

VML:CD
Vicki Lukritz
3810 6221

22 February 2018

NOTICE OF MEETING

Notice is hereby given that the **ORDINARY MEETING OF COUNCIL** is to be held on **TUESDAY, 27 FEBRUARY 2018** commencing at **9.00 am** in the Council Chambers, on the 2nd Floor of the Administration Building, 45 Roderick Street, Ipswich.

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

BUSINESS

- A. OPENING OF MEETING:
- B. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- C. OPENING PRAYER:
- D. APOLOGIES AND LEAVE OF ABSENCE:
- E. CONDOLENCES AND MEMORIALS:
- F. PETITIONS AND PRESENTATIONS:
- G. CONFIRMATION OF MINUTES:
 - 1. Ipswich City Council – Minutes of Meeting of 30 January 2018
- H. RECEPTION AND CONSIDERATION OF COMMITTEE REPORTS:
 - 2. Infrastructure and Emergency Management Committee's Report
 - 3. Works, Parks and Sport Committee's Report
 - 4. Conservation and Environment Committee's Report
 - 5. Libraries and Tourism Committee's Report
 - 6. Arts and Community Development Committee's Report
 - 7. Health, Security and Community Safety Committee's Report
 - 8. Planning, Development and Heritage Committee's Report
 - 9. Economic Development and Digital City Committee's Report
 - 10. City Management, Finance and Community Engagement Committee's Report
- I. CONSIDERATION OF NOTIFIED MOTIONS:
- J. RECEPTION OF NOTICES OF MOTION FOR FUTURE MEETINGS:
- K. QUESTIONS:
- L. OFFICERS' REPORTS:
- M. CONSIDERATION OF ITEMS PLACED ON THE AGENDA BY A COUNCILLOR IN ACCORDANCE WITH SECTION 6 AND 8 OF THE SUBORDINATE LOCAL LAW (2.1 COUNCIL MEETINGS):

Proposed change of date for the Council Ordinary meeting scheduled for 24 April 2018

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MINUTES OF COUNCIL ORDINARY MEETING

30 JANUARY 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 9.01 am

ATTENDANCE AT COMMENCEMENT Councillor Antonioli (Mayor), Morrison, Tully, Silver, Stoneman, Wendt (Deputy Mayor), Bromage, Martin, Pisasale, Ireland and Pahlke

ACKNOWLEDGEMENT OF COUNTRY Councillor Silver

OPENING PRAYER Councillor Ireland

APOLOGIES AND LEAVE OF ABSENCE Nil

CONDOLENCE MOTIONS

GRAHAM SIDNEY ERNEST KELLY Moved by Councillor Antonioli (Mayor)

That Council convey condolences, on behalf of the citizens of the City of Ipswich, to the family of the late Graham Sidney Ernest Kelly who passed away peacefully on 30 December 2017.

Seconded by Councillor Ireland.

The motion was put and carried with one minutes silence observed to mark the passing of Graham Sidney Ernest Kelly.

PETITIONS AND PRESENTATIONS

ARTWORK Councillor Tully presented to Council artwork produced by David Harris for donation to the Ipswich Art Gallery.

IPSWICH STAMP CLUB INC. Mr David Roberts (President, Ipswich Stamp Club Inc.) presented framed stamps to the Councillors in appreciation for the support given to the club.

2017 GOODNA JACARANDA FESTIVAL Certificate of Appreciation to Mayor Andrew Antonioli for the support given to the 2017 Goodna Jacaranda Festival.

HAIGSLEA STATE SCHOOL Certificate of Appreciation to Ipswich City Council for the support given to the Year 5 and Year 6 Excursion.

IPSWICH KINDERGARTEN Letter of Appreciation given to Ipswich City Council for the support given to the Ipswich Kindergarten 80th year fete.

**ULYSSES CLUB
LOCKYER BRANCH**

Certificate of Appreciation given to Mayor Andrew Antonioli for supporting the Annual Ipswich Toy Run.

CONFIRMATION OF MINUTES

**CONFIRMATION OF
MINUTES OF
ORDINARY MEETING**

Moved by Councillor Pisasale:

That the Minutes of the Council Ordinary Meeting held on 5 December 2017 be confirmed subject to the amendments as follows:

Page 7, paragraph 8 – include the word “all” after the word “including”.
Page 8, paragraph 7 – include the word “all” after the word “including”.
Page 11, paragraph 8 – include the word “all” after the word “including”.

Seconded by Councillor Martin

The motion was put and carried.

**CONFIRMATION OF
MINUTES OF SPECIAL
COUNCIL MEETING**

Moved by Councillor Wendt:

That the Minutes of the Special Council Meeting held on 19 January 2018 be confirmed subject to the amendments as follows:

Page 2, after “All Councillors were present when the vote was taken” include the paragraph, “The majority of Councillors entitled to vote, voted in favour of the motion including all those Councillors who declared an interest”.

Seconded by Councillor Silver.

The motion was put and carried.

RECEPTION AND CONSIDERATION OF COMMITTEE REPORTS

**INFRASTRUCTURE AND
EMERGENCY
MANAGEMENT
COMMITTEE**

Moved by Councillor Bromage:

That the Infrastructure and Emergency Management Committee Report No. 2018(01) of 22 January 2018 be received and adopted.

Seconded by Councillor Ireland.

The motion was put and carried.

**WORKS, PARKS AND
SPORT COMMITTEE**

Moved by Councillor Antonioli (Mayor):

That the Works, Parks and Sport Committee Report No. 2018(01) of 22 January 2018 be received and adopted.

Seconded by Councillor Silver.

The motion was put and carried.

**CONSERVATION AND
ENVIRONMENT
COMMITTEE**

Moved by Councillor Silver:

That the Conservation and Environment Committee Report No. 2018(01) of 22 January 2018 be received and adopted.

Seconded by Councillor Stoneman.

The motion was put and carried.

**LIBRARIES AND
TOURISM COMMITTEE**

Moved by Councillor Pahlke:

That the Libraries and Tourism Committee Report No. 2018(01) of 22 January 2018 be received and adopted.

Seconded by Councillor Ireland.

The motion was put and carried.

**ARTS AND COMMUNITY
DEVELOPMENT
COMMITTEE**

Moved by Councillor Stoneman:

That the Arts and Community Development Committee Report No. 2018(01) of 22 January 2018 be received and adopted with the exception of Recommendation A in Item 5.

Seconded by Councillor Pisasale.

The motion was put and carried.

Moved by Councillor Stoneman:

That Recommendation A in Item 5 of the Arts and Community Development Committee Report No. 2018(01) of 22 January 2018 be received and adopted.

Seconded by Councillor Pisasale.

Councillor Antonioli (Mayor) called for a division on the vote.

The motion was put and carried.

AFFIRMATIVE

Councillor Tully
Councillor Silver
Councillor Stoneman
Councillor Wendt
Councillor Martin
Councillor Pisasale
Councillor Antonioli

NEGATIVE

ABSTAINED

Councillor Morrison
Councillor Bromage
Councillor Ireland
Councillor Pahlke

All Councillors were present when the vote was taken.

**HEALTH SECURITY AND
COMMUNITY SAFETY
COMMITTEE**

Moved by Councillor Ireland:

That the Health, Security and Community Safety Committee Report No. 2018(01) of 23 January 2018 be received and adopted.

Seconded by Councillor Pahlke.

The motion was put and carried.

**PLANNING,
DEVELOPMENT AND
HERITAGE COMMITTEE**

Moved by Councillor Morrison:

That the Planning, Development and Heritage Committee Report No. 2018(01) of 23 January 2018 be received and adopted.

Seconded by Councillor Ireland.

The motion was put and carried.

Cr Wendt left the meeting at 9.53 am.

Cr Wendt returned to the meeting at 9.54 am.

**ECONOMIC
DEVELOPMENT AND
DIGITAL CITY
COMMITTEE**

Moved by Councillor Tully:

That the Economic Development and Digital City Committee Report No. 2018(01) of 23 January 2018 be received and adopted.

Seconded by Councillor Silver.

**CONFLICT OF INTEREST
ITEM 2
Councillors Antonioli
(Mayor) and Ireland**

In accordance with section 173 of the *Local Government Act 2009*, Councillors Antonioli (Mayor) and Ireland informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 2 titled Event Sponsorship of the 2018 Netball Queensland State Age Championships.

The nature of Councillor Antonioli's interest is that his daughters play in the Ipswich Netball Association.

The nature of Councillor Ireland's interest is that her granddaughters play in the Ipswich Netball Association.

Councillor Ireland came to the conclusion that because of the relatively minor nature of the perceived conflict, she can properly participate in the discussion of the matter and vote in the public interest.

Councillor Antonioli (Mayor) came to the conclusion that because of the relatively minor nature of the perceived conflict, he can properly participate in the discussion of the matter and vote in the public interest.

Councillors Antonioli (Mayor), Ireland and the majority of Councillors

entitled to vote, voted for the recommendation.

**CONFLICT OF INTEREST
ITEM 3**

**Councillors Wendt
(Deputy Mayor) and
Silver**

In accordance with section 173 of the *Local Government Act 2009*, Councillors Wendt (Deputy Mayor) and Silver informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 3 titled Event Sponsorship of the 2018 Ipswich Art Awards.

The nature of Councillor Wendt's (Deputy Mayor) interest is that he is a director of Ipswich Events Corporation.

The nature of Councillor Silver's interest is that she has received hospitality from Ipswich Events Corporation.

Councillor Wendt (Deputy Mayor) came to the conclusion that because of the relatively minor nature of the perceived conflict, he can properly participate in the discussion of the matter and vote in the public interest.

Councillor Silver came to the conclusion that because of the relatively minor nature of the perceived conflict, she can properly participate in the discussion of the matter and vote in the public interest.

All Councillors were present when the vote was taken.

The motion was put and carried.

Councillors Wendt (Deputy Mayor), Silver, and the majority of Councillors entitled to vote, voted for the recommendation.

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

Moved by Councillor Wendt (Deputy Mayor):

That the City Management, Finance and Community Engagement Committee 2018(01) of 23 January 2018 be received and adopted subject to the exclusion of Item 26.

Seconded by Councillor Pisasale.

**CONFLICT OF INTEREST
ITEM 9**

**Councillors Antoniolli
(Mayor), Wendt
(Deputy Mayor),
Morrison and Tully**

In accordance with section 173 of the *Local Government Act 2009*, Councillors Antoniolli (Mayor), Wendt (Deputy Mayor), Morrison and Tully informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 9 titled Controlled Entities – 2016-2017 Audited Financial Statements.

The nature of Councillor Antoniolli's (Mayor) interest is that he is a director of Ipswich City Properties Pty Ltd.

The nature of Councillor's Wendt's (Deputy Mayor) interest is that he is the Shareholder's Representative for Ipswich City Properties Pty Ltd, Ipswich City Developments Pty Ltd, Ipswich City Enterprises Pty Ltd and Ipswich Motorsport Park Pty Ltd.

The nature of Councillor Morrison's interest is that he is a director of

Ipswich Motorsport Park Pty Ltd.

The nature of Councillor Tully's interest is that he is a director of Ipswich City Properties Pty Ltd, Ipswich City Developments Pty Ltd, Ipswich City Enterprises Pty Ltd, Ipswich Motorsport Park Pty Ltd and Ipswich City Enterprises Investments.

Councillors Antoniolli (Mayor), Wendt (Deputy Mayor), Morrison and Tully came to the conclusion that because of the relatively minor nature of the perceived conflicts, they can properly participate in the discussion of the matter and vote in the public interest.

Councillors Antoniolli (Mayor), Wendt (Deputy Mayor), Morrison and Tully and the majority of councillors entitled to vote, voted for the recommendation.

**CONFLICT OF INTEREST
ITEM 18**

Councillor Pahlke

In accordance with section 173 of the *Local Government Act 2009*, Councillor Pahlke informed the meeting that he has, or could reasonably be taken to have, a perceived conflict of interest in Item 18 titled Lease Renewal to Robert David Carruthers, Part of 7-9 John Street, Rosewood, described as Part of Lot 9 on RP906761 – Division 10.

The nature of Councillor Pahlke's interest is that he has previously used Robert David Carruther's solicitor services.

Councillor Pahlke came to the conclusion that because of the relatively minor nature of the perceived conflict, he can properly participate in the discussion of the matter and vote in the public interest.

All Councillors were present when the vote was taken.

The motion was put and carried.

Cr Pahlke and the majority of Councillors entitled to vote, voted for the recommendation.

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

Moved by Councillor Wendt (Deputy Mayor):

That Item 26 of the City Management, Finance and Community Engagement Committee 2018(01) of 23 January 2018 be received and adopted.

Seconded by Councillor Stoneman.

**CONFLICT OF INTEREST
ITEM 26**

**Councillors Antoniolli
(Mayor), Wendt
(Deputy Mayor) and
Tully**

In accordance with section 173 of the *Local Government Act 2009*, Councillors Antoniolli (Mayor), Wendt (Deputy Mayor) and Tully informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 26 titled CBD Redevelopment.

The nature of Councillor Antoniolli (Mayor) and Tully's interest is that they are directors of Ipswich City Properties Pty Ltd.

The nature of Councillor Wendt's (Deputy Mayor) interest is that he is the Shareholder's Representative for Ipswich City Properties Pty Ltd.

