

VML:CD  
Vicki Lukritz  
3810 6221

1 November 2018

Sir/Madam

Notice is hereby given that a Meeting of the **COMMUNITIES COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier** on **Wednesday, 7 November 2018**.

<b><u>MEMBERS OF THE COMMUNITIES COMMITTEE</u></b>	
Greg Chemello (Interim Administrator) <b>(Chairperson)</b>	

Yours faithfully

**CHIEF EXECUTIVE OFFICER**

## **COMMUNITIES COMMITTEE AGENDA**

*10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier on*

**Wednesday, 7 November 2018**

Council Chambers

<b>Item No.</b>	<b>Item Title</b>	<b>Officer</b>
1	**Framework for Community Reference Groups	COO (ASDCE)
2	Ipswich Poetry Feast Committee	LSM

\*\* Item includes confidential papers

**COMMUNITIES COMMITTEE NO. 2018(01)**

**7 NOVEMBER 2018**

AGENDA

In accordance with section 7.7 of the Draft Terms of Reference the report of the previous meeting was confirmed and signed by the Interim Administrator at the Council Meeting held on 16 October 2018.

1. **\*\*FRAMEWORK FOR COMMUNITY REFERENCE GROUPS**

With reference to a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018 concerning community reference groups.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That the proposed framework for Council's community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be endorsed.
  - B. That Council (Interim Administrator of Ipswich City Council) dissolve the City Country Reference Group as an advisory group of Council.
  - C. That Council (Interim Administrator of Ipswich City Council) dissolve the Leichhardt One Mile Community Consultative Committee as an advisory group of Council.
  - D. That Council (Interim Administrator of Ipswich City Council) dissolve the Rosewood Walloon Consultative Committee as an advisory group of Council.
  - E. That Council (Interim Administrator of Ipswich City Council) dissolve the Seniors Consultative Committee as an advisory group of Council.
  - F. That five new strategic community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be established.
  - G. That Council (Interim Administrator of Ipswich City Council) commence a process to establish membership of five new strategic community reference groups following a public request for Expressions of Interest.
  - H. That a Terms of Reference be drafted for the five new strategic community reference groups for endorsement by the members of the groups and final approval by Council.
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2. IPSWICH POETRY FEAST COMMITTEE

With reference to a report by the Library Services Manager dated 26 October 2018 concerning the Ipswich Poetry Feast Committee.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) dissolve the Ipswich Poetry Feast Committee as an advisory group of Council.

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\*\* Item includes confidential papers

and any other items as considered necessary.

<b>Communities Committee</b>	
Mtg Date: 07.11.18	OAR: YES
<b>Authorisation:</b> Caroline McMahon	

27 October 2018

**MEMORANDUM**

TO: CHIEF EXECUTIVE OFFICER

FROM: CHIEF OPERATING OFFICER (ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

RE: FRAMEWORK FOR COMMUNITY REFERENCE GROUPS

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**INTRODUCTION:**

This is a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018 concerning community reference groups.

**BACKGROUND:**

Council currently runs a number of community reference groups which have been established by Council resolution. These have traditionally been chaired by elected representatives of Council, with administrative support provided by various departments of Council, or Services Queensland.

Council's *Guidelines for Reference and Consultative Committees* (Attachment A), adopted by Council in July 1995 and last reviewed in 2016, states,

*"The purpose of the reference and consultative committee is to consider and provide advice to Council on matters associated with a reference and consultative committee's objectives."*

**REVIEW OF STANDING COMMUNITY REFERENCE GROUPS:**

In the City Management, Finance and Community Engagement Committee on 17 April 2018, the following was requested as a Committee Manager Request (CMR)

*"Please conduct a review of the effectiveness of community reference groups falling within Council's formal governance structure."*

The ensuing detailed review of the effectiveness of these groups involved evaluation against the following:

- Membership (including representation of community) and governance processes;
- Members' awareness of, and feedback regarding, the group's purpose, actions and communications;
- Mapping of the group's actions in relation to stated purpose;
- Distribution and/or communication of the group's actions and meetings outcomes;
- Role of the group in Council's decision making processes (e.g. channelling of group's recommendations to Council Committees).

