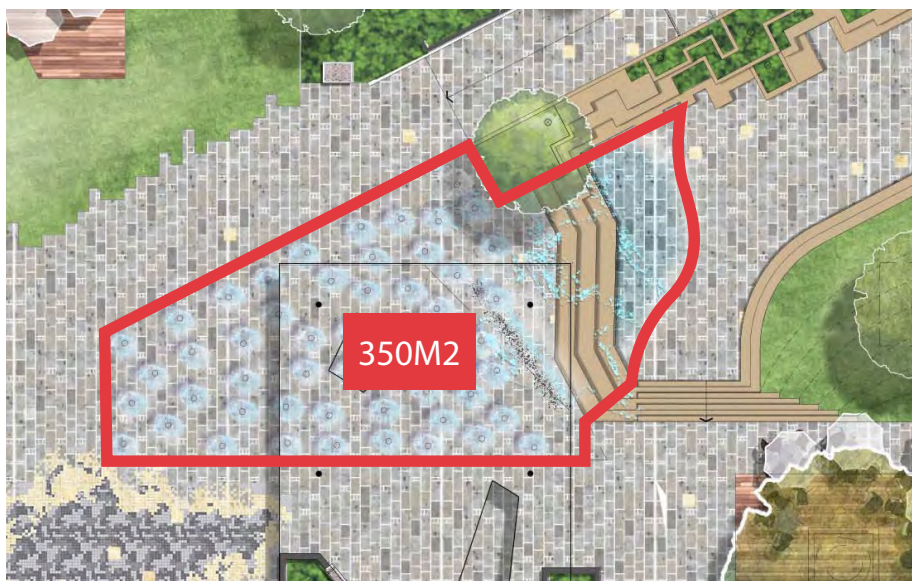


SCULPTURAL WATER FEATURE

WATER

WATER PLAY - SIZE COMPARISON

35



IPSWICH CBD



IPSWICH RIVERHEART



WATER

WATER PLAY ZONES

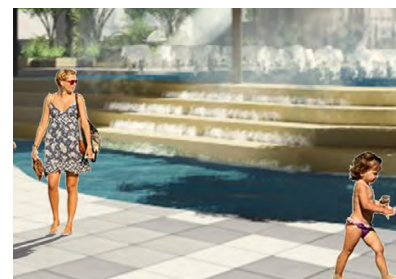
THE WATER PLAZA



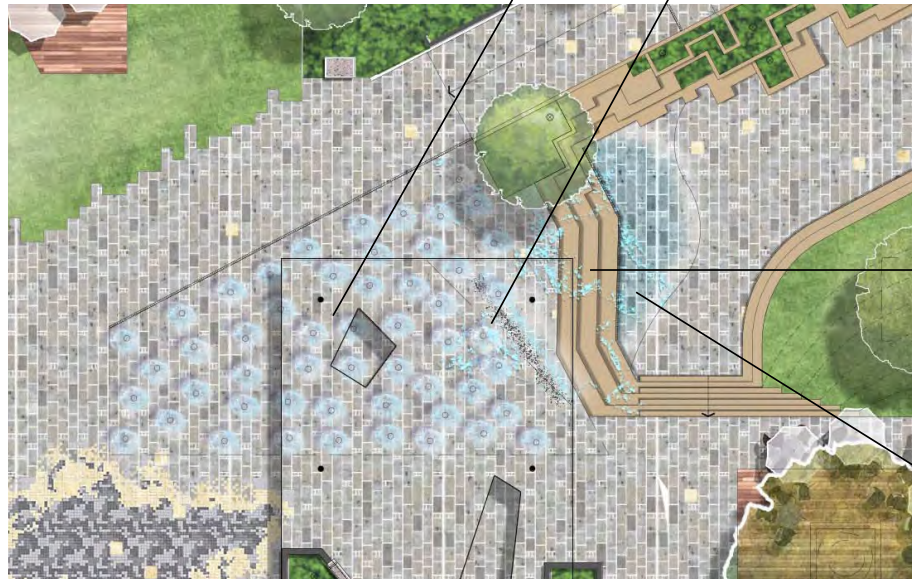