Councillors Antonioli (Mayor), Wendt (Deputy Mayor), and Tully came to the conclusion that because of the relatively minor nature of the perceived conflicts, they can properly participate in the discussion of the matter and vote in the public interest.

Councillor Antonioli (Mayor) called for a division on the vote.

The motion was put and carried.

| AFFIRMATIVE | NEGATIVE | ABSTAINED |
|----------------------|----------|--------------------|
| Councillor Antonioli | | Councillor Tully |
| Councillor Silver | | Councillor Bromage |
| Councillor Stoneman | | Councillor Ireland |
| Councillor Wendt | | Councillor Pahlke |
| Councillor Martin | | |
| Councillor Pisasale | | |
| Councillor Morrison | | |

All Councillors were present when the vote was taken.

**QUEENSLAND AUDIT
OFFICE FINAL
MANAGEMENT
REPORT 2016-2017**

Moved by Councillor Antonioli (Mayor):

That the Queensland Audit Office Final Management Report 2016-2017 be referred to Council's Audit and Risk Management Committee for consideration.

Seconded by Councillor Wendt (Deputy Mayor).

The motion was put and carried.

MEETING CLOSED

The meeting closed at 10.25 am

"These minutes are subject to confirmation at the next scheduled Council Ordinary Meeting"

INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE NO. 2018(02)

19 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Bromage (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Silver, Ireland, Stoneman (Observer), Martin (Observer), Pisasale (Observer) and Pahlke (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **2017 STRATEGIC TRAFFIC COUNT PROGRAM PRESENTATION AND SUMMARY OF RESULTS**

With reference to a report dated 7 February 2018 and a presentation by the Principal Transport Planner summarising the results of the 2017 Strategic Traffic Count Program.

RECOMMENDATION

That the report and presentation be received and the contents noted.

2. **NORMAN STREET BRIDGE STAGE 1 BUSINESS CASE, PROJECT UPDATE 1 DIVISIONS 4, 5, 6 AND 7**

With reference to a report by the Transport Planner dated 25 January 2018 providing a project update on the status of the Business Case for Stage 1 of the Norman Street Bridge.

RECOMMENDATION

That the report be received and the contents noted.

3. **MEMORANDUM OF UNDERSTANDING – QUEENSLAND FIRE AND EMERGENCY SERVICES**

With reference to a report by the Principal Officer (Emergency Management) dated 1 February 2018 concerning a proposed Memorandum of Understanding with Queensland Fire and Emergency Services (QFES).

RECOMMENDATION

- A. That Council enter into a Memorandum of Understanding with Queensland Fire and Emergency Services, based on the proposed Schedule of Aims and Objectives, as detailed in Attachment B to the report by the Principal Officer (Emergency Management) dated 1 February 2018.

- B. That Council authorise the Chief Executive Officer to negotiate the terms of the Memorandum of Understanding with Queensland Fire and Emergency Services, to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
 - C. That the final form of the Memorandum of Understanding be submitted to Council for approval.
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4. **INFRASTRUCTURE DELIVERY PROGRESS AS AT 5 FEBRUARY 2018**

With reference to a report by the Commercial Finance Manager dated 5 February 2018 concerning the delivery of the 2017–2018 Infrastructure Services Capital Works Portfolio.

RECOMMENDATION

That the report be received and the contents noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 8.30 am.

The meeting closed at 9.24 am.

WORKS, PARKS AND SPORT COMMITTEE NO. 2018(02)

19 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Antonioli (Chairperson and Mayor); Councillors Wendt (Deputy Mayor), Morrison, Silver, Bromage, Martin, Tully (Observer), Stoneman (Observer), Pisasale (Observer), Ireland (Observer) and Pahlke (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **WORKS, PARKS AND RECREATION QUARTERLY ACTIVITY REPORT – OCTOBER TO DECEMBER 2017**

With reference to a report by the Executive Assistant dated 16 January 2018 concerning the Works, Parks and Recreation quarterly activity report for October to December 2017.

RECOMMENDATION

That the report be received and the contents noted.

2. **HEALTHY ACTIVE SCHOOL TRAVEL PROGRAM**

With reference to a report by the Active Transport Officer dated 9 February 2018 concerning the Healthy Active School Travel (HAST) Program and its proposed implementation for 2018.

RECOMMENDATION

- A. That Council approve the changes to the Healthy Active School Travel Program (HAST), as detailed in the report by the Active Transport Officer dated 9 February 2018, to be implemented for the 2018 program.
 - B. That the Healthy Active School Travel Program be reviewed and a report submitted to committee in twelve (12) months time.
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3. **DRAFT NORTH IPSWICH OPEN SPACE MASTERPLAN – DIVISIONS 5, 6 AND 7**

With reference to a report by the Principal Officer (Natural Resources) dated 9 February 2018 concerning the draft North Ipswich Open Space Master Plan (NOSMP).

RECOMMENDATION

- A. That Council note the Draft North Ipswich Open Space Master Plan as outlined in Attachment A of the report by the Principal Officer (Natural Resources) dated 9 February 2018.
 - B. That Council make a draft of the North Ipswich Open Space Master Plan available for public display and comment for a four week period in March 2018.
 - C. That the Chief Operating Officer (Works, Parks and Recreation) provide a report outlining the responses from the public display to a future Works, Parks and Sport Committee.
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4. 2017–2018 SPORTING EVENT SPONSORSHIP APPLICATIONS FEBRUARY 2018

With reference to a report by the Sport and Recreation Officer dated 30 January 2018 concerning applications for Sporting Event Sponsorship in February 2018.

In accordance with section 173 of the *Local Government Act 2009*, Councillor Antonioli (Mayor) informed the meeting that he has, or could reasonably be taken to have, a perceived conflict of interest in Item 4 titled 2017-2018 Sporting Event Sponsorship Applications February 2018.

The nature of the interest is that he was offered a voucher for use of the facilities by the operators of the George Alder Tennis Centre.

Councillor Antonioli (Mayor) came to the conclusion that because of the relatively minor nature of the perceived conflict, he can properly participate in the discussion of the matter and vote in the public interest.

RECOMMENDATION

That Council provide sponsorship to the Australian Schools Tennis Coaches Association for the amount of \$10,000.00 (incl GST) in sponsorship for the Australian Money Tournament Gold and Ipswich Junior Tournament Silver and that this amount be funded from the Sporting Event Sponsorship budget.

Councillor Antonioli (Mayor) and the majority of councillors entitled to vote, voted for the recommendation.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.35 am.

The meeting closed at 10.38 am.

CONSERVATION AND ENVIRONMENT COMMITTEE NO. 2018(02)

19 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Silver (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Martin, Bromage, Tully (Observer), Stoneman (Observer), Pisasale (Observer), Ireland (Observer) and Pahlke (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. HISTORICAL FLOOD INFORMATION SERVICE

With reference to a report by the Engineer (Floodplain Management) dated 2 February 2018 concerning Council's historical 1974 and 2011 flood information service which is currently accessible by the public.

RECOMMENDATION

- A. That the revised terms and conditions for Council's historical flood information service, as detailed in Attachment A of the report by the Engineer (Floodplain Management) dated 2 February 2018, replace the current terms and conditions.
 - B. That a new section 'Contact Council' with a list of flood information prompts be included on Council's historical flood information service website.
 - C. That the property specific historical flood report template be amended to improve clarity, remove eave height information and a copy of the revised terms and conditions inserted as part of the report.
 - D. That the property specific historical flood reports for all properties in the city be updated to reflect the new template and information.
 - E. That Council's historical flood information service be relocated to Council's website under emergency management with a link from the existing section of the website.
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2. MEMBERSHIP – BOARD OF CHERISH THE ENVIRONMENT

With reference to a report by the Executive Assistant dated 5 February 2018 concerning Council's representatives on the Cherish the Environment Foundation Board.

RECOMMENDATION

Moved by Councillor Morrison, seconded by Councillor Bromage and carried

That Council confirm Councillor David Morrison as Council's representative, and appoint the Chairperson of the Conservation and Environment Committee as the second Council representative on the Cherish the Environment Foundation Board.

3. LETTER RECEIVED FROM THE DEPARTMENT OF NATURAL RESOURCES, MINES AND ENERGY REGARDING COUNCIL'S REQUEST FOR AN ADDITIONAL COUNCILLOR TO BE APPOINTED TO THE IPSWICH RIVERS IMPROVEMENT TRUST

With reference to a report by the Sport, Recreation and Natural Resources Manager dated 9 February 2018 concerning a letter from the Department of Natural Resources, Mines and Energy regarding Council's request for the appointment of an additional councillor to the Ipswich Rivers Improvement Trust.

In accordance with section 173 of the *Local Government Act 2009*, Councillors Tully and Pahlke informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 3 titled Letter received from the Department of Natural Resources, Mines and Energy regarding Council's request for an additional Councillor to be appointed to the Ipswich Rivers Improvement Trust.

The nature of the interest is that they are members of Ipswich Rivers Improvement Trust.

Councillors Tully and Pahlke came to the conclusion that because of the relatively minor nature of the perceived conflict, they can properly participate in the discussion of the matter.

As Councillors Tully and Pahlke are not members of the Conservation and Environment Committee, they did not vote on the matter.

RECOMMENDATION

That the report be received and the contents noted.

The majority of councillors entitled to vote, voted for the recommendation.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.41 am.

The meeting closed at 11.28 am.

LIBRARIES AND TOURISM COMMITTEE NO. 2018(02)

19 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Pahlke (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Stoneman, Pisasale, Ireland, Morrison (Observer), Tully (Observer), Silver (Observer), Bromage (Observer) and Martin (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **15TH ANNUAL IPSWICH POETRY FEAST**

With reference to a report by the Library Services Manager dated 30 January 2018 concerning the delivery of the 15th Annual Ipswich Poetry Feast held in 2017.

RECOMMENDATION

That the report be received and the contents noted.

2. **FIRST 5 FOREVER FAMILY LITERACY PROJECT**

With reference to a report by the Library Services Manager dated 30 January 2018 concerning the impact of the First 5 Forever Family Literacy project.

RECOMMENDATION

That the report be received and the contents noted.

3. **IPSWICH LIBRARIES – CUSTOMER SERVICE CHARTER AND RESPONSE AND RECOVERY PLAN**

With reference to a report by the Library Services Manager dated 15 December 2017 concerning the development of two new documents in response to a Library Audit.

RECOMMENDATION

- A. That the document titled *Ipswich Libraries – Customer Service Charter*, as detailed in Attachment A to the report by the Library Services Manager dated 15 December 2017, be noted.

- B. That the procedure titled *Ipswich Libraries Response and Recovery Plan*, as detailed in Attachment B to the report by the Library Services Manager dated 15 December 2017, be noted.
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4. REDBANK PLAINS LIBRARY REPURPOSE AND ESTABLISHMENT OF LOGISTICS HUB

With reference to a report by the Library Services Manager dated 31 January 2018 concerning the repurposing of the existing Redbank Plains Library and the co-location and establishment of a Logistics Hub at the Redbank Plains Library, in preparation for the July 2018 opening of the Springfield Central Library.

RECOMMENDATION

- A. That the report be received and the contents noted.
- B. That the library service at Redbank Plains Library be reviewed twelve (12) months from the completion of Stage 2 building works, as detailed in the report by the Library Services Manager dated 31 January 2018.
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PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 11.31 am.

The meeting closed at 12.16 pm.

ARTS AND COMMUNITY DEVELOPMENT COMMITTEE NO. 2018(02)

19 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Stoneman (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Silver, Martin, Pisasale, Ireland, Morrison (Observer), Tully (Observer), Bromage (Observer) and Pahlke (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **COMMUNITY DEVELOPMENT GRANTS APPLICATIONS - FEBRUARY 2018**

With reference to a report by the Community Grants Officer dated 31 January 2018 concerning the allocation of Community Development Grants Program funds.

In accordance with section 173 of the *Local Government Act 2009*, Councillor Silver informed the meeting that she has, or could reasonably be taken to have, a perceived conflict of interest in Item 1 titled Community Development Grants Applications – February 2018.

The nature of the interest is that she received hospitality from both Kruger Parade Baptist Church and Renegade Bowman.

Councillor Silver came to the conclusion that because of the relatively minor nature of the perceived conflict, she can properly participate in the discussion of the matter and vote in the public interest.

RECOMMENDATION

- A. That Council provide funding to the amount of \$2,500.00 (excl GST) to Kruger Parade Baptist Church towards the outdoor stage and sound hire, and entertainment costs for the annual Community Easter Festival.
- B. That Council provide funding to the amount of \$1,250.00 (incl GST) to Renegade Bowmen Inc towards costs associated with building a retaining wall.

Councillor Silver and the majority of councillors entitled to vote, voted for the recommendation.

2. **REGIONAL ARTS DEVELOPMENT FUND (RADF) GRANTS – FUNDING ROUND 1 2017–2018**

With reference to a report by the Community Grants Officer dated 31 January 2018 concerning the Regional Arts Development Fund (RADF) Grants for Funding Round 1, 2017-2018.

RECOMMENDATION

- A. That Council provide funding of \$10,840.00 (excl-GST) to Museum and Gallery Services Queensland Ltd towards the 2018 Museums and Galleries Queensland Standards Review Program (Ipswich).
 - B. That Council provide funding of \$7,600.00 (incl-GST) to Circus Ipswich Inc towards pilot circus skills workshops for children with Autism Spectrum Disorder.
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3. IPSWICH ARTS FOUNDATION TRUST – DONATION OF ART WORKS TO IPSWICH CITY COUNCIL

With reference to a report by the Director, Ipswich Art Gallery dated 31 January 2018 concerning the ratification of artworks and items of cultural significance acquired by the Ipswich Arts Foundation Trust for donation to Ipswich City Council's City of Ipswich Collection at the Ipswich Art Gallery in line with the City of Ipswich Collection Policy.

