

13 September 2018

NOTICE OF MEETING

Notice is hereby given that the **ORDINARY MEETING OF COUNCIL** is to be held on **TUESDAY, 18 SEPTEMBER 2018** commencing at **9.00 am** in the Council Chambers, on the 2nd Floor of the Administration Building, 45 Roderick Street, Ipswich.

There will be a reading of the Prayer for Peace message presented by Ipswich City Council to the Prayer for Peace Concert in Nerima City, Tokyo, Japan on 8 August 2018, as well as the Prayer for Peace message delivered by Mayor Akio Maekawa, Mayor of the City of Nerima, Tokyo, Japan.

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 20 August 2018
Ipswich City Council – Minutes of Council Special Meeting of 28 August 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:
- Audit and Risk Management Committee Composition, Membership and Charter
 - Ipswich Central - Tender Consideration Plan
- M. CONSIDERATION OF ITEMS PLACED ON THE AGENDA BY A COUNCILLOR IN ACCORDANCE WITH SECTION 6 AND 8 OF THE SUBORDINATE LOCAL LAW (2.1 COUNCIL MEETINGS):

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MINUTES OF COUNCIL ORDINARY MEETING

20 AUGUST 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 10.00 am

ATTENDANCE AT COMMENCEMENT	Councillors Wendt (Acting Mayor), Morrison, Tully, Silver, Stoneman, Bromage, Martin, Pisasale and Ireland
ACKNOWLEDGEMENT OF COUNTRY	Councillor Silver
OPENING PRAYER	Councillor Martin
APOLOGIES AND LEAVE OF ABSENCE	Nil

CONDOLENCES AND MEMORIALS

ROBYN BUCHANAN	<p>Moved by Councillor Wendt (Acting Mayor):</p> <p>That Council convey condolences, on behalf of the citizens of the City of Ipswich, to the family of the late Robyn Buchanan who passed away on 26 July 2018.</p> <p>Seconded by Councillor Pisasale.</p> <p>The motion was put and carried with one minutes silence observed to mark the passing of Robyn Buchanan.</p>
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PETITIONS AND PRESENTATIONS

BASIC EDUCATION GROUP OF SHANDONG NORMAL UNIVERSITY	Gifts of a scroll artwork, boxed desk calendar and framed artwork presented to Ipswich City Council for hosting a visit from the Chinese students from the Basic Education Group of Shandong Normal University as part of their Study Tour.
MAURICE POULTON	Two books titled "No Easy Field – Ipswich Coalmining 1920-2000" by Alan Murray and "Singer of the Bush – A.B. 'Banjo' Patterson Complete Works 1885-1900" collected & introduced by Rosamund Campbell & Philippa Harvie presented to Ipswich City Council in appreciation of the Mayor attending Mr Poulton's 90 th birthday celebration.

**NERIMA BOARD OF
EDUCATION**

Mr Chiaki Shibata, Director of Curriculum and Guidance Section, Nerima Board of Education presented the 29th Nerima Study Tour Report July 2017 (report from the Nerima City Junior High School – 2017 Australian Delegation) and framed artwork to Ipswich City Council in appreciation for supporting the 2018 Nerima Board of Education Study Tour to Ipswich.

CONFIRMATION OF MINUTES

**CONFIRMATION OF
MINUTES OF ORDINARY
MEETING**

Moved by Councillor Pisasale:

That the Minutes of the Council Ordinary Meeting held on 24 July 2018 be confirmed.

Seconded by Councillor Ireland.

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(08) of 13 August 2018 be received and adopted.

Seconded by Councillor Pahlke.

The motion was put and carried.

**WORKS, PARKS AND
SPORT COMMITTEE**

Moved by Councillor Morrison:

That the Works, Parks and Sport Committee Report No. 2018(08) of 13 August 2018 be received and adopted.

Seconded by Councillor Ireland.

The motion was put and carried.

**CONSERVATION AND
ENVIRONMENT
COMMITTEE**

Moved by Councillor Silver:

That the Conservation and Environment Committee Report No. 2018(08) 13 August 2018 be received and adopted.

Seconded by Councillor Martin.

The motion was put and carried.

LIBRARIES AND

Moved by Councillor Pahlke:

TOURISM COMMITTEE

That the Libraries and Tourism Committee Report No. 2018(08) of 13 August 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(08) of 13 August 2018 be received and adopted.

Seconded by Councillor Pisasale.

The motion was put and carried.

HEALTH SECURITY AND COMMUNITY SAFETY COMMITTEE

Moved by Councillor Ireland:

That the Health, Security and Community Safety Committee Report No. 2018(08) of 14 August 2018 be received and adopted.

Seconded by Councillor Silver.

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(08) of 14 August 2018 be received and adopted.

Seconded by Councillor Pisasale.

**CONFLICT OF INTEREST ITEM 3
Councillor Pahlke**

In accordance with section 175C of the *Local Government Act 2009*, Councillor Pahlke informed the meeting that he has a material personal interest in Item 3, titled Material Change of Use – Community Use (Library) 15 Railway Street, Rosewood, as he is part owner of the property which shares a 10% boundary with the proposed library.

Councillor Pahlke declared that he stands to gain a benefit or suffer a loss because as the part owner of the property which is in the main street (John Street) of Rosewood there could be a loss or benefit that at this stage is undetermined.

Councillor Pahlke left the meeting room 10.30 am, including any area set aside for the public and stayed away from the place while the matter was being discussed and voted on.

PLANNING, DEVELOPMENT AND HERITAGE COMMITTEE –

Moved by Councillor Tully:

That Item 3 in the Planning, Development and Heritage Committee Report No. 2018(08) of 14 August 2018 be amended by changing the

AMENDMENT

word “communiy” to “community” in the heading.

The mover and seconder of the original motion accepted the incorporation of the proposed amendment in the original motion.

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

The motion was put and carried.

At 10.33 am Councillor Pahlke returned to the meeting room.

**ECONOMIC
DEVELOPMENT AND
DIGITAL CITY
COMMITTEE**

Moved by Councillor Tully:

That the Economic Development and Digital City Committee Report No. 2018(08) of 14 August 2018 be received and adopted.

Seconded by Councillor Martin.

**CONFLICT OF INTEREST
ITEM 2
Councillor Tully**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Tully declared that he has or could reasonably be taken to have a perceived conflict of interest in Item 2 titled Fire Station 101 Transfer of Ownership and Operations.

The nature of the interest is that he is a director of Ipswich City Developments Pty Ltd and Ipswich City Enterprises Pty Ltd.

It was moved by Councillor Martin, seconded by Councillor Pisasale and carried that because there is no personal or financial benefit to Councillor Tully, he may participate in the meeting in relation to the matter, including by voting on the matter.

**CONFLICT OF INTEREST
ITEM 2
Councillor Morrison**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Morrison declared that he has or could reasonably be taken to have a perceived conflict of interest in Item 2 titled Fire Station 101 Transfer of Ownership and Operations.

The nature of the interest is that he is a director of Ipswich City Developments Pty Ltd and Ipswich City Enterprises Pty Ltd.

It was moved by Councillor Bromage seconded by Councillor Martin and carried that because there is no personal or financial benefit to Councillor Morrison, he may participate in the meeting in relation to the matter, including by voting on the matter.

**CONFLICT OF INTEREST
ITEM 2
Councillor Wendt
(Acting Mayor)**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Wendt (Acting Mayor) declared that he has or could reasonably be taken to have a perceived conflict of interest in Item 2 titled Fire Station 101 Transfer of Ownership and Operations.

The nature of the interest is that he is the shareholders representative

of Ipswich City Developments Pty Ltd.

It was moved by Councillor Silver, seconded by Councillor Bromage and carried that because there is no personal or financial benefit to Councillor Wendt (Acting Mayor), he may participate in the meeting in relation to the matter, including by voting on the matter.

**CONFLICT OF INTEREST
ITEM 3
Councillor Tully**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Tully declared that he has or could reasonably be taken to have a perceived conflict of interest in Item 3 titled Event Sponsorship of the 2018 Jacaranda Festival.

The nature of the interest is that he is an ambassador for Goodna Jacaranda Festival.

It was moved by Councillor Martin, seconded by Councillor Pahlke and carried that because there is no personal or financial benefit to Councillor Tully, he may participate in the meeting in relation to the matter, including by voting on the matter.

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

The motion was put and carried.

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

Moved by Councillor Wendt (Acting Mayor):

That the City Management Finance and Community Engagement Committee No. 2018(09) of 14 August 2018 be received and adopted.

Seconded by Councillor Martin.

**CONFLICT OF INTEREST
Councillor Tully**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Tully declared that he has or could reasonably be taken to have a perceived conflict of interest in the discussion held during General Business regarding the Ipswich Rivers Improvement Trust.

The nature of the interest is that he is a member of Ipswich Rivers Improvement Trust.

It was moved by Councillor Morrison, seconded by Councillor Martin and carried that because there is no personal or financial benefit to Councillor Tully, he may participate in the discussion.

The matter was for discussion only.

**CONFLICT OF INTEREST
Councillor Pahlke**

In accordance with section 175E of the *Local Government Act 2009*, Councillor Pahlke declared that he has or could reasonably be taken to have a perceived conflict of interest in the discussion held during General Business regarding the Ipswich Rivers Improvement Trust.

The nature of the interest is that he is a member of Ipswich Rivers

Improvement Trust.

It was moved by Councillor Silver, seconded by Councillor Martin and carried that because there is no personal or financial benefit to Councillor Pahlke, he may participate in the discussion.

The matter was for discussion only.

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

Moved by Councillor Tully:

That Item 15 be included in the City Management Finance and Community Engagement Committee No. 2018(08) of 14 August as follows:

ITEM 15 PUBLIC QUESTION TIME AND REPORTING PROCESS TO COUNCIL

With reference to a verbal report by Cr Tully concerning the tabling of resolutions in relation to public question time and reporting processes for future council meetings.

RECOMMENDATIONS

- A. That a Public Question Time be included in the agenda of all future Council Meetings with details of all questions and responses recorded in the Council Minutes.
- B. That notwithstanding the provision of any delegation, all proposed contracts of \$250,000 or more be forwarded to full Council for determination by resolution.
- C. That notwithstanding the provisions of any delegation, any development application where five or more submissions have been made against the proposed development and all other development applications relating to dumps, landfills, waste disposal facilities, transfer stations, waste-to-energy facilities, composting or soil treatment/ conditioning facilities, mining leases and/or tenements, poultry farms, shopping centres or billboards, be forwarded to full Council for determination by resolution.
- D. That notwithstanding the provisions of any delegation, all development applications relating to the creation of 10 or more lots as part of a reconfiguration of one or more lots, be forwarded to full Council for determination by resolution.
- E. That notwithstanding the provisions of any delegation, details of all redundancies, payouts or compensation to any member of staff be tabled for incorporation in the Council Minutes to the next full meeting of Council, subject to the redaction of only such information as required by law.

Seconded by Councillor Martin.

The mover and seconder of the original motion accepted the incorporation of the proposed amendment in the original motion.

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

The motion was put and carried.

WORKS, PARKS AND SPORT COMMITTEE – AMENDMENT

Moved by Councillor Morrison:

That Item 8 of the Works, Parks and Sport Committee Report No. 2018(08) of 13 August 2018 be amended by deleting the number “4” in the tender number in the heading and where the contract number is referenced in the paragraph below the precis.

8. AMENDMENT TO TENDER NO. 13-14-327⁴ – SITE AND FILL MANAGEMENT

With reference to a report by the Business Accounting and Asset Manager dated 1 August 2018 concerning the preparation of a tender consideration plan under section 230 of the *Local Government Regulation 2012* to enable Council to enter into a large sized contractual arrangement with the existing supplier of contract 13-14-327 without complying with the requirements for written tenders under section 228 of the *Local Government Regulation 2012*.

It was moved by Councillor Morrison, seconded by Councillor Pisasale 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 8 titled Amendment to Tender No. 13-14-327⁴ – Site and Fill Management.

Seconded by Councillor Silver.

The seconder of the original motion accepted the incorporation of the proposed amendment in the original motion.

The original motion incorporating the amendment was put and carried.

CONSIDERATION OF NOTIFIED MOTIONS

Moved by Councillor Tully:

At the Council Ordinary meeting of 24 July 2018 Councillor Tully moved a procedural motion to amend the original motion from the Council Ordinary Meeting of 26 June 2018 being:

That Council immediately reinstate at least 15,000 books to the Redbank Plains Library.

Seconded by Councillor Bromage.

**CONSIDERATION OF
NOTIFIED MOTIONS –
AMENDMENT**

Moved by Councillor Tully:

That the original motion be amended by changing 15,000 books to 10,000 books.

The seconder of the original motion accepted the incorporation of the proposed amendment in the original motion.

DIVISION OF THE VOTE

Councillor Wendt called for a division on the vote.

AFFIRMATIVE

Councillor Morrison
Councillor Tully
Councillor Silver
Councillor Stoneman
Councillor Bromage
Councillor Martin
Councillor Pisasale
Councillor Ireland
Councillor Pahlke

NEGATIVE

Councillor Wendt

The original motion incorporating the amendment was put and carried.

MEETING CLOSED

The meeting closed at 11.55 am.

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

MINUTES OF SPECIAL COUNCIL MEETING

28 AUGUST 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 9.00 am

ATTENDANCE AT COMMENCEMENT Greg Chemello (Interim Administrator) and Sean Madigan (Chief Executive Officer, Observer)

ACKNOWLEDGEMENT OF COUNTRY Greg Chemello (Interim Administrator)

APOLOGIES AND LEAVE OF ABSENCE Nil

OFFICER'S REPORT The Interim Administrator of the Ipswich City Council resolves that:



That the report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 24 August 2018 concerning the shareholder representation for and directors of Council's Controlled Entities be received and adopted.

