

VML:CD
Vicki Lukritz
3810 6221

10 October 2018

NOTICE OF MEETING

Notice is hereby given that the **ORDINARY MEETING OF COUNCIL** is to be held on **TUESDAY, 16 OCTOBER 2018** commencing at **9.00 am** in the Council Chambers, on the 2nd Floor of the Administration Building, 45 Roderick Street, Ipswich.

The business paper for the meeting is 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 18 September 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:
- Proposed New Committee Structure
 - Ipswich City Properties Pty Ltd
 - CBD Redevelopment
- 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

18 September 2018

Held in the Council Chambers, Administration Building

The meeting commenced at 9.01 am

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 and Rob Jones to address Council 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 Charter they will also declare Conflict of Interests and potential Conflict of Interests.

**ATTENDANCE AT
COMMENCEMENT**

MEMBER'S ATTENDANCE:

Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE:

Jan Taylor, Simone Webbe, Robert Jones and Steve Greenwood

**ACKNOWLEDGEMENT
OF COUNTRY**

Greg Chemello (Interim Administrator)

OPENING PRAYER

Greg Chemello (Interim Administrator)

**APOLOGIES AND LEAVE
OF ABSENCE**

Nil

CONDOLENCES AND MEMORIALS

Nil

PETITIONS AND PRESENTATIONS**PRAYER FOR PEACE
MAYOR OF NERIMA
CITY**

The Interim Administrator read the Prayer for Peace delivered by the Mayor Akio Maekawa, City of Nerima, Tokyo, Japan at the 26th Nerima “Prayer for Peace” Concert held on 8 August 2018.

Dear People of Ipswich City

I would like to express my sincerest gratitude for sending the message for the 26th Nerima Prayer for Peace Concert kindly.

Prayer for Peace concerts are held to have people deliberate upon the pricelessness and blessings of peace and pray together through the appreciation of music which is a universal language.

People in Japan now take a peaceful and abundant life for granted while the previous war is becoming a thing of the distant past. However, there have always been regional conflicts and terrorism going on around the world and they never seem to end. We must never forget that the current peace is precious and irreplaceable, and that it is supported by the efforts of so many people. It is my hope that the thoughts are conveyed to the people through the concert.

This year again many junior high school students from Nerima city have visited Ipswich city and have come into contact with your culture, way of living and way of thinking which are different from those of their own through the experiences such as home-staying and participating in the classes. These continuous projects over twenty years help them to promote better understanding of the international society and foster mutual respect. I believe that this will contribute significantly towards peace and stability of our society.

I truly hope that we continue to join hands with Ipswich citizens in the future as ever to achieve peaceful and wonderful world deepening friendship between our two cities.

May Ipswich continue to grow and prosper well into the future.

**PRAYER FOR PEACE –
CITY OF IPSWICH**

The Interim Administrator read the Prayer for Peace presented by the Wayne Wendt (former Acting Mayor) on behalf of Ipswich City Council to Mayor Akio Maekawa at the 26th Nerima “Prayer for Peace” Concert held on 8 August 2018.

Today it is my honour to send a message of peace and friendship from the City of Ipswich to Mayor Akio Maekawa, the Assemblymen and the citizens of Nerima.

Our cities have shared a friendship spanning over 28 years however 2019 will see us celebrate the 25th anniversary of the official signing of our Sister City agreement.

Having such a longstanding and strong relationship between our two cities is a testament of what can be achieved through cultural awareness and understanding and the importance these relationships play in today’s society.

Today as this message is being read to you, Ipswich would have just farewelled the 2018 Nerima Board of Education Study Tour. Each year it is heart-warming to witness the ever lasting friendships that are made in such a short time. These relationships and experiences for our young people from both cities help them to learn and appreciate each other’s cultures, teaches them respect, understanding and trust. These are qualities we want for our future leaders.

One thing our youth share without understanding what the other is saying is their love of music.

Music is a universal language and today you are using music to celebrate coming together and committing to one common cause. The language of music can provoke the strongest of emotions. It can create the most uplifting atmosphere, it unites people of all ages and varying backgrounds, it allows communication without words, and it can remove possible hindrances such as different languages and cultures.

The then Acting Mayor of Ipswich in Queensland, Australia, conveyed his thoughts and prayers of the people of this City join in spirit with you and your community at the 26th Nerima Prayer for Peace Concert, united in our strong desire for a peaceful and happy future.

CONFIRMATION OF MINUTES

**CONFIRMATION OF
MINUTES OF ORDINARY
MEETING**

As the Interim Administrator was not present at the Council Ordinary Meeting held on 20 August 2018, Mr Chemello asked Mr Sean Madigan (Chief Executive Officer) to confirm that the minutes were a true and accurate reflection of the proceedings.

Mr Madigan confirmed that the minutes were a true and accurate reflection of the proceedings on 20 August 2018.

The Interim Administrator noted that item 15 of the Council Ordinary Meeting held on 20 August 2018, titled Public Question Time and Reporting Process to Council, referred to a motion tabling five recommendations in relation to public question time and reporting processes for future Council meetings. The Interim Administrator noted that legal advice has confirmed that the motion was not properly raised and did not comply with the notice requirements for inclusion on the agenda at meetings, under Council's subordinate local law, and therefore is of no effect.

The Interim Administrator noted that the five recommendations in Item 15 align to a number of key governance projects being addressed by Ipswich City Council and confirmed that the recommendations will be considered and evaluated during the delivery of those projects as cited in Item 7 of the City Management Finance and Community Engagement Committee report.

The Interim Administrator of the Ipswich City Council resolves:

That the Minutes of the Council Ordinary Meeting held on 20 August 2018 be confirmed subject to the exclusion of Item 15 titled Public Question Time and Reporting Process to Council.

The motion was put and carried.

**CONFIRMATION OF
MINUTES OF SPECIAL
MEETING**

The Interim Administrator of the Ipswich City Council resolves:

That the Minutes of the Special Council Meeting held on 28 August 2018 be confirmed.

The motion was put and carried.

**RECEPTION AND
CONSIDERATION OF
COMMITTEE REPORTS**

The Interim Administrator of the Ipswich City Council resolves:

That the Infrastructure and Emergency Management Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the Works, Parks and Sport Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the Conservation and Environment Committee Report No. 2018(09) 11 September 2018 be received and adopted.

That the Libraries and Tourism Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the Arts and Community Development Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the Health, Security and Community Safety Committee Report No. 2018(09) of 14 August 2018 be received and adopted.

That the Planning, Development and Heritage Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the Economic Development and Digital City Committee Report No. 2018(09) of 11 September 2018 be received and adopted.

That the City Management Finance and Community Engagement Committee No. 2018(10) of 11 September 2018 be received and adopted.

The motion was put and carried.

OFFICERS' REPORT



The Interim Administrator of the Ipswich City Council resolves:

That the report dated 17 September 2018 regarding the [composition of the Ipswich City Council Audit and Risk Management Committee and required changes following the appointment of an Interim Administrator](#) to the Council be received and adopted.

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.

The motion was put and carried.

OFFICERS' REPORT



The Interim Administrator of the Ipswich City Council resolves:

That the report by the Acting Chief Operating Officer, Finance and Corporate Services 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](#) be received and adopted.

By way of background to this matter, the Interim Administrator outlined five initiatives for the proposed CBD renewal project:

- The Queensland Audit Office is reviewing the procurement processes Ipswich City Properties Pty Ltd had undertaken for the renewal project to date as part of its annual audit of Council.
- Queensland Treasury Corporation is reviewing Ipswich City Council's capacity to fund the renewal through its debt and existing cash reserves.
- Queensland Treasury Corporation has engaged external consultants to advise on the redevelopment strategy for the CBD.
- Consultants McGrath Nicol have been engaged to advise on Ipswich City Properties Pty Ltd procurement strategy and potential implications of transfer of properties from Ipswich City Properties Pty Ltd to Ipswich City Council.
- The independent directors of Ipswich City Properties Pty Ltd, Stuart Lummis and Gary Finnegan, had resigned and the Interim Administrator is now the sole director of Ipswich City Properties Pty Ltd

The Interim Administrator noted that the proposed Tender Consideration Plan would address the advantages and disadvantages of the optional approaches to procure the redevelopment, including the possibility of a restricted tender process with the current four shortlisted tenderers for the construction of the administration building.

Recommendations:

- 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, Ipswich Central – Tender Consideration Plan, of the Acting Chief Operating Officer (Finance and Corporate Services) dated 13 September 2018 for consideration by Council at the next Council meeting.

The motion was put and carried.

MEETING CLOSED

The meeting closed at 9.17 am.