RECOMMENDATION

- A. That the artworks and items of cultural significance as detailed in Attachment A to the report by the Director, Ipswich Art Gallery dated 31 January 2018 be accepted into the City of Ipswich Collection from the Ipswich Arts Foundation Trust.
 - B. That the values detailed in Attachment A to the report by the Director, Ipswich Art Gallery dated 31 January 2018 be recorded as assets of Council that contribute to the cultural development of the City of Ipswich.
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PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.27 pm.

The meeting closed at 12.36 pm.

HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE NO. 2018(02)

20 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Ireland (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Pisasale, Pahlke, Morrison (Observer), Tully (Observer), Silver (Observer), Stoneman (Observer), Bromage (Observer) and Martin (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – JANUARY 2018**

With reference to a joint report by the Strategic Policy and Systems Manager and Principal Officer (Business Operations) dated 7 February 2018 concerning the monthly update on the activities of the Health, Security and Regulatory Services (HSRS) Department.

RECOMMENDATION

That the report be received and the contents noted.

2. **EAT SAFE IPSWICH PROGRESS UPDATE**

With reference to a joint report by the Policy Officer and Senior Environmental Health Officer dated 9 February 2018 concerning the progress of the Eat Safe Ipswich project.

RECOMMENDATION

That the report be received and the contents noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 8.30 am.

The meeting closed at 9.01 pm.

NOTES

PLANNING, DEVELOPMENT AND HERITAGE COMMITTEE NO. 2018(02)

20 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Morrison (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Tully, Stoneman, Pahlke, Silver (Observer), Bromage (Observer), Martin (Observer), Pisasale (Observer) and Ireland (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. EXERCISE OF DELEGATIONS REPORT

With reference to a report by the Development Planning Manager dated 8 February 2018 concerning applications determined by delegated authority.

RECOMMENDATION

That the report be received and the contents noted.

2. COURT ACTION STATUS REPORT

With reference to a report by the Development Planning Manager dated 8 February 2018 concerning the status of outstanding court actions.

It was moved by Councillor Morrison, seconded by Councillor Wendt (Deputy Mayor) and carried that in accordance with section 275(1)(f) of the *Local Government Regulation 2012*, the committee resolve to move into closed session to discuss Item 2 titled Court Action Status Report and two new appeals.

The meeting moved into closed session at 9.12 am.

It was moved by Councillor Morrison, seconded by Councillor Wendt (Deputy Mayor) and carried that the meeting move into open session.

The meeting moved into open session at 9.33am.

In accordance with section 173 of the *Local Government Act 2009*, Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Silver, Stoneman, Bromage, Martin, Pisasale, Ireland and Pahlke informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 2 titled Court Action Status Report.

The nature of the Councillor Antonioli's (Mayor) interest is that he has previously received a campaign donation from Springfield Land Corporation.

The nature of Councillor Pisasale's interest is that he has received hospitality and a campaign donation from Springfield Land Corporation.

The nature of Councillor Wendt's (Deputy Mayor) interest is that he has received hospitality and a campaign donation in 2012 from Springfield Land Corporation.

The nature of Councillor Morrison, Silver, Stoneman, Martin, Bromage and Ireland's interest is that they have received hospitality from Springfield Land Corporation.

The nature of Councillor Pahlke's interest is that he has received campaign donations from Mark Tocchini and Springfield Land Corporation.

Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison and Stoneman came to the conclusion that because of the relatively minor nature of the perceived conflict, they can properly participate in the discussion of the matter and vote in the public interest.

Councillors Silver, Bromage, Martin, Pisasale and Ireland came to the conclusion that because of the relatively minor nature of the perceived conflict, they can properly participate in the discussion of the matter.

Councillor Pahlke came to the conclusion that because of the nature of the perceived conflict concerning Springfield Land Corporation, he will remain in the meeting while the matter is debated but will not participate in the debate or vote.

RECOMMENDATION

That the report be received and the contents noted.

As Councillors Silver, Bromage, Martin, Pisasale and Ireland are not members of the Planning, Development and Heritage Committee, they did not vote on the matter.

Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Stoneman and the majority of councillors entitled to vote, voted for the recommendation.

Councillor Pahlke did not take part in the vote.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.11 am.

The meeting closed at 10.04 am.

ECONOMIC DEVELOPMENT AND DIGITAL CITY COMMITTEE NO. 2018(02)

20 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Tully (Chairperson); Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Martin, Pahlke, Silver (Observer), Stoneman (Observer), Bromage (Observer), Pisasale (Observer) and Ireland (Observer)

COUNCILLOR'S APOLOGIES: Nil

1. **REGIONAL DEVELOPMENT AUSTRALIA IPSWICH AND WEST MORETON (RDAIWM) STEERING COMMITTEE REPRESENTATION**

With reference to a report by the Senior Coordinator Local Business Growth dated 7 February 2018 concerning Council's representation on the RDAIWM steering committee.

RECOMMENDATION

- A. That Council nominate Councillor Wendt (Deputy Mayor) to represent the Council on the Regional Development Australia Ipswich and West Moreton (RDAIWM) Steering Committee.
 - B. That the Chief Operating Officer (Economic Development and Marketing), in consultation with the Chairperson of the Economic Development and Digital City Committee, promote the positive benefits of RDAIWN and its programs.
-

2. **EXTERNAL COUNCIL ORDINARY MEETING – 29 MAY 2018 – DIVISION 1**

With reference to a report by the Senior Events and Engagement Officer dated 7 February 2018 concerning the venue for the External Council Ordinary Meeting to be held on Tuesday, 29 May 2018.

RECOMMENDATION

- A. That the External Council Ordinary Meeting scheduled for Tuesday, 29 May 2018 be held at Hymba Yumba, Springfield in Division 1 commencing at 9.30 am.
- B. That the Chief Financial Officer coordinate the submission of a public notice to appear in the local newspaper notifying the time, date and venue of the External Council Ordinary Meeting.

- C. That Council provide a donation to Hymba Yumba, Springfield for the use of their facilities and authorise the Acting Chief Executive Officer, in consultation with the Mayor and the Deputy Mayor, to determine an appropriate amount for donation.
 - D. That the Senior Events and Engagement Officer coordinate arrangements for the External Council Ordinary Meeting in consultation with the Mayor and Divisional Councillor.
-

3. EVENT SPONSORSHIP OF THE IPSWICH HOSPICE CARE JACARANDA DINNER

With reference to a report by the Events and Engagement Officer dated 6 February 2018 concerning an application for event sponsorship by Ipswich Hospice Care for the Jacaranda Dinner being held on Saturday, 28 April 2018.

RECOMMENDATION

That Council allocate event sponsorship of \$2,000.00 to Ipswich Hospice Care for the Jacaranda Dinner from the 2017-2018 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.

4. EVENT SPONSORSHIP OF RIDE ON – CELEBRATION OF CYCLING WEEK

With reference to a report by the Events and Engagement Officer dated 9 February 2018 concerning an application for event sponsorship by Ipswich Hospital Foundation for the Recruitment 24/7 Ride On – Celebration of Cycling Week held between 15 April and 22 April 2018.

In accordance with section 173 of the *Local Government Act 2009*, Councillor Antonioli (Mayor) informed the meeting that he has, or could reasonably be taken to have, a perceived conflict of interest in Item 4 titled Event Sponsorship of Ride On – Celebration of Cycling Week.

The nature of the interest is that he is a member of Ipswich Cycling Club.

Councillor Antonioli (Mayor) came to the conclusion that because of the relatively minor nature of the perceived conflict, he can properly participate in the discussion of the matter and vote in the public interest.

RECOMMENDATION

That Council allocate event sponsorship of \$2,500.00 to Ipswich Hospital Foundation for 2018 Ride On - Celebration of Cycling Week from the 2017–2018 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.

Councillor Antonioli (Mayor) and the majority of councillors entitled to vote, voted for the recommendation.

5. EVENT SPONSORSHIP OF 2018 MUD WORLD

With reference to a report by the Events and Engagement Officer dated 8 January 2018 concerning an application for event sponsorship by Queensland Outdoor Recreation Federation Incorporated (Nature Play QLD) for their Mud World Event to be held on 21 and 22 April 2018.

RECOMMENDATION

That Council allocate event sponsorship of \$4,000.00 to support Queensland Outdoor Recreation Federation Incorporated (nature Play QLD) for the 2018 Mud World from the 2017–2018 Event Sponsorship Budget and that the Tourism Manager and the Nature Based Recreation Officer ensure that the associated economic, social and promotional opportunities are maximised.

6. EVENT SPONSORSHIP OF THE 2018 EFFERVESCENCE CHAMPAGNE FESTIVAL

With reference to a report by the Events and Engagement Officer dated 6 February 2018 concerning an application for event sponsorship by RBL International for the 2018 Effervescence Champagne Festival being held from Friday 31 August to Sunday 2 September 2018.

RECOMMENDATION

That Council allocate event sponsorship of \$4,000.00 to RBL International for the 2018 Effervescence Champagne Festival from the 2017–2018 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.

7. EVENT SPONSORSHIP OF THE 2018 IPSWICH SHOW

With reference to a report by the Events and Engagement Officer dated 8 January 2018 concerning an application for event sponsorship by Ipswich Show Society for the 2018 Ipswich Show being held 18-20 May 2018.

In accordance with section 173 of the *Local Government Act 2009*, Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison, Silver, Stoneman, Bromage, Pisasale, Ireland and Pahlke informed the meeting that they have, or could reasonably be taken to have, a perceived conflict of interest in Item 7 titled Event Sponsorship of the 2018 Ipswich Show.

The nature of Councillor Antonioli's (Mayor) interest is that he is an honorary member of the Ipswich Show Society.

The nature of Councillor Wendt (Deputy Mayor), Morrison, Silver, Pisasale, Ireland and Pahlke's interest is that they have received complimentary passes and hospitality from the Ipswich Show Society.

The nature of Councillor Stoneman's interest is that she has received hospitality from the Ipswich Show Society.

The nature of Councillor Bromage's interest is that she has received hospitality and is a life member of the Ipswich Show Society.

Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison and Pahlke came to the conclusion that because of the relatively minor nature of the perceived conflict, they can properly participate in the discussion of the matter and vote in the public interest.

Councillors Silver, Stoneman, Bromage, Pisasale and Ireland came to the conclusion that because of the relatively minor nature of the perceived conflict, they can properly participate in the discussion on the matter.

RECOMMENDATION

That Council allocate event sponsorship of \$25,000.00 to support the Ipswich Show Society for the 2018 Ipswich Show from the 2017–2018 Event Sponsorship Budget and maximise the associated economic, social and promotional opportunities.

As Councillors Silver, Stoneman, Bromage, Pisasale and Ireland are not members of the Economic Development Committee, they did not vote on the matter.

Councillors Antonioli (Mayor), Wendt (Deputy Mayor), Morrison and Pahlke and the majority of councillors entitled to vote, voted for the recommendation.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.14 am.

The meeting closed at 10.41 pm.

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(02)

20 FEBRUARY 2018

REPORT

COUNCILLORS' ATTENDANCE: Councillor Wendt (Chairperson and Deputy Mayor);
Councillors Antonioli (Mayor), Morrison, Tully, Silver,
Stoneman, Bromage, Martin, Pisasale, Ireland and Pahlke

COUNCILLOR'S APOLOGIES: Nil

1. [REPORT – POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018\(01\) OF 13 FEBRUARY 2018](#)

With reference to the report of the Policy and Administration Advisory Committee No. 2018(01) of 13 February 2018.

RECOMMENDATION

That the report of the Policy and Administration Advisory Committee No. 2018(01) of 13 February 2018 be received, the contents noted and the recommendations contained therein be adopted, **as amended**.

2. [REPORT – EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE NO. 2018\(01\) OF 13 FEBRUARY 2018](#)

With reference to the report of the Employee Development Advisory Committee No. 2018(01) of 13 February 2018.

RECOMMENDATION

That the report of the Employee Development Advisory Committee No. 2018(01) of 13 February 2018 be received, the contents noted and the recommendations contained therein be adopted.

3. [ASSESSMENT ON IPSWICH CITY COUNCIL'S \(ICC\) PROGRESS TOWARDS IMPLEMENTING THE ANNUAL OPERATIONAL PLAN](#)

With reference to a report by the Acting Chief Executive Officer dated 30 January 2018 concerning an assessment of Ipswich City Council's progress towards implementing the 2017–2018 Operational Plan.

RECOMMENDATION

That the report be received and the contents noted.

4. EXECUTIVE SECRETARIAT UPDATE

With reference to a report by the Acting Chief Executive Officer providing an update on the Chief Executive's Office for the month of January 2018.

RECOMMENDATION

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

5. ALLOCATION OF COMMUNITY DONATIONS TO 31 JANUARY 2018

With reference to a report by the Community Grants Officer dated 1 February 2018 concerning the allocation of Community Donations.

RECOMMENDATION

That the report be received and the contents noted.