- A. That the Interim Administrator for Ipswich City Council ("Council") resolve that Wayne Wendt be removed as Ipswich City Council's Shareholder Representative for Ipswich City Properties Pty Ltd, (A.C.N 135 760 637), Ipswich City Developments Pty Ltd, (A.C.N 167 100 441), Ipswich City Enterprises Pty Ltd (A.C.N 095 487 086) and Ipswich Motorsport Park Pty Ltd (A.C.N 611 160 902) ("Council's Controlled Entities").
- B. That the Interim Administrator for Ipswich City Council ("Council") resolve that the Interim Administrator of Ipswich City Council is authorised to exercise Ipswich City Council's rights as sole shareholder and member of Council's Controlled Entities, in relation to the appointment and removal of Directors, in accordance with the relevant constitution for the relevant Council Controlled Entity and/or in accordance with the requirements under *Corporations Act 2001 (Cth)*.
- C. That the Interim Administrator for Ipswich City Council ("Council") resolve that the Interim Administrator of Ipswich City Council is authorised to exercise Ipswich City Council's rights as sole shareholder and member of Ipswich City Properties Pty Ltd (A.C.N. 135 760 637) to remove the following Directors in accordance with the constitution of Ipswich City Properties Pty Ltd (A.C.N 135 760 637):

- a. The removal of Paul Tully as a Director of Ipswich City Properties Pty Ltd (A.C.N 135 760 637) and;
- b. The removal of Andrew Antonioli as a Director of Ipswich City Properties Pty Ltd (A.C.N 135 760 637).

The motion was put and carried.

MEETING CLOSED

The meeting closed at 9.01 am

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

Unconfirmed

JK: JK
A5040820

Special Council Meeting	
Mtg Date: 28.08.2018	OAR: YES
Authorisation: Sean Madigan	

24 August 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

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

RE: CONTROLLED ENTITIES

INTRODUCTION:

This is a report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 24 August 2018 concerning the shareholder representation for and directors of Council's Controlled Entities.

BACKGROUND:

On 8 April 2016 at Ipswich City Council's post-election meeting Council resolved to appoint Wayne Wendt as the Shareholder Representative for Ipswich City Properties Pty Ltd, Ipswich City Developments Pty Ltd and Ipswich City Enterprises Pty Ltd.

Council also resolved to appoint Wayne Wendt as the Shareholder Representative of Ipswich Motorsport Park Pty Ltd on 26 April 2016.

Advice received has confirmed that Wayne Wendt remains the authorised representative following the proclamation of the *Local Government (Dissolution of Ipswich City Council) Bill 2018*. Directors of the controlled entities also remain unchanged.

The removal of Wayne Wendt as the shareholders representative will allow the Interim Administrator to exercise the rights of Ipswich City Council as the sole shareholder and member of Council's controlled entities including the appointment or removal of Directors, in accordance with the respective company's constitutions and the Corporations Act.

RECOMMENDATIONS:

- A. That the Interim Administrator for Ipswich City Council (“Council”) resolve that Wayne Wendt be removed as Ipswich City Council’s Shareholder Representative for Ipswich City Properties Pty Ltd, (A.C.N 135 760 637), Ipswich City Developments Pty Ltd, (A.C.N 167 100 441), Ipswich City Enterprises Pty Ltd (A.C.N 095 487 086) and Ipswich Motorsport Park Pty Ltd (A.C.N 611 160 902) (“Council’s Controlled Entities”).
- B. That the Interim Administrator for Ipswich City Council (“Council”) resolve that the Interim Administrator of Ipswich City Council is authorised to exercise Ipswich City Council’s rights as sole shareholder and member of Council’s Controlled Entities, in relation to the appointment and removal of Directors, in accordance with the relevant constitution for the relevant Council Controlled Entity and/or in accordance with the requirements under *Corporations Act 2001 (Cth)*.
- C. That the Interim Administrator for Ipswich City Council (“Council”) resolve that the Interim Administrator of Ipswich City Council is authorised to exercise Ipswich City Council’s rights as sole shareholder and member of Ipswich City Properties Pty Ltd (A.C.N. 135 760 637) to remove the following Directors in accordance with the constitution of Ipswich City Properties Pty Ltd (A.C.N 135 760 637):
 - a. The removal of Paul Tully as a Director of Ipswich City Properties Pty Ltd (A.C.N 135 760 637) and;
 - b. The removal of Andrew Antonioli as a Director of Ipswich City Properties Pty Ltd (A.C.N 135 760 637).

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

I concur with the recommendations contained in this report.

Sean Madigan

CHIEF EXECUTIVE OFFICER

INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones, Steve Greenwood and James Dickson (Observer)

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

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

1. INFRASTRUCTURE DELIVERY PROGRESS AS AT 24 AUGUST 2018

With reference to a report by the Commercial Finance Manager dated 24 August 2018 concerning the delivery of the 2018–2019 Infrastructure Services Capital Works Portfolio.

RECOMMENDATION

That the report be received and the contents noted.

2. SUMMER STORM AND FLOOD SAFETY POSTER COMPETITION

With reference to a report by the Emergency Management Officer dated 16 August 2018 concerning the continuation of the Summer Storm and Flood Safety poster competition.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the Summer Storm and Flood Safety poster competition, as outlined in the report by the Emergency Management Officer dated 16 August 2018.

3. "STRATEGIC TRANSPORT" SUB-PROGRAM PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Principal Planner (Transport Planning) dated 22 August 2018 concerning the priority project listing for the "Strategic Transport" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritised project lists, as detailed in Attachments B, C and D of the report by the Principal Planner (Transport Planning) dated 22 August 2018, be considered when developing the "Strategic Transport" sub-program as part of the 2019–2020 capital works portfolio.
 - B. That the prioritised project lists, as detailed in Attachments B, C and D of the report by the Principal Planner (Transport Planning) dated 22 August 2018, be considered when undertaking the review of the current endorsed 10 Year Transport Infrastructure Investment Plan (2017–2027).
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4. "SEALING OF GRAVEL ROADS" SUB-PROGRAM

With reference to a report by the Technical Officer (Traffic) dated 29 August 2018 concerning the "Sealing Gravel Roads" project listing that forms part of the "Local Amenity" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the prioritised list of projects as detailed in Attachment A to the report by the Technical Officer (Traffic) dated 29 August 2018 be considered when developing the "Sealing Gravel Roads" sub-program as part of the 2019–2020 capital works portfolio.

5. "SUSTAINABLE TRAVEL" SUB-PROGRAM – CYCLE SAFETY AND MOBILITY IMPROVEMENTS PRIORITY LIST OF PROJECTS

With reference to a report by the Technical Officer (Traffic) dated 22 August 2018 concerning the cycle safety and mobility improvements project listing that forms part of the "Sustainable Travel" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the prioritised list of projects as detailed in Attachment A to the report by the Technical Officer (Traffic) dated 22 August 2018, be considered when developing the Cycle Safety and Mobility Improvements project listing which forms part of the “Sustainable Travel” sub-program as part of the 2019–2020 capital works portfolio.

6. “SUSTAINABLE TRAVEL” – SUB-PROGRAM – iGO ACTIVE TRANSPORT ACTION PLAN IMPLEMENTATION PRIORITY LIST OF PROJECTS

With reference to a report by the Technical Officer (Traffic) dated 30 August 2018 concerning the iGO Active Transport Action Plan implementation project listing that forms part of the “Sustainable Travel” capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the prioritised list of projects as detailed in Attachment A to the report by the Technical Officer (Traffic) dated 30 August 2018, be considered when developing the iGO Active Transport Action Plan implementation project listing which forms part of the “Sustainable Travel” sub-program as part of the 2019–2020 capital works portfolio.

7. “SUSTAINABLE TRAVEL” SUB-PROGRAM – PUBLIC TRANSPORT IMPROVEMENTS PRIORITY LIST OF PROJECTS

With reference to a report by the Technical Officer (Traffic) dated 24 August 2018 concerning the public transport improvements project listing that forms part of the “Sustainable Travel” capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the prioritised list of projects as detailed in Attachment A to the report by the Technical Officer (Traffic) dated 24 August 2018, be considered when developing the Public Transport Improvement project listing which forms part of the “Sustainable Travel” sub-program as part of the 2019–2020 capital works portfolio.

8. CONTRACT AWARD – NO. 12071 - HUNTER STREET, BRASSALL – PAVEMENT REHABILITATION

With reference to a report by the Construction Manager dated 5 September 2018 concerning the procurement and contract award of Contract No. 12071 Hunter Street Brassall Pavement Rehabilitation Project as a result of the tender evaluation.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Tender No. 12071 for the Hunter Street, Brassall Pavement Rehabilitation Project be awarded to BMD Pty Ltd under an AS2124 Lump Sum Contract.
- B. That Council enter into a lump sum contract with BMD Pty Ltd for the pavement rehabilitation of Hunter Street, Brassall for the sum of two million, seven hundred and nineteen thousand, three hundred and eighty three dollars (\$2,719,383.00) excluding GST as per the proposed works as specified in the project documentation.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 8.31 am.

The meeting closed at 9.03 am.

WORKS, PARKS AND SPORT COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

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

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

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

1. **"DEVELOPER FUNDED PARKS" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020**

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Developer Funded Parks" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Developer Funded Parks" sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Developer Funded Parks" sub program as part of the 2019–2020 budget and future capital works portfolio.
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2. "LOCAL / DISTRICT PARKS AND SPORT" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Local / District Parks and Sports" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Local / District Parks and Sports" sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Local / District Parks and Sports" sub program as part of the 2019–2020 budget and future capital works portfolio.
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3. "NEW FACILITIES" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "New Facilities" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "New Facilities" sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "New Facilities" sub program as part of the 2019–2020 budget and future capital works portfolio.
-

4. "STRATEGIC PARKS AND SPORT" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Strategic Parks and Sports" capital works portfolio sub-program.

The Interim Administrator informed the meeting that he or could reasonably be taken to have a perceived conflict of interest in Item 4, titled “Strategic Parks and Sport” Capital Works Portfolio Sub Program – Priority List of Projects 2019–2020.

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

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

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Strategic Parks and Sports” sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Strategic Parks and Sports” sub program as part of the 2019–2020 budget and future capital works portfolio.
-

5. “STREETSCAPE IMPROVEMENTS” CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the “Streetscape Improvements” capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Streetscape Improvements” sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Streetscape Improvements” sub program as part of the 2019–2020 budget and future capital works portfolio.
-

6. "DISTURBED LAND MANAGEMENT" CAPITAL WORKS PORTFOLIO SUB PROGRAM -
PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Disturbed Land Management" capital works portfolio sub program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Disturbed Land Management" sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Disturbed Land Management" sub program as part of the 2019–2020 budget and future capital works portfolio.
-

7. "FACILITY UPGRADES" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF
PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Facility Upgrades" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Facility Upgrades" sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Facility Upgrades" sub program as part of the 2019–2020 budget and future capital works portfolio.
-

8. "FLOOD MITIGATION" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF
PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Flood Mitigation" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Flood Mitigation” sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Flood Mitigation” sub program as part of the 2019–2020 budget and future capital works portfolio.
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9. MEMORANDUM OF UNDERSTANDING BETWEEN IPSWICH CITY COUNCIL AND BIRDS QUEENSLAND

With reference to a report by the Nature-based Recreation Officer dated 1 August 2018 concerning a proposal to enter into a Memorandum of Understanding (MoU) with Birds Queensland to develop and publish a Bird Places of Ipswich brochure.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council enter into a Memorandum of Understanding with Birds Queensland for the purpose of the cooperative development of a *Bird Places of Ipswich* brochure as outlined in the report by the Nature-based Recreation Officer dated 1 August 2018.
 - B. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Memorandum of Understanding to be executed by Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

10. HEALTHY ACTIVE SCHOOL TRAVEL PROGRAM

With reference to a report by the Active Transport Officer dated 2 August 2018 concerning the Healthy Active School Travel (HAST) Program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the proposed assessment criteria methodology to determine the ‘end of year funding’ for the Healthy Active School Travel Program (HAST), as detailed in the report by the Active Transport Officer dated 2 August 2018, to be implemented for the program through the online ‘SmartyGrants’ website.

11. IPSWICH WASTE SERVICES ANNUAL PERFORMANCE PLAN 2018–2019

With reference to a report by the Waste Services Manager dated 7 August 2018 concerning the Ipswich Waste Services Annual Performance Plan 2018–2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the 2018-2019 Ipswich Waste Services Annual Performance Plan and its supporting Service Specification, as detailed in Attachments A and B to the report by the Ipswich Waste Services Manager titled 'Ipswich Waste Services Annual Performance Plan 2018–2019' dated 7 August 2018, be adopted.

12. WORKS, PARKS AND RECREATION QUARTERLY ACTIVITY REPORT – APRIL TO JUNE 2018

With reference to a report by the Business Systems and Support Coordinator dated 28 August 2018 concerning the Works, Parks and Recreation quarterly activity report for April to June 2018.

RECOMMENDATION

That the report be received and the contents noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 9.13 am.

The meeting closed at 9.52 am.

CONSERVATION AND ENVIRONMENT COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones, Steve Greenwood and James Dickson (Observer)

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

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

1. **"ENVIROPLAN" CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020**

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the "Enviroplan" capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Enviroplan" sub program as part of the 2019–2020 and future capital works portfolio.
- B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the "Enviroplan" sub program as part of the 2019–2020 budget and future capital works portfolio.
- C. That the Chief Operating Officer (Works, Parks and Recreation), provide a report to a future meeting outlining a proposed Enviroplan Policy which includes the purpose and utilisation of the Enviroplan Levy and that a workshop with the Interim Management Committee be organised for later this calendar year to discuss the appropriate way forward.

Recommendation C above was endorsed by the Interim Administrator after the Interim Management Committee members discussed the implications and issues relating to the fact that the original intent of the Enviroplan Policy and Levy was for the acquisition of important environmental land for preservation by council, but this appears to have changed over time to now be for providing facilities and enhancements to land. The Interim Administrator formed the view that the merits of continuing the program should be assessed by council in the context of other options such as terminating the program or redefining the purpose and scope of the program.