THE RAIN CURTAIN



CASCADE TERRACES



THE TIDAL POOL



IPSWICH CBD
**WATER FEATURE &
WATER PLAY**

EXEMPLARS

LIBRARY FACADE STUDY

STREET VIEW



LIBRARY FACADE STUDY

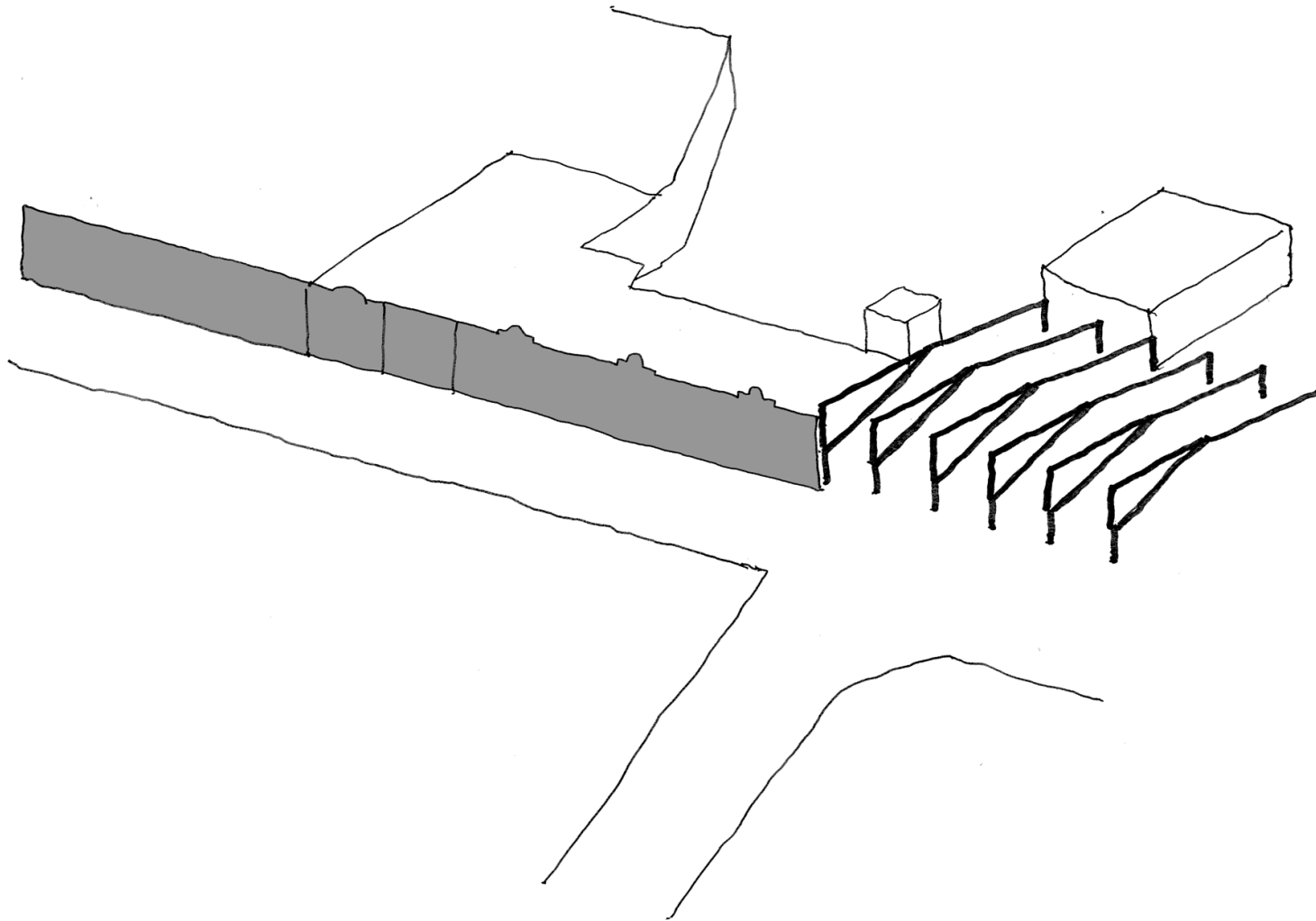
STREET VIEW

40



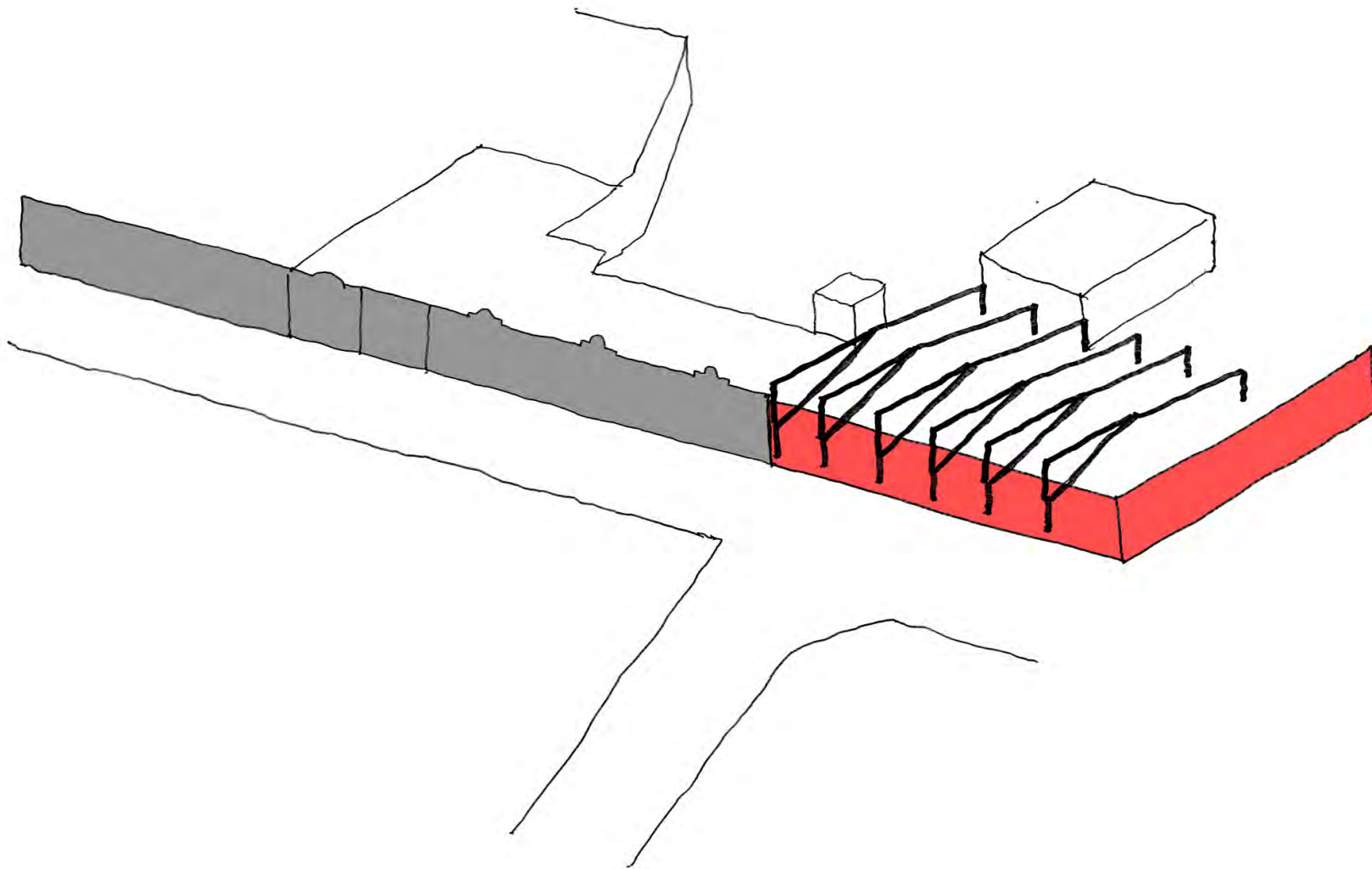