6. IPSWICH RURAL FIRE LEVY COMMITTEE – CHANGE OF NAME AND STRUCTURE

With reference to a report by the Strategic Client Office Manager dated 7 February 2018 concerning the change of name of the Ipswich Rural Fire Levy Committee and subsequent restructuring in how the committee operates. Currently Councillors Pahlke and Bromage are nominated to represent Council on this committee.

RECOMMENDATION

- A. That Council note the change of name of the Ipswich Rural Fire Levy Committee to the Rural Fire Service Local Area Finance Committee.
 - B. That Councillors Bromage and Pahlke share the role of Councillor Representative on the Rural Fire Service Local Area Finance Committee, with the voting rights of one (1) delegate.
-

7. COUNCILLOR TRAVEL AND TRAINING REQUESTS

With reference to a report by the Chief Financial Officer dated 6 February 2018 concerning councillor travel and training requests.

RECOMMENDATION

That Council, in accordance with the "*Ipswich City Council Expenses Reimbursement*" Policy, approve the councillor training/conference/workshop travel as detailed in Attachment A to the report by the Chief Financial Officer dated 6 February 2018.

8. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – JANUARY 2018

With reference to a report by the Strategic Client Office Manager dated 7 February 2018 concerning customer service delivery activities for the period 1 January to 31 January 2018.

RECOMMENDATION

That the report be received and the contents noted.

9. MONTH-END PERFORMANCE – DECEMBER 2017

With reference to a report by the Finance Manager dated 7 February 2018 concerning Council performance for the period ending 31 December 2017, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted

10. QUEENSLAND URBAN UTILITIES QUARTERLY REPORT FOR THE QUARTER ENDED DECEMBER 2017

With reference to a report by the Development and Relationship Manager dated 31 January 2018 concerning Queensland Urban Utilities' (QUU) Quarterly Report for the quarter ended December 2017.

RECOMMENDATION

That the report be received and the contents noted.

11. ACQUISITION OF VACANT LAND – 84 WARDS ROAD, SOUTH RIPLEY, DESCRIBED AS LOT 1 ON RP24387 – DIVISION 8

With reference to a report by the Senior Property Officer dated 29 January 2018 concerning the acquisition of vacant land at 84 Wards Road, South Ripley and described as Lot 1 on RP24387.

RECOMMENDATION

- A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, for Council to acquire the land at 84 Wards Road, South Ripley described as Lot 1 on RP24387 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.
 - B. That Council enter into a finalised contract of sale with the registered property owners to acquire, for open space purposes, the area of vacant land located at 84 Wards Road, South Ripley described as Lot 1 on RP24387, as detailed in the report by the Senior Property Officer dated 29 January 2018.
-

12. LEASE OF REDBANK PLAINS COMMUNITY CENTRE TO MDA (MULTICULTURAL DEVELOPMENT AUSTRALIA), 18 SCHOOL ROAD, REDBANK PLAINS, LOT 801 ON SP264604 – DIVISION 9

With reference to a report by the Senior Property Officer dated 6 February 2018 concerning a new lease to MDA Limited (MDA) also known as Multicultural Development Australia located at 180 School Road, Redbank Plains and described as Lot 801 on SP264604.

RECOMMENDATION

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii) of the Regulation apply to the disposal of the leasehold interest located at 180 School Road, Redbank Plains and described as Lot 801 on SP264604, by way of a new leasehold arrangement between Council and MDA Limited (Multicultural Development Australia) for a consideration sum of \$1.00, if demanded.
 - B. That Council enter into a lease with MDA Limited (Multicultural Development Australia) ("the tenant") for a period of three (3) years plus an option period of three (3) years for a leasehold interest located at 180 School Road, Redbank Plains and described as Lot 801 on SP264604.
 - C. That Council enter into a Management Agreement with MDA Limited (Multicultural Development Australia) ("the tenant") for a period of three (3) years plus an option period of three (3) years for the management of this facility located at 180 School Road, Redbank Plains and described as Lot 801 on SP264604.
 - D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

13. INSURANCE CLAIMS OVER \$15,000

With reference to a report by the Acting Chief Executive Officer dated 29 January 2018 concerning a summary of insurance claims over \$15,000.00 currently being managed by Ipswich City Council's public, product and professional indemnity insurers, Local Government Mutual (LGM) Queensland/Jardine Lloyd Thompson Pty Ltd (JLT).

RECOMMENDATION

That the report be received and the contents noted.

14. TRANSFER OF MANAGEMENT OF NORTH IPSWICH CORPORATE CENTRE

With reference to a report by the Civic Centre and Performing Arts Manager dated 31 January 2018 concerning the transfer of management of the North Ipswich Corporate Centre from the Works, Parks and Recreation Department to the Arts, Social Development and Community Engagement Department.

RECOMMENDATION

That the report be received and the contents noted.

15. SUPERCARS AGREEMENT – FIA TRACK UPGRADE REQUIREMENT

With reference to a report by the Mayor's Executive Officer dated 12 February 2018 concerning a contractual obligation to upgrade the Queensland Raceways track in accordance with the Agreement entered into with Supercars for the holding of events at the Raceway.

It was moved by Councillor Morrison, seconded by Councillor Antoniolli (Mayor) and carried that in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, the committee resolve to move into closed session to discuss Item 15 titled Supercars Agreement – FIA Track Upgrade Requirement.

The meeting moved into closed session at 11.55 am.

It was moved by Councillor Morrison, seconded by Councillor Antoniolli (Mayor) and carried that the meeting move into open session.

The meeting moved into open session at 12.06 pm and the vote was taken.

RECOMMENDATION

- A. That Council seek a revised event sponsorship arrangement with Supercars for a two (2) year agreement with the level of financial commitment to be further negotiated.

- B. That the Chief Executive Officer and Mayor be authorised to continue negotiations in regard to the final costs for the FIA safety upgrade, with the final budget to be presented to council for approval.

LATE ITEM

16. [REPORT – AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE NO. 2018\(01\) OF 14 FEBRUARY 2018](#)

With reference to the report of the Audit and Risk Management Advisory Committee No. 2018(01) of 14 February 2018.

RECOMMENDATION

That the report of the Audit and Risk Management Advisory Committee No. 2018(01) of 14 February 2018 be received, the contents noted and the recommendations contained therein be adopted.

LATE ITEM

17. [TRUSTEE LEASE EXTENSION AND VARIATION IN FAVOUR OF IPSWICH SOCCER CLUB INC, 254 BRISBANE ROAD, BUNDAMBA DESCRIBED AS LOT A LOT 507 SL6935 RESERVE 322 – DIVISIONS 3 AND 4](#)

With reference to the report of the Development and Relationship Manager dated 16 February 2018 concerning a trustee lease extension and variation in favour of the Ipswich Knights Soccer Club Inc. (Knights) located at 254 Brisbane Road, Bundamba (Bundamba) and described as Lot A in Lot 507 SL6935, Reserve 322.

RECOMMENDATION

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, by way of a renewed leasehold arrangement between Council and Ipswich Knights Soccer Club Inc. for a consideration sum of \$1.00 per annum, if demanded.
- B. That Council resolve to enter into a variation of the existing trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, that will reduce their rental liability from 1 March 2018 to 29 February 2020 to \$1.00 per annum, if demanded.
- C. That Council enter into a trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, with Ipswich Knights Soccer Club Inc. ("the trustee lessee") for a period of eight (8) years commencing 1 March 2020.
- D. That Council enter as lessee into a head lease for part of 66 Riverview Road, Riverview and described as part of Lot 8 on RP22349 with the Ipswich Knights Soccer Club Inc. and West Moreton Darts Association Inc. from 1 March 2018 for a term of 10 years.

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

The meeting commenced at 10.51 am.

The meeting closed at 12.16 pm.

NOTES

POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(01)

13 FEBRUARY 2018

REPORT

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| <u>COUNCILLORS' ATTENDANCE:</u> | Councillor Wendt (Chairperson and Deputy Mayor); Councillors Antonioli (Mayor), Tully, Stoneman, Pahlke, Morrison (Observer), Bromage (Observer), Ireland (Observer), Pisasale (Observer) and Martin (Observer) |
| <u>COUNCILLOR'S APOLOGIES:</u> | Councillor Silver |
| <u>OFFICERS' ATTENDANCE:</u> | Gary Kellar (Acting Chief Executive Officer), General Counsel and City Solicitor (Dan Best), Chief Operating Officer (Arts, Social Development and Community Engagement)(Caroline McMahon), City Planner (John Adams), Chief Financial Officer (Andrew Roach), Chief Operating Officer (Economic Development and Marketing)(Ben Pole), Acting Chief Operating Officer (Works, Parks and Recreation)(Bryce Hines), Chief Operating Officer (Infrastructure Services)(Charlie Dill), Chief Operating Officer (Health, Security and Regulatory Services)(Sean Madigan), Community Engagement Manager (Abbey Richards) |
| <u>OFFICER'S APOLOGIES:</u> | Nil |

1. **COMMUNITY GRANTS POLICY**

With reference to a report by the Community Grants Officer dated 13 January 2018 concerning the Community Grants Policy.

RECOMMENDATION

- A. That Community Grant applications from eligible organisations be assessed based on proposed community outcomes, as detailed in Option 2 of the report by the Community Grants Officer dated 13 January 2018.
- B. That the policy titled 'Community Development Grants Policy for Ipswich', as detailed in Attachment C to the report by the Community Grants Officer dated 13 January 2018, as per Item No. 5 of the Policy and Administration Board No. 2017(08) of 5 September 2017 and adopted at Council on 19 September 2017, be amended as detailed in Attachment D to the report by the Community Grants Officer dated 13 January 2018.

- C. That the policy titled 'Grants, Donations, Bursaries, Scholarships and In-kind Assistance', as detailed in Attachment F, as per Item No. 8 of the Policy and Administration Board No. 2017(06) of 11 July 2017 and adopted at Council on 25 July 2017, be amended as detailed in Attachment G to the report by the Community Grants Officer dated 13 January 2018.
 - D. That the procedure document titled 'Community Grants Program Procedure' as detailed in Attachment J to the report by the Community Grants officer dated 13 January 2018, be noted.
 - E. That the draft guideline document titled 'Community Grants Program Guidelines' as detailed in Attachment L to the report by the Community Grants Officer dated 13 January 2018, be noted.
 - F. That the Chief Operating Officer (Arts, Social Development and Community Engagement) provide a report to a Policy and Administration Advisory Committee prior to the end of June 2019 on the operation on the new policy titled Community Development Grants Policy for Ipswich.
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2. COMMUNITY CENTRE OPERATING MODEL POLICY

With reference to a report by the Coordinator, Community Development dated 30 January 2018 concerning the Community Centre Operating Model Policy.

RECOMMENDATION

That the policy titled 'Community Centre Operating Model Policy' as detailed in Attachment A to the report by the Coordinator, Community Development dated 30 January 2018, be adopted.

3. IPSWICH LIBRARIES – POLICY UPDATES

With reference to a report by the Library Services Manager dated 15 December 2017 concerning a review of the existing Library Services Policy and the introduction of two new Library Policies – Acceptable Behaviour Policy and Customer Exclusion Policy.

RECOMMENDATION

- A. That the policy titled 'Library Services Policy', as detailed in Attachment A to the report by the Library Services Manager dated 15 December 2017, as per Item 3 of the Policy and Administration Board No. 2014(09) of 30 September 2014 – City Management and Finance Committee No. 2014(10) of 8 October 2014 and adopted at the Council Ordinary Meeting of 14 October 2014, be amended as detailed in Attachment B to the report by the Library Services Manager dated 15 December 2017.

- B. That the policy titled 'Ipswich Libraries – Acceptable Behaviour Policy', as detailed in Attachment D to the report by the Library Services Manager dated 15 December 2017, be adopted.
- C. That the policy titled 'Ipswich Libraries – Customer Exclusion Policy', as detailed in Attachment E to the report by the Library Services Manager dated 15 December 2017, be adopted.

4. REFERRAL OF OUTSTANDING COMMITTEE MANAGER REQUESTS RELATING TO WASTE MATTERS TO THE SUSTAINABILITY ADVISORY BOARD

With reference to a report by the Acting Chief Operating Officer (Works, Parks and Recreation) dated 4 January 2018 concerning the referral of outstanding Committee Manager Requests relating to waste matters to the Sustainability Advisory Board.

RECOMMENDATION

That the four outstanding Committee Manager Requests outlined below be referred to the Sustainability Advisory Board:

- Improvements to the domestic waste collection service
- Trial of meat and dairy scraps in the green waste service
- Waste fees comparison – transfer stations
- Comparison of waste disposal fees

5. CREDIT POLICY – POLICY REVIEW AND SUPPORTING PROCEDURE

With reference to a report by the Strategic Client Office Manager dated 19 January 2018 concerning the review of the policy titled '*Credit Policy*' and the supporting Procedure.

RECOMMENDATION

- A. That the policy titled 'Credit Policy' as detailed in Attachment A of the report by the Strategic Client Office Manager dated 19 January 2018, as amended at the Policy Review Sub-Committee No. 2007(04) of 15 May 2007, City Management and Finance Committee No. 2007(05) of 22 May 2007 and adopted at the Council Ordinary Meeting of 30 May 2007, be repealed.
- B. That the policy titled 'Sundry Debt Credit and Recovery Policy' as detailed in Attachment C of the report by the Strategic Client Office Manager dated 19 January 2018, be adopted.
- C. That the procedure titled 'Sundry Debt Credit and Recovery Procedure' as detailed in Attachment D of the report by the Strategic Client Office Manager 19 January 2018, be noted.
-

Recommendation L amended

6. [REVIEW OF HEALTH, SECURITY AND REGULATORY SERVICES \(HSRS\) DEPARTMENT POLICIES](#)

With reference to a report by the Policy Officer dated 5 February 2018 concerning a review of the Health, Security and Regulatory Services (HSRS) Department Policies.