2. “STORMWATER OFFSETS” CAPITAL WORKS PORTFOLIO SUB PROGRAM – PRIORITY LIST OF PROJECTS 2019–2020

With reference to a report by the Planning Officer (Open Space) dated 9 August 2018 concerning the “Stormwater Offsets” capital works portfolio sub-program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the prioritisation methodology, as detailed in the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Stormwater Offsets” sub program as part of the 2019–2020 and future capital works portfolio.
 - B. That the prioritised list of projects, as detailed in Attachment A to the report by the Planning Officer (Open Space) dated 9 August 2018, be considered when developing the “Stormwater Offsets” sub program as part of the 2019–2020 budget and future capital works portfolio.
-

03. OUTCOMES OF THE 2018–2019 NATURE CONSERVATION GRANTS PROGRAM AND ONGOING PROGRAM

With reference to a report by the Program Officer (Natural Environment) dated 10 September 2018 concerning the outcomes of the Nature Conservation Grants Program (NCG) for the 2018-2019 Financial Year, and a proposal for the ongoing program delivery.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the funding for the successful applicants in the 2018-2019 Round 1 of the Nature Conservation Grants Program be approved.
- B. That the Nature Conservation Grants Program review as outlined in the report by the Program Officer dated 10 September 2018, be adopted with the grant program opened for Round 2 for the 2018–2019 Financial Year.

- C. That the Nature Conservation Grants Program – Round 2 be promoted to applicants considered ineligible and unsuccessful from Round 1 and promoted to landholders who did not submit an application in Round 1 due to time constraints.
 - D. That the Nature Conservation Grants Program – Round 2, Landholder Guideline be endorsed.
-

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.05 am.

The meeting closed at 10.27 am.

LIBRARIES AND TOURISM COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones, Steve Greenwood and James Dickson (Observer)

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

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

The Libraries and Tourism Committee met to discuss general business matters relevant to committee.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.37 am.

The meeting closed at 10.57 am.

ARTS AND COMMUNITY DEVELOPMENT COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

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

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

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

1. **CYSTIC FIBROSIS QUEENSLAND LIMITED – UNSPENT FUNDS VARIATION**

With reference to a report by the Community Grants Officer dated 27 August 2018 concerning a Community Development Grant allocated to Cystic Fibrosis Queensland Ltd.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the request from Cystic Fibrosis Queensland Ltd to allocate the unspent funding of \$458.00 from the Community Development Grant allocated in January 2018 towards the Cystic Fibrosis Mother's Retreat which was held on 24-26 August 2018.

The Interim Management Committee noted that this approval was not intended to set any precedent; that future grant applications to any party would be managed on the basis that any surplus/unspent funds would be returned to council.

2. **TERMS OF REFERENCE – REGIONAL ARTS DEVELOPMENT FUND (RADF) COMMITTEE**

With reference to a report by the Community Grants Coordinator dated 29 August 2018 concerning the Regional Arts Development Fund (RADF) Committee.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Terms of Reference for the Regional Arts Development Fund (RADF) Committee as outlined in Attachment A of the report by the Community Grants Coordinator dated 29 August 2018, be approved.
 - B. That the Chief Operating Officer (Arts, Social Development and Community Engagement) submit a report to a future meeting in relation to members of the RADF Committee.
-

3. YOUNG PERFORMING ARTIST BURSARY

With reference to a report by the Community Grants Coordinator dated 10 August 2018 concerning a request for a Young Performing Artist Bursary from St Augustine's College.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council approve the provision of a Young Performing Artist Bursary to St Augustine's College in the amount of \$700.00 towards costs associated with participating in the DanceLife Unite National Dance Championships in Sydney.
 - B. That the Chief Operating Officer (Arts, Social Development and Community Engagement) review the framework for Young Performing Artist Bursaries with the view to aligning it with the other community grants programs and provide a report to a future meeting.
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4. CHRISTMAS/FESTIVE SEASON GRANTS 2018 APPLICATIONS

With reference to a report by the Community Grants Co-ordinator dated 28 August 2018 concerning the allocation of funds for the 2018 Christmas/Festive Season Grants Program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council provide funding in the amount of \$605.00 (ex-GST) to the AEIOU Foundation towards the Camira Kids Christmas Party.
- B. That Council provide funding in the amount of \$1,500.00 (ex-GST) to ALARA Qld Ltd towards the ALARA Annual Christmas Party for People with a Disability.

- C. That Council provide funding in the amount of \$523.00 (ex- GST) to the Anglican Parish of Rosewood towards the Marburg Community Carols Evening.
- D. That Council provide funding in the amount of \$1,500.00 (ex-GST) to Churches of Christ Care towards the Churches of Christ Care South West Fostering and Kinship Care Family Christmas Event.
- E. That Council provide funding in the amount of \$1,500.00 (ex-GST) to Churchill Baptist Church towards Carols in the Park.
- F. That Council provide funding in the amount of \$1,500.00 (ex-GST) to Collingwood Park State School P&C Association towards the Carols by Torchlight.
- G. That Council provide funding in the amount of \$687.75 (ex-GST) to FOCAL Community Living Inc. towards the Focal Christmas in the Park event.
- H. That Council provide funding in the amount of \$1,500.00 to Ipswich Central State School Parents and Citizens' Association towards Carols at Central.
- I. That Council provide funding in the amount of \$1,000.00 (ex-GST) to Kruger Parade Baptist Church towards the Kruger Parade Community Christmas Carols.
- J. That Council provide funding in the amount of \$1,312.50 (ex-GST) to Leichhardt Baptist Church towards the Leichhardt Community Christmas Carols.
- K. That Council provide funding in the amount of \$1,500.00 to Lions Club of Rosewood towards the Rosewood Lions Christmas Street Carnival.
- L. That Council provide funding in the amount of \$1,500.00 (ex-GST) to LiveCity Church towards the Redbank Plains Community Christmas Carols.
- M. That Council provide funding in the amount of \$1,000.00 (ex-GST) to Marburg and District Agricultural and Industrial association towards the Christmas Carnival.
- N. That Council provide funding in the amount of \$1,303.19 (ex-GST) to Multicultural Development Australia towards the Redbank Plains Christmas Outdoor Cinema.
- O. That Council provide funding in the amount of \$60.00 to the Pine Mountain and Districts Progress Association towards the Christmas Carols in the Park.
- P. That Council provide funding in the amount of \$1,500.00 to Raceview Congregational Fellowship Inc. towards Raceview Christmas Carols under the Christmas Tree.
- Q. That Council provide funding in the amount of \$911.00 (ex-GST) to the Richmond Fellowship of Queensland towards Consumer Christmas Lunch/Party.
- R. That Council provide funding in the amount of \$910.43 to Rosewood and District Ministers Association towards the Rosewood Community Christmas Carols.

- S. That Council provide funding in the amount of \$1,500.00 (ex-GST) to Shiloh Christian Family Centre towards the Western Gateway Christmas Carols.
 - T. That Council provide funding in the amount of \$1,000.00 (ex-GST) to Springfield Christian Family Ltd towards the Christmas Carols in Robelle Park.
 - U. That Council provide funding in the amount of \$1,500.00 to the Movement Crew towards a Movement Christmas Party.
 - V. That Council provide funding in the amount of \$637.50 (ex-GST) to The Pyjama Foundation towards the Ipswich Christmas Party 2018.
 - W. That Council provide funding in the amount of \$1,500.00 (ex-GST) to the Tivoli Social Enterprises Ltd towards the Ipswich Community Christmas Spectacular.
 - X. That Council provide funding in the amount of \$1,062.95 (ex-GST) to Westside Community Care for the Christmas Day Community Morning Tea.
 - Y. That Council provide funding in the amount of \$233.87 (ex-GST) to Women's Crisis Support Service Inc. towards the Christmas Pool Party.
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5. **CLOSURE OF CIVIC CENTRE – CHRISTMAS 2018 AND JANUARY 2019 HOLIDAY PERIOD**

With reference to a report by the Civic Centre and Performing Arts Manager dated 23 August concerning the closure of the Civic Centre over the 2018 Christmas holiday period from Monday, 17 December 2018, and reopening to the public and internal patrons on Monday, 21 January 2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the closure of the Civic Centre for the 2018–2019 Christmas and New Year holiday period as outlined in the report by the Civic Centre and Performing Arts Manager dated 23 August 2018.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 11.09 am.

The meeting closed at 11.22 am.

HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

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

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

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

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

With reference to a report by the Principal Officer (Business Operations) dated 3 September 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.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 11.33 am.

The meeting closed at 11.48 am.

PLANNING, DEVELOPMENT AND HERITAGE COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

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

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

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

1. CHANGE REPRESENTATIONS – MATERIAL CHANGE OF USE (CARETAKER RESIDENTIAL)

With reference to a report by the Development Planning Manager concerning a material change of use of premises for 62 Austin Street, New Chum.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the applicant be advised that development approval no. 3307/2018/MCU is changed as specified in Attachment A and be given a negotiated decision notice as specified in Attachment A.
- B. That the applicant be given a replacement infrastructure charges notice for the development.

ATTACHMENT A – NEGOTIATED DECISION NOTICE

1. Decision Details:

Development	Approval Type	Decision	Currency Period
Material Change of Use - Caretaker Residential	Development Permit	Approved in full subject to the conditions set out in Attachment A	6 years

2. Conditions of Assessment Manager (Ipswich City Council)

Refer to Attachment A for Assessment Manager conditions.

3. Approved Plans Specifications and Drawings

The approved plans, specifications and drawings for this development approval are:

- (a) The plans and documents referred to in the table below (including the amendments that are required to be made to those plans and documents); and
- (b) Where the amended version of the plans and documents referred to in the table below have been approved by the Assessment Manager, the amended version of those plans and documents.

The plans referenced below are included as Attachment B of this decision notice.

APPROVED PLANS				
Reference No.	Description & Revision No.	Prepared By	Date	Amendments Required
Aspect of development: material change of use				
BES170404.01	Overall Site Layout Revision A	CDM Smith	Notated in red by Council on 13 June 2018	This approval relates only to the caretakers residence as identified on the plan, and does not imply approval of any other component shown.
BES170404.01	Caretakers Residence	CDM Smith	1 May 2018	N/A

4. Referral Agencies

Not applicable to this decision.

5. Variation Approval

Not applicable to this decision.

6. Further Development Permits

Further development permits, as required by the *Planning Act 2016*, must be obtained before the development can be carried out in respect of any building works and plumbing works in relation to this approval prior to the commencement of use pursuant to the *Planning Act 2016*.

7. Environmental Authority

Not applicable to this decision.

8. Properly Made Submissions

Not applicable to this decision.

9. Currency period for the approval (section 85 of *Planning Act 2016*)

The currency period for this approval is as outlined in part 1 – ‘decision details’ of this decision notice, starting the day the approval takes effect. Unless the currency period is extended by the Assessment Manager pursuant to section 87 of the *Planning Act 2016*, this development approval lapses in accordance with section 85 of the *Planning Act 2016*.

10. When approval lapses if development started but not completed— variation approval

Not applicable to this decision.

11. Other requirements under section 43 of the *Planning Regulation 2017*

Not applicable to this decision.

12. Trunk Infrastructure

Not applicable to this decision.

13. Infrastructure Charges

- (a) Council will give an infrastructure charges notice for this development pursuant to section 119 of the *Planning Act 2016*.
- (b) From 1 July 2014, the Central SEQ Distributor-Retailer Authority (QUU) will issue all Infrastructure Charges Notices for charges relating to water and wastewater. For further information, it is recommended that you contact QUU’s developer customer service team on (07) 3432 2200.

14. Submitting Change Representations to Request a Negotiated Decision Notice

In accordance with section 75 of the Planning Act 2016, the applicant may submit change representations to request a negotiated decision notice, during the applicant's appeal period, about changing a matter in the development approval (other than a matter stated because of a referral agency response or a development condition imposed under a direction by the Minister).

The applicant's appeal period is 20 business days, and any change representations must be submitted and assessed during this time, unless the applicant suspends the appeal period. To ensure both the applicant and the assessment manager have sufficient time to consider the change representations, it is recommended that the applicant suspend the appeal period (refer to section 75(2) of the Planning Act 2016) prior to submitting their change representations. This will allow an additional 20 business days for the applicant to submit their change representations, if required, and up to 20 business days for the assessment manager to consider the representations from the date the change representations are received.

Ipswich City Council does not charge an application fee for the submission of change representations.

For more information, please refer to the State Government's fact sheet on Change Representations: <https://dilgpprd.blob.core.windows.net/general/factsheet-change-representations.pdf>.

15. Appeal Rights

Applicant's appeal rights

You have appeal rights in relation to this decision. An appeal may be made against, as applicable:

- the refusal of part of the development application; or
- a provision of the development approval; or
- if a development permit was applied for, the decision to give a preliminary approval.

An appeal must be started within 20 business days after this notice is given to you.

An appeal may be made to the Planning and Environment Court or, for certain matters which are identified in section 1(2) of Schedule 1 of the *Planning Act 2016*, to a development tribunal.

An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

An extract from the *Planning Act 2016* about appeal rights is attached to this decision notice.

Attachment A
Assessment Manager's Conditions
File No: 3307/2018/MCU
Location: 62 Austin Street, NEW CHUM QLD 4303
Proposal: Material Change of Use - Caretaker Residential

<u>Assessment Manager (Ipswich City Council) Conditions</u> <i>Conditions applicable to this approval under the Planning Act 2016</i>		
No.	Condition	The time by which the condition must be met, implemented or complied with

1.	Basis of Approval	
	<p>This approval incorporates as a condition, the applicant's common material (as defined in Schedule 24 – Dictionary of the Planning Regulation 2017) for the application and adherence to all relevant Council Local Laws and/or the <i>Ipswich Planning Scheme</i> (including Planning Scheme Policies) unless otherwise varied by this approval or varied by a condition of this approval.</p> <p>Note: Any variation in the development from that approved herein may constitute assessable development pursuant to the Planning Act 2016.</p>	From the commencement of the construction of the development and at all times thereafter.
2.	Minor Alterations	
	Notwithstanding the requirements detailed in this approval, any other minor alterations accepted in writing by the assessment manager will suffice.	At all times after the approval is granted.
3.	Development Plans	
	The applicant must undertake the development generally in accordance with the approved plans outlined in part 3 of this development permit.	From the commencement of the construction of the development and at all times thereafter.
4.	Hours of Construction	
	Unless otherwise approved in writing by the assessment manager, construction works must only occur within the hours as defined in <i>Planning Scheme Policy 3 – General Works Part 5, Section 5.1.3.</i>	At all times during construction of the development.