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

Unconfirmed

A5080579

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  |

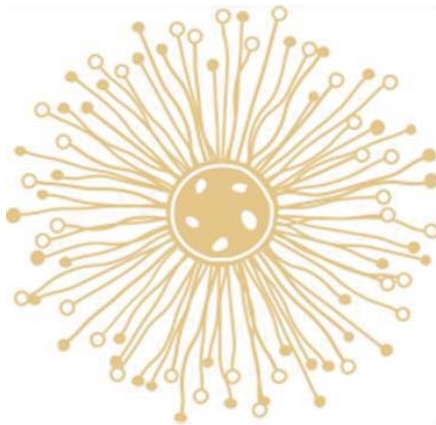
RECOMMENDATIONS:

- 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 |
| 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.
- 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.

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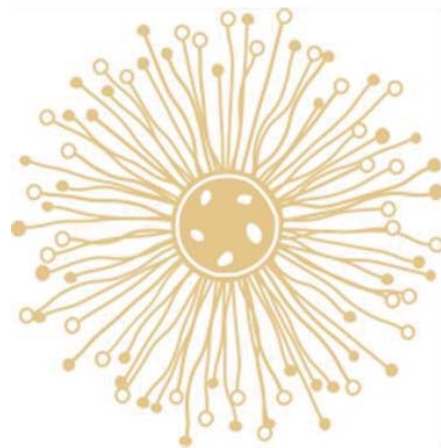
- 10.1 At least biennially, the Audit and Risk Management Committee will assess the performance and achievements of the Committee for the previous period and ensure that it is meeting its objectives efficiently and effectively.
- 10.2 Confirm biennially that all responsibilities outlined in this charter 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.

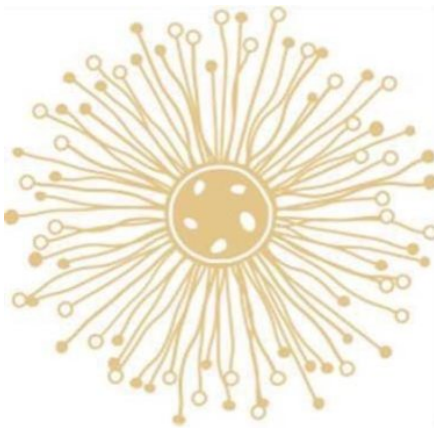
12. APPROVAL OF THE CHARTER

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AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER



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| 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 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.

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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.

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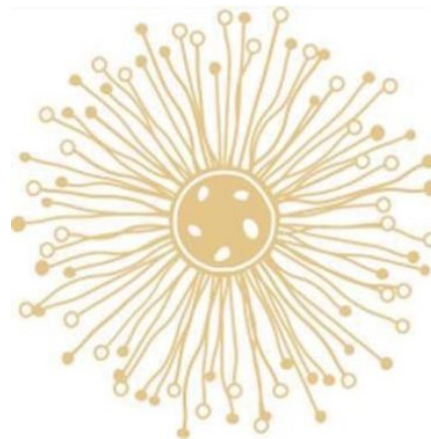
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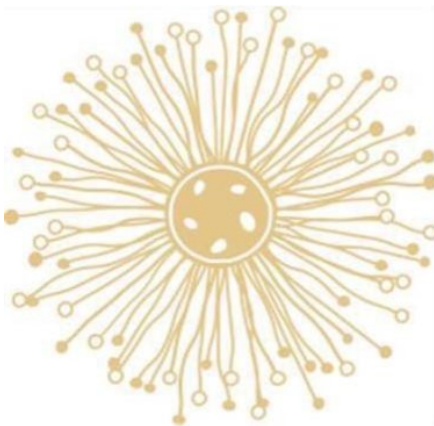
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7.3. Financial Statements

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- 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.
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- 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.
- 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.

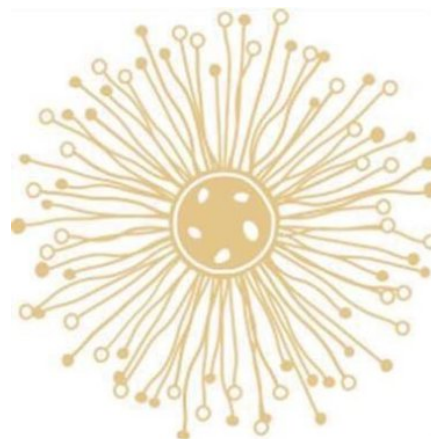
10.3 Where this evaluation highlights a need for enhancements to the role, operational processes or membership of the Committee, the Chairperson should take action to ensure such enhancements are implemented.

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.



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

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

INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

**INTERIM MANAGEMENT
COMMITTEE ATTENDANCE:** Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones,
Steve Greenwood and Nicholas Wilson (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.

The Interim Administrator welcomed Charlie Dill as the Acting Chief Executive Officer.

1. **INFRASTRUCTURE DELIVERY PROGRESS AS AT 19 SEPTEMBER 2018**

With reference to a report by the Commercial Finance Manager dated 20 September 2018 concerning the delivery of the 2018-2019 Infrastructure Services Capital Works Portfolio.

RECOMMENDATION

That the report be received and the contents noted.

2. **CONTRACT AWARD – NO. 11213 – BLACKSTONE AND SOUTH STATION ROAD,
SILKSTONE – INTERSECTION UPGRADE PROJECT**

With reference to a report by the Construction Manager (Infrastructure Services) dated 2 October 2018 concerning the procurement and contract award of Contract No. 11213 Blackstone and South Station Road, Silkstone Intersection Upgrade Project as a result of the tender evaluation.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Tender No. 11213 Blackstone and South Station Road, Silkstone Intersection Upgrade Project be awarded to the preferred contractor under an AS2124 Lump Sum Contract.
 - B. That Council enter into a Lump Sum Contract with the preferred contractor for the Blackstone and South Station Road, Silkstone Intersection Upgrade Project for the sum of two million eight hundred and eighty-two thousand, four hundred and thirty-nine dollars and forty-seven cents (excluding GST) (\$2,882,439.47) for 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*.
-

3. ACTIVE TRANSPORT WAYFINDING STRATEGY AND SIGN DESIGN MANUAL

With reference to a report by the Senior Transport Planner dated 18 September 2018 concerning the *Active Transport Wayfinding Strategy and Sign Design Manual*, a signature project of the endorsed *iGO Active Transport Action Plan (ATAP)*.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the *Active Transport Wayfinding Strategy and Sign Design Manual*, as detailed in Attachments B and C to the report by the Senior Transport Planner dated 18 September 2018, be adopted.
 - B. That the *Active Transport Wayfinding Strategy and Sign Design Manual* be considered when developing Council's strategic planning documents and used to inform applicable active transport projects.
-

4. REPEAL OF TEMPORARY SEALS FOR DUST SUPPRESSION ON GRAVEL ROADS POLICY

With reference to a report by the Technical Officer (Traffic) dated 27 September 2018 concerning the repealing of the Temporary Seals for Dust Suppression on Gravel Roads Policy in line with Ipswich City Council's review cycle.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the policy titled "Temporary Seals for Dust Suppression on Gravel Roads", as detailed in Attachment A of the report by the Technical Officer (Traffic) dated 27 September 2018, as per resolution No. 20.07 of the Works Committee of 9 February 1998, adopted at Council on 18 February 1998 and amended on 4 November 1998, be repealed.
- B. That the Chief Operating Officer (Infrastructure Services) prepare a report in the next twelve months in relation to establishing a policy position in relation to the management of non-standard requests relating to infrastructure solutions.

Recommendation B above was endorsed by the Interim Administrator after the Interim Management Committee members discussed the need to ensure that a policy position for the management of non-standard treatments of designs following requests, for example road maintenance treatments, such that rigour in the consideration and approval of such treatments are objective and consistently applied.

5. PETITION REGARDING RIVER ROAD, BUNDAMBA – DIVISION 4

With reference to a report by the Infrastructure Planning Manager dated 24 September 2018 concerning a petition received from the community regarding the potential opening of River Road, Bundamba at the intersection with Nelson Street.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the current road closure on River Road, Bundamba north of Nelson Street remain in effect to restrict through traffic access.
- B. That the existing bollards and slide rail be removed from River Road and more permanent infrastructure such as concrete barriers be installed.
- C. That the petitioners be advised of the outcomes of this report.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 8.30 am.

The meeting closed at 8.58 am.

WORKS, PARKS AND SPORT COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

**INTERIM MANAGEMENT
COMMITTEE ATTENDANCE:** Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones,
Steve Greenwood and Nicholas Wilson (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. **FREQUENCY OF THE HOUSEHOLD CHEMICALS, GAS BOTTLE AND LISTED ITEMS DROP-OFF DAY**

With reference to a report by the Ipswich Waste Services Manager dated 6 September 2018 concerning a resolution to increase the frequency of the Household Chemicals, Gas Bottle and Listed Items Drop-off Day.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decision of Council, as per Item No. 2, Recommendations A and D, of the Works, Parks and Sport Committee No. 2018(08) of 13 August 2018, and adopted at the Council Ordinary Meeting of 20 August 2018, as outlined in Attachment A of the report by the Ipswich Waste Services Manager dated 6 September 2018, be repealed.
- B. That the next Household Chemical, Gas Bottle and Listed Items Collection Day at the Riverview Recycling and Refuse Centre be undertaken in June 2019.