RECOMMENDATION

- A. That the policy titled 'Accessing Information Pursuant to the Telecommunications (Interception and Access) Act 1979 Policy', as detailed in Attachment A of the report by the Policy Officer dated 5 February 2018, as per Item 8 of the Policy and Administration Board No. 2014(11) of 18 November 2014, adopted at the Council Ordinary Meeting of 2 December 2014, be repealed.
- B. That the policy titled 'Asset Protection Camera Policy', as detailed in Attachment B of the report by the Policy Officer dated 5 February 2018, as per Item 3 of the Policy and Administration Board No. 2011(10) of 22 November 2011, adopted at the Council Ordinary Meeting of 6 December 2011, be repealed.
- C. That the policy titled 'Asset Protection Camera Policy' as detailed in Attachment D of the report by the Policy Officer dated 5 February 2018, be adopted.
- D. That the policy titled 'Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps Policy', as detailed in Attachment E of the report by the Policy Officer dated 5 February 2018, as per Item 08.03 of the Health and Regulation Committee No. 2007(01) of 22 January 2007, adopted at the Council Ordinary Meeting of 31 January 2007, be repealed.
- E. That the policy titled 'Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps Policy' as detailed in Attachment G of the report by the Policy Officer dated 5 February 2018, be adopted.
- F. That the policy titled 'Disabled Parking Scheme Policy', as detailed in Attachment H of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2011(03) of 5 April 2011, adopted at the Council Ordinary Meeting of 15 April 2011, be repealed.
- G. That the policy titled 'Disabled Parking Scheme Policy' as detailed in Attachment I of the report by the Policy Officer dated 5 February 2018, be adopted.
- H. That the policy titled 'Eat Safe Ipswich Inspection Frequency, Administrative Review and Regrade Policy' as detailed in Attachment J of the report by the Policy Officer dated 5 February 2018, be adopted.
- I. That the policy titled 'Environmental Protection Policy', as detailed in Attachment K of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2011(03) of 5 April 2011, adopted at the Council Ordinary Meeting of 15 April 2011, be repealed.

- J. That the policy titled 'Environmental Protection Policy' as detailed in Attachment L of the report by the Policy Officer dated 5 February 2018, be adopted.
- K. That the policy titled 'Fostering of Domestic Animals Policy', as detailed in Attachment M of the report by the Policy Officer dated 5 February 2018, as per Item 2 of the Policy and Administration Board No. 2010(05) of 3 August 2010, adopted at the Council Ordinary Meeting of 17 August 2010, be repealed.
- L. That the policy titled 'Fostering of Domestic Animals Policy' as detailed in Attachment O of the report by the Policy Officer dated 5 February 2018, be adopted.
- M. That the policy titled 'Parking Permits Policy', as detailed in Attachment P of the report by the Policy Officer dated 5 February 2018, as per Item 12 of the Policy and Administration Board No. 2015(01) of 10 February 2015, adopted at the Council Ordinary Meeting of 24 February 2015, be repealed.
- N. That the policy titled 'Parking Permits Policy' as detailed in Attachment R of the report by the Policy Officer dated 5 February 2018, be adopted.
- O. That the policy titled 'Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.)', as detailed in Attachment S of the report by the Policy Officer dated 5 February 2018, as per Item B08.01 of the City Management and Finance Board No. 2006(01) of 17 January 2006, adopted at the Council Ordinary Meeting of 25 January 2006, be repealed.
- P. That the policy titled 'Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.)' as detailed in Attachment U of the report by the Policy Officer dated 5 February 2018, be adopted.
- Q. That the policy titled 'Safe City Monitoring System Policy', as detailed in Attachment V of the report by the Policy Officer dated 5 February 2018, as per Item 4C of the Policy and Administration Board No. 2011(10) of 22 November 2011, adopted at the Council Ordinary Meeting of 6 December 2011, be repealed.
- R. That the policy titled 'Safe City Monitoring System Policy ' as detailed in Attachment X of the report by the Policy Officer dated 5 February 2018, be adopted.
- S. That the policy titled 'Toilet Allocation for Events Policy', as detailed in Attachment Y of the report by the Policy Officer dated 5 February 2018, as per Item 6 of the Policy and Administration Board No. 2015(12) of 17 November 2015, adopted at the Council Ordinary Meeting of 1 December 2015, be repealed.
- T. That the policy titled 'Toilet Allocation for Events Policy' as detailed in Attachment AA of the report by the Policy Officer dated 5 February 2018, be adopted.

- U. That the policy titled 'Use of Offence Detection Cameras and Devices Policy', as detailed in Attachment AB of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2013(08) of 9 July 2013, adopted at the Council Ordinary Meeting of 23 July 2013, be repealed.
 - V. That the policy titled 'Use of Offence Detection Cameras and Devices Policy' as detailed in Attachment AD of the report by the Policy Officer dated 5 February 2018, be adopted.
-

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.09 am.

The meeting closed at 11.24 am.

CJ:CJ
qA183792

| Policy and Administration Advisory Committee | |
|--|----------|
| Mtg Date: 13.02.18 | OAR: YES |
| Authorisation: Sean Madigan | |

5 February 2018

MEMORANDUM

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

FROM: POLICY OFFICER

RE: REVIEW OF HEALTH, SECURITY AND REGULATORY SERVICES (HSRS)
DEPARTMENT POLICIES

INTRODUCTION:

This is a report by the Policy Officer dated 5 February 2018 concerning a review of the Health, Security and Regulatory Services (HSRS) Department Policies. The review has identified: one policy to be repealed, five policies that require the format to be updated, eight policies that require minor amendments, one policy that requires significant amendments and one new policy to be created.

BACKGROUND:

The following table provides an overview of the policies that require amendments and those that can be repealed.












| Policy | Recommendation |
|--|--|
| Accessing Information pursuant to the telecommunications (Interception and Access) Act 1979 Policy | Repeal - Due to legislative changes, Council is no longer able to access telecommunication data and information. Only designated criminal law enforcement agencies are able to obtain this information |
| Asset Protection Camera Policy – Proposed name change to: Corporate Security Camera Policy | Minor amendments - Expand on information provided to clarify when security cameras will be installed and how the decision is made. Name changed to make it clear which cameras are in question. No changes |














| | |
|---|---|
| | made to the intent of the policy |
| Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps | Minor amendments - Update relevant Act and inclusion of roles and responsibilities that relate to policy. No changes made to the intent of the policy |
| Disabled Parking Scheme Policy | Format Update - No other changes required. |
| Eat Safe Ipswich Inspection frequency, administrative review and regrade policy | New policy – Required to ensure consistent approach to requests from businesses for multiple reinspections to increase star rating without consistent improvement shown. |
| Environmental Protection Policy | Format Update - Minor amendments made in alignment with the sustainability strategy and current Council position. |
| Fostering of Domestic Animals | Significant update – amendment to include current Council requirements under Local Laws and remove minimum standards that are out of Council control. |
| Parking Permits Policy | Minor amendments – inclusion of additional conditions for specific permits. No changes made to the intent of the policy |
| Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.) | Minor amendments - to ensure consistency with wording from legislation to policy. No changes made to the intent of the policy |
| Safe City Monitoring System Policy | Minor amendments - to information that must be provided for a camera to be installed as well as the addition of definitions to ensure interpretation is not open. No changes made to the intent of the policy |
| Toilet Allocation for Events Policy | Minor amendments - to include additional conditions from licence. No changes made to the intent of the policy. |
| Use of Offence Detection Cameras and Devices Policy | Minor amendments - to consultation requirements and decision management. No changes made to the intent of the policy |







CONCLUSION:

A review of the HSRS Department's Policies was undertaken and as such one policy to be repealed, five policies require format to be updated, eight policies require minor amendments, one policy requires significant amendments and one new policy to be created.

ATTACHMENTS:

| Name of Attachment | Attachment |
|--|---|
| Accessing Information Pursuant to the telecommunications (Interception and Access) Act 1979 Policy – Current |  Attachment A |
| Asset Protection Camera Policy – Current |  Attachment B |
| Asset Protection Camera Policy – Track Changes |  Attachment C |
| Asset Protection Camera Policy - Proposed name change to: Corporate Security Camera Policy– Clean |  Attachment D |
| Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps – Current |  Attachment E |
| Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps – Track Changes |  Attachment F |
| Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps – Clean |  Attachment G |
| Disabled Parking Scheme Policy – Current |  Attachment H |
| Disabled Parking Scheme Policy – New Format |  Attachment I |
| Eat Safe Ipswich Inspection Frequency, Administrative Review and Regrade Policy - Proposed |  Attachment J |
| Environmental Protection Policy - Current |  Attachment K |

| | |
|---|---|
| Environmental Protection Policy – New Format |  Attachment L |
| Fostering of Domestic Animals – Current |  Attachment M |
| Fostering of Domestic Animals – Track Changes |  Attachment N |
| Fostering of Domestic Animals – Clean, as amended |  Attachment O |
| Parking Permits Policy – Current |  Attachment P |
| Parking Permits Policy – Track Changes |  Attachment Q |
| Parking Permits Policy – Clean |  Attachment R |
| Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.) – Current |  Attachment S |
| Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.) – Track Changes |  Attachment T |
| Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.) – Clean |  Attachment U |
| Safe City Monitoring System Policy – Current |  Attachment V |
| Safe City Monitoring System Policy – Track Changes |  Attachment W |
| Safe City Monitoring System Policy – Clean |  Attachment X |

| | |
|---|--|
| Toilet Allocation for Events Policy – Current |  Attachment Y |
| Toilet Allocation for Events Policy – Track Changes |  Attachment Z |
| Toilet Allocation for Events Policy – Clean |  Attachment AA |
| Use of Offence Detection Cameras and Devices Policy – Current |  Attachment AB |
| Use of Offence Detection Cameras and Devices Policy – Track Changes |  Attachment AC |
| Use of Offence Detection Cameras and Devices Policy – Clean |  Attachment AD |

RECOMMENDATION:

- A. That the policy titled ‘Accessing Information Pursuant to the telecommunications (Interception and Access) Act 1979 Policy’, as detailed in Attachment A of the report by the Policy Officer dated 5 February 2018, as per Item 8 of the Policy and Administration Board No. 2014(11) of 18 November 2014, adopted at the Council Ordinary Meeting of 2 December 2014, be repealed.
- B. That the policy titled ‘Asset Protection Camera Policy’, as detailed in Attachment B of the report by the Policy Officer dated 5 February 2018, as per Item 3 of the Policy and Administration Board No. 2011(10) of 22 November 2011, adopted at the Council Ordinary Meeting of 6 December 2011, be repealed.
- C. That the policy titled ‘Asset Protection Camera Policy’ as detailed in Attachment D of the report by the Policy Officer dated 5 February 2018, be adopted.
- D. That the policy titled ‘Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps Policy’, as detailed in Attachment E of the report by the Policy Officer dated 5 February 2018, as per Item 08.03 of the Health and Regulation Committee No. 2007(01) of 22 January 2007, adopted at the Council Ordinary Meeting of 31 January 2007, be repealed.
- E. That the policy titled ‘Bounty Payments for Wild Dog, Feral Dog, Hybrid or Dingo Scalps Policy’ as detailed in Attachment G of the report by the Policy Officer dated 5 February 2018, be adopted.

- F. That the policy titled 'Disabled Parking Scheme Policy', as detailed in Attachment H of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2011(03) of 5 April 2011, adopted at the Council Ordinary Meeting of 15 April 2011, be repealed.
- G. That the policy titled 'Disabled Parking Scheme Policy' as detailed in Attachment I of the report by the Policy Officer dated 5 February 2018, be adopted.
- H. That the policy titled 'Eat Safe Ipswich Inspection Frequency, Administrative Review and Regrade Policy' as detailed in Attachment J of the report by the Policy Officer dated 5 February 2018, be adopted.
- I. That the policy titled 'Environmental Protection Policy', as detailed in Attachment K of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2011(03) of 5 April 2011, adopted at the Council Ordinary Meeting of 15 April 2011, be repealed.
- J. That the policy titled 'Environmental Protection Policy' as detailed in Attachment L of the report by the Policy Officer dated 5 February 2018, be adopted.
- K. That the policy titled 'Fostering of Domestic Animals Policy', as detailed in Attachment M of the report by the Policy Officer dated 5 February 2018, as per Item 2 of the Policy and Administration Board No. 2010(05) of 3 August 2010, adopted at the Council Ordinary Meeting of 17 August 2010, be repealed.
- L. That the policy titled 'Fostering of Domestic Animals Policy' as detailed in Attachment O of the report by the Policy Officer dated 5 February 2018, be adopted, as amended.
- M. That the policy titled 'Parking Permits Policy', as detailed in Attachment P of the report by the Policy Officer dated 5 February 2018, as per Item 12 of the Policy and Administration Board No. 2015(01) of 10 February 2015, adopted at the Council Ordinary Meeting of 24 February 2015, be repealed.
- N. That the policy titled 'Parking Permits Policy' as detailed in Attachment R of the report by the Policy Officer dated 5 February 2018, be adopted.
- O. That the policy titled 'Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.)', as detailed in Attachment S of the report by the Policy Officer dated 5 February 2018, as per Item B08.01 of the City Management and Finance Board No. 2006(01) of 17 January 2006, adopted at the Council Ordinary Meeting of 25 January 2006, be repealed.