5.	Written Acknowledgement and Advice to Future Occupants	
(a)	The applicant must submit to Council a written acknowledgment of the potential residential amenity impacts for the caretaker residential use as a result of the use being located on land approved for industrial purposes.	Prior to the commencement of the use.
(b)	The applicant must advise all future occupants of the caretaker residential use of potential amenity impacts as a result of the use being located on land approved for industrial purposes.	At all times after the approval is granted.

6.	Limits to Approval	
(a)	Unless otherwise approved in writing by the assessment manager, the caretaker residential use must only be occupied by one (1) person at any given time.	From the commencement of the use and at all times thereafter.
(b)	Unless otherwise approved in writing by the assessment manager, the occupant of the caretaker residential use must be an employee of Chip Tyre Pty Ltd.	From the commencement of the use and at all times thereafter
(c)	The caretaker residential use must cease and be removed from the site.	Upon the commencement of the Special Industry Pyrolysis Plant approved as part of application 5627/2016.

7.	Further Works	
(a)	The applicant must take due regard of all existing services when undertaking works associated with this development.	During the construction of the development and prior to commencement of use.
(b)	The applicant must alter any services when the relevant authority or assessment manager determines that works associated with this development has an impact upon any existing services.	During the construction of the development and prior to commencement of use.
(c)	The applicant must reinstate all disturbed verge areas with turf.	Prior to commencement of use.

Assessment Manager (Ipswich City Council) Advice

The following advice is offered for your information only and should not be viewed as mandatory conditions of this approval.

1.	Liability
	The land to which this approval relates <i>is currently located within an industrial use zone and the sensitive use may therefore experience amenity and safety impacts associated with the existing and future uses.</i> Council, and its servants and agents, accept no liability or responsibility for any loss or damage to person or property of whatever nature or however caused as the direct or indirect consequence of the granting of the approval herein contained. Such approval has been granted at the request of the applicant and in reliance of information submitted by the applicant in support thereof.
2.	Fire Ants
(a)	In accordance with the <i>Biosecurity Act 2014</i> and the <i>Biosecurity Regulation 2016</i> , the State of Queensland has implemented movement controls in areas (Fire Ant Biosecurity Zones) of Queensland where the Red Imported Fire Ant (ant species <i>Solenopsis invicta</i>) has been detected.
(b)	It is a legal obligation to report any sighting or suspicion of Fire Ants within 24 hours to Biosecurity Queensland on 13 25 23 (24hrs). It should be noted that works involving movements of all materials associated with earthworks (import and export) within a fire ant biosecurity zone is subject to movement controls and failure to comply with the regulatory provisions is an offence under the Biosecurity Act 2014. The Fire Ant Biosecurity Zones, as well as general information can be viewed on the Department of Agriculture and Fisheries website www.daf.qld.gov.au/fireants .
(c)	The land over which you have made a development application is within a Fire Ant Biosecurity Zone. The presence of Fire Ants on the site may affect the nature, form and extent of works permitted on the site. In view of this it will be necessary for you to contact Biosecurity Queensland to investigate the site and for you to implement any necessary matters required prior to the commencement of any works.
3.	Local Government Regulation 2012
	This property may be subject to the provision of Section 116 of the <i>Local Government Regulation 2012</i> . This section of the regulation limits any increase in rates to a predetermined percentage. In accordance with Council's budget and rating resolutions, if the property is sold or reconfigured in any way (eg subdivision, dedication or partial dedication, amalgamation) this benefit will no longer apply. For further information please contact the Ipswich City Council Customer Contact Centre on (07) 3810 6666.
4.	Section 73 of the Planning Act 2016
	Pursuant to section 73 of the Planning Act 2016, a development approval including any conditions of approval is binding on the owner, the owner's successor in title and any occupier of the land.

INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice is issued by Council and relates to charges for the purposes of local government trunk infrastructure networks (transport, public parks and community facilities).

Application No:	3307/2018/MCU
Real Property Description:	Lot 251 S 3185 TO DEPTH 15.24M
Property Location:	62 Austin Street, NEW CHUM QLD 4303
Development Approval Details:	In accordance with Development Approval 3307/2018/MCU
Relevant Infrastructure Charges Resolution:	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2018
Levied Charge:	\$4,759.00
Does the maximum adopted charge apply:	No
Does an Offset or Refund apply:	No

Levied Charge Calculation:

Charge Category and Use	Applied Adopted Charge (see Table 1)	Demand	Levied Charge Relief	Levied Charge
Caretaker's Accommodation	\$4,759.00 Transport (Charge area: 22)	<u>Development Demand</u> 1 x 1 bedroom caretaker's acc. 1 x \$4,759.00 = \$4,759.00 <u>Demand Credit</u> Nil <u>Additional Demand</u> \$4,759.00	0% factor of charges relief	\$4,759.00 Transport \$4,759.00 Total Charge

Applied Adopted Charge	See Attachment 1 for an example calculation of the Applied Adopted Charge.
<u>Details of Payment</u>	
Payment Details:	<p>Payment of the infrastructure charges must be made to Ipswich City Council.</p> <p>It is advised that credit cards, personal and/or company cheques cannot be accepted as payment for the above infrastructure charges. The only acceptable forms of payments are cash (EFT payments included) or bank cheques. The payee must quote the development application reference number when making payment.</p>
Due date for payment	Payment of the levied charges is required when the change happens unless otherwise stated in an infrastructure agreement.
Automatic increases of levied charge:	<p>The levied charges outlined in this notice will be automatically increased, from the date of the charges notice to the date of the payment, by the lesser of the following amounts—</p> <ul style="list-style-type: none"> (i) the difference between the levied charge and the maximum adopted charge Council could have levied for the development when the charge is paid; (ii) the increase worked out using the PPI, adjusted according to the 3-yearly PPI average, for the period starting on the day the levied charge is levied and ending on the day it is paid. <p>‘3-yearly PPI average’ and ‘PPI’ have the meanings given in the <i>Planning Act 2016</i>.</p>
<u>General Information</u>	
GST:	GST does not apply to payments or contributions made by developers to Government which relate/s to an application for the provision, retention, or amendment of a permission, exemption, authority or licence (however described) under the Planning Act 2016..
Authority for the charge:	The levied charges in this notice are payable in accordance with the <i>Planning Act 2016</i> .
How the charge is calculated:	<p>The levied charge for the development is to be worked out by Council as follows:</p> $LC = ((AC \times AD) - LCR) - D$ <p>Where:</p> <p>LC is the levied charge for the development, which cannot be less than zero.</p> <p>AC is the applied adopted charge for the development.</p> <p>AD is the additional demand for the development.</p> <p>LCR is the levied charge relief for the development.</p> <p>D is the discount for the prescribed financial contribution.</p>

Offsets and refunds No offset or refund applies to this infrastructure charge notice unless otherwise specified in an infrastructure agreement.

Appeals: Pursuant to chapter 6, part 1 and schedule 1 of the *Planning Act 2016* a person may appeal against an infrastructure charges notice.

When this notice stops having effect: In accordance with section 119(11) of the *Planning Act 2016*, this notice stops having effect to the extent the development approval stops having effect.
Water and Wastewater Charges This notice does not include water and wastewater charges. A charge notice for the distributor retailer networks charges will be provided separately by Queensland Urban Utilities.

ATTACHMENT 1 – INFRASTRUCTURE CHARGES CALCULATION METHODOLOGY

Table 1: Applied Adopted Charge (MCU)

	New Chum	
Network	Charge Area	Charge
Transport	22	\$4,759.00
Public Parks	N/A	\$0.00
Community Facilities	N/A	\$0.00
Local Government Trunk Infrastructure Network Charge (LNC)		\$4,759.00
Water Supply	N/A	\$0.00
Sewerage	51	\$1,943.00
Distributor Retailer Trunk Infrastructure Network Charge (DNC)		\$1,943.00
Total Trunk Infrastructure Network Charge (Total NC)		\$6,702.00
Maximum Adopted Charge		\$20,239.95
Adopted Charge (AC)		<u>\$4,759.00[#]</u>
Notes	The Total NC is less than the Maximum Adopted Charge and therefore the charge is applied in accordance with the Ipswich Adopted Infrastructure Charges Resolution (No. 1) 2017	

[#] The AC is LNC/Total NC x MAC

Decision Date: 15 June 2018

Council gives this infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

Appeal Rights

You have appeal rights in relation to this notice. An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds:

(a) the notice involved an error relating to:

(i) the application of the relevant adopted charge; or

Examples of errors in applying an adopted charge:

- the incorrect application of gross floor area for a non-residential development

- applying an incorrect 'use category', under a regulation, to the development

(ii) the working out of extra demand, for section 120 of the *Planning Act 2016*; or

(iii) an offset or refund; or

(b) there was no decision about an offset or refund; or

(c) if the infrastructure charges notice states a refund will be given - the timing for giving the refund; or

(d) for an appeal to the Planning and Environment Court – the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.

To remove any doubt, the *Planning Act 2016* declares that an appeal against an infrastructure charges notice must not be about:

(a) the adopted charge itself; or

(b) for a decision about an offset or refund:

(i) the establishment cost of trunk infrastructure identified in a local government infrastructure plan; or

(ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

An appeal must be started within 20 business days after the infrastructure charges notice is given to you.

An appeal may be made to the Planning and Environment Court or to a development tribunal.

An appeal is started by lodging a notice of appeal with the registrar of the Planning and Environment Court or a development tribunal, as applicable. The notice of appeal must be in the approved form, succinctly state the grounds of the appeal and be accompanied by the required fee.

An appellant to the Planning and Environment Court must give a copy of the notice of appeal, within 10 business days after the appeal is started, to the persons identified in section 230(3) of the *Planning Act 2016*. A person who is appealing to the Planning and Environment Court must comply with the rules of the court that apply to the appeal.

Chapter 6, Part 1 and Schedule 1 of the *Planning Act 2016* sets out further information about appeal rights.

Attached is an extract from the *Planning Act 2016* about appeal rights.

INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice is issued by Council and relates to charges for the purposes of local government trunk infrastructure networks (transport, public parks and community facilities).

Application No:	3307/2018/MCU
Real Property Description:	Lot 251 S 3185 TO DEPTH 15.24M
Property Location:	62 Austin Street, NEW CHUM QLD 4303
Development Approval Details:	In accordance with Development Approval 3307/2018/MCU
Relevant Infrastructure Charges Resolution:	Ipswich City Council Adopted Infrastructure Charges Resolution (No. 1) 2018
Levied Charge:	\$4,759.00
Does the maximum adopted charge apply:	No
Does an Offset or Refund apply:	No

Levied Charge Calculation:

Charge Category and Use	Applied Adopted Charge (see Table 1)	Demand	Levied Charge Relief	Levied Charge
Caretaker's Accommodation	\$4,759.00 Transport (Charge area: 22)	<u>Development Demand</u> 1 x 1 bedroom caretaker's acc. 1 x \$4,759.00 = \$4,759.00 <u>Demand Credit</u> Nil <u>Additional Demand</u> \$4,759.00	0% factor of charges relief	\$4,759.00 Transport \$4,759.00 Total Charge

2. AREA DEVELOPMENT PLAN – RECONFIGURE OF ONE (1) LOT INTO TWO (2) MANAGEMENT LOTS

With reference to a report by the Development Planning Manager concerning an area development plan for premises at 7004 Barry Alexander Drive, Springfield Central.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the applicant be advised that development application no. 5710/2018/ADP is approved in full subject to the conditions specified in Attachment A.
- B. That the applicant be given approved plans for the development as specified in part 3 of the decision notice and included in Attachment B.
- C. That a copy of this decision be forwarded to the Central SEQ Distributor-Retailer Authority and the Central SEQ Distributor-Retailer Authority be advised that an Infrastructure Charges Notice may be applicable for charges relating to water and wastewater pursuant to section 119(3)(b) of the *Planning Act 2016*.

Attn: The Chief Executive Officer
Queensland Urban Utilities
GPO Box 2765
BRISBANE QLD 4001

- D. That the Springfield EP Register of the Springfield Infrastructure Agreement be updated to include the following transactions:

Proposed Lot 509: 0.725EP (existing Lot 508) plus 11.4.475EP = 115.2EP
Proposed Lot 510: 240EP

All EP's are to be transferred from the balance EPs that are yet to be allocated post execution of the Springfield Town Centre Infrastructure Agreement.

1. Decision Details:

Development	Approval Type	Decision	Currency Period
Area Development Plan “For Reconfiguring Purposes Only” to reconfigure one (1) management lot into two (2) management lots	Development Permit	Approved in full subject to the conditions set out in Attachment A	2 years

2. Conditions of Assessment Manager (Ipswich City Council)

Refer to Attachment A for Assessment Manager conditions.

3. Approved Plans Specifications and Drawings

The approved plans, specifications and drawings for this development approval are:

- (a) The plans and documents referred to in the table below (including the amendments that are required to be made to those plans and documents); and
- (b) Where the amended version of the plans and documents referred to in the table below have been approved by the Assessment Manager, the amended version of those plans and documents.

The plans referenced below are included as Attachment B of this decision notice.

APPROVED PLANS				
Reference No.	Description & Revision No.	Prepared By	Date	Amendments Required
Aspect of development: all				
WC005605-PA2-2-2	Plan of Subdivision, Rev. 2	Landpartners Limited	2 July 2018	N/A

4. Referral Agencies

Not applicable to this decision.

5. Further Development Permits

Further development permits, as required by the *Planning Act 2016*, must be obtained before the development can be carried out in respect of any Area Development Plans, Material Change of Use, Reconfiguring a Lot, Operational Works, Building Works and Plumbing Works before any future works are commenced.

6. Environmental Authority

Not applicable to this decision.

7. Properly Made Submissions

Not applicable to this decision.

8. Currency period for the approval (section 85 of Planning Act 2016)

The currency period for this approval is as outlined in part 1 – ‘decision details’ of this decision notice, starting the day the approval takes effect. Unless the currency period is extended by the Assessment Manager pursuant to section 87 of the *Planning Act 2016*, this development approval lapses in accordance with section 85 of the *Planning Act 2016*.

9. When approval lapses if development started but not completed— variation approval

Not applicable to this decision.

10. Infrastructure

Not applicable to this decision.