2. **SPORT AND RECREATION GRANTS ROUND ONE 2018**

With reference to a report by the Acting Strategic Projects Coordinator dated 17 September 2018 concerning the applications for round one of the Sport and Recreation Grants.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council provide funding of \$41,800.00 (incl GST) through the Sport and Recreation Event Grant program to the applicants outlined in the report by the Strategic Projects Coordinator dated 17 September 2018.
 - B. That Council provide funding of \$6,000.00 (incl GST) through the Sport and Recreation Participation Grant program to the applicants outlined in the report by the Strategic Projects Coordinator dated 17 September 2018.
 - C. That Council provide funding of \$18,000.00 (incl GST) through the Sport and Recreation Minor Facility Improvements Grant program to the applicants outlined in the report by the Strategic Projects Coordinator dated 17 September 2018.
-

3. DELEGATION TO CHIEF EXECUTIVE OFFICER TO ENTER INTO CONTRACT FOR COUNCIL TENDER 12653 – REFURBISHMENT OF LEVELS 1, 2 AND 4 OF 143 BRISBANE STREET, IPSWICH

With reference to a report by the Contracts Officer dated 20 September 2018 concerning the establishment of a contract from Council Tender 12653 Refurbishment of Levels 1, 2 and 4 of 143 Brisbane Street, Ipswich.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That pursuant to section 257(1) of the *Local Government Act 2009*, Council delegate to the Chief Executive Officer, the power to exercise the powers of Council under Chapter 6 (Contracting) of the *Local Government Regulation 2012* in its capacity as a local government.

Conditions:

This delegation is subject to the following conditions:

1. This delegation does not authorise the Chief Executive Officer to exercise the powers under the *Local Government Act 2009* if the *Local Government Act 2009* provides that the power must be exercised by resolution.
2. Whenever this power is exercised, a record of the exercise shall be made in writing at the time of exercising such power, and a copy thereof shall be kept in such format as determined from time to time by the Chief Executive Officer.
3. The recommendation in relation to the successful tender must be presented to Council at the first available meeting of Council, for Council's noting.

4. The Chief Executive Officer may only exercise the powers granted under this delegation in relation to 12653 Refurbishment of Levels 1, 2 and 4 of 143 Brisbane Street, Ipswich.
5. This delegation expires on completion of the Contract.

The Interim Administrator noted that this proposal is an integral component of the central business district redevelopment strategy currently being considered by council and that, as time is of the essence, delegation to the Chief Executive Officer in this instance would be appropriate.

4. TENDER 12310 – THE PROVISION OF LINE MARKING SERVICES

With reference to a report by the Contracts Officer dated 16 September 2018 concerning the award of Prequalified Supplier Arrangements for the provision of Line Marking Services.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That, in accordance with s233 of the *Local Government Regulation 2012*, Council approve the Preferred Supplier Arrangement for the Provision of Longitudinal and Graphic Line Marking Services.
- B. That Council resolve it is satisfied that it will obtain better value for money from entering into a Preferred Supplier Arrangement for a term of more than two (2) years as the preparation and evaluation of invitations every time line marking services were required would be costly.
- C. That Council enter into a contract for the provision of Longitudinal and Field Marking services with the suppliers listed below for a period of three (3) years with the option to extend a further two (2), one (1) year periods.

| Contractor | Portion |
|--|----------------|
| Allstate Linemarking Services Pty Ltd | Category 1 |
| Gumbay Holdings Pty Ltd t/a Avante Linemarking | Category 1 |
| Allstate Linemarking Services Pty Ltd | Category 2 |
| MP Lines and Signs Pty. Ltd | Category 2 |
| Bananamark | Category 3 |

- D. 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.

5. SOUTH-EAST QUEENSLAND SUB-REGIONAL WASTE AND RESOURCE RECOVERY ALLIANCE – HEADS OF AGREEMENT

With reference to a report by the Coordinator (Sustainability) dated 21 September 2018 concerning Ipswich City Council coordinating and leading the formation of a South-East Queensland sub-regional waste and resource recovery alliance ('the sub-regional alliance') for the purpose of undertaking an expression of interest (EOI).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council enter into a sub-regional alliance Heads of Agreement generally as outlined in Attachment B to the report of the Coordinator (Sustainability) dated 21 September 2018.
- B. That the Chief Executive Officer be authorised to finalise and execute the Heads of Agreement, noting that the finalisation involves negotiation of the final wording amongst participating Councils.

The Interim Administrator and Interim Management Committee members discussed that the final wording of the Heads of Agreement would be subject to negotiation with other councils, and the need to allow some flexibility for council in negotiations.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 9.08 am.

The meeting closed at 9.34 am.

CONSERVATION AND ENVIRONMENT COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones, Steve Greenwood and Nicholas Wilson (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. **CHERISH THE ENVIRONMENT FOUNDATION UPDATE**

With reference to a report by the Business Systems and Support Coordinator dated 29 August 2018 concerning an update on Cherish the Environment Foundation.

In accordance with the Ipswich City Council Code of Conduct, the Chief Operating Officer (Works, Parks and Recreation) (Bryce Hines) informed the committee that he is the Company Secretary for Cherish the Environment Foundation Limited. This was declared for noting purposes only.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council terminate Council's current board representatives (David Morrison and Kerry Silver) from Cherish the Environment Foundation Board.
- B. That Cherish the Environment Foundation Limited be advised that Council has nominated Greg Chemello (Interim Administrator) as Council's representative for the Cherish the Environment Foundation Board.

Recommendation B above was endorsed by the Interim Administrator after the Interim Management Committee members discussed the implications of not having directorship on the Board given Council's contribution.

The Interim Administrator and Interim Management Committee members also discussed the council's role in the company, the nature and structure of the environmental offsets sector and the need for a detailed briefing to the Interim Management Committee in the near future on these arrangements

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 9.44 am.

The meeting closed at 10.07 am.

LIBRARIES AND TOURISM COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones, Steve Greenwood and Nicholas Wilson (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.

1. **TOURISM DEVELOPMENT BRANCH SEPTEMBER 2018 QUARTER REPORT**

With reference to a report by the Tourism Development Manager dated 21 September 2018 concerning the outputs and outcomes of Council's Tourism Development branch as part of the Economic Development and Marketing Department for the quarter ending September 2018.

RECOMMENDATION

That the report concerning the outputs and outcomes of Council's Tourism Development Branch as part of the Economic Development and Marketing Department for the quarter ending September 2018 be received and the contents noted.

2. **2018–2019 DISCOVER IPSWICH CAMPAIGN PLAN**

With reference to a report by the Tourism Development Manager dated 20 September 2018 concerning the 2018–2019 Discover Ipswich Campaign Plan.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That a Quote Consideration Plan/s be prepared to enter into contracts with each of the businesses listed in Column 1 of the table below for respective service/s listed in Column 2 below in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.

| Column 1 | Column 2 |
|------------------|-------------|
| Facebook | Advertising |
| Instagram | Advertising |
| Google | Advertising |
| YouTube | Advertising |
| Brisbane Broncos | Advertising |
| Network 7 | Advertising |

The Chief Operating Officer (Economic, Development and Marketing) advised that Network 7 should be included in the recommendation as an agreement had been in place in previous years for advertising on The Great Day Out, Queensland Weekender and Creek to Coast. This was endorsed by the Interim Administrator and the Interim Management Committee.

3. PRESENTATION – NATURE BASED ADVENTURE TOURISM IN IPSWICH

With reference to a presentation by the Chief Operating Officer (Economic Development and Marketing) concerning Nature Based Adventure Tourism in Ipswich.

RECOMMENDATION

That the presentation be received and noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.17 am.

The meeting closed at 10.44 am.

ARTS AND COMMUNITY DEVELOPMENT COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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. **YOUNG PERFORMING ARTIST BURSARY**

With reference to a report by the Community Grants Coordinator dated 10 September 2018 concerning a request for a Young Performing Artist Bursary from Dancetime Studios.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the provision of a Young Performing Artist Bursary to Dancetime Studio in the amount of \$700.00 towards costs associated with workshops and performance opportunities associated with Disneyland in California, and Walt Disney World and Universal Studios in Orlando.