The following groups were considered in scope for this review:

1. City Country Reference Group (previously known as the Rural Consultative Committee and the City and Country Relations Consultative Committee) – Est 1997
2. Leichhardt One Mile Community Consultative Committee – Est circa 1992
3. Rosewood/Walloon Consultative Committee – Est 1996
4. Seniors Consultative Committee – Est 2010

Where applicable, the Terms of Reference documents for the above groups have been included as Attachments B, C and D.<sup>1</sup>

The following methodology was adopted

- Desktop review of key governance documentation, including Terms of Reference for each group
- Detailed review of Council's relevant Committee records and minutes of each group meeting over the last 20 years, with the exception of the Seniors Consultative Committee, which has only eight years of records for review.<sup>2</sup>
- Survey of members of each group (including Councillor members)<sup>3</sup>

The survey response rate for each group is detailed in the below table:

<b>Group</b>	<b>Membership</b>	<b>Respondents</b>	<b>Response rate %</b>
City Country Reference Group	14	9	64%
Leichhardt One Mile Community Consultative Committee	34	8	24%
Rosewood/Walloon Consultative Committee	82	20	24%
Seniors Consultative Committee	13	5	38%
Total number	143	42	29%

<sup>1</sup> There is no known Terms of Reference for Leichhardt One Mile Community Consultative Committee.

<sup>2</sup> For each year included in the review, a sample size of 30% of all known documentation was analysed in detail.

<sup>3</sup> Survey responses were received online and via hardcopy response forms.

## Privacy and Confidentiality

A Report detailing findings of this review for each of the 'in scope' reference groups has now been finalised, however the nature of the research and the size of the individual reference groups prevent this report from being published.

Section 12 of the *Information Privacy Act 2009* defines personal information as "Personal information is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion" (2009, n.d.).

Whilst data contained in the report can technically be no longer linkable to an identifiable individual (through e.g. the removal of names and aggregation), data is considered de-identified where there is no reasonable likelihood of re-identification occurring. The protection of individual privacy is reduced where the population or sample is small due to greater risk of re-identification.

For this reason, the Review of Community Reference Groups Report has been attached as Confidential Attachment F.

## Review Findings and Recommendations

The review identified issues such as:

- Membership that is not representative of the community (e.g. median age of survey respondents was 71, compared to the city's median age of 32)
- Lack of strategic focus, noting that limits members' ability to provide input into strategic issues of Council
- Misalignment to stated purpose
- Inconsistent governance and record keeping (e.g. existence of Terms of Reference documents, reporting (or not) of minutes to Council)
- Very few documented outcomes or actions, with no identified occurrences of actions being escalated to the Council Committee via a report (other than via noting of minutes)
- No issues voted on in the sample of documentation reviewed.

It should be noted that the groups which strongly identified with a particular Division of Council evidence community strength at a local level and provide the relevant local Councillor with a positive mechanism for engagement. Unfortunately, this does not translate to effectiveness at a strategic Council level.

In summary, the groups were found to be largely ineffective against both their own stated objectives (where applicable) and also Council's policy and guidelines.

## **ADDITIONAL REFERENCE GROUPS**

In addition to the four reference groups considered under the recent review, engagement with a number of stakeholders has revealed that the following additional reference groups (also formed by Council resolution) are considered functional and effective:

1. Friends of the Cemeteries
2. Heritage and Monuments Advisory Committee

## **PROPOSED NEW FRAMEWORK FOR COMMUNITY REFERENCE GROUPS**

The Interim Administrator and the Interim Management Committee (IMC) are seeking to align Council's decision making to Council's city and community plan, *Advance Ipswich*.

At the Ordinary Council Meeting on 16 October 2018, the Interim Administrator resolved to replace Council's Committee Structure with five standing Committees, each aligning to one of the five key themes of *Advance Ipswich*.

Council now seeks to build on the foundation of strategic alignment in governance, with community engagement that empowers the community to participate and inform at a strategic level.

### **Objective:**

*To engage our community in purposeful and meaningful two-way conversation in order to facilitate transparency and inform strategic decision making.*

### **Proposed Framework:**

It is now proposed that a new framework for community reference groups be established to align to the standing committees of Council, as follows:

- Economic Development (to include discussion relating to the CBD)
- Resilient Communities
- Growth Management
- Environmental Management
- Transparent Governance.

This structure would then be supplemented by a second 'tier' of engagement with community or business groups on an operational or project basis.

Attachment E illustrates the proposed framework, including alignment to the key themes of *Advance Ipswich*.



**Key Principles:**

Key principles for the strategic community reference groups are outlined below:

Each strategic reference group will:


- Have a Terms of Reference that places clear parameters around purpose, operation and membership of the reference group;
- Seek to achieve membership that is broadly representative of the community (e.g. by age, cultural background, city versus country);
- Be time constrained, with clear review processes in place to assess ongoing effectiveness;
- Have an agenda that is planned well in advance to ensure ongoing strategic intent. Agenda to be published online;
- Be chaired by the relevant Committee Chair and coordinated by the relevant head of department (or delegate);
- Provide minutes and action registers to the relevant Council Committee.

It is proposed that membership will be established for each of the reference groups following a public Expression of Interest process.