11. Infrastructure Charges

- (a) No infrastructure charges have been levied by Council for the proposed development.
- (b) From 1 July 2014, the Central SEQ Distributor-Retailer Authority (QUU) will issue all Infrastructure Charges Notices for charges relating to water and wastewater. For further information, it is recommended that you contact QUU’s developer customer service team on (07) 3432 2200.

12. Resolution of Disputes or Differences

Any person, including any applicant to the Council for approval, any person relying on or affected by such decision may give notice of a dispute or difference.

A notice outlining the dispute or difference must be given to the Chief Executive Officer of the Council by hand delivery or certified mail, no later than 14 calendar days after the dispute or difference arises or within 14 calendar days of the facts or circumstances giving rise to the dispute or difference becoming known to that person or within 14 calendar days after such facts or circumstances ought to have become known to that person, whichever is the earliest.

The notice of dispute must identify the subject matter of the dispute or difference and the provision(s) of the Springfield Structure Plan in respect of which the dispute or difference arises and such notice shall contain or be accompanied by adequate particulars of the dispute or difference and all relevant written material relating thereto.

Section 11 of the Springfield Structure Plan sets out further information about the resolution of disputes or differences. An extract from the Springfield Structure Plan about the resolution of disputes or differences is attached to this decision notice.

Attachment A
Assessment Manager's Conditions
File No: 5710/2018/ADP
Location: 7004 Barry Alexander Drive, SPRINGFIELD CENTRAL QLD 4300
Proposal: Area Development Plan to reconfigure one (1) lot into two (2) management lots

<u>Assessment Manager (Ipswich City Council) Conditions</u> <i>Conditions applicable to this approval under the Planning Act 2016</i>		
No.	Condition	The time by which the condition must be met, implemented or complied with

1.	Basis of Approval	
	<p>This approval incorporates as a condition, the applicant's common material (as defined in <i>Schedule 24 – Dictionary of the Planning Regulation 2017</i>) for the application and adherence to all relevant Council Local Laws and/or the <i>Ipswich Planning Scheme</i> (including Planning Scheme Policies) unless otherwise varied by this approval or varied by a condition of this approval.</p> <p>Note: Any variation in the development from that approved herein may constitute assessable development pursuant to the <i>Planning Act 2016</i>.</p>	From the commencement of the construction of the development and at all times thereafter.
2.	Minor Alterations	
	Notwithstanding the requirements detailed in this approval, any other minor alterations accepted in writing by the assessment manager will suffice.	At all times after the approval is granted.
3.	Rates in Arrears	
	The applicant must pay any outstanding rates and other expenses as a charge against the land in accordance with the provisions of the <i>Planning Act 2016</i> .	Prior to the assessment manager signing the subdivision plan.
4.	Limits to Approval	
(a)	In accordance with Clause 2.2.4.1 of the Springfield Structure Plan, proposed Lots 509 and 510 (ie. the management lots) are approved for "reconfiguration purposes only" and must not be used or developed (for any purpose) until approval of a subsequent Area Development Plan which provides for the use and/or development of such land.	At all times after the approval is granted.

(b)	In accordance with Section 16 of the Springfield Infrastructure Agreement, management lots must not be transferred without the prior written consent of Council.	At all times after the approval is granted.
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5.	Subdivision Plan	
	The applicant must submit to the assessment manager a subdivision plan generally in accordance with the approved plans outlined in part 3 of the development permit.	Prior to the assessment manager signing the relevant subdivision plan.

6.	Hours of Construction	
	Unless otherwise approved in writing by the assessment manager, construction works must only occur within the hours as defined in <i>Planning Scheme Policy 3 – General Works Part 5, Section 5.1.3.</i>	At all times during construction of the development.

7.	Locality References	
(a)	<p>The applicant must ensure any place name, estate name or development name used in respect of this development in any form of advertising or communication (excluding a reference to a building, structure or the like and excluding minor, subsidiary signage within a development to Council's satisfaction) must specify the relevant, approved place name under the <i>Place Names Act 1994</i> and must comply with the following:</p> <ul style="list-style-type: none"> (i) Be in the same colour, background colour, typeface, font, font characteristics and character spacing as the place/estate/development name; (ii) Be in lettering at least 50% of the size of the place/estate/development name; (iii) Be in the same orientation as the place/estate/development name; and (iv) Be in either title case or all in upper case. 	At all times after the approval is granted.
(b)	The applicant must not at any time refer to the location of the site or the development, including the place or estate, as being located in Brisbane or a Brisbane suburb or in the metropolitan area or in the western suburbs.	At all times after the approval is granted.

8.	Erosion Control	
	The applicant must provide sufficient grass (or equivalent) cover to prevent both rill and sheet erosion for all unpaved and disturbed areas.	Prior to the assessment manager signing the relevant subdivision plan.

9.	Further Works	
(a)	The applicant must take due regard of all existing services when undertaking works associated with this development.	During the construction of the development and prior to the assessment manager signing the subdivision plan.
(b)	The applicant must alter any services when the relevant authority or assessment manager determines that works associated with this development has an impact upon any existing services.	During the construction of the development and prior to the assessment manager signing the subdivision plan.
(c)	The applicant must reinstate all disturbed verge and open space areas with turf (including provision of topsoil to minimum depth of 50mm).	During the construction of the development and prior to the assessment manager signing the subdivision plan.

Assessment Manager (Ipswich City Council) Advice

The following advice is offered for your information only and should not be viewed as mandatory conditions of this approval.

1.	Indigenous Cultural Heritage
	<p>The Applicant is advised to ensure that any development obligations pursuant to the provisions of the <i>Aboriginal Cultural Heritage Act 2003</i>, the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i> are complied with in respect to the proposed development. Applicants, developers and landowners have a duty of care under the legislation where items of cultural heritage significance are located, even if those items have not been previously recorded in a database.</p> <p>For more information, the applicant may seek information from the Registered Aboriginal Cultural Heritage Body for the Ipswich Region, the cultural heritage database, or seek the advice of the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs.</p>
2.	Springfield Structure Plan
	<p>Pursuant to Clause 10.2.5 of the Springfield Structure Plan a person must not remove, destroy or interfere with any identified cultural heritage resource of either aboriginal or European origin or item of the Queensland Estate.</p>
3.	Springfield Infrastructure Agreement
	<p>Pursuant to Clause 222 of the Springfield Infrastructure Agreement, management lots must not be transferred without the prior written consent of the Council. Any request to transfer the ownership of a management lot may be subject to conditions pursuant to Clause 223 of the Agreement.</p>
4.	Fire Ants
(a)	<p>In accordance with the <i>Biosecurity Act 2014</i> and the <i>Biosecurity Regulation 2016</i>, the State of Queensland has implemented movement controls in areas (Fire Ant Biosecurity Zones) of Queensland where the Red Imported Fire Ant (ant species <i>Solenopsis invicta</i>) has been detected.</p>
(b)	<p>It is a legal obligation to report any sighting or suspicion of Fire Ants within 24 hours to Biosecurity Queensland on 13 25 23 (24hrs). It should be noted that works involving movements of all materials associated with earthworks (import and export) within a fire ant biosecurity zone is subject to movement controls and failure to comply with the regulatory provisions is an offence under the <i>Biosecurity Act 2014</i>. The Fire Ant Biosecurity Zones, as well as general information can be viewed on the Department of Agriculture and Fisheries website www.daf.qld.gov.au/fireants.</p>
(c)	<p>The land over which you have made a development application is within a Fire Ant Biosecurity Zone. The presence of Fire Ants on the site may affect the nature, form and extent of works permitted on the site. In view of this it will be necessary for you to contact Biosecurity Queensland to investigate the site and for you to implement any necessary measures prior to the commencement of any works.</p>

5.	Local Government Regulation 2012
	This property may be subject to the provision of Section 116 of the <i>Local Government Regulation 2012</i> . This section of the regulation limits any increase in rates to a predetermined percentage. In accordance with Council's budget and rating resolutions, if the property is sold or reconfigured in any way (eg subdivision, dedication or partial dedication, amalgamation) this benefit will no longer apply. For further information please contact the Ipswich City Council Customer Contact Centre on (07) 3810 6666.

6.	Section 73 of the Planning Act 2016
	Pursuant to section 73 of the <i>Planning Act 2016</i> , a development approval including any conditions of approval is binding on the owner, the owner's successor in title and any occupier of the land.

7.	Easement Documentation
	The documentation associated with easements may be prepared by the applicant in a form satisfactory to Council's city solicitor, or the applicant may submit easement plans, only where Council is party to the easements, to Council for the preparation of easement documents at the applicant's expense.

3. COMBINED AMENITY AND AESTHETICS AND SITING REFERRAL AGENCY APPLICATION

With reference to a report by the Building and Plumbing Manager concerning a combined amenity and aesthetics and siting referral agency application for premises at 50 Fernvale Road, Brassall.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the applicant be advised that referral agency application no. 1938/2018/BR is approved subject to the following conditions.

1. Building Use:

The carport and shed must only be used for general storage ancillary to the residential use of the lot and not for habitable, community, business, commercial, industrial or other non-residential purpose.

2. Site Development:

The site development shall be undertaken generally in accordance with the following drawings:

Site Plan	1938/18/BR	Dated	Approved Date
Carport Details	1938/18/BR	Dated	Approved Date
Shed Details	1938/18/BR	Dated	Approved Date

Any alterations or additions marked on the approved plans and/or the specifications by Council shall be carried into effect.

3. Enclosure of Carport

Walling, lining, enclosure or installation of doors to the carport is not permitted.

4. Vehicle Access:

Vehicle access to the property is permitted via the existing access from Fernvale Road. Any new or additional driveway access points are not permitted without Council approval.

4. COMMENT ON LIQUOR LICENCE APPLICATION

With reference to a report by the Engineering and Environment Manager concerning an application for commercial other subsidiary on premises – meals, for premises at Shop 328, 1 Collingwood Drive, Redbank.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the proposed hours are inconsistent with the hours of operation permitted within the *Planning Scheme* Major Centres Zone where the restaurant is located. The approved hours of operation are Monday to Sunday, 6.00am – 10.00pm.
- B. That a material change of use application would be required for the proposed extended hours and advice should be sought from Council's Development Planning Branch on 3810 6666 or via <http://www.ipswichplanning.com.au/development-planning/development-planning>.

5. EXERCISE OF DELEGATIONS REPORT

With reference to a report by the Administration and Project Coordinator dated 3 September 2018 concerning applications determined by delegated authority.

RECOMMENDATION

That the report be received and the contents noted.

6. COURT ACTION STATUS REPORT

With reference to a report by the Development Planning Manager dated 3 September 2018 concerning the status of outstanding court actions.

RECOMMENDATION

That the report be received and the contents noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.00 pm.

The meeting closed at 12.07 pm.

ECONOMIC DEVELOPMENT AND DIGITAL CITY COMMITTEE NO. 2018(09)

11 SEPTEMBER 2018

REPORT

MEMBER'S ATTENDANCE:

Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE:

Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones,
Steve Greenwood and James Dickson (Observer)

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

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

The Economic Development and Digital City Committee met to discuss general business matters relevant to committee.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.21 pm.

The meeting closed at 12.36 pm.

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(10)

11 SEPTEMBER 2018

REPORT

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

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

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

1. **PROPOSED NEW LEASE FOR TELECOMMUNICATIONS PURPOSES – OPTUS MOBILE PTY LIMITED – 65 BRAESIDE ROAD, BUNDAMBA DESCRIBED AS PART OF LOT 2 ON SP230106 DIVISION 4**

With reference to a report by the Senior Property Officer dated 27 August 2018 concerning a proposal from Optus Mobile Pty Limited (Optus) for a lease renewal over an existing area to accommodate the Optus equipment shelter over Council freehold land located at 65 Braeside Road, Bundamba described as part of Lot 2 on SP230106.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) the exceptions under sections 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at 65 Braeside Road, Bundamba and described as part of Lot 2 on SP230106, by way of a renewed leasehold arrangement between Council and Optus Mobile Pty Limited for a consideration sum of \$16,000.00 per annum (excluding GST).
 - B. That Council enter into a lease with Optus Mobile Pty Limited ("the Lessee") for a period of ten (10) years.
 - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

2. TRUSTEE LEASE – 63 NICHOLAS STREET, IPSWICH – LOT 4 ON CPI16193 – THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA IPSWICH SUB BRANCH INC. – DIVISION 7

With reference to a report by the Senior Property Manager dated 29 August 2018 concerning a new Trustee Lease for 63 Nicholas Street, Ipswich known as Lot 4 on CPI16193 between Ipswich City Council (Council) and the Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (“the Regulation”), that the exception under sections 236(1)(b)(ii) of the Regulation applies to the disposal of the Trustee Leasehold interest located at 63 Nicholas Street, Ipswich and described as Lot 4 on CPI16193 (“the land”), by way of a leasehold arrangement between Council and Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL).
- B. That Council enter into a Trustee Lease with Returned and Services League of Australia Ipswich Sub Branch Inc. (RSL) (“the tenant”) for a period of ten (10) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee Lease to be executed by the Interim Administrator of Ipswich City Council and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.

3. CONSENT OF EASEMENT OVER LAND – 31 DAYDREAM CRESCENT AND 15 STRADBROKE CRESCENT, SPRINGFIELD LAKES

With reference to a report by the Senior Property Officer dated 13 August 2018 concerning two new easements being Easement V in Lot 9004 on SP292715 on SP300728 (15 Stradbroke Crescent Springfield Lakes) and Easement U in Lot 9003 on SP284995 on SP300728 (31 Daydream Crescent Springfield Lakes) in favour of Queensland Urban Utilities (QUU) for water purposes within Stage 2 of the Peninsula in Springfield Lakes.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the easement interests of Lot 9003 and Lot 9004 on SP300728 (“the land”), by way of two new easements between Council and Queensland Urban Utilities (“QUU”).
 - B. That Council grant easement U and V, as detailed in the report by the Senior Property Officer dated 13 August 2018, to QUU for water purposes over part of Lot 9003 and Lot 9004 located at 15 Stradbroke Crescent and 31 Daydream Crescent, Springfield Lakes.
 - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed easements as detailed in Recommendations B and C of the report by the Senior Property Officer dated 13 August 2018, and to do any other acts necessary to implement Council’s decision in accordance with section 13(3) of the *Local Government Act 2009*.
-

4. MONTH END PERFORMANCE – JULY 2018

With reference to a report by the Acting Finance Manager dated 30 August 2018 concerning Council performance for the period ending 31 July 2018, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

5. OCTOBER 2018 RATES INSERTS – GLASS DROP-OFF STATIONS RATES FLYER

With reference to a report by the Strategic Client Office Manager dated 31 August 2018 concerning the insertion of the Glass Drop-off Stations Promotional Flyer in the October 2018 Council rates notice.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the approved Glass Drop-Off Stations printed material be inserted in the October 2018 quarterly rates mail-out.