2. **COMMUNITY DEVELOPMENT GRANTS**

With reference to a report by the Community Grants Coordinator dated 20 September 2018 concerning Community Development Grants.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council approve funding of \$3,480.32 (ex-GST) to the AEIOU Foundation to purchase educational toys and resources to support their program.
 - B. That Council approve funding of \$2,871.68 (ex-GST) to the Kruger Parade Baptist Church towards the annual Kruger Community Easter Festival 2019.
 - C. That Council approve funding of \$3,750.00 (ex-GST) to the Refugee Connect Ltd towards the Bor, South Sudan Community First Aid Training.
 - D. That Council approve funding of \$445.32 (ex-GST) to the Springfield Christian Family towards the 2019 Australian Celebration.
 - E. That Council approve funding of \$3,750.00 (ex-GST) to the Lupang Hinirang towards the Philippines-Australia Festival 2019.
 - F. That Council approve funding of \$4,611.34 (ex-GST) to the Act for Kids Ltd to purchase therapy resources for the Ipswich Therapy Centre.
-

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

With reference to a report by the Community Grants Coordinator dated 17 September 2018 concerning the Regional Arts Development Fund (RADF) Grants for Funding Round 2, 2017–2018.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council formally approve the removal of former Councillors Charlie Pisasale and Kylie Stoneman as Council representatives on the Regional Arts Development Fund Committee.
 - B. That Council provide funding of \$8,320.00 (incl-GST) to Daniel Philippe towards the Music of Silence project, subject to satisfying conditions outlined by the Regional Arts Development Fund Committee.
 - C. That Council provide funding of \$5,830.00 (ex-GST) to Jane Rand towards the Living in Ipswich project.
-

4. TEMPORARY CLOSURE OF IPSWICH ART GALLERY

With reference to a report by the Director, Ipswich Art Gallery dated 19 September 2018 concerning the proposed temporary closure of the Ipswich Art Gallery during the installation of the major exhibition titled 'Playing with Light'.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council note the scheduled temporary closure of the Ipswich Art Gallery to public visitors from Monday, 19 November to Friday, 30 November 2018 to enable the installation of the major exhibition titled 'Playing with Light'.
 - B. That the Director, Ipswich Art Gallery liaise with the Media Manager to ensure that every effort is made to inform the general public of the temporary closure of the Ipswich Art Gallery so that inconvenience to Gallery visitors is minimised.
-

5. COUNCIL NOMINATED DIRECTORS OF IA FOUNDATION LTD

With reference to a report by the Director, Ipswich Art Gallery dated 20 September 2018 concerning Council nominated directors of the Board of IA Foundation Ltd.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council approve the removal of former Councillors Andrew Antoniulli and Charlie Pisasale as the two Council nominated Directors of the Board of the Company "IA Foundation Ltd".
 - B. That Council approve the nomination of Dr Sophia Elmes as a Council nominated Director of the Board of the Company "IA Foundation Ltd".
-

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 10.56 am.

The meeting closed at 11.05 am.

HEALTH, SECURITY AND COMMUNITY SAFETY COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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. **DOGS QLD MEMBERS DISCOUNTED REGISTRATION FEE**

With reference to a report by the Policy Officer dated 28 September 2018 concerning the current published fee 2.4.13 Dogs Qld Members – Dog Registration which is equivalent to an entire Farm Dog registration.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the published fee 2.4.13 Dogs QLD Member – Dog Registration be amended as detailed in Attachment C of the report by the Policy Officer dated 28 September 2018.

The Interim Management Committee noted that there is a discretion in the associated policies for the Chief Operating Officer to waiver fees in certain circumstances and that an appropriate amount of accountability and transparency around this is required. The Interim Administrator endorsed the suggestion from the Interim Management Committee that a formal request be submitted to the Chief Operating Officer (Finance and Corporate Services) for a comprehensive report in relation to a suggested strategy for ensuring accountability and transparency when any council officer has discretion to waive fees and charges across the range of council operations.

2. HEALTH, SECURITY AND REGULATORY SERVICES MONTHLY ACTIVITY REPORT – SEPTEMBER 2018

With reference to a joint report by the Principal Officer (Business Operations) and Manager, Strategic Policy and Systems dated 3 October 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.

3. REVIEW OF HERBICIDE SUBSIDY FOR THE MANAGEMENT OF FIREWEED

With reference to a report by the Acting Manager (Animal Management) dated 23 September 2018 concerning the Herbicide Subsidy for the Management of Fireweed.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council discontinue the herbicide subsidy for the management of fireweed.

4. SWIMMING POOL INSPECTION PROGRAM TRIAL

With reference to a report by the Principal Officer (Investigations, Prosecutions and Training) dated 28 September 2018 detailing the results of the Council Proactive Swimming Pool Inspection Program trial.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council provide in-principle approval to appoint two Full Time Equivalent (FTE) officers to the Health, Security and Regulatory Services Department for the Proactive Pool Inspection Program.
 - B. That subject to budget approval, Council approve \$172,387.20 pa to the Health, Security and Regulatory Services Department budget for the costs of two Full Time Equivalent (FTE) officers.
 - C. That the findings of a 12 month review of the Proactive Swimming Pool Fencing Program be presented to Council.
-

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 11.15 am.

The meeting closed at 11.35 am.

PLANNING, DEVELOPMENT AND HERITAGE COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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. **PROPOSED POLICY FOR FUTURE PUBLIC MONUMENTS AND MEMORIALS FOR THE CITY**

With reference to a report by the Business Systems and Support Coordinator dated 28 August 2018 concerning a proposed policy for future monuments and memorials for the City.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Policy entitled 'Public Monuments and Memorials Policy' as shown in Attachment C to the report by the Business Systems and Support Coordinator dated 28 August 2018, be adopted, as amended.
- B. That the Public Monuments and Memorials Application form as shown in Attachment D, as amended, to the report by the Business Systems and Support Coordinator dated 28 August 2018, be noted.
- C. That the Public Monuments and Memorials Procedure as shown in Attachment E to the report by the Business Systems and Support Coordinator dated 28 August 2018, be noted.

An amendment to the policy titled 'Public Monuments and Memorials Policy' was endorsed by the Interim Administrator after the Interim Management Committee members suggested that there needed to be clarity around the responsibility for maintenance costs, the wording for causing of offence as well as further information regarding density.

2. PLANNING SCHEME MAJOR AMENDMENT PACKAGE 03/2017 AND CONSEQUENTIAL AMENDMENTS TO IMPLEMENTATION GUIDELINE NO. 1

With reference to a report by the Acting Strategic Planning Manager dated 2 October 2018 concerning the final adoption of Planning Scheme Major Amendment Package 03/2017 and consequential amendments to Implementation Guideline No. 1 – Development Standards for Auxiliary Units and Dual Occupancies including those which are used to Accommodate Relatives or Aged or Infirm Persons.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Planning Scheme Major Amendment Package 03/2017 as detailed in the report by the Acting Strategic Planning Manager dated 2 October 2018, be adopted.
- B. That amendments to Implementation Guideline No. 1 - Development Standards for Auxiliary Units and Dual Occupancies including those which are used to Accommodate Relatives or Aged or Infirm Persons, as detailed in Attachment D of the report by the Acting Strategic Planning Manager dated 2 October 2018, be adopted.
- C. That the commencement date for the major planning scheme amendments and consequential amendments to Implementation Guideline No. 1 - Development Standards for Auxiliary Units and Dual Occupancies including those which are used to Accommodate Relatives or Aged or Infirm Persons be Monday, 19 October 2018 and the amendments be noted accordingly.
- D. That the Strategic Planning Manager be requested to attend to the relevant matters associated with the implementation of the proposed major planning scheme and implementation guideline amendments, including:
 - 1. amending the relevant documents and Council databases;
 - 2. placement of public notices of the adoption of the amendments; and
 - 3. forwarding notification of the adoption to the chief executive of the Department of State Development, Manufacturing, Infrastructure and Planning, pursuant to the provisions of the *Planning Act 2016* and *Minister's Guidelines and Rules*.

3. EXERCISE OF DELEGATIONS REPORT

With reference to a report by the Development Planning Manager dated 2 October 2018 concerning applications determined by delegated authority.

RECOMMENDATION

That the report be received and the contents noted.

4. COURT ACTION STATUS REPORT

With reference to a report by the Development Planning Manager dated 2 October 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 11.45 am.

The meeting closed at 11.58 am.

ECONOMIC DEVELOPMENT AND DIGITAL CITY COMMITTEE NO. 2018(10)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

INTERIM MANAGEMENT COMMITTEE ATTENDANCE: Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones and Steve Greenwood

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.

1. **OFFICE OF ECONOMIC DEVELOPMENT SEPTEMBER 2018 QUARTER REPORT**

With reference to a report by the Economic Development Manager dated 21 September 2018 concerning the outputs and outcomes of council's Office of Economic Development as part of the Economic Development and Marketing Department for the quarter ending September 2018.

RECOMMENDATION

That the report concerning the outputs and outcomes of council's Office of Economic Development as part of the Economic Development and Marketing Department for the quarter ending September 2018 be received and the contents noted.

2. **MARKETING SERVICES BRANCH SEPTEMBER 2018 QUARTER REPORT**

With reference to a report by the Marketing Services Manager dated 21 September 2018 concerning the outputs and outcomes of council's Marketing Services branch as part of the Economic Development and Marketing Department for the quarter ending September 2018.

RECOMMENDATION

That the report concerning the outputs and outcomes of council's Marketing Services branch as part of the Economic Development and Marketing Department for the quarter ending September 2018 be received and the contents noted.