LIBRARY FACADE STUDY

FORM - STREETScape - PRESENCE - ADAPTATION - COLOUR



LIBRARY FACADE STUDY

FORM - STREETScape - PRESENCE - ADAPTATION - COLOUR



LIBRARY FACADE STUDY

STUDY 01

43



BOOKSHELF
POSITIVE & NEGATIVE
PLAYFUL MATERIALS



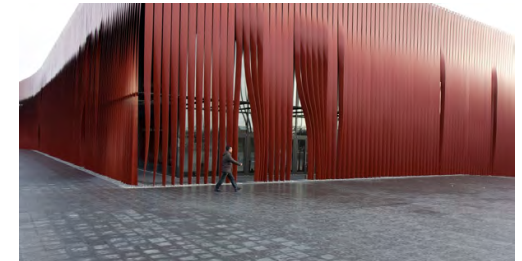
LIBRARY FACADE STUDY

STUDY 02



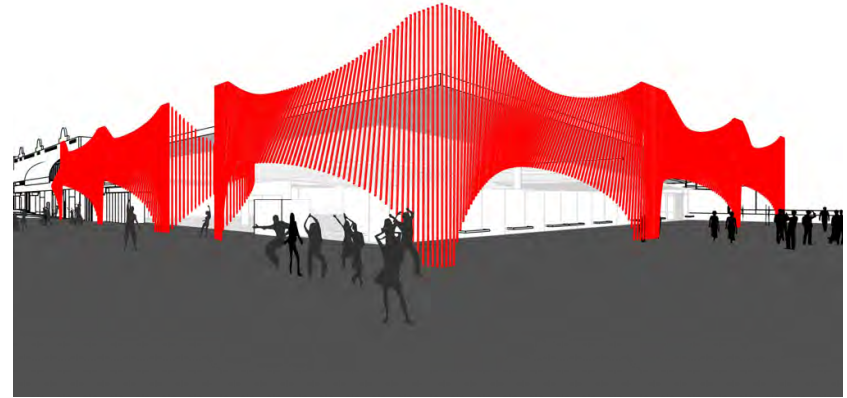
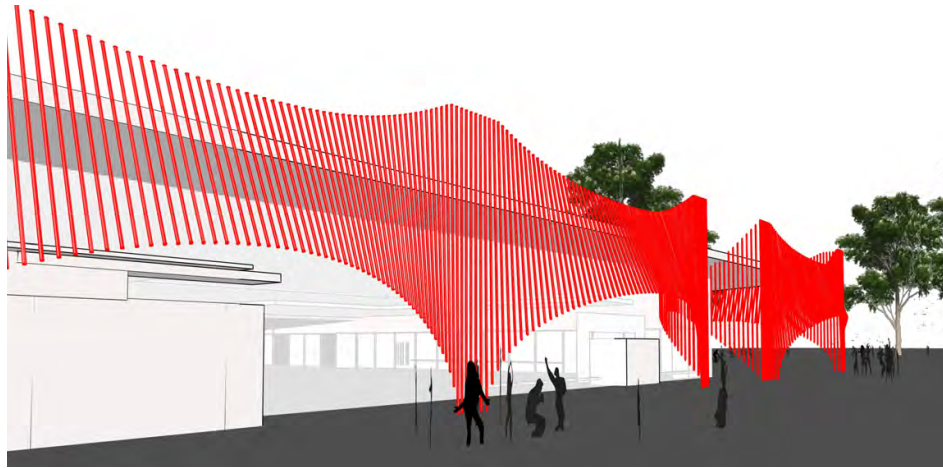
44

CURTAINS
REVEALING
VEIL



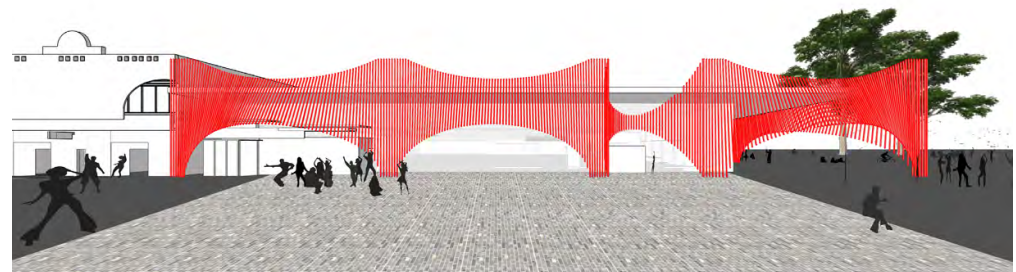
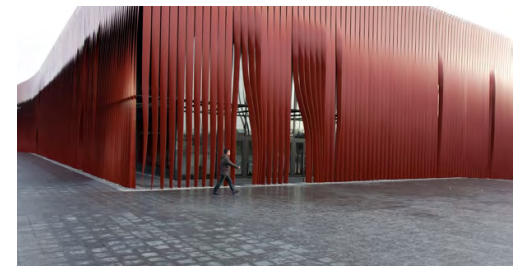
LIBRARY FACADE STUDY