6. AMENDMENTS TO 2018–2019 FEES AND CHARGES

With reference to a report by the Treasury Accounting Manager dated 30 August 2018 concerning amendments to Council’s 2018–2019 Fees and Charges.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the amendments to Fees and Charges, as detailed in Attachment A to the report by the Treasury Accounting Manager dated 30 August 2018, be adopted.

7. CORPORATE SERVICES KEY GOVERNANCE PROJECTS

With reference to a report by the Acting Corporate Services and Risk Manager dated 31 August 2018 concerning a motion from the 20 August 2018 Council meeting.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council receive and note the report of the Acting Corporate Services and Risk Manager dated 31 August 2018 outlining the additional key governance projects to be implemented.
 - B. That the Chief Executive Officer provide quarterly progress reports on the implementation of the projects to Council.
 - C. That Council note that the Interim Administrator will be reviewing the scope of the governance reforms and refining them in consultation with the Chief Operating Officer (Finance and Corporate Services), with reporting through the City Management, Finance and Community Engagement Committee.
-

8. REQUEST FOR RATES CONCESSION, 3 WILLIAM STREET, ROSEWOOD – DIVISION 10

With reference to a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Rosewood Masonic Lodge, for a rates concession of the general rates on their property at 3 William Street, Rosewood.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 3 William Street, Rosewood Qld 4340 owned by Rosewood Masonic Lodge, be granted and backdated to 5 June 2018 (date of the new building handover).

9. REQUEST FOR RATES CONCESSION, 6 LILLY COURT, YAMANTO – DIVISION 10

With reference to a report by the Rates/Property Specialist dated 28 August 2018 concerning a request from Home Base Service Limited, for a rates concession of the general rates on their property at 6 Lilly Court, Yamanto.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the request for the rate concession, 100% remission of the differential general rates, for the property at 6 Lilly Court, Yamanto Qld 4305 owned by Home Base Service Limited, be granted and backdated to 27 July 2018 (date of purchase).

10. ALLOCATION OF COMMUNITY DONATIONS TO 31 AUGUST 2018

With reference to a report by the Community Grants Coordinator dated 31 August 2018 concerning the allocation of community donations for the period ended 31 August 2018.

RECOMMENDATION

That the report be received and the contents noted.

11. OFFICE OF THE CHIEF EXECUTIVE OFFICER UPDATE

With reference to a report by the Chief Executive Officer dated 30 August 2018 providing an update on the Office of the Chief Executive Officer for the month of August 2018.

RECOMMENDATION

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

12. MAYOR AND COUNCILLOR DISCRETIONARY FUNDING PROGRAM

With reference to a report by the Community Engagement Manager dated 5 September 2018 concerning the current Mayoral and Councillor Discretionary Funding Program.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the current Mayoral and Councillor Discretionary Funding Program continue, with the implementation of amendments to enable the provision of recommendations that inform the Interim Administrator's approval of eligible funding applications.
 - B. That the following eligibility exclusion criteria be applied to the Mayoral and Councillor Discretionary Funding Program:
 - i. Funding requests made retrospectively (i.e. for a project or program that has already occurred);
 - ii. Projects or programs which have already received funding or in-kind support from Council; and
 - iii. Applications which request funding for a project or program scheduled to occur, or the immediate benefits of which will be delivered, later than 12 months beyond the time of the submission of the application.
 - C. That all eligible applications for Mayoral and Councillor Discretionary Funding be subject to assessment against the following weighted criteria:
 - i. Alignment to Council's Corporate Plan (10%)
 - ii. Demonstration of community need (30%)
 - iii. Expected outcome of the project / initiative (35%)
 - iv. Sustainability of initiative (beyond Council funding) (25%)
 - D. That the Mayoral and Councillor Discretionary Funding Program be re-titled the "Community Donations Program".
 - E. That the policy titled Mayoral and Councillor Discretionary Funds Policy, as detailed in Attachment A to the report by the Community Engagement Manager dated 5 September 2018, as per Item 6 of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 and adopted at Council on 29 May 2018, be repealed, with effect from 22 August 2018.
 - F. That the policy titled Community Donations Policy, as detailed in Attachment E to the report by the Community Engagement Manager dated 5 September 2018, be adopted, with effect from 23 August 2018.
 - G. That all other documents supporting the process for allocation of Community Donations be amended to reflect the changes outlined in Recommendations A – F.
-

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.46 pm.

The meeting closed at 1.17 pm.

17 September 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER
INTERIM MANAGEMENT COMMITTEE

FROM: INTERIM ADMINISTRATOR

RE: AUDIT AND RISK MANAGEMENT COMMITTEE COMPOSITION, MEMBERSHIP AND
CHARTER

INTRODUCTION:

This is a memorandum to the Chief Executive Officer and the Interim Management Committee dated 17 September 2018 regarding the composition of the Ipswich City Council ("Council") Audit and Risk Management Committee ("ARM Committee"), and required changes following the appointment of an Interim Administrator to the Council.

BACKGROUND:

On 22 August 2018 the Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs dismissed Council's Mayor and 10 Divisional Councillors.

Two of the Councillors who were dismissed were members of the Council's ARM Committee.

Section 105(2) of the *Local Government Act 2009* ("the Act") prescribes that a large local government must establish an audit committee.

The composition of an audit committee is prescribed in section 210 of the *Local Government Regulations 2012* ("the Regulations") as follows:

- (1) The audit committee of a local government must-*
 - (a) consist of at least 3 and no more than 6 members; and*
 - (b) include –*
 - (i) 1, but no more than 2, councillors appointed by the local government; and*
 - (ii) At least 1 member who has significant experience and skills in financial matters.*
- (2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.*

(3) The local government must appoint 1 of the members of the audit committee as chairperson.

Given the dismissal of the Councillors who were members of the ARM Committee, it is necessary to make appointments to the ARM Committee to satisfy the requirements of section 210 of the Regulations.

It is proposed that membership of the ARM Committee is as follows:




- The Interim Administrator is appointed to the ARM Committee, given its roles and responsibilities as prescribed by section 124(2) of the Act.
- Two Members of the Interim Management Committee, being Rob Jones and Stan Gallo, be appointed to the ARM Committee given their expertise in financial matters, risk and governance, and their role as prescribed by section 205(1) of the Act.
- The existing two independent members, being Mr Graeme Stratford and Dr Annette Quayle remain members of the ARM Committee.

The proposed membership of the ARM Committee meets the requirements of section 210 of the Regulations.

Amendments to the Council's Charter for the ARM Committee ("the Charter") are required to reflect the proposed membership as outlined above. The attached draft Charter for the ARM Committee has been updated to reflect the required changes as summarised below:

- Section 6.1 is amended by removing *"The Committee will be composed of four members, including the Chairperson, as follows:"* and inserting *"The Committee will be composed of five members, including the Chairperson, as follows:"*;
- Section 6.1.1. is amended by removing *"Two Councillors appointed by resolution of Council"* and inserting *"The Interim Administrator and two Members of the Interim Management Committee"*
- Section 6.3 is amended by removing *"Council can, at any time, appoint a stand-in or replacement councillor member to the Audit Committee"* and inserting *"Council can, at any time, appoint a stand-in or replacement IMC Member to the Audit and Risk Management Committee"*; and
- Section 8.2 is amended by removing *"A quorum shall consist of three members, at least one of which must be a Councillor. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution"* and inserting *"A quorum shall consist of three members, at least one of which must be the Interim Administrator. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution"*.

ATTACHMENT:

Name of Attachment	Attachment
Current Audit and Risk Management Committee Charter	Attachment A 
Audit and Risk Management Committee Charter (tracked changes)	Attachment B 
Audit and Risk Management Committee Charter (clean)	Attachment C 

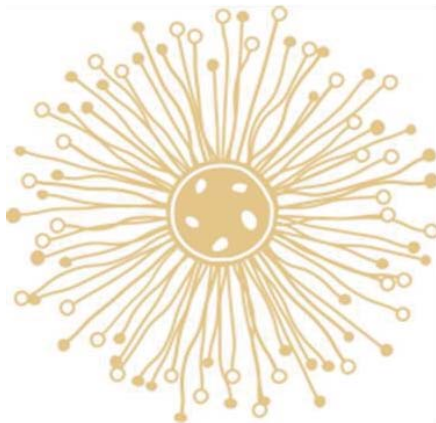
RECOMMENDATIONS:

- A. That the interim administrator of Ipswich City Council resolve to confirm the membership of the Audit and Risk Management Committee as the Interim Administrator, two members of the Interim Management Committee and two independent external members.
- B. That the interim administrator of Ipswich City Council appoint Rob Jones (Member of the Interim Management Committee) as a member to the Audit and Risk Management Committee for the period to 22 February 2019.
- C. That the interim administrator of Ipswich City Council appoint Stan Gallo (Member of the Interim Management Committee) as a member to the Audit and Risk Management Committee for the period to 22 February 2019.
- D. That the interim administrator of Ipswich City Council appoint Greg Chemello (Interim Administrator) as a member to the Audit and Risk Management Committee for the period to 28 March 2020.
- E. That the interim administrator of Ipswich City Council appoint Graeme Stratford as the Chairperson of the Audit and Risk Management Committee.
- F. That the interim administrator of Ipswich City Council resolve to amend the Charter of the Audit and Risk Management Committee as set out in Attachment B to this report.

Greg Chemello
INTERIM ADMINISTRATOR



AUDIT AND RISK MANAGEMENT COMMITTEE **CHARTER**



Amendment List		
Council Resolution Date	Committee Reference and Date	Resolution no.
3 November 2004	City Management and Finance Committee No. 2004(09) of 26 October 2004	43.04
27 May 2008	Audit Committee No. 2008(01) of 14 May 2008; City Management and Finance Committee No.2008 (02) of 20 May 2008	8, 7
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25 August 2015	Audit Committee No. 2015(03) of 5 August 2015 - City Management and Finance Committee No. 2015(08) of 18 August 2015	5
17 August 2016	Audit Committee No. 2016(02) of 3 August 2016 – City Management, Finance and Community Engagement Committee No. 2016(05) of 9 August 2016	5
14 November 2017	City Management, Finance and Community Engagement Committee No. 2017(11) of 9 November 2017 – Audit Committee No. 2017(01) of 27 November 2017	9, 6

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1. INTRODUCTION

The Local Government Act requires that each large local government must establish an audit committee. The Charter defines the role, responsibilities, composition and guidelines of the Audit and Risk Management Committee (the Committee) within Council.

The Committee does not take over management responsibilities within Council.

2. PURPOSE

The Committee acts as an independent, oversight, assurance and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by monitoring and reviewing:

- The governance structure.
- Values and ethics.
- The integrity of financial documents and public accountability reports.
- The internal and external audit functions.
- Risk management.
- Internal control.
- Management action plans.
- Assurance providers

The Committee can recommend to Council and management about any matters that it considers needs action or improvement.

These terms of reference set the principles and standards for the Audit and Risk Management Committee to:

- 2.1 Enhance the ability of members to fulfil their legal responsibilities.
- 2.2 Add to the credibility and objectivity of financial reports.
- 2.3 Enhance the independence and effectiveness of the Council's Internal Audit Branch.
- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
- 2.7 Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.

2.8 Support measures to improve governance, risk and internal controls.

3. AUTHORITY, INDEPENDENCE AND ACCESS

3.1 In discharging its responsibilities the Audit and Risk Management Committee has the authority to:

- Conduct or request investigations into matters within its scope of responsibility and in accordance with the Local Government Act.
- Access information, records and personnel of the Council for such purpose;
- Request the attendance of any employee, including executive staff, at committee meetings;
- Conduct meetings with the Council's internal and external auditors and risk manager as necessary; and
- Seek advice from external parties to meet its responsibilities, as necessary provided that Council approval will be required prior to committing to any expenditure required in seeking that advice.

3.2 The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, risk, internal control and compliance with laws, regulations and ethics within Council rests with management, the Audit and Risk Management Committee may exercise a monitoring and review role.

3.3 The Committee will have unrestricted access to all information it deems necessary, including documents and officials, and have adequate resources in order to fulfil its oversight responsibilities.

4. CONFIDENTIALITY

4.1 The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function.

5. ETHICAL PRACTICES

5.1.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

5.1.2 The Committee members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.

5.1.3 The Committee members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.

- 5.1.4 Members who become aware of a conflict of interest or issue which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. Should the Chairperson experience such a conflict he/she is to advise the Chief Executive Officer.

6. MEMBERSHIP

- 6.1 The Committee will be composed of four members, including the Chairperson, as follows:

6.1.1 Two Councillors appointed by resolution of Council.

6.1.2 Two independent external members, chosen and appointed by Council to ensure impartiality and an appropriate mix of skills. When selecting an external member, Council must have regard to that person having an appropriate accounting or similar background to provide additional expertise to Council. No additional paid professional work may be performed for Council during the period of appointment to the Audit and Risk Management Committee.

6.1.3 The term of an independent external member shall be four years and Council may approve one only extension of four years to that term.

6.1.4 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the members of its Audit and Risk Management Committee to be Chairperson.

6.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.

6.3 Council can, at any time, appoint a stand-in or replacement councillor member to the Audit Committee.

6.4 The External Auditor, Advisers and Ex Officio members are non-voting observers.

6.5 The Chief Executive Officer (CEO), the Chief Financial Officer, the Internal Audit Manager and the Corporate Services and Risk Manager should attend all meetings as Ex Officio observers but have no voting rights.