3. COMMUNICATIONS AND MEDIA SEPTEMBER 2018 QUARTER REPORT

With reference to a report by the Communications and Media Manager dated 21 September 2018 concerning the outputs and outcomes of council's Communications and Media branch as part of the Economic Development and Marketing Department for the quarter ending September 2018.

RECOMMENDATION

That the report concerning the outputs and outcomes of council's Communications and Media branch as part of the Economic Development and Marketing Department for the quarter ending September 2018 be received and the contents noted.

4. EVENT SPONSORSHIP OF THE 2019 WINTERNATIONALS

With reference to a report by the Events and Engagement Officer dated 24 September 2018 concerning an application for event sponsorship of \$30,000.00 by Willowbank Raceway Inc for the 2019 Winternationals.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council allocate event sponsorship of \$30,000.00 to Willowbank Raceway from the 2018–2019 Event Sponsorship Budget.

5. PRESENTATION – DEFENCE INDUSTRY IN IPSWICH

With reference to a presentation by the Chief Operating Officer (Economic Development and Marketing) concerning Defence Industry in Ipswich.

RECOMMENDATION

That the presentation be received and noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.09 pm.

The meeting closed at 12.28 pm.

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(11)

9 OCTOBER 2018

REPORT

MEMBER'S ATTENDANCE: Greg Chemello (Interim Administrator)

**INTERIM MANAGEMENT
COMMITTEE ATTENDANCE:** Jan Taylor, Simone Webbe, Stan Gallo, Robert Jones
and Steve Greenwood

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. **COMMUNITY DONATIONS EXCEEDING \$15,000.00**

With reference to a report by the Community Grants Coordinator dated 26 September 2018 concerning approval for community donation requests from organisations who have received donations in excess of \$15,000.00 for the current financial year.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That a community donation of \$5,929.50 be allocated to Western Pride Football Club towards the rental of food vans over a twelve week period, and hire of infrastructure for junior and senior presentation days to be held in October 2018.
- B. That a community donation of \$17,673.00 be allocated to the Brassall Christmas in the Park Committee towards its Christmas Carols event, on condition that the applicant provide the public liability insurance certificate of currency and a park permit to Council.

2. **CHRISTMAS CLOSURE 2018**

With reference to a report by the Manager, People and Culture dated 28 September 2018 concerning proposed working arrangements for Council staff over the 2018-2019 Christmas/New Year period.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council offices close from 1.00 pm Monday, 24 December 2018, re-opening Wednesday, 2 January 2019, except for staff providing emergency or essential services.
 - B. That as per the relevant Certified Agreements, staff be granted a day off work on Thursday, 27 December 2018 with pay and without applying for any form of leave, except those required to provide emergency or essential services.
 - C. That those employees who attend work on Thursday, 27 December 2018 be credited with one day's accrued leave.
 - D. That staff not required to provide emergency or essential services be required to apply for Flex Time, Annual Leave, TIL or Long Service Leave to cover the remaining two day period of the shutdown.
 - E. That Council communicate the working/leave arrangements for 2018–2019 Christmas/New Year period to all Council staff as soon as practical.
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3. SPRINGFIELD CENTRAL STATE HIGH SCHOOL MULTI-PURPOSE HALL AND COMMUNITY FACILITIES PARTNERSHIP OPPORTUNITY – DIVISION 9

With reference to a report by the Senior Property Officer dated 28 September 2018 concerning the development of a multi-purpose sports hall and community centre in partnership with the Queensland Department of Education (DOE) in Springfield Central

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous recommendations A, E, F, G, H as per Item No. 8 of the City Management, Finance and Community Engagement Committee No. 2017 (05) of 23 May 2017 and adopted by the Council Ordinary meeting of 30 May 2017, as detailed in Attachment A to the report by the Senior Property Officer dated 28 September 2018, be repealed.
- B. That Council enter into a jointly funded partnership arrangement with the Queensland Department of Education for development of a shared use multi-purpose hall on Council land (Lot 1200 SP303994) located at 7003 Parkland Drive, Springfield Central to meet Springfield Central State High School's indoor sport facility needs, as well as Council's community facility and indoor sports facility needs, as detailed in Attachment A of the report by the Senior Property Officer dated 28 September 2018.

- C. That Council resolve to enter into a Transfer of Land for Council to acquire:
1. Part of land located at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 for the consideration sum of \$1, if demanded;
 2. Part of land located at 7006 Sinnathamby Boulevard, Springfield Central described as Lot 12 on SP234040 for the consideration sum of \$1, if demanded.
- D. That the Chief Executive Officer be authorised to negotiate and execute the Transfer of Land with the landowners for Council to acquire part of the land at 90 Parkland Drive, Springfield Central described as Lot 11 on SP234040 and acquire part of the land located at 7006 Sinnathamby Boulevard Springfield Central described as Lot 12 on SP234040 and to do any other acts necessary to implement Council's decision to acquire this land in accordance with section 13(3) of the *Local Government Act 2009*.
- E. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* ("the Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a leasehold arrangement between Council and the Queensland Department of Education.
- F. That Council enter into a Lease with the Queensland Department of Education ("the tenant") for the whole of proposed Lot 1200 on SP303994 and for a period of twenty (20) years.
- G. 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*.
- H. That Council enter into a Sublease with the Queensland Department of Education ("the sublessor") for Part of the Ground and First Level of the Building described as Area C for a period of twenty (20) years.
- I. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Sublease 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*.
- J. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive, Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a new easement arrangement between Council and the Queensland Department of Education.
- K. That Council agree to grant Easement A to the Queensland Department of Education for drainage purposes over 7003 Parkland Drive described as Lot 1200 on SP303994.

- L. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by the Queensland Department of Education, for Council granting to the Queensland Department of Education, Easement A for drainage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
 - M. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
 - N. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exception referred to in section 236 (1)(b)(i) of the Regulation applies to Council for the disposal of the easement interest of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994 ("the land"), by way of a new easement arrangement between Council and Queensland Urban Utilities.
 - O. That Council agree to grant Easement B to Queensland Urban Utilities for sewerage purposes over part of 7003 Parkland Drive described as Lot 1200 on SP303994.
 - P. That Council agree to the compensation amount of \$1.00, payable to Council, as proposed by Queensland Urban Utilities, for Council granting to Queensland Urban Utilities, Easement B for Sewerage purposes, over part of 7003 Parkland Drive Springfield Central described as Lot 1200 on SP303994.
 - Q. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed Easement to be executed by Council and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
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4. BUDGET AMENDMENT – CARRYOVERS FROM 2017-2018

With reference to a report by the Acting Finance Manager dated 28 September 2018 concerning an amendment of the 2018-2019 Budget.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the proposed amended budget 2018–2019, as detailed in Attachments A, B and C, to the report by the Acting Finance Manager dated 28 September 2018, be adopted.

5. MONTH END PERFORMANCE – AUGUST 2018

With reference to a report by the Acting Finance Manager dated 27 September 2018 concerning Council performance for the period ending 31 August 2018, submitted in accordance with *Section 204* of the *Local Government Regulation 2012*.

RECOMMENDATION

That the report be received and the contents noted.

6. OVERDUE RATES AND CHARGES – JULY-SEPTEMBER 2018 QUARTER

With reference to a report by the Recoveries Manager dated 2 October 2018 concerning rate arrears and rate collection statistics for the period July-September 2018.

RECOMMENDATION

That the report be received and the contents noted.

7. TRAVEL AND TRAINING REQUESTS

With reference to a report by the Acting Corporate Services and Risk Manager dated 24 September 2018 concerning the request of the Interim Administrator (IA) and Acting Chief Executive Officer (A/CEO) to attend the 2018 Annual Conference of the Local Government Association of Queensland (LGAQ).

The Interim Administrator declared a potential conflict of interest in this matter and noted that, under the circumstances, he would remain in the meeting to determine this matter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council approve the proposed attendance of the Interim Administrator and Acting Chief Executive Officer at the 2018 Local Government Association of Queensland Annual Conference as detailed in the report by the Acting Corporate Services and Risk Manager dated 24 September 2018.

8. ENERGEX LIMITED – PAD MOUNT TRANSFORMER – EXCISE OF LAND FROM LOT 1100 ON SP283567 FOR DEDICATION AS ROAD RESERVE - 7002 PARKLAND DRIVE, SPRINGFIELD CENTRAL – SOUTHERN SPORTS FIELDS

With reference to a report by the Senior Property Officer dated 28 September 2018 concerning the proposed excise of 35m² of Lot 1100 on SP283567 to be dedicated as road reserve to accommodate a pad mount transformer for Energex Limited. Lot 1100 on SP283567 is owned by Ipswich City Council (Council) as freehold land in trust.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decision of Council, as per Item No. 12 of the City Management, Finance and Community Engagement Committee No. 2018(08) on 17 July 2018 and adopted by the Council Ordinary meeting of 24 July 2018, be repealed.
 - B. That Council agree to excise 35m2 of land from Lot 1100 on SP283567 and dedicate the portion of land as road reserve as identified in the proposed survey plan for Lot 1100 on SP303712 for a pad mount transformer located at 7002 Parkland Drive, Springfield Central.
-

9. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – AUGUST 2018

With reference to a report by the Acting Strategic Client Office Manager dated 24 September 2018 concerning customer service delivery activities for the period 1 August to 31 August 2018.