- P. That the policy titled 'Requests received to withdraw Personal Infringement Notices (State Penalties Enforcement Act 1999 State Penalties Enforcement Regulation 2000.)' as detailed in Attachment U of the report by the Policy Officer dated 5 February 2018, be adopted.
- Q. That the policy titled 'Safe City Monitoring System Policy', as detailed in Attachment V of the report by the Policy Officer dated 5 February 2018, as per Item 4C of the Policy and Administration Board No. 2011(10) of 22 November 2011, adopted at the Council Ordinary Meeting of 6 December 2011, be repealed.
- R. That the policy titled 'Safe City Monitoring System Policy ' as detailed in Attachment X of the report by the Policy Officer dated 5 February 2018, be adopted.
- S. That the policy titled 'Toilet Allocation for Events Policy', as detailed in Attachment Y of the report by the Policy Officer dated 5 February 2018, as per Item 6 of the Policy and Administration Board No. 2015(12) of 17 November 2015, adopted at the Council Ordinary Meeting of 1 December 2015, be repealed.
- T. That the policy titled 'Toilet Allocation for Events Policy' as detailed in Attachment AA of the report by the Policy Officer dated 5 February 2018, be adopted.
- U. That the policy titled 'Use of Offence Detection Cameras and Devices Policy', as detailed in Attachment AB of the report by the Policy Officer dated 5 February 2018, as per Item 1 of the Policy and Administration Board No. 2013(08) of 9 July 2013, adopted at the Council Ordinary Meeting of 23 July 2013, be repealed.
- V. That the policy titled 'Use of Offence Detection Cameras and Devices Policy' as detailed in Attachment AD of the report by the Policy Officer dated 5 February 2018, be adopted.

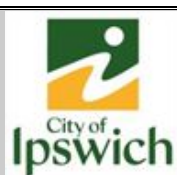
Candice Johns
POLICY OFFICER

I concur with the recommendations contained in this report.

Barbara Dart
STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendations contained in this report.

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



FOSTERING OF DOMESTIC ANIMALS

Version:

Document No.:

1.1 Objectives: The objective of this policy is to provide direction of the circumstances and conditions under which Council will allow the fostering of domestic animals (principally cats and dogs) by members of the public on behalf of welfare agencies within the Ipswich City Council area.

1.2 Regulatory Authority:

- Animal Management (Cats and Dogs) Act 2008;
- Ipswich Planning Scheme;
- Local Law No. 4 (Permits) 2013; and
- Local Law No. 6 (Animal Management) 2013.

1.3 Policy Statement: Council is supportive of the fostering of animals by residents, although recognises the need for a balance between protecting the amenity of our communities and the needs of welfare organisations to have animals in foster care.

Foster carers must operate within Council's local laws, ensuring the animals being kept within the 'as of right' numbers defined within Schedule 2, of Ipswich City Council's Subordinate Local Law No. 6.1 (Animal Management) 2013.

The table below provides some further information:

| Land size | 'As of right' total animals (combination of either foster or pet) | Number of animals when permit is required |
|-----------------------|---|--|
| < 2,000m ² | 2 | > 2 |
| > 2,000m ² | 4 | > 4 |

The fostering of animals in excess of the 'as of right' allowable numbers will require a permit approval to be obtained. The permit required in these cases, is a commercial kennel licence, as it is the only permit that allows for animals to be swapped/transferred. A domestic animal permit would require the applicant to reapply every time an animal is swapped/transferred and as a result, is unsuitable for foster carers.

All dogs will require registration with Council, as per the requirements outlined in the *Animal Management (Cats and Dogs) Act 2008*.

Managing any alleged nuisances caused by foster animals will be undertaken in accordance with existing practices, with compliance action only taken when a nuisance is

proven.

The Chief Operating Officer (Health, Security and Regulatory Services) may decide to waive or reduce fees for a foster care licence/permit where the applicant can meet the obligations of this policy and any licence/permit conditions.

1.4 Scope: This policy provides a consistent approach to the management of foster carers and the animals they care for on behalf of animal welfare organisations. This policy does not apply to members of the public who are not associated with animal welfare agencies.

1.5 Definitions:

As of right means the number of animals that can be kept on a property before a permit is required. Currently defined within Ipswich City Council's Subordinate Local Law No. 6.1 (Animal Management) 2013, Schedule 2.

Foster means providing temporary care for an animal which requires shelter, nourishment and/or treatment due to age and/or illness.

Foster Carer means a person who will 'foster' animals in their private home on behalf of a 'animal welfare agency' and is endorsed by an Animal Welfare Agency.

1.6 Policy Author: Chief Operating Officer – Health Security and Regulatory Services

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

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(01)

14 FEBRUARY 2018

REPORT

MEMBERS' ATTENDANCE: Councillor Wendt (Chairperson and Deputy Mayor);
Councillor Tully and Graeme Stratford (External Member)

MEMBER'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Acting Chief Executive Officer (Gary Kellar), Chief Financial Officer (Andrew Roach), Internal Audit Manager (Freddy Beck), Queensland Audit Office (Patrick Flemming), Queensland Audit Office (Lisa Fraser), Chief Operating Officer as observer (Arts, Social Development and Community Engagement)(Caroline McMahon)

OFFICER'S APOLOGIES: Nil

DECLARATION OF CONFLICTS OF INTEREST BY AUDIT COMMITTEE MEMBERS

Councillor Paul Tully declared a potential conflict of interest as a member of the Local Government Audit and Compliance Committee of the Local Government Association of Queensland (LGAQ).

1. **[REPORT – AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2017\(01\) OF 27 NOVEMBER 2017](#)**

With reference to the report of the previous Audit and Risk Management Committee No. 2017(01) of 27 November 2017 and an extract of the Council Ordinary Meeting held on 5 December 2017.

RECOMMENDATION

That the report be received and the contents noted.

2. **[INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 25 SEPTEMBER 2017 TO 2 FEBRUARY 2018](#)**

With reference to a report by the Internal Audit Manager dated 2 February 2018 concerning the activities undertaken since 25 September 2017 and the current status of Internal Audit activities.

RECOMMENDATION

That the report be received, the contents noted and the recommendations in confidential Attachments 2a and 2b (Nil Return), be considered finalised and archived.

3. [SUMMARY OF RECENT AUDIT REPORTS ISSUED](#)

With reference to a report by the Internal Audit Manager dated 2 February 2018 concerning the completion of recent internal audits and subsequent reports releases since the previous report dated 25 September 2017.

RECOMMENDATION

That the report be received and the contents noted.

4. [OVERDUE RECOMMENDATIONS AS AT 2 FEBRUARY 2018](#)

With reference to a report by the Internal Audit Manager concerning the status of each Department's progress in actioning the internal and external audit recommendations due or overdue for implementation.

RECOMMENDATION

That the report be received and the contents noted.

5. [QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT REPORT 2016-2017](#)

With reference to a report by the Acting Chief Executive Officer providing an update on the audit of Council's financial statement for the 2016-2017 financial year.

RECOMMENDATION

- A. That the Audit and Risk Management Committee review the final management report and provide further recommendation for follow-up action as necessary.
 - B. That the Audit and Risk Management Committee provide a report to the City Management Finance and Community Engagement Committee providing an update on addressing and implementation of the issues and recommendations raised by the Queensland Audit Office.
-

6. [TAX RISK MANAGEMENT UPDATE 2017](#)

With reference to a report by the Principal Taxation Officer dated 30 January 2018 concerning taxation risk management issues for the year ended 31 December 2017.

RECOMMENDATION

That the report be received and the contents noted.

CONFIDENTIAL

7. QUEENSLAND AUDIT OFFICE (QAO) - 2018 EXTERNAL AUDIT PLAN

With reference to a report by the Queensland Audit Office concerning the Ipswich City Council 2018 External Audit Plan.

RECOMMENDATION

That the report be received and the contents noted.

CONFIDENTIAL

8. QUEENSLAND AUDIT OFFICE (QAO) - BRIEFING NOTE

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

RECOMMENDATION

That the report be received and the contents noted.

9. QUEENSLAND AUDIT OFFICE (QAO) – INSIGHTS NEWSLETTER

With reference to a newsletter by the Queensland Audit Office providing an insight into the activities of the Queensland Audit Office.

RECOMMENDATION

That the report be received and the contents noted.

10. NEXT MEETING - 16 MAY 2018

The next meeting is scheduled for at 1.00 pm on Wednesday, 16 May 2018.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.03 pm.

The meeting closed at 2.10 pm.

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2017(01)

27 NOVEMBER 2017

REPORT

MEMBERS' ATTENDANCE: Councillor Wendt (Chairperson and Deputy Mayor);
Councillor Tully and Graeme Stratford (External Member)

MEMBER'S APOLOGIES: Nil

OTHER ATTENDANCE: Acting Chief Executive Officer (Gary Kellar), Chief Financial Officer (Andrew Roach), Internal Audit Manager (Freddy Beck), Queensland Audit Office (Debra Stolz), Queensland Audit Office (Megan Manuel), Assistant Auditor-General (Poopalasingam Brahman), Finance Manager (Jeff Keech)

DECLARATION OF CONFLICTS OF INTEREST BY AUDIT COMMITTEE MEMBERS

Councillor Paul Tully declared a potential conflict of interest as a member of the Local Government Audit and Compliance Committee of the Local Government Association of Queensland (LGAQ).

1. **REPORT – AUDIT COMMITTEE NO. 2017(04) of 6 SEPTEMBER 2017**

With reference to a report by the previous Audit Committee No. 2017(04) of 6 September 2017 and an extract of the Council Ordinary Meeting held on 19 September 2017.

RECOMMENDATION

That the report be received and the contents noted.

2. **INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 31 JULY 2017 TO 25 SEPTEMBER 2017**

With reference to a report by the Internal Audit Manager dated 13 November 2017 concerning the activities undertaken since 31 July 2017 and the current status of Internal Audit activities.

RECOMMENDATION

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

3. SUMMARY OF RECENT AUDIT REPORTS ISSUED

With reference to a report by the Internal Audit Manager dated 13 November 2017 concerning the completion of recent internal audits and subsequent report releases since the previous report dated 31 July 2017.

RECOMMENDATION

That the report be received and the contents noted.

4. OVERDUE RECOMMENDATIONS AS AT 25 SEPTEMBER 2017

With reference to a report by the Internal Audit Manager dated 13 November 2017 concerning the status of each Department's progress in actioning the internal and external audit recommendations due or overdue for implementation.

RECOMMENDATION

That the report be received and the contents noted.

5. PLANNING OF FUTURE AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS FOR 2017

With reference to a report by the Internal Audit Manager dated 13 November 2017 concerning the proposed structured and planned agenda for the Audit and Risk Management Committee for the period 1 January 2018 to 31 December 2018.

RECOMMENDATION

- A. That the 2018 Audit and Risk Management Committee meetings as scheduled normally a week prior to the City Management, Finance and Community Engagement Committee meetings in the months of February, May, August, September (date determined by the Chief Financial Officer) and October, be accepted.
 - B. That the proposed draft agenda discussion topics detailed in Attachment A of the report by the Internal Audit Manager dated 13 November 2017, be adopted.
-

6. NEW AUDT AND RISK MANAGEMENT COMMITTEE CHARTER

With reference to a report by the Acting Chief Executive Officer dated 14 November 2017 concerning an updated Audit and Risk Management Committee Charter endorsed by Council at its meeting held on 14 November 2017.

RECOMMENDATION

That the updated Audit and Risk Management Committee Charter be adopted.

7. RECRUITMENT OF AN EXTERNAL COMMITTEE MEMBER

With reference to a report by the Acting Chief Executive Officer dated 16 November 2017 concerning the recruitment of an external Committee Member for the Audit and Risk Management Committee.

RECOMMENDATION

That the report by the Acting Chief Executive Officer be received and noted.

8. 2016–2017 ANNUAL FINANCIAL STATEMENTS AND 2016–2017 MANAGEMENT REPRESENTATION LETTER

With reference to a report by the Finance Manager dated 16 November 2017 concerning the 2016–2017 Annual Financial Statements and 2016–2017 Management Representation letter.

RECOMMENDATION

That the 2016–2017 Annual Financial Statements as detailed in Attachment A and the 2016–2017 management representation letter as detailed in Attachment B to the report by the Finance Manager dated 16 November 2017, be approved for certification by the Mayor and Acting Chief Executive Officer.

9. 2016–2017 ANNUAL FINANCIAL STATEMENTS FOR CONTROLLED ENTITIES

With reference to a report by the Treasury Accounting Manager dated 20 November 2017 concerning the 2016–2017 Annual Financial Statements and associated documents for Ipswich City Council's (Council) controlled entities.

RECOMMENDATION

That the report be received and the contents noted.

10. QUEENSLAND AUDIT OFFICE CLOSING REPORT AS AT 20 NOVEMBER 2017

With reference to a report by the Queensland Audit Office concerning the Queensland Audit Office's Closing Report as at 20 November 2017.

RECOMMENDATION

That the report be received and the contents noted.

11. NEXT MEETING

The next meeting is scheduled for 1.00 pm on Wednesday, 14 February 2018.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 2.00 pm.