**ATTACHMENTS:**

Name of Attachment	Attachment
<a href="#">Attachment A – Guidelines for Reference and Consultative Committees Policy</a>	 Attachment A
<a href="#">Attachment B – Terms of Reference, City Country Reference Group</a>	 Attachment B
<a href="#">Attachment C – Terms of Reference, Rosewood / Walloon Consultative Committee</a>	 Attachment C
<a href="#">Attachment D – Terms of Reference, Seniors’ Consultative Committee</a>	 Attachment D
<a href="#">Attachment E – Draft Framework for Community Reference Groups</a>	 Attachment E

## **CONFIDENTIAL BACKGROUND PAPERS**

Confidential Background Papers	Background Papers
<a href="#">Review of Community Reference Groups Report</a>	 Attachment F

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

Implementation of the proposed framework for Council's reference groups forms part of Council's support for the community and is consistent with Advance Ipswich and the Corporate Plan, by:

- Provide comprehensive and meaningful community engagement to inform Council decision making.
- Invest in social infrastructure to build a distinctive Ipswich identity and to maximise economic and social outcomes.
- Foster collaboration, partnerships and use of evidence to shape service planning and delivery for the benefit of our communities.

## **FINANCIAL IMPLICATIONS:**

Funding for community engagement has been allocated within the 2018-2019 budget.

## **RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

- A. That the proposed framework for Council's community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be endorsed.
- B. That Council (Interim Administrator of Ipswich City Council) dissolve the City Country Reference Group as an advisory group of Council.
- C. That Council (Interim Administrator of Ipswich City Council) dissolve the Leichhardt One Mile Community Consultative Committee as an advisory group of Council.
- D. That Council (Interim Administrator of Ipswich City Council) dissolve the Rosewood Walloon Consultative Committee as an advisory group of Council.
- E. That Council (Interim Administrator of Ipswich City Council) dissolve the Seniors Consultative Committee as an advisory group of Council.

- F. That five new strategic community reference groups, as outlined in the report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 27 October 2018, be established.
- G. That Council (Interim Administrator of Ipswich City Council) commence a process to establish membership of five new strategic community reference groups following a public request for Expressions of Interest.
- H. That a Terms of Reference be drafted for the five new strategic community reference groups for endorsement by the members of the groups and final approval by Council.

Caroline McMahon  
**CHIEF OPERATING OFFICER**  
**(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)**



## GUIDELINES FOR REFERENCE AND CONSULTATIVE COMMITTEES

Version: 3

Document No:

### **1.1 Objectives:**

The purpose of this policy is to provide guidelines for reference groups and consultative committees.

### **1.2 Regulatory Authorities:**

*Local Government Act 2009*  
*Local Government Regulation 2012*  
Advance Ipswich 2015  
Ipswich City Council Corporate Plan  
Ipswich City Council Social Justice Policy

### **1.3 Policy Statement:**

The purpose of a Reference and Consultative Committee is to consider and provide advice to Council on matters associated with a Reference and Consultative Committee's objectives.

### **1.4 Scope:**

A Reference and Consultative Committee is empowered by the Ipswich City Council to carry out the functions and responsibilities as detailed in its objectives.

### **Membership:**

- (a) A Reference and Consultative Committee shall comprise of members as determined by Council from time to time
- (b) In the event of a vacancy in a Reference and Consultative Committee's membership, a replacement shall be appointed by Ipswich City Council
- (c) A Reference and Consultative Committee may use the services of other persons.

### **Meetings:**

- (a) A Reference and Consultative Committee shall meet on the dates and times as determined by Council, but if not determined by Council, then shall meet on the dates and times as determined by the Committee.

- (b) Special meetings of a Reference and Consultative Committee may be called by the Chair of the Reference and Consultative Committee or by the request from two members of the Reference and Consultative Committee.

**Office Bearers:**

- (a) A Chair and Deputy Chair to a Reference and Consultative Committee shall be appointed by Council
- (b) In the absence of the Chair from a meeting of a Reference and Consultative Committee, the Deputy Chair shall chair the meeting. In the absence of both, the Reference and Consultative Committee shall elect a Chair for that meeting.

**Secretarial Support:**

Ipswich City Council will provide secretarial support to a Reference and Consultative Committee, including the taking of minutes and preparation of agendas.

**Voting:**

- (a) Voting must be open
- (b) A question is decided by a majority of the votes of the members present
- (c) Each member present has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote
- (d) If a member present fails to vote, the member is taken to have voted in the negative
- (e) A quorum of a Reference and Consultative Committee shall be one half the number of members comprising the Reference and Consultative Committee.

**Minutes:**

Minutes shall be kept of all meetings and shall be forwarded to the relevant Standing Committee of Council for consideration.

**Reporting Procedure:**

Reports requiring Council consideration and/or decisions are to be directed to Council without delay.