RECOMMENDATION

That the report be received and the contents noted.

10. NEW TRUSTEE LEASE ARRANGEMENT TO THE IPSWICH BOWLS CLUB INC – PART OF 10D MILFORD STREET, IPSWICH DESCRIBED AS PART OF LOT 1 ON SP 154140 – DIVISION 7

With reference to a report by the Development and Relationship Manager dated 20 September 2018 advising that the trustee lease term recommended at the City Management, Finance and Community Engagement Committee (CMFCE) No. 2018(08) of 17 July 2018 and adopted by Council on 24 July 2018, does not comply with the *Land Act 1994* (Qld) s.61, “conditions on trustee leases”, for part of 10D Milford Street, Ipswich described as part of Lot 1 on SP154140.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Recommendations A, B and C of the report titled “New Trustee Lease Arrangement to The Ipswich Bowls Club Inc – Part of 10D Milford Street, Ipswich Described as part of Lot 1 On Sp154140 – Division 7”, as detailed in Attachment A, as per Item 8 of the City Management, Finance and Community Engagement Committee No. 2018(08) of 17 July 2018 and adopted at Council on 24 July 2018, be repealed.
- B. That Council, as trustee, resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation), that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at Part of 10D Milford Street, Ipswich and described as part of Lot 1 on SP154140 (“the land”) by way of a leasehold arrangement between Council and Ipswich Bowls Club Inc. for a consideration sum of \$1,000.00 per annum (excluding GST).

- C. That Council enter into a Trustee Lease with Ipswich Bowls Club Inc. (the tenant) for a period of 10 years.
 - D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Trustee 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*.
-

11. NEW LEASE TO BRISBANE CITY COUNCIL – PART OF 2B KENNETH STREET, RIVERVIEW DESCRIBED AS LEASE B IN LOT 1 ON RP 215975 ON SP234917 – DIVISION 3

With reference to a report by the Development and Relationship Manager dated 25 September 2018 concerning the lease to Brisbane City Council (BCC) at 2B Kenneth Street, Riverview (Lot 1 on RP215975).

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 Council resolve that the exceptions under sections 236(1)(b)(ii) and 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at:
 - 2B Kenneth Street Riverview described as Lease B in Lot 1 on RP215975 on SP234917
- B. That Council enter into a Lease with Brisbane City Council as detailed in Confidential Attachment B of the report by the Development and Relationship Manager dated 25 September 2018.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease (where applicable) 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*.

The Interim Administrator noted that the proposed arrangements would, in effect, separate the property tenure arrangement of this asphalt production facility and roadwork operational arrangements so that council would be leasing the property on commercial terms to Brisbane City Council and entirely separate to that arrangement, council is able to contract with Brisbane City Council to acquire asphalt on commercial terms as required. The Interim Administrator noted this to be appropriate governance.

12. LEASE TO WEST MORETON HOSPITAL AND HEALTH SERVICE OVER PART OF LEVEL 3 AND WHOLE OF LEVEL 4 – THE HAYDEN CENTRE, 37 SOUTH STREET, IPSWICH DESCRIBED AS LOT 10 ON RP 150792 – DIVISION 7

With reference to a report by the Senior Property Manager dated 3 October 2018 regarding the negotiation of a Lease between Ipswich City Council (Council) and West Moreton Hospital and Health Service (WMHHS) for part of Level 3 and the whole of Level 4 of the Hayden Centre. Ipswich City Council (Council) owns The Hayden Centre as freehold title which is located at 37 South Street, Ipswich and described as Lot 10 on RP150792. The property has been declared as surplus to future council requirements under a Council resolution in June 2018.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve pursuant to Section 236(2) of the *Local Government Regulation 2012* ("The Regulation"), that the exception under sections 236(1)(b)(i) of the Regulation applies to the disposal of the Leasehold interest located at the Hayden Centre 37 South Street, Ipswich described as Lot 10 on RP150792 by way of a leasehold arrangement between Council and West Moreton Hospital and Health Services for a consideration sum as per the negotiated fees contained in the Confidential Background Report.
- B. That Council enter into the following agreements with West Moreton Hospital and Health Services for a period of two (2) years:
 - a. a Lease for a part of Level 3 of the Hayden Centre
 - b. a Lease for the whole of Level 4 of the Hayden Centre
 - c. a Licence for six (6) car parks in the basement of the Hayden Centre and six (6) car parks at the Southern Street car park.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Leases and Licences and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

The Interim Administrator noted that this lease arrangement is an essential component of the overall central business district redevelopment strategy being currently considered by council.

13. OFFICE OF THE CEO UPDATE

With reference to a report by the Chief Executive Officer dated 2 October 2018 providing an update on the Office of the Chief Executive Officer for the month September 2018.

RECOMMENDATION

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

14. REPORT – EMPLOYEE DEVELOPMENT ADVISORY COMMITTEE NO. 2018(05) OF 2 OCTOBER 2018

With reference to the report of the Employee Development Advisory Committee No. 2018(05) of 2 October 2018.

RECOMMENDATION

That the report of the Employee Development Advisory Committee No. 2018(05) of 2 October 2018 be received, the contents noted and the recommendations contained therein be adopted.

15. POLICY TO DEAL WITH FUTURE CORRUPTION ALLEGATIONS AGAINST THE COUNCIL'S CHIEF EXECUTIVE OFFICER

With reference to a report by the Chief Audit Executive dated 4 October 2018 to effect changes as suggested by the Crime and Corruption Commission (CCC) to the policy from the previous report dated 10 May 2018 of the Acting Chief Executive Officer as amended at Policy and Administration Advisory Committee No. 2018(05) of 15 May 2018.

RECOMMENDATION

- A. That the policy titled "Dealing with a complaint involving the Chief Executive Officer" referred to in Attachment A of the report by the Chief Audit Executive dated 4 October 2018 as per Resolution No. 9 of the Policy and Administration Advisory Committee No. 2018(04) of 15 May 2018 and adopted by Council on 29 May 2018, be repealed.
 - B. That the policy titled "Dealing with a complaint involving the Chief Executive Officer" referred to in Attachment E of the report by the Chief Audit Executive dated 4 October 2018, in accordance with Section 48A of the *Crime and Corruption Act 2001*, be adopted.
-

It was moved by the Interim Administrator that in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, the meeting move into closed session to discuss Item 16 titled Amendment to Tender No. 13-14-327 – Site and Fill Management.

The meeting moved into closed session at 1.18 pm.

It was moved by the Interim Administrator that the meeting move into open session.

The meeting moved into open session at 1.31 pm.

16. AMENDMENT TO TENDER NO. 13-14-327 – SITE AND FILL MANAGEMENT

With reference to a report by the Chief Operating Officer (Works, Parks and Recreation) dated 2 October 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*.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to prepare a Tender Consideration Plan to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.
- B. That Council resolve to adopt the Tender Consideration Plan to enter into a contract with existing supplier of tender 13-14-327 Site and Fill Management Services set out in Confidential Attachment A to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.
- C. That Council resolve to enter into a contract with the existing supplier of tender 13-14-327 Site and Fill Management Services on similar terms and conditions, and the same commercial rates, as the expired contract and as described in the confidential reports of the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.
- E. That Council adopt the recommendations contained in Confidential Attachment B to the report by the Chief Operating Officer (Works Parks and Recreation) dated 2 October 2018.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting opened at 12.53 pm.

The meeting closed at 1.32 pm.

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2018(04)

11 OCTOBER 2018

REPORT

MEMBERS' ATTENDANCE: Graeme Stratford (Chairperson and External Member); Greg Chemello (Interim Administrator), Robert Jones (Interim Management Committee member), Stan Gallo (Interim Management Committee member) and Dr Annette Quayle (External Member)

MEMBER'S APOLOGIES: Nil

OTHER ATTENDANCE: Acting Chief Executive Officer (Charlie Dill), Acting Chief Operating Officer (Finance and Corporate Services) (Jeffrey Keech), Chief Audit Executive (Freddy Beck), Queensland Audit Office (Assistant Auditor-General) (Poopalasingam Brahman), Queensland Audit Office (LG Sector Director) (Patrick Flemming), Queensland Audit Office (Senior Manager) (Lisa Fraser), Queensland Audit Office (Senior Team Member) (Luigi Demichelis)

1. **REPORT – AUDIT COMMITTEE NO. 2018(03) OF 8 AUGUST 2018**

With reference to a report by the previous Audit Committee No. 2018(03) 8 August 2018 and an extract of the Council Ordinary Meeting held on 21 August 2018.