The meeting closed at 2.39 pm.



01.01 Extract
CMFCE 28112017.doc



01.02 Extract
Council Ordinary Me

ITEM 2

| Audit and Risk Management Committee | |
|-------------------------------------|----------|
| Mtg Date: 14/02/2018 | OAR: YES |
| Authorisation: Gary Kellar | |

2 February 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: INTERNAL AUDIT MANAGER

RE: INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 25 SEPTEMBER 2017 TO 2 FEBRUARY 2018

INTRODUCTION:

This is a report by the Internal Audit Manager dated 2 February 2018 concerning the activities undertaken since 25 September 2017 and the current status of Internal Audit activities.

PURPOSE:

The purpose of this report is to:

- outline the activities of the Internal Audit Branch
- report the status of the audit recommendations from completed audits
- report the status of the audits currently under way

The supply of such information to the Mayor, the Chief Executive Officer and Audit and Risk Management Committee, is a requirement of the Internal Audit Charter.

BACKGROUND:

Audits, Reviews, Projects and Activities (Attachment 1)

This is a report on audits, reviews, projects and activities that were conducted during the period or in progress as at 2 February 2018.

Audit Recommendations (Attachment 2a and 2b)

Extracted from the Audit Recommendations System, these reports list all Internal 2(a) and External 2(b) (Nil Return) Audit recommendations (with management comments and responses) that managers advise have been implemented since the report made to the last Audit Committee meeting.

This report is presented to the Audit and Risk Management Committee prior to the recommendations being finalised and/or archived.

Internal Audit Report Register (Attachment 3)





This is a historic register recording the reference number of formal reports produced, audits commenced, report status and date completed for the last three years.

CONCLUSIONS:

During the period under review the Internal Audit Branch undertook a number of activities, including as listed in Attachment 1.

During the course of Internal Audit activities, contributions to the improvement of operational procedures, practices and the control environment have been achieved.

CONFIDENTIAL BACKGROUND DETAILS:

| Confidential Background Papers | Confidential Attachment |
|---|--|
| Attachment 1 - Internal Audit Activity Report |  Attachment 1 |
| Attachment 2(a) – Internal Audit Recommendations Implemented |  Attachment 2a |
| Attachment 2(b) – EA Recommendations Implemented (Nil Return) |  Attachment 2b |
| Attachment 3 – Internal Audit Register |  Attachment 3 |

RECOMMENDATION:

That the report be received, the contents noted and the recommendations in confidential Attachments 2a and 2b (Nil Return), be considered finalised and archived.

FREDERICK BECK
INTERNAL AUDIT MANAGER

ITEM 3

| Audit and Risk Management Committee | |
|-------------------------------------|----------|
| Mtg Date: 14/02/2018 | OAR: YES |
| Authorisation: Gary Kellar | |

2 February 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: INTERNAL AUDIT MANAGER

RE: SUMMARY OF RECENT AUDIT REPORTS ISSUED

INTRODUCTION:

This is a report by the Internal Audit Manager dated 2 February 2018 concerning the completion of recent internal audits and subsequent reports releases since the previous report dated 25 September 2017.




BACKGROUND:

Since 25 September 2017, Internal Audit has issued/finalised 2 Internal Audit Report/Consulting Tasks and the extracts of the reports containing the audit recommendations, management response and agreed action by date, are attached.

| Control Environment Opinion Summary over Areas in Scope of Audits | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| IT Security (A1617-10) | | | ✓ | | |
| Residential Swimming Pools (A1718-16) | | | ✓ | | |

| Rating Definitions | |
|--------------------|---|
| 5 | Indicates unacceptable control environment or critical operating or control problems or extreme exposure. |
| 4 | Indicates unsatisfactory control environment or significant operational, procedural or control deficiencies or high exposure. |
| 3 | Indicates limited control environment or some operational, procedural or control deficiencies, issues or moderate exposure |
| 2 | Indicates acceptable control environment or minor operational, procedural or control deficiencies, issues or exposure. |
| 1 | Indicates well controlled environment or no or limited unfavourable audit findings, observations or exposure. |

CONFIDENTIAL BACKGROUND DETAILS

| Confidential Background Papers | Confidential Attachments |
|--|---|
| Attachment A - Executive summaries of attached reports |  Attachment A |
| Attachment B - Internal Audit Report (A1617-10) |  Attachment B |
| Attachment C - Internal Audit Report (A1718-16) |  Attachment C |

RECOMMENDATION

That the report be received and the contents noted.

Frederick Beck

INTERNAL AUDIT MANAGER

ITEM 4

| Audit and Risk Management Committee | |
|-------------------------------------|----------|
| Mtg Date: 14/02/2018 | OAR: YES |
| Authorisation: Gary Kellar | |

2 February 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: INTERNAL AUDIT MANAGER

RE: OVERDUE RECOMMENDATIONS AS AT 2 FEBRUARY 2018

INTRODUCTION:

This is a report by the Internal Audit Manager concerning the status of each Department's progress in actioning the internal and external audit recommendations due or overdue for implementation.

BACKGROUND:

Every month each Department Head is requested to update the status of both the internal and external audit recommendations due for implementation within their area of responsibility.

The following Departments' progress towards the implementation of recommendations, for which they are responsible, is summarised below:

| Arts, Social Development and Community Engagement | | | | |
|---|--------------------|--------------|------|----------|
| Date of Report | Total overdue | Catastrophic | High | Moderate |
| 2 February 2018 | 1 | 0 | 0 | 0 |
| In relation to: | Library (A1617-11) | | | |

| Economic Development and Marketing | | | | |
|------------------------------------|---|--------------|------|----------|
| Date of Report | Total overdue | Catastrophic | High | Moderate |
| 2 February 2018 | 2 | 0 | 0 | 1 |
| In relation to: | Contract Management (Includes Agreements) (201405), Process of Communication Release (A1617-14) | | | |

| Executive Secretariat | | | | |
|-----------------------|-------------------|--------------|------|----------|
| Date of Report | Total overdue | Catastrophic | High | Moderate |
| 2 February 2018 | 2 | 0 | 0 | 1 |
| In relation to: | Ethics (A1617-05) | | | |

| Health, Security and Regulatory Services | | | | |
|--|---------------------|--------------|------|----------|
| Date of Report | Total overdue | Catastrophic | High | Moderate |
| 2 February 2018 | 1 | 0 | 1 | 1 |
| In relation to: | Cemeteries (201504) | | | |

| Works, Parks and Recreation | | | | |
|---|---------------|--------------|------|----------|
| Date of Report | Total overdue | Catastrophic | High | Moderate |
| 2 February 2018 | 6 | 0 | 0 | 4 |
| In relation to: Contributed Assets (201603), Parks, Open Spaces and Playgrounds (A1617-13), State Emergency Services (A1617-18) | | | | |

All other departments had no recommendations overdue for more than 3 months.

CONCLUSIONS:

Total Internal Audit recommendations **overdue for more than 3 months** and level of risk:

Minimal and Low not indicated.

| Date of Report | Total overdue | Catastrophic | High | Moderate |
|-------------------|---------------|--------------|------|----------|
| 2 February 2018 | 18 | 0 | 0 | 11 |
| 25 September 2017 | 7 | 0 | 0 | 5 |

Total Internal Audit recommendations **open** and level of risk:

| Date of Report | Total open | Catastrophic | High | Moderate |
|-------------------|------------|--------------|------|----------|
| 2 February 2018 | 39 | 0 | 4 | 21 |
| 25 September 2017 | 40 | 0 | 4 | 21 |

Total External Audit recommendations **overdue** and level of risk:

Ratings as used by QAO.




| Date of Report | Total overdue | High | Moderate | Low |
|-------------------|---------------|------|----------|-----|
| 2 February 2018 | 2 | 0 | 2 | 0 |
| 25 September 2017 | 2 | 0 | 2 | 0 |

Total External Audit recommendations **open** and level of risk:

| Date of Report | Total open | High | Moderate | Low |
|-------------------|------------|------|----------|-----|
| 2 February 2018 | 34 | 12 | 17 | 5 |
| 25 September 2017 | 3 | 1 | 2 | 0 |

The number of overdue recommendations have gone up but under the current circumstances are still considered to be at a satisfactory level.

CONFIDENTIAL BACKGROUND DETAILS

| Confidential Background Papers | Confidential Attachments |
|--|---|
| Attachment A - Recommendations Statistics at 2 February 2018. |  Attachment A |
| Attachment B - Internal Audit Recommendations Overdue for more than 3 months at 2 February 2018. |  Attachment B |
| Attachment C - External Audit Recommendations Overdue for more than 3 months at 2 February 2018. |  Attachment C |

RECOMMENDATION:

That the report be received and the contents noted.

Frederick Beck

INTERNAL AUDIT MANAGER

| | |
|---|----------|
| Internal Audit and Risk Management Committee | |
| Mtg Date: 14.02.18 | OAR: YES |
| Authorisation: Gary Kellar | |

5 February 2018

MEMORANDUM

TO: CHAIRPERSON, AUDIT AND RISK MANAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT REPORT 2016-2017

INTRODUCTION:

This is a report by the Acting Chief Executive Officer providing an update on the audit of Council's financial statement for the 2016-2017 financial year.

BACKGROUND:

The Queensland Audit Office (QAO) has completed its audit of the Council's financial statements for the 2016-2017 financial year. The Auditor-General has now written to the Mayor providing a copy of the final management report comprising a summary of issues formally reported to management relating to internal controls and financial reporting matters for attention.

Section 213 of the *Local Government Regulation 2012* provides as follows:

- (1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.
- (2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the *Auditor-General Act 2009* that includes observations and suggestions made by the auditor-general about anything arising out of the audit.
- (3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

The report was formally presented by the Mayor at the Council Ordinary Meeting on 30 January 2018 as required by Section 213 of the Regulation. It is referred to the Audit and Risk Management Committee for consideration and further recommendations as to follow-up action.

ATTACHMENT:

| Name of Attachment | Attachment |
|--|------------------------------|
| Correspondence from Queensland Audit Office dated 14 December 2017 | Attachment A |

RECOMMENDATION:

- A. That the Audit and Risk Management Committee review the final management report and provide further recommendation for follow-up action as necessary.
- B. That the Audit and Risk Management Committee provide a report to City Management Finance and Community Engagement Committee providing an update on addressing and implementation of the issues and recommendations raised by the Queensland Audit Office.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

TP: TP
A4615452

| Audit and Risk Management Committee | |
|-------------------------------------|----------|
| Mtg Date: 14.02.18 | OAR: YES |
| Authorisation: Andrew Roach | |

30 January 2018

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: PRINCIPAL TAXATION OFFICER

RE: TAX RISK MANAGEMENT UPDATE 2017

INTRODUCTION:

This is a report by the Principal Taxation Officer dated 30 January 2018 concerning taxation risk management issues for the year ended 31 December 2017.

EXECUTIVE SUMMARY:

Council has approximately \$35 million of tax risk with Goods and Services Tax (GST) representing approximately \$16 million and Pay As You Go Withholding (PAYGW) representing \$18 million. The balance of the tax risk is represented by Fringe Benefits Tax (FBT) and Fuel Tax Credits (FTC) of approximately \$400,000 and \$300,000 respectively.

The Australian Taxation Office (ATO) continues its view for taxpayer self-assurance. Council aims to perform self-testing and report any issues as voluntary disclosures to the ATO. Self-assurance and voluntary disclosures are positive re-enforcement of Council's commitment to be a full participant in the Australian taxation system.

Council is a low risk taxpayer under the ATO's risk-differentiation framework. This is evidenced by the minimal audit and query activity from the ATO.

Council has continued its strategy of minimising FBT during the year due to the implementation of audit committee recommendations and Council's continued emphasis on minimising FBT.

Council takes advantage of FTC where increases have been received through a change to the application of the road user charge to ancillary fuel usage.

Council benefits from reduced costs resulting from payroll tax exemptions for employment agencies as administered by the purchasing team.

2017 IN REVIEW:

GST

- A report is being developed that will assist in reviewing revenue tax codes in Council's Pathway system on a consistent and timely basis. Any significant issues that may be discovered will be rectified in the system to ensure Council is applying GST to revenue transactions correctly.
- The ATO GST governance and risk management checklist for large businesses has been reviewed during the year. The checklist covers areas of governance and risk management, processing and reporting, resources, capability and assurance that are applicable to Council's GST obligations.
- Council conforms to most themes of the checklist. Review activities will continue during the 2018 year to ensure GST risk is managed as Council's business activities evolve. This work is in response to past recommendations from the internal audit of Council's business activity statement preparation process.

Division 81

- Council self-assesses the GST status of fees and charges. There were no significant changes made during the year. The periodic review of the revenue tax codes in Council's Pathway system is ongoing to ensure the correct tax treatments are reflected in the system.

Vendor Validation

- Council uses reports to compare its supplier database to the database provided by the Australian Business Register (ABR). Any discrepancies will be highlighted through these reports. The database is updated via a data download from the ABR. The Accounts Payable Team run reports quarterly and notify suppliers with invalid information. This process has been reviewed and is achieving its intended outcomes.

Residential Rents

- The process of capturing GST for residential rental properties controlled by Council has been amended so that the appropriate input tax treatment is applied within Council's systems. The Finance Branch and the Works, Parks and Recreation Department have worked together to implement the new process. A voluntary disclosure was lodged with the ATO to quantify the previous errors. The impact to Council was not material.