6.6 Other Council officers may attend meetings as required by invitation of the Committee.

6.7 The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

7. DUTIES AND RESPONSIBILITIES

In accordance with the principles, for an Audit Committee set out in the Act, the Regulation and accepted best practice, the duties and responsibilities of the Committee are as follows:

7.1. External Audit

- 7.1.1 Oversee Council compliance with the Local Government Act and other relevant legislation requirements for financial reporting.
- 7.1.2 Review the scope of the total audit activities with the external auditors and provide input and feedback on the external auditor's proposed audit strategy and audit plan including financial statements, and consult on audit fees for the year.
- 7.1.3 Review of effectiveness of the annual audit, to ascertain whether emphasis is being placed on areas where the Committee, management or the auditors believe special attention is necessary.
- 7.1.4 Review the findings and recommendations of external audit, management responses to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented in effectively addressing control deficiencies.

7.2. Internal Audit

- 7.2.1 Ascertain that the activities undertaken by the Internal Audit Branch are in accordance with the Internal Audit Branch Charter and the International Standards for the Professional Practice of Internal Auditing.
- 7.2.2 Review the internal audit's charter, resources and budget such that this charter maintains and enforces internal audit's independence from management.
- 7.2.3 Monitor whether the Internal Audit Branch is receiving the co-operation of all levels of management; and in light of its functions and activities, is viewed as a highly regarded function of Council.
- 7.2.4 Review the planning and scope of internal audit activities and assess the resultant recommendations and findings.
- 7.2.5 Assess whether all significant recommendations of the Internal Audit Branch have been properly implemented by management in effectively addressing control deficiencies. Any reservations the Internal Audit Branch may have about control risk, and accounting and disclosure practices should be discussed by the Committee.
- 7.2.6 Review the Three Year Strategic and Annual Internal Audit Plans to assess that it covers the material business risks of the Council.
- 7.2.7 Monitor the extent of reliance on internal audit work by the external auditors to facilitate completeness of coverage and the effective use of audit resources.
- 7.2.8 Be consulted and provide advice in the appointment and dismissal of the Internal Audit Manager.

7.2.9 Review and monitor the effectiveness and objectivity of internal audit.

The Audit and Risk Management Committee's responsibilities do not extend to managing the day-to-day activities of Internal Audit Branch. This is a function which is carried out by the CEO.

7.3. Financial Statements

- 7.3.1 Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.
- 7.3.2 Review the appropriateness of significant assumptions and judgments made by management particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
- 7.3.3 Review the financial statements for compliance with prescribed accounting and other requirements.
- 7.3.4 Review, with management and the external auditors, the results of the external audit and any significant issues identified.
- 7.3.5 Analyse the Council's financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts.
- 7.3.6 Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.
- 7.3.7 Recommend approval of the Financial Statements (including sustainability ratios) to the CEO and Mayor.
- 7.3.8 Review the final draft financial statements prior to its approval by Council, taking on board any external audit comments. In particular the review should focus on but not limited to:
 - (i) significant changes in accounting policies and practices
 - (ii) major judgmental areas
 - (iii) significant audit adjustments
 - (iv) proposed departures from accounting standards

7.4 Risk Management

- 7.4.1 Review the risk management framework for identifying, escalating, monitoring and managing significant enterprise risks, including fraud.
- 7.4.2 Assess the impact of the Council's risk management framework on its control environment and satisfy itself that the insurance arrangements are appropriate.

7.4.3 Assess and contribute to the audit planning processes relating to the risks and threats to Council.

7.4.4 Determine whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

7.4.5 Monitor whether the risk management framework/program is receiving support from all levels of management.

7.5 Fraud and Corruption Control

7.5.1 Review the process of developing and implementing the Council's fraud control arrangements and satisfy itself that Council has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

7.5.1 Review reports on fraud that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk in Council.

7.6 Internal Control Framework

7.6.1 Review the adequacy of the internal control environment, structure and systems, including information technology security and control.

7.6.2 Review whether relevant policies and procedures are in place, up-to-date and complied with, including those for the management and exercise of delegations.

7.7 Compliance

7.7.1 Determine whether management has considered legal and compliance risks as part of Council's risk assessment and management arrangements.

7.7.2 Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and policies including statutory regulations for any subsidiaries of Council.

7.7.3 Review the findings of any examinations by regulatory agencies, and any auditor observations.

7.7.4 Review the Council's Code of Conduct and recommend changes as appropriate.

7.7.5 Review policies and procedures relating to conflict of interest, misconduct, fraud and other related sensitive issues.

7.8 Other Matters

7.8.1 Determine whether Council is receiving reliable and timely management information.

- 7.8.2 Review the proposed Annual Report of Council.
- 7.8.3 Recommend special projects or investigations on any matter within its terms of reference.

8. MEETINGS, RECORDS AND REPORTING STRUCTURE

- 8.1 The Committee shall meet at least four times a year. The CEO with the Audit and Risk Management Committee's agreement will set the date, time and place for the meetings. Before setting the date, time and place for a Committee meeting, the CEO must, if practicable, consult with the Chairperson of the Committee. In addition, the CEO will call a meeting if requested to do so by any Committee member, or the internal or external auditors.
- 8.2 A quorum shall consist of three members, at least one of which must be a Councillor. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution.
- 8.3 The external auditors shall be given notice of all meetings and sent an agenda. The external auditors shall have the right to attend and speak.
- 8.4 The Committee Branch shall prepare an agenda supported by necessary explanatory documentation and circulate it to the Audit and Risk Management Committee members, any other Council officer requested to attend and the external auditors, if practicable at least five (5) days before the day of the meeting.
- 8.5 The Committee Branch will provide secretarial functions to the meetings and prepare a Report of each meeting which will be provided to Audit and Risk Management Committee members and permanent attendees one week after the meeting, at the latest.
- 8.6 The Report of the Audit and Risk Management Committee meeting will be presented to the next meeting of the City Management and Finance Committee for its consideration.
- 8.7 The Committee Branch will provide relevant extracts of the Report, upon its adoption by Council, to relevant officers for information and action.
- 8.8 The Audit and Risk Management Committee may hold periodic private 'in camera'¹ meetings with the Internal Audit Manager and/or external audit generally without senior management being present through a formal process and included in the annual Audit and Risk Management Committee planner.

¹ Source: 'Better Practice Guide – Public Sector Audit Committees', Australian National Audit Office, 2015.

9. INDUCTION

- 9.1 New members to the Committee will be provided with induction material on their appointment to assist them to meet their Committee responsibilities to allow the members familiarise themselves with the environment and to facilitate their understanding of its principal operations and activities, corporate practices and culture.

10. SELF EVALUATION

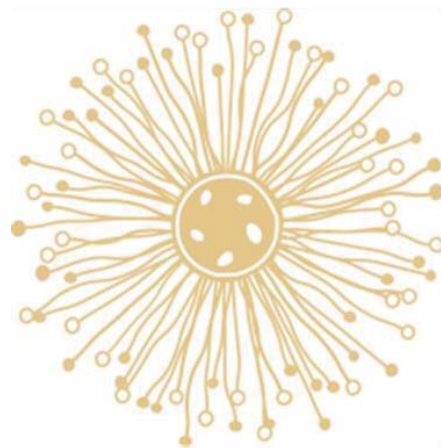
- 10.1 At least biennially, the Audit and Risk Management Committee will assess the performance and achievements of the Committee for the previous period and ensure that it is meeting its objectives efficiently and effectively.
- 10.2 Confirm biennially that all responsibilities outlined in this charter have been carried out.
- 10.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

11. REVIEW OF THE CHARTER

- 11.1 This Charter will be reviewed annually by the committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

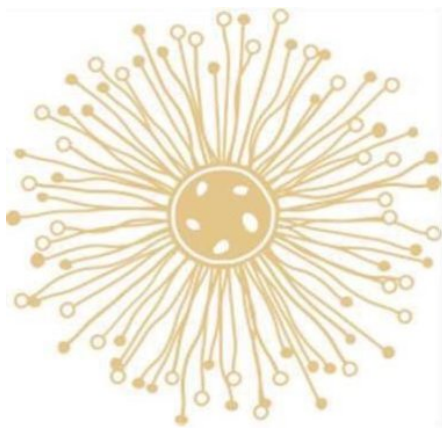
12. APPROVAL OF THE CHARTER

- 12.1 The Charter is endorsed by the Chair of the Committee and approved by Council.





AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER



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- 2.2 Add to the credibility and objectivity of financial reports.
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- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
- 2.7 Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.

2.8 Support measures to improve governance, risk and internal controls.

3. AUTHORITY, INDEPENDENCE AND ACCESS

3.1 In discharging its responsibilities the Audit and Risk Management Committee has the authority to:

- Conduct or request investigations into matters within its scope of responsibility and in accordance with the Local Government Act.
- Access information, records and personnel of the Council for such purpose;
- Request the attendance of any employee, including executive staff, at committee meetings;
- Conduct meetings with the Council's internal and external auditors and risk manager as necessary; and
- Seek advice from external parties to meet its responsibilities, as necessary provided that Council approval will be required prior to committing to any expenditure required in seeking that advice.

3.2 The Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. Whilst the primary responsibility for financial and other reporting, risk, internal control and compliance with laws, regulations and ethics within Council rests with management, the Audit and Risk Management Committee may exercise a monitoring and review role.

3.3 The Committee will have unrestricted access to all information it deems necessary, including documents and officials, and have adequate resources in order to fulfil its oversight responsibilities.

4. CONFIDENTIALITY

4.1 The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function.

5. ETHICAL PRACTICES

5.1.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

5.1.2 The Committee members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.

5.1.3 The Committee members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.

- 5.1.4 Members who become aware of a conflict of interest or issue which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately. Should the Chairperson experience such a conflict he/she is to advise the Chief Executive Officer.

6. MEMBERSHIP

- 6.1 The Committee will be composed of five members, including the Chairperson, as follows:~~The Committee will be composed of four members, including the Chairperson, as follows:~~

- 6.1.1 The Interim Administrator and two Members of the Interim Management Committee.~~Two Councillors appointed by resolution of Council.~~

- 6.1.2 Two independent external members, chosen and appointed by Council to ensure impartiality and an appropriate mix of skills. When selecting an external member, Council must have regard to that person having an appropriate accounting or similar background to provide additional expertise to Council. No additional paid professional work may be performed for Council during the period of appointment to the Audit and Risk Management Committee.

- 6.1.3 The term of an independent external member shall be four years and Council may approve one only extension of four years to that term.

- 6.1.4 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the members of its Audit and Risk Management Committee to be Chairperson.

- 6.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.

- 6.3 Council can, at any time, appoint a stand-in or replacement Interim Management Committee Member to the Audit and Risk Management Committee.~~Council can, at any time, appoint a stand-in or replacement councillor member to the Audit Committee.~~

- 6.4 The External Auditor, Advisers and Ex Officio members are non-voting observers.

- 6.5 The Chief Executive Officer (CEO), the Chief Financial Officer, the Internal Audit Manager and the Corporate Services and Risk Manager should attend all meetings as Ex Officio observers but have no voting rights.

- 6.6 Other Council officers may attend meetings as required by invitation of the Committee.

- 6.7 The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

7. DUTIES AND RESPONSIBILITIES

In accordance with the principles, for an Audit Committee set out in the Act, the Regulation

and accepted best practice, the duties and responsibilities of the Committee are as follows:

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7.1. External Audit

- 7.1.1 Oversee Council compliance with the Local Government Act and other relevant legislation requirements for financial reporting.
- 7.1.2 Review the scope of the total audit activities with the external auditors and provide input and feedback on the external auditor's proposed audit strategy and audit plan including financial statements, and consult on audit fees for the year.
- 7.1.3 Review of effectiveness of the annual audit, to ascertain whether emphasis is being placed on areas where the Committee, management or the auditors believe special attention is necessary.
- 7.1.4 Review the findings and recommendations of external audit, management responses to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented in effectively addressing control deficiencies.

7.2. Internal Audit

- 7.2.1 Ascertain that the activities undertaken by the Internal Audit Branch are in accordance with the Internal Audit Branch Charter and the International Standards for the Professional Practice of Internal Auditing.
- 7.2.2 Review the internal audit's charter, resources and budget such that this charter maintains and enforces internal audit's independence from management.
- 7.2.3 Monitor whether the Internal Audit Branch is receiving the co-operation of all levels of management; and in light of its functions and activities, is viewed as a highly regarded function of Council.
- 7.2.4 Review the planning and scope of internal audit activities and assess the resultant recommendations and findings.
- 7.2.5 Assess whether all significant recommendations of the Internal Audit Branch have been properly implemented by management in effectively addressing control deficiencies. Any reservations the Internal Audit Branch may have about control risk, and accounting and disclosure practices should be discussed by the Committee.
- 7.2.6 Review the Three Year Strategic and Annual Internal Audit Plans to assess that it covers the material business risks of the Council.
- 7.2.7 Monitor the extent of reliance on internal audit work by the external auditors to facilitate completeness of coverage and the effective use of audit resources.
- 7.2.8 Be consulted and provide advice in the appointment and dismissal of the Internal Audit Manager.

7.2.9 Review and monitor the effectiveness and objectivity of internal audit.

The Audit and Risk Management Committee's responsibilities do not extend to managing the day-to-day activities of Internal Audit Branch. This is a function which is carried out by the CEO.

7.3. Financial Statements

- 7.3.1 Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.
- 7.3.2 Review the appropriateness of significant assumptions and judgments made by management particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
- 7.3.3 Review the financial statements for compliance with prescribed accounting and other requirements.
- 7.3.4 Review, with management and the external auditors, the results of the external audit and any significant issues identified.
- 7.3.5 Analyse the Council's financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts.
- 7.3.6 Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.
- 7.3.7 Recommend approval of the Financial Statements (including sustainability ratios) to the CEO and Mayor.
- 7.3.8 Review the final draft financial statements prior to its approval by Council, taking on board any external audit comments. In particular the review should focus on but not limited to:
 - (i) significant changes in accounting policies and practices
 - (ii) major judgmental areas
 - (iii) significant audit adjustments
 - (iv) proposed departures from accounting standards

7.4 Risk Management

- 7.4.1 Review the risk management framework for identifying, escalating, monitoring and managing significant enterprise risks, including fraud.
- 7.4.2 Assess the impact of the Council's risk management framework on its control environment and satisfy itself that the insurance arrangements are appropriate.