RECOMMENDATION

That the report be received and the contents noted.

2. **INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 30 JULY 2018 TO 5 OCTOBER 2018**

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the activities undertaken since 30 July 2018 and the current status of Internal Audit activities.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

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

3. SUMMARY OF RECENT AUDIT REPORTS ISSUED

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the completion of recent internal audits and subsequent report releases since the previous report dated 30 July 2018.

RECOMMENDATION

That the report be received and the contents noted.

4. OVERDUE RECOMMENDATIONS AS AT 5 OCTOBER 2018

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the status of each Department's progress in actioning the internal and external audit recommendations due or overdue for implementation.

RECOMMENDATION

That the report be received and the contents noted.

The committee members commented on the length of time taken to close some of the outstanding audit recommendations and suggested that some recommendations be broken down into smaller recommendations that could be easily monitored.

The committee members discussed the need for a procurement framework and the Interim Administrator advised that the Interim Management Committee is in the process of reviewing this matter.

5. PLANNING OF FUTURE AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS FOR 2019

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the proposed structured and planned agenda for the Audit and Risk Management Committee for the period 1 January 2019 to 31 December 2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the proposed structure and planned agenda for the Audit and Risk Management Committee for the period 1 January 2019 to 31 December 2019 be reviewed with the members of the committee and a report provided to the next meeting.

The committee members requested that this report be reviewed prior to formal adoption to ensure that the committee focus on particular matters including risk management.

6. PROPOSED CHANGES TO THE INTERNAL AUDIT CHARTER

With reference to a report by the Chief Audit Executive dated 5 October 2018 concerning the proposed changes to the Internal Audit Charter.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the Internal Audit Charter, as detailed in Attachment A of the report by the Chief Audit Executive dated 5 October 2018, as per Item 5 of the City Management and Finance Committee No. 2016(05) of 9 August 2016 and adopted at the Council Ordinary Meeting of 17 August 2016, be repealed.
 - B. That the Internal Audit Charter, as detailed in Attachment C of the report by the Chief Audit Executive dated 5 October 2018, be adopted.
-

7. PROCUREMENT REVIEW UPDATE – OCTOBER 2018

With reference to a report by the Procurement Manager dated 9 October 2018 concerning the status of the procurement review.

RECOMMENDATION

That the report be received and the contents noted.

8. DRAFT UNAUDITED 2017-2018 ANNUAL FINANCIAL STATEMENTS

With reference to a report by the Principal Financial Accountant dated 9 October 2018 concerning the draft unaudited 2017-2018 Annual Financial Statements.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the draft unaudited 2017-2018 Annual Financial Statements, as detailed in Attachment A to the report by the Principal Financial Accountant dated 9 October 2018, be received and noted.

9. QUEENSLAND AUDIT OFFICE – BRIEFING NOTE

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

RECOMMENDATION

That the report be received and the contents noted.

10. BACKGROUND AND SUMMARY OF CONTROLLED ENTITIES

With reference to a report by the Queensland Audit Office providing a background and summary of Ipswich City Council's controlled entities.

RECOMMENDATION

That the report be received and the contents noted.

11. SUMMARY OF ISSUES RAISED AT IPSWICH CITY COUNCIL AND CONTROLLED ENTITIES 2012-2013 TO 2016-2017

With reference to a report by the Queensland Audit Office providing a summary of issues raised at Ipswich City Council and controlled entities for the period 2012-2013 to 2016-2017.

RECOMMENDATION

That the report be received and the contents noted.

12. DRAFT 2018 IPSWICH CITY COUNCIL MANAGEMENT REPRESENTATION LETTER

With reference to a report by the Queensland Audit Office providing a draft 2018 Ipswich City Council Management Representation Letter.

RECOMMENDATION

That the report be received and the contents noted.

13. EXTENSION OF FINANCIAL STATEMENT SIGNING DATE

With reference to a verbal report by the Acting Chief Operating Officer (Finance and Corporate Services) concerning an extension of the financial statement signing date.

RECOMMENDATION

That approval be granted for the Chief Operating Officer (Finance and Corporate Services) and the Chief Executive Officer to request an extension from the Minister for the signing of the financial statements in accordance with section 212 of the *Local Government Regulation 2012*.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.07 pm.

The meeting closed at 3.20 pm.

| | |
|------------------------------------|----------|
| Council Ordinary Meeting | |
| Mtg Date: 16.10.18 | OAR: YES |
| Authorisation: Charlie Dill | |

AH:AH

12 October 2018

MEMORANDUM

TO: INTERIM ADMINISTRATOR OF IPSWICH CITY COUNCIL

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: PROPOSED NEW COMMITTEE STRUCTURE

INTRODUCTION:

This is a report by the Chief Executive Officer dated 12 October 2018 concerning a new Committee Structure that aligns with Council's strategic framework as detailed in Advance Ipswich 2015 Community Plan (Community Plan).

BACKGROUND:

1. The role of a local government

Section 70 of the *Queensland Constitution 2001* (the Qld Constitution) recognises there must be a system of local government in Queensland and that the system is to consist of a number of local governments. Section 71(1) further states that:

"A local government is an elected body that is charged with the good rule and local government of a part of Queensland allocated to the body."

Further, Section 12 of the *Local Government Act 2009* (the Act) states that it is the responsibility of all councillors to represent the current and future interests of the residents of the local government area as well as:

- "(3) (a) ensuring the local government—*
- (i) discharges its responsibilities under this Act; and*
 - (ii) achieves its corporate plan; and*
 - (iii) complies with all laws that apply to local governments;*
- (b) providing high quality leadership to the local government and the community;*

- (c) *participating in council meetings, policy development, and decision-making, for the benefit of the local government area;*
- (d) *being accountable to the community for the local government's performance.*
- (6) *When performing a responsibility, a councillor must serve the overall public interest of the whole local government area."*

To achieve the requirements of Section 12 of the Act, elected representatives and the supporting administration, at the direction of the Chief Executive Officer (CEO), must be accountable, effective, efficient and sustainable to deliver the best results for the community in accordance with the Local Government Act Principles:

- (a) *transparent and effective processes, and decision-making in the public interest; and*
- (b) *sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) *democratic representation, social inclusion and meaningful community engagement; and*
- (d) *good governance of, and by, local government; and*
- (e) *ethical and legal behaviour of councillors and local government employees.*

2. Establishment of Standing Committees

In accordance with Section 264(1) of the *Local Government Regulation 2012* (the Regulation) a local government may appoint, from its Councillors, standing committees or special committees; and advisory committees to discuss and debate strategic issues (leaving decisions in relation to operational matters and the day-to-day management of Council, to the CEO). Standing committees are defined in the Act as:

"... a committee of its councillors that meets to discuss the topic decided by the local government when establishing the committee."

Councillors and the administration come together at committee meetings where the councillors use their combined knowledge and experience, coupled with the advice of the administration, to make decisions for the good governance and the betterment of the community they serve. At the end of such meetings those involved should be satisfied that the local government and community have gained maximum benefit from the decisions made.

3. Council's Current Committee Structure

Council's current standing committee structure includes 10 standing committees, which resulted in the majority of Councillors each being the Chair of at least one committee and would therefore be the spokesperson to the community and media in relation to relevant committee decisions/matters.

A review of Council's current committee structure has identified inefficiencies in relation to the committee structure for example:

- There is no clear alignment between Council’s two key strategic plans – the Community Plan (“Advance Ipswich”) and Corporate Plan – and the current committee structure. Sound governance principles suggest that, to ensure strategies and programs are delivered effectively, accountability and reporting lines should be directed towards these outcomes. The current committee structure does not provide a substantive basis for council and the community to be aware of progress towards the strategic goals outlined in the Advance Ipswich and Corporate Plan.
- Although standing committees are, where possible, aligned to departments there is often a crossover due to the volume of committees. Departments have to submit reports for up to 4 committees which requires attendance at all 4 committees leading to lengthy time away from their departments and business as usual activities - is a resource heavy burden.
- The current committee responsibilities document (refer Attachment A) is very broad. As a result, staff often struggle to determine to which standing committee a report should be submitted.
- Departments regularly do not have any reports to submit to standing committees. However staff felt the need to prepare reports to ensure there were agenda items for all committees each month. This resulted in the preparation of reports with no strategic decisions needing to be made with recommendations being that the committee ‘receive and note’ the report. Preparation of such reports is an unnecessary administration burden on staff with no strategic or operational outcomes or benefit. Committee reports and traditional media releases are not the only mechanism for promoting council to the greater community as Council’s Communication and Media Branch utilise a number of platforms to disseminating information on the good work of Council, such as social media, traditional media, events and forums
- Administratively the resources required to ensure the committee process runs smoothly is very high considering over 50% of the reports submitted are receive and note reports that may have been able to be dealt with by another means.