Appropriations

- Government to government payments that are on a non-commercial basis are out of scope for GST. From time to time the GST treatment of these transactions can be applied incorrectly by other government departments. A review of appropriations received by Council is planned for the 2018 year to encourage improved engagement with the Finance Branch and Council's Departments. Any potential issues with appropriations received by Council will be addressed as they arise.

FBT

- Considerable work has been completed to ensure Council is managing FBT risk for all employee benefits. Various forms of research, monitoring and reporting is being undertaken across Council's business activities to ensure FBT risk is managed effectively.
- Council engages an external tax advisor to review all areas of the FBT return and assist with providing advice where FBT risk may be a concern.
- In the 2018 year we expect to complete a new private ruling, outlined in the following paragraph, and finalise Council's position regarding third party benefits. These issues are not significant in terms of increasing Council's FBT risk.

Private Binding Ruling

- A previous private binding ruling for Councillor advertising expenses confirms that advertising expenses paid for by Council are not subject to FBT. The current ruling has expired and Council will submit a new request for the private binding ruling to be confirmed and extended.

Government Payments Reporting

- Federal legislation was introduced during 2015 requiring Government entities to report payments made for services electronically to the ATO starting from 1 July 2018. Council has updated the Oracle system to begin reporting to the ATO from this date. In-kind transactions are a challenge to capture as they occur on an ad-hoc basis within the departments and are not consistently recorded in the financial system. The Finance Branch and Information and Communications Technology Branch are working to find an appropriate solution for recording these transactions before the reporting start date.

Single Touch Payroll

- Single Touch Payroll is a reporting change for all employers. Council will report payments including salaries and wages, PAYGW and superannuation to the ATO directly from their payroll system at the same time that employees are paid. Single Touch Payroll reporting starts from 1 July 2018.
- Council's payroll functions in Oracle are undergoing an update to meet the ATO's Single Touch Payroll specifications.
- The Tax Team are having regular meetings with the Human Resources Branch and the Information and Communications Technology Branch to monitor the progress of the software update.

Fuel Tax Credits

- There is scope for a further increase to our FCT claim pending the outcome of ongoing negotiations between our external taxation advisor and the ATO. The value of a further claim would not be significant.
- The fuel tax credit rate increases in February and August each year.

RECOMMENDATION:

That the report be received and the contents noted.

Travis Pitman

PRINCIPAL TAXATION OFFICER

I concur with the recommendation contained in this report.

Jeffrey Keech

FINANCE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER

| | |
|--|----------|
| City Management, Finance and Community Engagement Committee | |
| Mtg Date: 20.02.18 | OAR: YES |
| Authorisation: Andrew Roach | |

A4630059

16 February 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: TRUSTEE LEASE EXTENSION AND VARIATION IN FAVOUR OF
IPSWICH KNIGHTS SOCCER CLUB INC
254 BRISBANE ROAD, BUNDAMBA DESCRIBED AS
LOT A LOT 507 SL6935 RESERVE 322
DIVISIONS 3 AND 4

INTRODUCTION:

This is a report by the Development and Relationship Manager dated 16 February 2018 concerning a trustee lease extension and variation in favour of the Ipswich Knights Soccer Club Inc. (Knights) located at 254 Brisbane Road, Bundamba (Bundamba) and described as Lot A in Lot 507 SL6935, Reserve 322. In return for the extension of this trustee lease, it is proposed that the Knights provide Council with a ten year lease for a peppercorn rent over part of the freehold land located at 66 Riverview Road, Riverview (Riverview) and described as part of Lot 8 on RP22349 currently owned by the Knights and the West Moreton Darts Association Inc. (Darts) as joint tenants. The purpose of the leasehold tenure at Riverview is to facilitate the provision of additional sporting infrastructure in the Riverview area. Refer to Attachments A and B for locational plans.

BACKGROUND:

On 17 July 2017, Council resolved to enter into negotiations with the Knights to lease, manage and maintain part of 66 Riverview Road, Riverview for a peppercorn rental, subject to the trustee lease rental being waived under their existing lease for the fields and clubhouse located at 254 Brisbane Road, Bundamba. Refer to Attachment C. The existing trustee lease in favour of the Knights at Bundamba is due to expire on 29 February 2020.

It is the intention under the proposal that Council head lease part of 66 Riverview Road Riverview for the purpose of a sports ground. Further it is proposed that the Dinmore Bushrats Soccer and Sports Club Inc. or an associated entity be issued with a seasonal permit by Council to access the existing sports ground post lease execution.

To ensure that the lot reconfiguration requirements of the *Planning Act 2016* are not triggered for a lease term exceeding 10 years over freehold land, a lease of 10 years over part of 66 Riverview Road, Riverview is proposed.

Given the remaining two years on the Knights' existing trustee lease and to ensure the expiry dates of the subject leases coincide on 29 February 2028, it is proposed that the arrangement with the Knights be for a trustee lease for a further eight years.

NEGOTIATIONS:

Negotiations have subsequently been entered into with the Knights and the Darts Clubs regarding both properties and agreement in principle has been reached with the respective parties.

It is recommended that the following arrangements be entered into on the following basis:

Part of 254 Brisbane Road, Bundamba

| | |
|-----------------------------|--|
| Land Tenure: | Trustee lease in favour of the Knights where Council acts in the capacity of the trustee. |
| Lease Term: | Eight (8) years |
| Date of Commencement: | 1 March 2020 (consecutive lease immediately following the expiry of the existing trustee lease) |
| Rental: | \$1.00 per annum, if demanded |
| Key Performance Indicators: | It is proposed that the Lessee provide an annual audited statement of account and details of the membership/attendee numbers as at 30 June annually. |

It is recommended that a Deed of Variation be entered into on the following basis:

Part of 254 Brisbane Road, Bundamba

| | |
|------------------|--|
| Lease Variation: | Rental to be paid by the Knights to be reduced to a peppercorn rental. The existing trustee lease provided for an initial annual rental to equate to 1% of Site Value, with annual CPI reviews to be applied thereafter. The current annual rental equates to \$10,175 per annum (exclusive of GST). This variation would be effective from 1 March 2018 until lease expiry on 29 February 2020. |
|------------------|--|

It is recommended that a new Head lease be entered into on the following basis:

Part of 66 Riverview Road, Riverview

| | |
|-----------------------|--|
| Land Tenure: | Freehold land with Council taking a lease in the capacity of a Lessee. |
| Lease Term: | Ten (10) years |
| Date of Commencement: | 1 March 2018 |
| Rental: | \$1.00 per annum, if demanded |
| Works: | Council will be required to perform substantial works to the fields to bring them up to a playing standard. Irrigation, lighting and amenities building will be prioritised and anticipated to be installed prior to the commencement of the 2019 soccer season. |

CONSULTATION:

A copy of this report has been provided to Councillor Silver and Councillor Stoneman (Divisions 3 and 4).

CONCLUSION:

It is recommended that Council proceed to enter simultaneously into the following:

1. Deed of Variation in relation to the trustee lease for the property located at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322 to reduce the rental obligations under the terms of the existing lease to \$1.00 per annum, if demanded, for the period from 1 March 2018 to 29 February 2020;
2. Trustee lease located at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322 for eight (8) years in favour of the Knights for a rental consideration of \$1.00 per annum, if demanded (excluding GST), commencing 1 March 2020; and
3. Freehold lease located at 66 Riverview Road, Riverview and described as part of Lot 8 on RP22349 for ten (10) years in favour of Council for a rental consideration of \$1.00 per annum, if demanded (excluding GST), with the lease commencing 1 March 2018.

ATTACHMENT:

| Name of Attachment | Attachment |
|--|------------------------------|
| Locational Plan – 254 Brisbane Road, Bundamba | Attachment A |
| Locational Plan – 66 Riverview Road, Riverview | Attachment B |
| Council Resolution | Attachment C |

RECOMMENDATION:

- A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, by way of a renewed leasehold arrangement between Council and Ipswich Knights Soccer Club Inc. for a consideration sum of \$1.00 per annum, if demanded.
- B. That Council resolve to enter into a variation of the existing trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, that will reduce their rental liability from 1 March 2018 to 29 February 2020 to \$1.00 per annum, if demanded.
- C. That Council enter into a trustee lease with Ipswich Knights Soccer Club Inc. at 254 Brisbane Road, Bundamba and described as Lot A in Lot 507 SL6935 Reserve 322, with Ipswich Knights Soccer Club Inc. ("the trustee lessee") for a period of eight (8) years commencing 1 March 2020.

- D. That Council enter as lessee into a head lease for part of 66 Riverview Road, Riverview and described as part of Lot 8 on RP22349 with the Ipswich Knights Soccer Club Inc. and West Moreton Darts Association Inc. from 1 March 2018 for a term of 10 years.
- E. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the leases to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

Greg Thomas

DEVELOPMENT AND RELATIONSHIP MANAGER

I concur with the recommendations contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

I concur with the recommendations contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER



254 Brisbane Road Bundamba



66 Riverview Road Riverview

Scale 1:2,276
Printed Date: 6 Feb 2018

| | |
|---|----------|
| City Works, Parks, Sport and Environment Committee | |
| Mtg Date: 17.07.17 | OAR: YES |
| Authorisation: Craig Maudsley | |

BH:BH
H:\Departmental\Committee Reports\1706 BH Dinmore Bushrats.doc

Attachment C

5 July 2017

MEMORANDUM

TO: CHIEF OPERATING OFFICER
(WORKS PARKS AND RECREATION)

FROM: SPORT, RECREATION AND NATURAL RESOURCES MANAGER

RE: SPORTING INFRASTRUCTURE IN THE RIVERVIEW AREA
DIVISION 3

INTRODUCTION:

This is a report by the Sport Recreation al Natural Resources Manager dated 5 July 2017 concerning a strategy to increase the provision of sporting infrastructure in the Riverview area.

BACKGROUND:

Council has previously considered a report with regard to the future of Council's lease of the rear oval at Riverview State School (131 Old Ipswich Rd, Riverview) and specifically the issue of establishing formal access to the site. Ongoing investigations have identified a significant cost in establishing a formalised access to the sporting fields which is a precursor to further community activation of the site.

As an associated issue The Ipswich Knights Soccer Club have recently secured tenure over the sporting field previously owned by the Dinmore Bushrats Soccer Club located at 66 Riverview Rd, Riverview. Officers have held informal discussions with the Ipswich Knights with regard to their future plans for the facility and whether there is an opportunity to partner with Council to allow community access to the site.

The Ipswich Knights have indicated that they are willing to discuss more formally the potential for Council to manage and maintain the previous Dinmore Bushrats field for peppercorn rent subject to them securing a base level of usage of the field and Council waive the rental costs under their lease of the fields and clubhouse located at Brisbane Road, Bundamba.

VALUE ASSESSMENT:

From Council's perspective securing the rights to manage the previous Dinmore Bushrats field under this arrangement would result in a loss of revenue of approximately \$12,000 per annum. However it would also enable Council to defer any capital expenditure at the Riverview State School. Further, it is anticipated that at some point in the future land adjacent to Riverview State School may be developed which would provide for formal access to the sporting grounds. This in turn will decrease and possibly eliminate any capital expenditure for Council in the future.

CONSULTATION:

Councillor Silver and Councillor Morrison have been involved in discussions on this matter.

CONCLUSION:

The opportunity to secure the management of the previous Dinmore Bushrats fields from the Ipswich Knights presents a good value proposition for Council as it will allow Council to defer capital expenditure at the Riverview State School while still ensuring an increase in community sporting infrastructure provision in the Riverview area.

RECOMMENDATION:

- A. That the Chief Operating Officer (Works, Parks and Recreation) be authorised to conduct further negotiations with the Ipswich Knights Football Club to clarify a preferred arrangement generally in accordance with the report by the Sport, Recreation and Natural Resources Manager dated 5 July 2017.
- B. That a further report be presented to the City Works, Parks Sport and Environment Committee detailing the outcomes of the negotiations for Council's consideration.

Bryce Hines

SPORT, RECREATION AND NATURAL RESOURCES MANAGER

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

Craig Maudsley

CHIEF OPERATING OFFICER

(WORKS, PARKS AND RECREATION)



Mayor Andrew Antoniolli JP (Qual)

**City of Ipswich
Queensland Australia**

19 February 2018

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

Dear Mr Kellar

In accordance with Section 6 (3)(c) of Subordinate Local Law No. 2.1, I request that the following motion be placed on the agenda for the Council Ordinary Meeting of 27 February 2018.

That the Council Ordinary Meeting scheduled to be held on Tuesday 24 April 2018 be re-scheduled to Monday 23 April 2018.

The reason for moving this motion is that as the scheduled Council Ordinary Meeting for April falls on the eve of ANZAC Day when the Mayor and Councillors may be committed to commemorative services, it is desirable to move the date of the Council Ordinary meeting from Tuesday, 24 April 2018 to Monday, 23 April 2018.

Please place this on the agenda for the Council Ordinary Meeting on 27 February 2018 under Item (M) "Items placed on the agenda by a Councillor in accordance with Section 6 (3)(c) of Subordinate Local Law No. 2.1.

Yours sincerely



Mayor Andrew Antoniolli
City of Ipswich



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 [MayorAndrewAntoniolli](https://www.facebook.com/MayorAndrewAntoniolli)  [AAntoniolli](https://twitter.com/AAntoniolli)