**Objectives of a Reference and Consultative Committee:**

The objectives of a Reference and Consultative Committee shall be those as determined by Ipswich City Council.

**Duties:**

- (a) To promptly consider matters referred to the Reference and Consultative Committee by Council
- (b) To consider matters as determined by the Reference and Consultative Committee which will assist the Committee to achieve its objectives
- (c) To report to Ipswich City Council on matters associated with the Reference and Consultative Committee's objectives which require Council consideration and/or decisions.

**Community Consultation:**

- (a) A Reference and Consultative Committee may seek input from the public and appropriate community groups on matters relative to its purpose
- (b) Members of the public shall be entitled to attend meetings of a Reference and Consultative Committee as observers
- (c) Dates, time and venues of a Reference and Consultative Committee's meetings shall be advertised by Council.

**Funds:**

- (a) A Reference and Consultative Committee shall not hold any funds
- (b) A Reference and Consultative Committee shall not incur any liabilities or authorise any expenditure.

**1.5 Roles and responsibilities:**

All Community Development Officers responsible for assisting community reference groups/consultative committees are responsible for adhering to this policy.

**1.6 Policy Author:**

The Social Development Manager is responsible for reviewing this policy.

**Date of Council Resolution:** 12 July 1995

**Date of Review:** 25 July 2016

**Committee Reference and Date:** Corporate Services Committee – 6 July 1995

**No. of Resolution:** 90.01

**Date to be Reviewed:** 25 July 2018

## **TERMS OF REFERENCE CITY COUNTRY REFERENCE GROUP**

### **PURPOSE:**

The City Country Reference Group (The Reference Group) has been established to develop and enhance city and country relations. The Reference Group plays a key role in increasing Council's knowledge around the needs of urban and rural communities of Ipswich; and promoting unity and understanding between the urban and rural communities. The reference group provides a mechanism for identifying and progressing strategies that contribute to the nominated objectives.

### **AUTHORITY:**

The City Country Reference Group is empowered by the Ipswich City Council to carry out the functions and responsibilities as detailed in its Objectives.

- The ability to form sub-committees or working groups that are then to report to the reference group that support the functions and objectives of the working group.
- Membership and administrative support of a subcommittee to be determined by the reference group.

### **MEMBERSHIP:**

- a) Nominations for members shall be called within 6 months of the Local Government Election for the term of Council.
- b) The Reference Group shall comprise of appointed Councillors and no more than fourteen (14) community Members or as determined by Council from time to time.
- c) Should any member be absent for three (3) consecutive meetings without an apology, their membership may be reviewed.
- d) In the event of a vacancy in membership, The Reference Group may nominate a replacement, which is subject to approval by the Ipswich City Council.
- e) A conflict of interest exists when a Group Member has a personal interest in any matter being considered at a Group Meeting.

In those circumstances the member must advise the meeting that they have, or may be perceived to have, a conflict of interest.

The Chairperson will decide on the most appropriate course of action being that:

- i. The Chairperson considers that a conflict of interest does not exist, and the member may remain in the meeting;
- ii. The member vacates the meeting during discussion of the issue;
- iii. The member withdraws from attending meetings until the issue is resolved; or

In the event that a conflict cannot be managed (as it may be an ongoing matter and/or critical to the ongoing operation of the group), the Chairperson may be required to privately discuss with the member their continuing involvement with the group. As an interim the Chairperson should act to either set such matter aside or employ one of the aforementioned actions until the members conflict can be managed satisfactorily.

The minute taker must ensure the declaration is recorded in the minutes for the meeting.

The record must include:

- i. The nature of the conflict of interest as described by the member; and
- ii. how the Chairperson dealt with the conflict of interest

#### **MEETINGS:**

- a) The Reference Group shall meet on the dates and times as determined by Council. If not determined by Council, then shall meet on the dates and times as determined by the Group.
- b) The Reference Group may use the services of other persons (e.g. Guest Speakers/ Knowledge Experts), as agreed at an ordinary meeting of the Group to provide information and advice, or to facilitate on matters being addressed by the Group.
- c) Special meetings of The Reference Group may be called by the Mayor, the Chair or upon request from two (2) or more members of The Reference Group.

#### **OFFICE BEARERS:**

- a) A Chair and Deputy Chair of The Reference Group shall be appointed by Council.
- b) In the absence of the Chair from a meeting of The Reference Group, the Deputy Chair shall chair the meeting. In the absence of both, members of The Reference Group shall elect a Chair for the meeting.



**SUPPORT:**

Ipswich City Council shall provide secretarial support to The Reference Group, including the taking of minutes and preparing agendas.

**VOTING:**

- a) Voting shall be open
- b) Motions are decided by a majority of the votes of the members present.
- c) Council Staff do not have voting rights.
- d) Each member has a vote on each matter to be decided and, if the votes are equal, the member presiding has a casting vote.
- e) If a member fails to vote, the member is taken to have voted in the negative.
- f) A quorum of The Reference Group, shall be five (5) members of The Reference Group (including one (1) Councillor).