STUDY 03



45

BOOK PAGES
UNDULATION
ARCADE



LIBRARY FACADE STUDY

STUDY 04

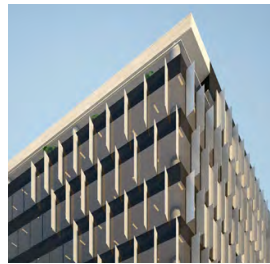


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SIMILAR LANGUAGE

LINEAR

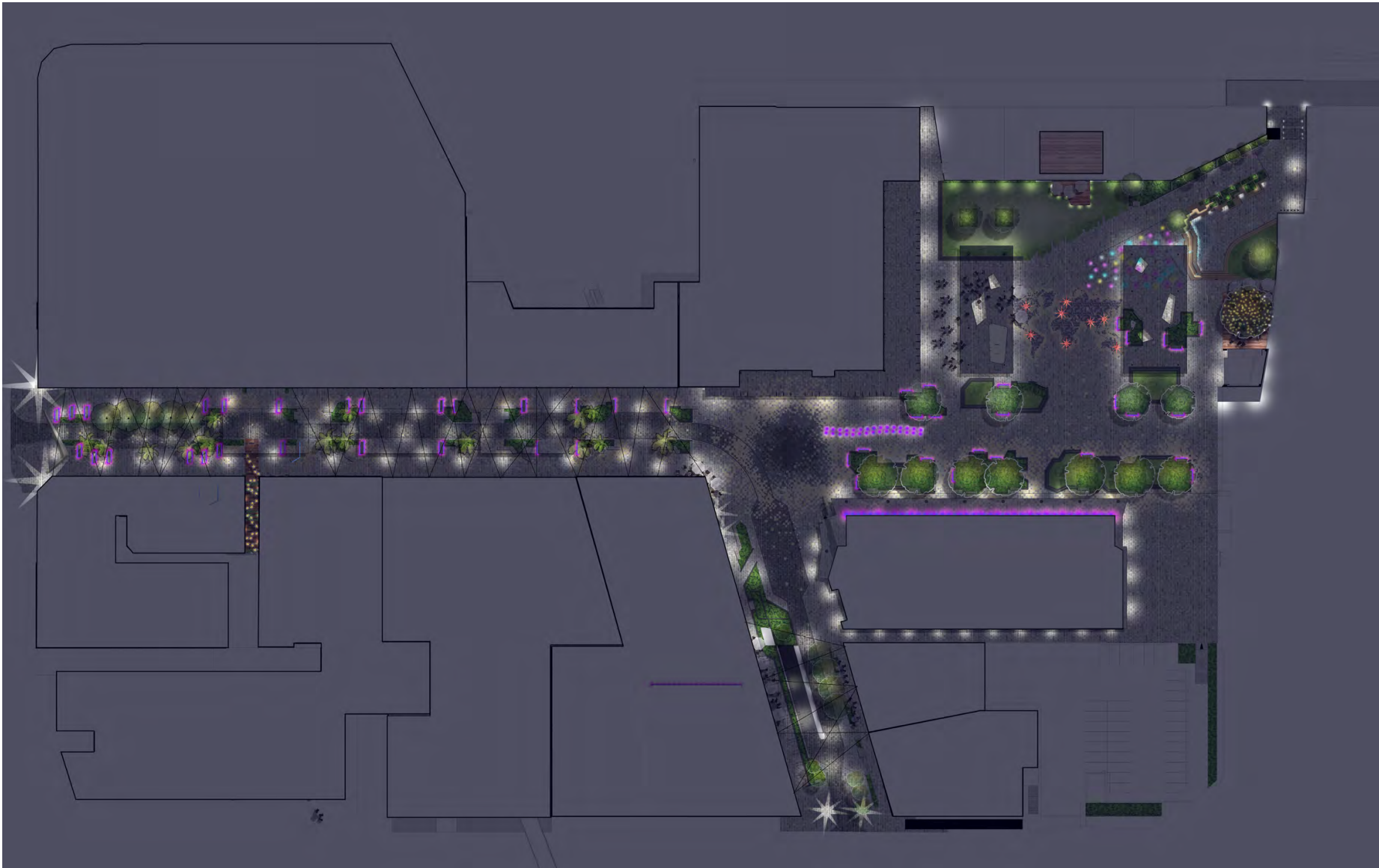
MOVEMENT