7.4.3 Assess and contribute to the audit planning processes relating to the risks and threats to Council.

7.4.4 Determine whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

7.4.5 Monitor whether the risk management framework/program is receiving support from all levels of management.

7.5 Fraud and Corruption Control

7.5.1 Review the process of developing and implementing the Council's fraud control arrangements and satisfy itself that Council has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

7.5.1 Review reports on fraud that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk in Council.

7.6 Internal Control Framework

7.6.1 Review the adequacy of the internal control environment, structure and systems, including information technology security and control.

7.6.2 Review whether relevant policies and procedures are in place, up-to-date and complied with, including those for the management and exercise of delegations.

7.7 Compliance

7.7.1 Determine whether management has considered legal and compliance risks as part of Council's risk assessment and management arrangements.

7.7.2 Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and policies including statutory regulations for any subsidiaries of Council.

7.7.3 Review the findings of any examinations by regulatory agencies, and any auditor observations.

7.7.4 Review the Council's Code of Conduct and recommend changes as appropriate.

7.7.5 Review policies and procedures relating to conflict of interest, misconduct, fraud and other related sensitive issues.

7.8 Other Matters

7.8.1 Determine whether Council is receiving reliable and timely management information.

- 7.8.2 Review the proposed Annual Report of Council.
- 7.8.3 Recommend special projects or investigations on any matter within its terms of reference.

8. MEETINGS, RECORDS AND REPORTING STRUCTURE

- 8.1 The Committee shall meet at least four times a year. The CEO with the Audit and Risk Management Committee's agreement will set the date, time and place for the meetings. Before setting the date, time and place for a Committee meeting, the CEO must, if practicable, consult with the Chairperson of the Committee. In addition, the CEO will call a meeting if requested to do so by any Committee member, or the internal or external auditors.
- 8.2 A quorum shall consist of three members, at least one of which must be the Interim Administrator. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution.~~A quorum shall consist of three members, at least one of which must be a Councillor. If there is a split vote by members on a resolution the Chairperson at the meeting may exercise a casting vote on the resolution.~~
- 8.3 The external auditors shall be given notice of all meetings and sent an agenda. The external auditors shall have the right to attend and speak.
- 8.4 The Committee Branch shall prepare an agenda supported by necessary explanatory documentation and circulate it to the Audit and Risk Management Committee members, any other Council officer requested to attend and the external auditors, if practicable at least five (5) days before the day of the meeting.
- 8.5 The Committee Branch will provide secretarial functions to the meetings and prepare a Report of each meeting which will be provided to Audit and Risk Management Committee members and permanent attendees one week after the meeting, at the latest.
- 8.6 The Report of the Audit and Risk Management Committee meeting will be presented to the next meeting of the City Management and Finance Committee for its consideration.
- 8.7 The Committee Branch will provide relevant extracts of the Report, upon its adoption by Council, to relevant officers for information and action.
- 8.8 The Audit and Risk Management Committee may hold periodic private 'in camera'¹ meetings with the Internal Audit Manager and/or external audit generally without senior management being present through a formal process and included in the annual Audit and Risk Management Committee planner.

¹ Source: 'Better Practice Guide – Public Sector Audit Committees', Australian National Audit Office, 2015.

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9. INDUCTION

- 9.1 New members to the Committee will be provided with induction material on their appointment to assist them to meet their Committee responsibilities to allow the members familiarise themselves with the environment and to facilitate their understanding of its principal operations and activities, corporate practices and culture.

10. SELF EVALUATION

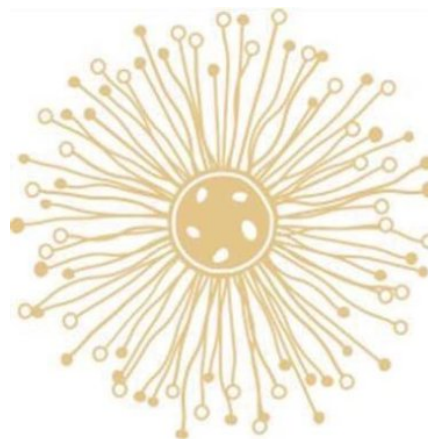
- 10.1 At least biennially, the Audit and Risk Management Committee will assess the performance and achievements of the Committee for the previous period and ensure that it is meeting its objectives efficiently and effectively.
- 10.2 Confirm biennially that all responsibilities outlined in this charter have been carried out.
- 10.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

11. REVIEW OF THE CHARTER

- 11.1 This Charter will be reviewed annually by the committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

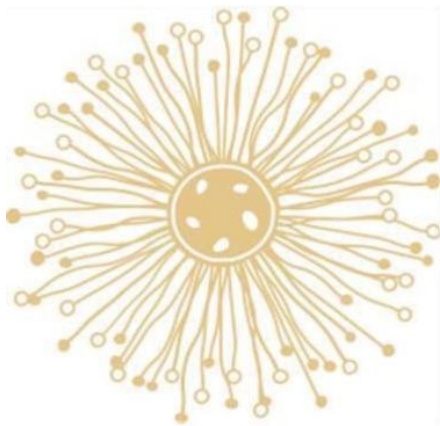
12. APPROVAL OF THE CHARTER

- 12.1 The Charter is endorsed by the Chair of the Committee and approved by Council.





AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER



Amendment List		
Council Resolution Date	Committee Reference and Date	Resolution no.
3 November 2004	City Management and Finance Committee No. 2004(09) of 26 October 2004	43.04
27 May 2008	Audit Committee No. 2008(01) of 14 May 2008; City Management and Finance Committee No.2008 (02) of 20 May 2008	8, 7
20 July 2010	City Management and Finance Committee No. 2010 (07) of 13 July 2010	6
18 October 2011	Audit Committee No. 2011(04) of 12 October 2011; City Management and Finance Committee No. 2011(10) of 10 October 2011.	3
15 November 2011	Audit Committee No. 2011(05) of 2 November 2011; City Management and Finance Committee No. 2011(11) of 8 November 2011	5
25 February 2014	Audit Committee No. 2014(01) of 12 February 2014 - City Management and Finance Committee No. 2014(02) of 18 February 2014. (No change)	5
25 August 2015	Audit Committee No. 2015(03) of 5 August 2015 - City Management and Finance Committee No. 2015(08) of 18 August 2015	5
17 August 2016	Audit Committee No. 2016(02) of 3 August 2016 – City Management, Finance and Community Engagement Committee No. 2016(05) of 9 August 2016	5
14 November 2017	City Management, Finance and Community Engagement Committee No. 2017(11) of 9 November 2017 – Audit Committee No. 2017(01) of 27 November 2017	9, 6

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1. INTRODUCTION

The Local Government Act requires that each large local government must establish an audit committee. The Charter defines the role, responsibilities, composition and guidelines of the Audit and Risk Management Committee (the Committee) within Council.

The Committee does not take over management responsibilities within Council.

2. PURPOSE

The Committee acts as an independent, oversight, assurance and advisory service to Council in the effective discharge of its responsibilities prescribed in the Local Government Act, the Local Government Regulation and other relevant legislation and prescribed requirements by monitoring and reviewing:

- The governance structure.
- Values and ethics.
- The integrity of financial documents and public accountability reports.
- The internal and external audit functions.
- Risk management.
- Internal control.
- Management action plans.
- Assurance providers

The Committee can recommend to Council and management about any matters that it considers needs action or improvement.

These terms of reference set the principles and standards for the Audit and Risk Management Committee to:

- 2.1 Enhance the ability of members to fulfil their legal responsibilities.
- 2.2 Add to the credibility and objectivity of financial reports.
- 2.3 Enhance the independence and effectiveness of the Council's Internal Audit Branch.
- 2.4 Oversee the application of appropriate accounting and disclosure policies and procedures.
- 2.5 Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities.
- 2.6 Provide a communication link between management, internal auditors/external auditors and Council.
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- Conduct meetings with the Council's internal and external auditors and risk manager as necessary; and
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4.1 The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function.

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5.1.1 The Committee members will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity, probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

5.1.2 The Committee members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Committee members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council.

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6. MEMBERSHIP

- 6.1 The Committee will be composed of five members, including the Chairperson, as follows:

6.1.1 The Interim Administrator and two Members of the Interim Management Committee.

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6.1.4 As provided by Section 210(1) of the Local Government Regulation Council will appoint one of the members of its Audit and Risk Management Committee to be Chairperson.

6.2 The Committee has the ability to co-opt any persons as advisers, from time to time for a particular period. No remuneration will apply to these advisers.

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7. DUTIES AND RESPONSIBILITIES

In accordance with the principles, for an Audit Committee set out in the Act, the Regulation and accepted best practice, the duties and responsibilities of the Committee are as follows:

7.1. External Audit

- 7.1.1 Oversee Council compliance with the Local Government Act and other relevant legislation requirements for financial reporting.
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- 8.5 The Committee Branch will provide secretarial functions to the meetings and prepare a Report of each meeting which will be provided to Audit and Risk Management Committee members and permanent attendees one week after the meeting, at the latest.
- 8.6 The Report of the Audit and Risk Management Committee meeting will be presented to the next meeting of the City Management and Finance Committee for its consideration.
- 8.7 The Committee Branch will provide relevant extracts of the Report, upon its adoption by Council, to relevant officers for information and action.
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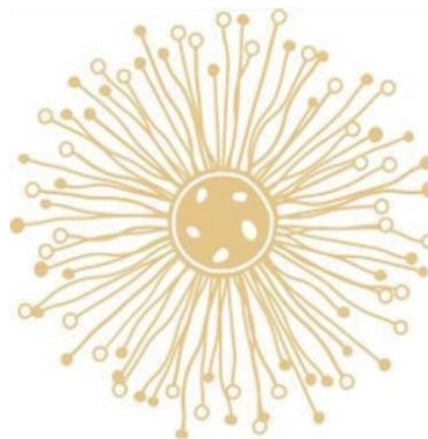
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- 10.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

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- 11.1 This Charter will be reviewed annually by the committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

12. APPROVAL OF THE CHARTER

- 12.1 The Charter is endorsed by the Chair of the Committee and approved by Council.



Council Meeting	
Mtg Date: 18.09.18	OAR: YES
Authorisation: Sean Madigan	

A5081126

13 September 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

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

RE: IPSWICH CENTRAL – TENDER CONSIDERATION PLAN

INTRODUCTION:

This is a report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 13 September 2018 concerning the preparation of a tender consideration plan under section 230 of the *Local Government Regulation 2012* for consideration by the Interim Administrator as part of the review of delivery options and structures for the Ipswich Central Redevelopment Project.

BACKGROUND:

The delivery strategy for the Ipswich Central Redevelopment Project is originally through development agreements with Ipswich City Properties Pty Ltd (ICP), which is currently being reviewed by Council and the Interim Administrator.

As part of the original delivery strategy and development agreement, ICP through its development partner EPC, went to market via an open Expression of Interest and Tender process for the construction of the administration building for Council. ICP appointed a probity auditor to oversee the tender process on behalf of the company and Council. Tenders were received from four shortlisted tenderers.

Following the decision by Council to own and build the administration building, ICP as Council's development partner, proposed a revised tender strategy to include construction of the library, civic space and car park, into the tender process for the administration building. ICP considers that this has the potential to deliver a number of benefits from combining the works. The strategy recommends seeking revised tenders from the four shortlisted tenderers from the open process outlined above.

CONSIDERATIONS:

As part of a review by Council and the Interim Administrator in relation to the delivery options and structures for the Ipswich Central project, Council is reviewing the procurement options ensuring consistency with the sound contracting principles within the *Local Government Act 2009*.

One of the options to be considered is the preparation and adoption of a tender consideration plan (TCP). If adopted, this would allow the current tender process (for the administration building) to be extended to include the development of the civic space, library and car park. The four shortlisted tenderers selected through the open EOI process for the Administration Building, undertaken by ICP in conjunction with EPC, would be asked to tender for the larger development.

This report recommends the preparation of a tender consideration plan (TCP) for Council's consideration at the next Council meeting. This TCP would detail options available to Council, the pros & cons for expanding the current tender process and other matters required by s 230 (see below). Council can then make an informed decision as to the preferred development approach for the Ipswich Central Development Project.

A tender consideration plan (TCP) is an exception to the general requirement for large-sized contractual arrangements to require written quotes or tenders. It requires a resolution of Council. Section 230 of the *Local Government Regulation* provides for entering into a contractual arrangement by way of a TCP:

(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—

- (a) decides, by resolution, to prepare a quote or tender consideration plan; and*
- (b) prepares and adopts the plan.*

(2) A quote or tender consideration plan is a document stating—

- (a) the objectives of the plan; and*
- (b) how the objectives are to be achieved; and*
- (c) how the achievement of the objectives will be measured; and*
- (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and*
- (e) the proposed terms of the contract for the goods or services; and*

(f) a risk analysis of the market from which the goods or services are to be obtained.

Stephen Fynes-Clinton's Commentary on the Local Government Regulation states, relevantly, the following in relation to s 230:

Effectively, this section allows Councils to use the Part 2 "strategic" contracting model for particular purchases where departure from the ordinary tender or quotation process can be justified based upon market considerations or considerations relevant to the particular supply relationship. The exemption can only be invoked by Council resolution.

CONCLUSION:

As part of the options for consideration by the Interim Administrator in relation to the procurement process for part of the Ipswich Central project, it is recommended Council resolve to prepare a tender consideration plan in relation to a possible restricted tender process, with the four shortlisted tenderers, for the construction of the administration building, library, civic space and car park. This tender consideration plan would be brought to Council for consideration and possible adoption.

RECOMMENDATIONS:

That the Interim Administrator of Ipswich City Council resolve:

- A. That, pursuant to section 230(1)(a) of the *Local Government Regulation 2012* a Tender Consideration Plan be prepared for consideration by Council in relation to a possible restricted tender process for the construction of the Administration Building, Library, Civic Space and Car park, in accordance with section 230(2) of the *Local Government Regulation 2012*.
- B. That the Chief Executive Officer prepare a tender consideration plan as described in the report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 13 September 2018 titled Ipswich Central – Tender Consideration Plan, for consideration by Council at the next Council meeting.

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

I concur with the recommendation/s contained in this report

Sean Madigan

CHIEF EXECUTIVE OFFICER