**MINUTES:**

Minutes shall be kept of all meetings and shall be tabled at the relevant Standing Committee of Council for information and consideration.

**REPORTING PROCEDURE:**

Reports requiring Council consideration and/or decisions are to be directed to Council.

**OBJECTIVES:**

1. A Council forum to provide for community engagement through enhanced communication, understanding and cooperation between the urban and rural communities in the Ipswich Region.
2. Identify the commonalities and unique differences of the urban and rural fabric of the Ipswich community and provide advice on how this is to be effectively represented in programs, policies and bylaws directly impacting on rural and urban communities.
3. Consider strategic planning and local matters internal and external to Council that directly impact on the communities of Ipswich and direct this Group's consensus of opinion to Council for feedback.

4. Maximise opportunities presented through partnerships with other Government and Non-Government agencies to secure appropriate funding and service provision for the communities of Ipswich.
5. Ensure all decisions are aligned to and support the principles of social justice as articulated in the Ipswich City Council's Social Justice Policy, Disability Access Policy and Multicultural Access Policy.

**DUTIES:**

- a) To promptly consider matters referred to the City Country Reference Group by Council.
- b) To consider matters as determined by the City Country Reference Group which will assist the group to achieve its objectives.
- c) To report to Ipswich City Council on matters associated with the City Country Reference Group objectives, which require council consideration and/or decisions.

**COMMUNITY CONSULTATION:**

- a) The Reference Group may seek input from the broader community and appropriate service providers/groups on matters relative to its purpose.
- b) Guests of Group Members may be invited to attend meetings of The Reference Group as observers with prior notification and approval from the Chairperson.

**FUNDS:**

- a) The City Country Reference Group shall not hold any funds.
- b) The City Country Reference Group shall not incur any liabilities or authorise any expenditure.

Date Adopted: 20 June 2017

## **TERMS OF REFERENCE**

### **ROSEWOOD WALLOON CONSULTATIVE COMMITTEE**

#### **PURPOSE:**

The Rosewood Walloon Consultative Committee was established under the former Moreton Shire Council in 1993 to provide community involvement in the forward planning processes of the Rosewood/Walloon corridor. The Committee continued after the amalgamation of Moreton Shire and Ipswich City Councils in 1995 and continues to provide an avenue of community engagement with the rural communities along the Western Rail corridor of the City of Ipswich.

#### **MEMBERSHIP:**

The membership of the committee shall be comprised of the following:

- (a)
  - The Division 10 Councillor
  - Such other Councillors as may be co-opted from time to time
  - Such other Council officers as may be co-opted from time to time
  - Community Members
  - Such other Community Representatives as may be co-opted from time to time
- (b) The Consultative Committee may use the services of other persons to provide information and advice, and to facilitate on matters being addressed by the Committee.

#### **MEETINGS:**

- (a) The Committee shall meet on the dates and times as determined by the Committee.
- (b) Special meetings of the Committee may be called by the Mayor or by request from two (2) members of the Rosewood Walloon Consultative Committee in line with the Guidelines for Reference and Consultative Committees adopted by Council 12 July 1995.

#### **OFFICE BEARERS:**

- (a) A Chair and Deputy Chair for the Committee shall be appointed by Council.
- (b) In the absence of the Chair from a meeting of the Rosewood Walloon Consultative Committee, the Deputy Chair shall chair the meeting. In the absence of both, members of the Committee shall elect a Chair for the meeting.

#### **SECRETARIAL SUPPORT:**

Ipswich City Council will provide secretarial support to the Rosewood Walloon Consultative Committee, including the taking of minutes and preparing of agendas.

#### **VOTING:**

- (a) Voting must be open
- (b) A question is decided by a majority of the votes of the members present.
- (c) Each member has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote.
- (d) If a member fails to vote, the member is taken to have voted in the negative.

**MINUTES:**

Minutes shall be kept of all meetings and shall be tabled at the relevant Standing Committee of Council for consideration.

**REPORTING PROCEDURE:**

Reports requiring Council consideration and/or decisions are to be directed to Council without delay.