LIGHTING

LIGHTING MASTER PLAN DIAGRAM

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3D PERSPECTIVE

South - west corner



ICC IPSWICH CITY COUNCIL BUILDING

3D PERSPECTIVE

South - west corner



ICC IPSWICH CITY COUNCIL BUILDING

3D PERSPECTIVE

West



ICC IPSWICH CITY COUNCIL BUILDING

3D PERSPECTIVE

West



ICC IPSWICH CITY COUNCIL BUILDING

3D PERSPECTIVE

North



ICC IPSWICH CITY COUNCIL BUILDING

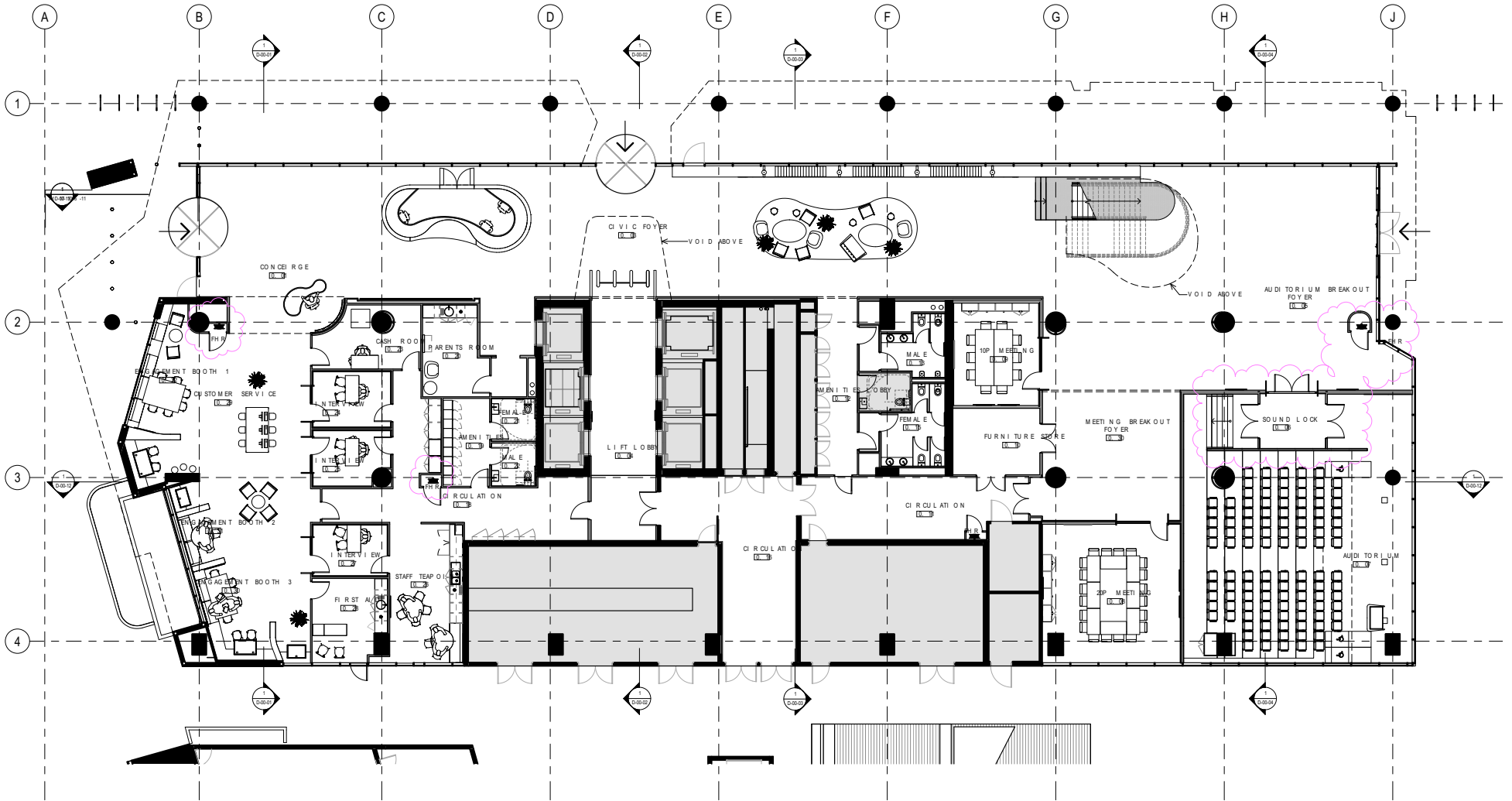
01



PLANS

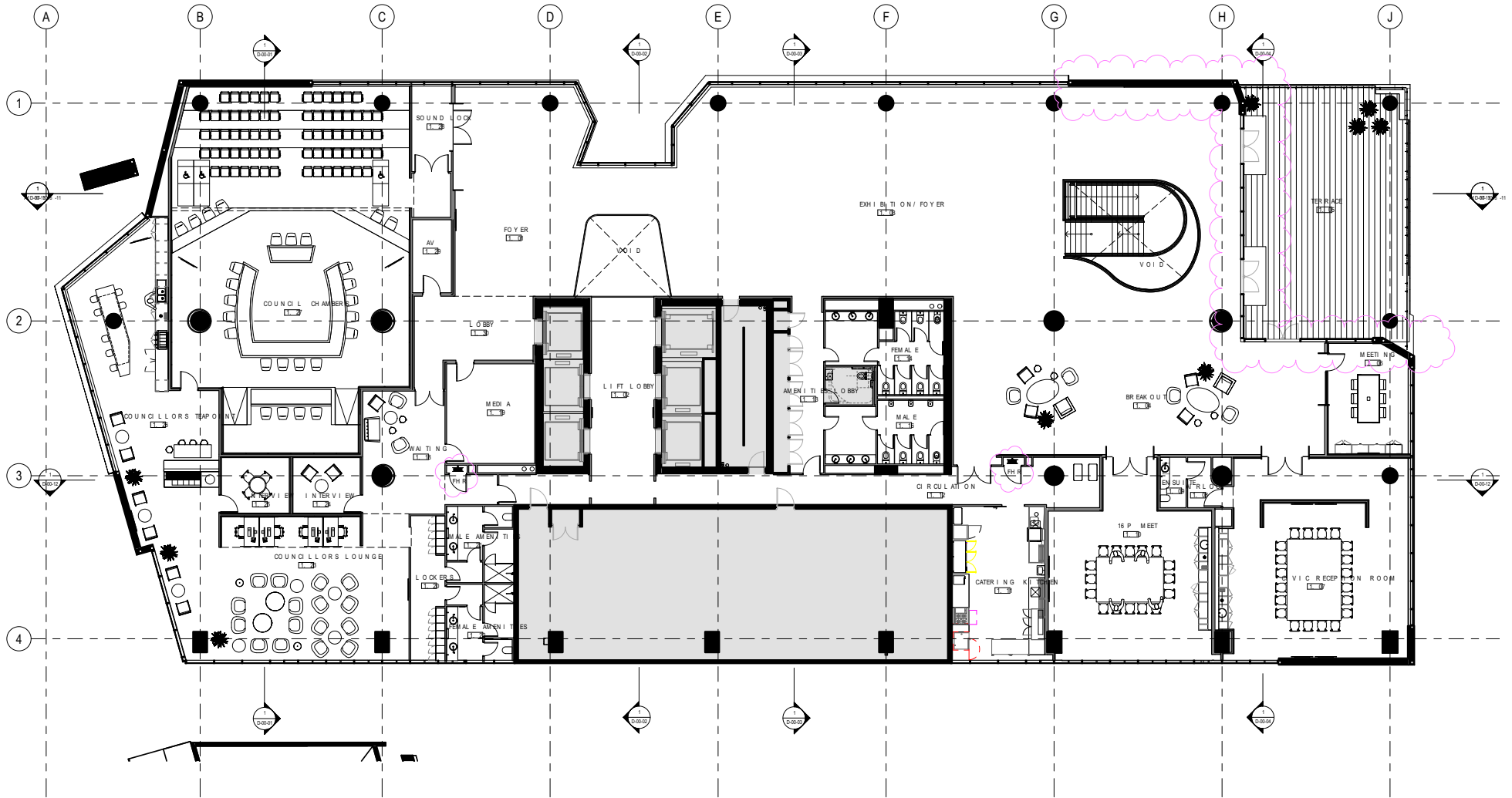