**OBJECTIVES:**

- (a) To provide community input and advice in respect of the rural communities along the Western Rail Corridor of the City of Ipswich
- (b) Raise the level of understanding of the community in relation to the broader implications of proposed development;
- (c) Educate the affected community as to the potential benefits and costs of proposed actions, alternatives, and their relative consequences and to enable the community to propose alternatives to suggested actions;
- (d) Function as an ongoing data gathering tool for social impacts variables; and
- (e) Ensure all decisions are aligned to and support the principles of social justice as articulated in the Ipswich City Council's Social Justice Policy, Disability, Access and Equity Policy, and Multicultural, Access and Equity Policy.
- (f) Act as a conduit for information between Council and the community

**DUTIES:**

- (a) To promptly consider matters referred to the Rosewood Walloon Consultative Committee by Council.
- (b) To consider matters as determined by the Rosewood Walloon Consultative Committee, which will assist the group to achieve its objectives.
- (c) To report to Ipswich City Council on matters associated with the Rosewood Walloon Consultative Committee objectives, which require Council consideration and/or decisions.

**COMMUNITY CONSULTATION:**

- (a) The Rosewood Walloon Consultative Committee may seek input from the broader community and appropriate service providers/groups on matters relative to its purpose.
- (b) Members of the public shall be entitled to attend meetings of the Rosewood Walloon Consultative Committee.
- (c) Dates, times and venues of the Rosewood Walloon Consultative Committee meetings shall be advertised by Council.

**FUNDS:**

- (a) The Rosewood Walloon Consultative Committee shall not hold any funds.
- (b) The Rosewood Walloon Consultative Committee shall not incur any liabilities or authorise any expenditure.

Date Adopted:



**SENIORS' CONSULTATIVE  
GROUP  
TERMS OF REFERENCE**

**Version number: 1  
Issue : Final  
Document Number;  
Page 1 of 4**

**1.1 Objectives:**

The objectives of the Seniors' Consultative Group (the Group) are to assist Ipswich City Council to achieve the strategies and goals as outlined in its Corporate Plan. Particular emphasis is placed on Community Spirit and Wellbeing by:

- 1.1.1** Addressing ageism and ageist attitudes;
- 1.1.2** Promoting health, physical activity and social participation in community life;
- 1.1.3** Addressing emerging issues that face mature-age people such as employment or retirement;
- 1.1.4** Contributing to Community projects and events such as Seniors Week, Older Persons Day and Grandparents Day;
- 1.1.5** Support Council to advocate to Federal and State Government to provide a strong voice on issues such as health, age care, taxation, superannuation, social security and employment, housing and transport.
- 1.1.6** Increase dissemination of information; and
- 1.1.7** Provide an avenue for the Group to provide advice and report on identified issues the responsibility of Council or other levels of government or within the private sector.

**1.2 Terms of Reference:**

**1.2.1 Authority:**

The Group is empowered by Ipswich City Council to carry out the functions and responsibilities as detailed in its Objectives.

**1.2.2 Membership:**

- a) The Group shall be comprised of no more than 15 community members in addition to Council and State Government representatives as determined by Council from time to time. Seniors Groups may recommend their own members to join the Group.
- b) In the event of a vacancy in the Group's membership, a replacement shall be nominated by the group and appointed by Ipswich City Council.

- c) The Group may use the services of other persons.
- d) If any member is approached by the Media to provide comment on matters relating to the Group, permission to communicate with them must be sought via the Chair of the Group to Council's Media Manager.
- e) Each member may serve on the Group for a period of no longer than two (2) years. The members may step down for one (1) year and then be renominated.

**1.2.3 Meetings:**

- a) The Group shall meet on the dates and times as determined by Council, but if not determined by Council, shall meet on the dates and times as determined by the Committee.
- b) Special meetings of the Group may be called by the Chair of the Group or by the request from three members of the Group.

**1.2.4 Office Bearers:**

- a) A Chair and Deputy Chair for the Group shall be appointed by Council.
- b) In the absence of the Chair for a meeting of the Group, the Deputy Chair shall chair the meeting; in the absence of both Chair and Deputy Chair, members of the Group shall elect a Chair for the meeting.
- c) To hold a valid Group meeting there must be a quorum of at least half the membership plus one.

**1.2.5 Secretarial Support:**

Council will provide secretarial support to the Group, including the taking of Minutes and preparation of Agendas.

**1.2.6 Voting:**

- a) Voting must be open.
- b) A question is decided by a majority of the votes of the members present.
- c) There must be a quorum of attendance of at least half the membership plus one.

Each member has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote.

**1.2.7 Agendas and Minutes:**

Agendas will be emailed to the Group the week prior to the next scheduled meeting allowing

sufficient time for perusal prior to the meeting.

Agenda items must be forwarded to the Seniors and Disability Community Development Officer, Community Development Branch, two weeks prior to the relevant meeting for inclusion on the Agenda.

Minutes of meetings will be emailed to Group the week prior the next scheduled meeting allowing sufficient time for members to peruse the Minutes and advise the Seniors and Disability Community Development Officer of any required amendments to ensure a correct record of the Minutes is adopted at the next scheduled meeting.

Agendas and adopted Minutes shall be kept by the Community Development Branch and shall be forwarded to the relevant Standing Committee of Council for their information and action as required.

#### **1.2.8 Reporting Procedure:**

Reports requiring Council consideration and/or decision are to be directed to Council without delay via the Seniors and Disability Community Development Officer.

#### **1.2.9 Duties of Members:**

- a) To promptly consider matters referred to the Group by Council.
- b) To consider matters as determined by the Group which will assist the Group to achieve its objectives.
- c) To report to Council on matters associated with the Group's objectives which require Council consideration and/or decision.
- d) To follow the procedure outlined below where issues arise that pertain to facilities or services outside the ownership or control of Council:
  - A member may raise an issue at a Group meeting for the purpose of informing the members.
  - The issue should be listed on Agenda as per Clause 1.2.7.
  - In cases of emergency the issue can be raised under General Business.
  - The issue should be addressed by the Member, or the organisation they represent, through the complaint management process of the responsible owner of the facility or service in question.
  - Where this is not possible or the approach has been unsuccessful, the Group can be requested to follow up on the issue if agreed to by the Members.
- e) To follow the procedure outlined below where issues arise that pertain to facilities or services under the ownership or control of Council:
  - A member may raise an issue at a Group meeting for the purpose of informing members.



- The issue should be listed on Agenda as per Clause 1.2.7.
- In cases of emergency the issue can be raised under General Business.
- The Member, or the organisation they represent, should raise the issue with their relevant Divisional Councillor or advise Council's Customer Service Centre.
- Where this is not possible or the approach has been unsuccessful, the Group can be requested to follow up on the issue if agreed to by the Members.

#### **1.2.10 Community Consultation:**

- (a) The Group may seek input from the public and appropriate community groups on matters relative to its purpose.
- (b) Community members and guest speakers may be invited to attend a Meeting by prior agreement of the Group.

#### **1.2.11 Conflict of Interest:**

A conflict of interest exists when a member has a personal interest in an issue being considered or to be considered at a meeting of the Group which involves legal action against Council. In those circumstances the member must advise the meeting that they have, or may have, a conflict of interest.

The Chair will decide on the most appropriate course of action being that:

- (a) The Chair considers that a conflict of interest does not exist, and the member may remain in the meeting.
- (b) The Chair considers that a conflict of interest does exist, and the member:
  - Vacates the meeting during discussion of the issue.
  - Withdraws from attendance at the meeting until the issue is resolved.
  - Resigns their membership from the Group.

The minute taker must ensure the declaration is recorded in the Minutes of the meeting.

The record must include:

- (a) The nature of the conflict of interest as described by the member; and
- (b) How the Chair dealt with the conflict of interest.

#### **1.2.12 Funds**

- (a) The Group shall not hold any funds.
- (b) The Group shall not incur any liabilities or authorise any expenditure.



# A Framework: Strategic Community Reference Groups

Advance  
Ipswich  
Themes

Strengthening our local economy and building prosperity	Caring for our community	Managing growth and delivering key infrastructure	Caring for our environment	Listening, leading and financial management
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Committee  
Structure

Economic Development	Communities	Growth Management and Infrastructure	Environment	Corporate Governance
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Strategic Community  
Reference Groups

Economic Development	Resilient Communities	Growth Management	Environmental Management	* Transparent Governance
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Operational  
Community  
Engagement

Industry engagement x 3 (Defence Industry, Education Industry, and Tourism Operations' Network)	Place-based engagement (as per operational priorities)	Heritage and Monuments Advisory Committee
	Demographic based engagement (as per operational priorities)	
	Interagency Network meetings (participation, not ownership)	
	Friends of the Cemetery	

Draft

<b>Communities Committee</b>	
Mtg Date: 07.11.2018	OAR: YES
<b>Authorisation:</b> Caroline McMahon	

26 October 2018

**MEMORANDUM**

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

FROM: LIBRARY SERVICES MANAGER

RE: IPSWICH POETRY FEAST COMMITTEE

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**INTRODUCTION:**

This is a report by the Library Services Manager dated 26 October 2018 concerning the Ipswich Poetry Feast Committee.

**BACKGROUND:**

The Ipswich Poetry Feast is an initiative of Ipswich City Council which is supported by the Ipswich Poetry Feast Committee and coordinated by Ipswich Libraries.

Its impetus was the poem, *The Babies of Walloon*, written in 1891 by Henry Lawson, which recounts the tragic drowning of two young sisters, Bridget Kate and Mary Jane Broderick, at the township of Walloon. It was this tribute that inspired local identity, Judith Baker, to research and write her book, *The Babies of Walloon*, published in 1999. This led to the renaming and revitalisation of Henry Lawson Bicentennial Park at Walloon, and the establishment of the Ipswich Poetry Feast. A central feature of the Walloon park is the commemorative *Babies of Walloon* statue of the young sisters, which is an iconic symbol of the Ipswich Poetry Feast.