GROUND FLOOR

1:200 @A3



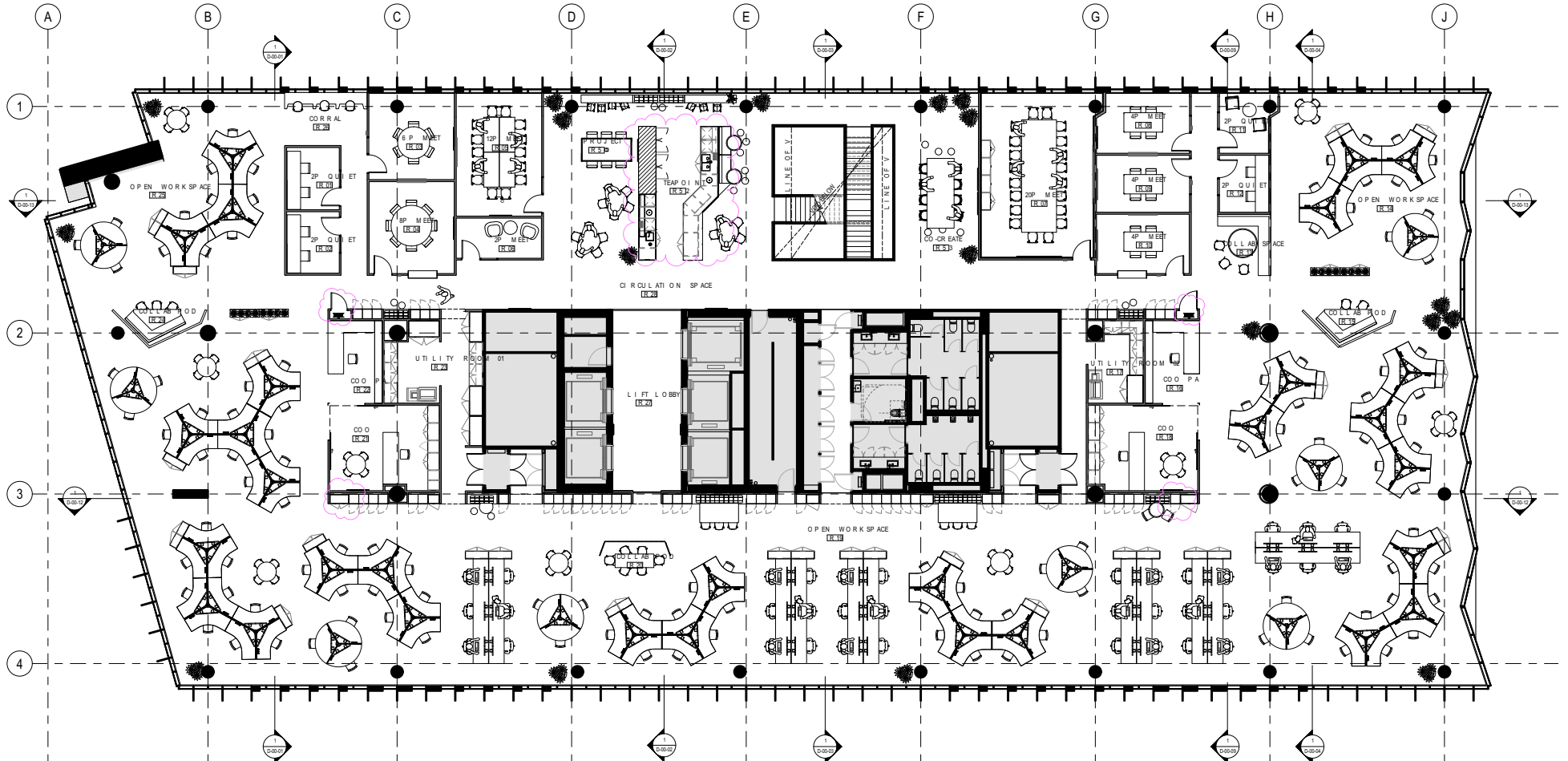
LEVEL 1

1:200 @A3



LEVEL 5

1:200 @A3



WORKSTATIONS		SEATS	
TO TAL	- 15 0	W / S	- 15 0
120s	- 87	CO O	- 2
CI R CU L AR	- 21	MTG ROOMS	- 5 4

LEVEL 8

1:200 @A3