The aims of the inaugural Ipswich Poetry Feast, launched on 17 November 2002, remain relevant today and are outlined below:

- Encourage and reward excellence in poetry writing for young and aspiring poets.
- Enhance the literary skills of our students across all age groups.
- Raise awareness of the creativity and skills in poetry writing and performance.
- Provide an opportunity for emerging and established poets to showcase their work.
- Showcase Ipswich as a culturally rich and vibrant region.

The Poetry Feast International Patron and major sponsor is Joy Chambers-Grundy, wife and business partner of the late Reg Grundy. The National Patron is Hon. Matt Foley, former Arts Minister and Attorney-General of Queensland. Other sponsors and partners include the Ipswich District Teacher Librarian Network, Rosewood Green, River 94.9, The Queensland Times and the Metro Hotel Ipswich International.

The Committee supports initiatives to secure sponsors and provides general guidance and participate in the program of events, however coordination and resourcing of the program of events is managed by Ipswich Libraries.

The central focus of the Ipswich Poetry Feast is the International Poetry Writing Competition, which has become recognised as one of Australia's most respected and prestigious annual poetry writing competitions. Over a 16 year period this competition has averaged 1,160 entries per year. The annual program of work associated with this event includes:

- Ipswich Poetry Feast Competition
  - This year's competition attracted 1,001 entries across nine (9) categories.
  - Entries were received from throughout Australia and overseas.
- Official Launch & Poets' Breakfast
  - Poetry Writing Workshops in Local Schools
  - This year 20 workshops were held with a total of 727 students participating.
- Online Poetry Writing Workshop
  - This year a total of 383 students from 10 schools took part.
- Awards Presentation
  - The finale event for the Poetry Feast program is the Awards Presentation where winners of the annual competition are announced and prizes are presented on stage, 175 guests attended this year's event.
  - This year's Award Presentation featured the first live-streaming of the event on the Ipswich Poetry Feast Facebook Page, this resulted in 597 views and 1,623 people reached through sharing on social media.

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

The Ipswich Poetry Feast offers opportunities for students and poets of all ages to enhance their awareness and skills in the creative art of poetry writing and to showcase their work. The Ipswich Poetry Feast program highlights the city's proud history and offers cultural and economic benefits for the community.

The Ipswich Poetry Feast program contributes to the strategies and outcomes of Council's Advance Ipswich and Corporate Plan 2017-2022 in the following areas:

#### **Advance Ipswich: Goal 1, Strategy 2**

*Provide a full spectrum of life-long learning opportunities, from early learning through to schooling, vocational training and tertiary education that aligns skills and education with emerging employment opportunities.*

- Promote whole-of-life learning opportunities, particularly early learning and adult learning.
- Increased participation in learning opportunities across targeted community groups.

**Caring for Community (Corporate Plan – Goal 3, Strategy 5)**

*Plan and deliver a diverse range of cultural programs to engage the Ipswich community, celebrate Ipswich's cultural heritage and foster cultural development.*

- Broad community participation in the arts.
- Increased cultural tourism.

**Community Identity (Corporate Plan – Goal 1 CSW 2.1.3)**

- Encourage community activities that promote and celebrate a sense of belonging.

**Community Identity (Corporate Plan – Goal 1 CSW 2.2.2)**

- Implement a Community Engagement Framework that supports equitable access for all residents and that utilises modern engagement tools and technologies.

**FINANCIAL IMPLICATIONS:**

Funding for the 2018 Ipswich Poetry Feast was scoped as part of the Public Programming service stream of Ipswich Libraries and funded in the 2018-2019 financial year budget allocation. Costs were partly subsidised by funding from media partnerships, external sponsorships, competition entry fees and donations.

**THE ROLE OF THE COMMITTEE**

The Ipswich Poetry Feast Committee is a committee of Council established by resolution. The Committee has been in place for 16 years, with a single Councillor being Chair of the Committee for this duration. There are no Terms of Reference for the Committee.

The Ipswich Poetry Feast is a respected and prestigious annual festival with local, interstate and international participation. Ipswich Libraries' coordination of the Ipswich Poetry Feast aligns with its commitment to support literacy and to promote literature and the arts in the Ipswich region.

The ongoing role of the Committee in relation to this program, however, is more closely aligned to a key stakeholder group, which provides strategic and operational input through consultation mechanisms.

**RECOMMENDATION:**

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) dissolve the Ipswich Poetry Feast Committee as an advisory group of Council.

Sylvia Swalling

**LIBRARY SERVICES MANAGER**

I concur with the recommendation contained in this report.

Caroline McMahon  
**CHIEF OPERATING OFFICER**  
**(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)**