4. Other Local Governments’ Committee Structures

Most medium to large Queensland councils operate under a committee system whereby detailed deliberation on most matters is carried out at a standing committee, with the committee making recommendations to the Council. Matters are the subject of detailed deliberation at a council ordinary meeting only if Councillors believe further discussion is required and generally are exceptional and of such importance that the whole council should consider them in the first instance.

A review of other Queensland council committee structures was undertaken (refer Attachment B). It was discovered the following councils have standing committees:

- Gold Coast City Council

- Townsville City Council
- Toowoomba Regional Council
- Logan City Council
- Rockhampton Regional Council

OPTIONS:

The Interim Administrator, Interim Management Committee, Chief Executive Officer and Chief Operating Officers have discussed standing committee structure options. Consideration was given to:

- aligning standing committees with Departments
- three (3) draft structures that tried to cluster Departments' functions and responsibilities thereby creating a structure that worked more efficiently
- a quadruple bottom line approach i.e. four (4) standing committees named to reflect the community's social, environmental, economic and civic leadership concerns/issues and future sustainability of the city

Following such discussions and review of other council committee structures it is proposed that the new structure align to council's strategic theme as articulated in the Community Plan

- Strengthening our local economy and building prosperity
- Managing growth and delivering key infrastructure
- Caring for the Community
- Caring for the Environment
- Listening, Leading and Financial Management

5. A Standing Committee Structure Aligned to Strategic Direction

Development of the current Community Plan required the design and implementation of a community engagement activity to ensure the learnings/findings of the engagement would:

- make the Community Plan a better document by ensuring it shares a collective vision; shapes the future development of the city and reflects the aspirations, values, experiences and priorities of the community the Plan is meant to serve
- develop a consensus around a desired future for the city
- build support for Council's role in working toward these futures
- obtain essential data about the community's values, attitudes, expectations and priorities for infrastructure and services

The finalised Community Plan:

- provides a shared vision for the future
- identifies key themes and areas for action
- provides information for the planning and service delivery of Council's corporate and operational plans and budgets

- includes a monitoring and review process
- can be utilised by local community groups, the development industry, business groups and other stakeholder groups to align their development and growth programs with Ipswich City Council

The Community Plan is underpinned by Council’s 5 year 2017-2022 Corporate Plan. Division 1 of the *Local Government Regulation 2012* requires a local government to prepare a 5 year corporate plan and discharge its responsibilities in a way that is consistent with its Corporate Plan. The Corporate Plan must:

- (a) outline the strategic direction of the local government; and*
- (b) state the performance indicators for measuring the local government’s progress in achieving its vision for the future of the local government area; and*
- (c) include the following information for each commercial business unit—*
 - (i) an outline of the objectives of the commercial business unit;*
 - (ii) an outline of the nature and extent of the significant business activity the commercial business unit will conduct.*

6. Mapping proposed Standing Committee Structure/Community Plan Strategy/Committee Responsibilities and responsible department

Both the current Community Plan and Corporate Plan are structured under the same strategic Themes and Goals. It is proposed the standing committee structure align as per Table 1. The linkages between the proposed Standing Committees, Community Plan Strategy, Committee Responsibilities and responsible Departments have been mapped (refer Attachment C).

| Theme | Goal | Proposed Standing Committee |
|---|---|------------------------------------|
| Strengthening our local economy and building prosperity | Provide jobs for the growing population and prosperity for the city through business diversification, adapting and responding to technological advances and creating an attractive economic environment for business investment | Economic Development |
| Managing growth and delivering key infrastructure | Plan and develop a vibrant and sustainable city that accommodates the needs of a diverse and growing population and economy | Growth and Infrastructure |
| Caring for the Community | Create a city that values its past and embraces opportunities to work together for the betterment of the community. | Communities |
| Caring for the Environment | Important areas of native habitat are conserved, the city’s important | Environment |

| Theme | Goal | Proposed Standing Committee |
|---|---|-----------------------------|
| | waterways are protected and their water quality enhanced, and the city responds appropriately to climate change and uses resources prudently. | |
| Listening, Leading and Financial Management | Visionary and accessible leadership is provided that consults and communicates on key decisions and delivers sound financial management and good governance outcomes. | Governance |

Table 1

As well as the above 5 standing committees council must establish an Audit Committee as per Section 105 of the *Local Government Act 2009*. An Audit committee is a committee that:

(a) monitors and reviews—

(i) the integrity of financial documents; and

(ii) the internal audit function; and

(iii) the effectiveness and objectivity of the local government’s internal auditors;

and

(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

Council has adopted an Audit committee as per the Act however this report is to deal with standing committees.

7. Benefits of a Strategic Standing Committee Structure:

The proposed committee structure will:

- ensure the subject matter and discussion regarding reports is held at a high strategic level therefore focusing on Community Plan outcomes and that council decisions and delivery of key corporate projects is in keeping with Act Principles as referenced in Section 1 of this report
- provide linkages to the strategic Community Plan, Corporate and Operational Plans, and inform the development and adoption of council’s long term financial plan and asset management plan. As the topics of such reports are of high level strategic value, there will be a decrease of reports regarding operational matters and “receive and note” reports historically prepared to provide an agenda for a committee meeting being placed on Agendas

- enhance interdepartmental and holistic strategic planning and project delivery while highlighting project interdependencies, risks and issues, etc., of Community/Corporate Plan initiatives. This holistic approach to strategic committee reporting will break down the risk of departments working in isolation or in a 'silo'
- provide Councillors with better knowledge and oversight of major strategic initiatives, allowing them to monitor corporate plan projects and outcomes as per their responsibilities under Section 12(3)(ii) of the Act "*ensuring the local government achieves its corporate plan*"
- provide an opportunity for the development a media strategy regarding the reporting of council decisions linked to Community Plan outcomes, allowing the Chair and other members of the standing committee to take a lead role in informing the community of major council strategic initiatives
- ensure staff prepare well-structured strategic reports and recommendations clearly identifying linkages to the strategic Community Plan and corporate planning documents while emphasising policy, budgetary, legal and risk management implications
- clarify for staff and the wider community the responsibilities and subjects of committee reports to be presented at standing committees as the strategic alignment to the Community Plan, Corporate and Operational Plans
- provide an opportunity to establish five community reference groups to assist the standing committees deliver strategies within each theme. (NB: the establishment of the reference groups will be the subject of a future report to the Governance Committee).

8. Standing Committee Terms of Reference

Each Standing Committee will have a Terms of Reference (ToR) which will contain clear and specific information on what the committee is trying to achieve, who the members are, when and where they meet, etc.

A ToR has been developed for each Standing Committee (refer attachments D to G). Although care has been taken to identify all the Functions and Services the respective Standing Committee will be responsible for, it is anticipated the more Functions or Services will be identified moving forward and the ToR will be amended accordingly.

9. Days and Times of Standing Committees for the Remainder of 2018

For the remainder of the 2018 calendar year, it is proposed that standing committee meetings take place in the week prior to Council ordinary meetings at the times and days set out below:

| Standing Committee | Day | Time |
|---------------------------|---------|---|
| Economic Development | Tuesday | 8.30 am |
| Growth and Infrastructure | Tuesday | 9.30 am or 10 minutes after the conclusion of the Economic Development Committee, whichever is the earlier. |
| Communities | Tuesday | 10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier. |
| Environment | Tuesday | 11.30 am or 10 minutes after the conclusion of the Communities, whichever is the earlier. |
| Governance | Tuesday | 12.30 pm or 10 minutes after the conclusion of the Environment Committee, whichever is the earlier. |

Committee meetings scheduled for November 2018 will be held at the same time of day as those above, but on the days of the week specified below:

| Meeting Dates | Meeting Days |
|---------------|--|
| 7 November | Wednesday (<i>as per Tuesday schedule above</i>) |

10. Minutes of Standing Committee Meetings

At the 2016 post-election meeting Council resolved:

“That all standing committees (with the exception of the Specific Purposes Committee) other committees and boards formed by Council, the functions of which are only to advise or recommend to the minuted Council meeting, provide written reports of their deliberations advice or recommendations and be exempted from keeping minutes of proceedings in accordance with section 272 (6) of the Local Government Regulation.”

It should be noted that, in keeping with the local government principle relating to “transparent and effective processes and decision making in the public interest” the Interim Administrator has ensured standing committee reports now include a statement of reasons for any amendments to an officer’s recommendation as well as a written record of any significant points of discussion regarding the report and its recommendation/s.

11. Attendance of Interim Management Committee at Standing Committees

Under Section 205 of the Act, the Minister appointed a committee of persons to assist the interim Administrator to perform their responsibilities. This committee is known as the Interim Management Committee (IMC).

IMC members can take part in the debate at a standing committee if the Interim Administrator passes a resolution to determine a process for their attendance. Such a resolution meets the requirement of sections 12 and 13 of Council's Local Law 2 – Council Meetings which state:

- 12 Attendance at committee meeting
The local government or a committee may, by resolution determine a process for attendance of persons at committee meetings.
- 13 Participation in committee meetings
Any person, not being a councillor of the local government or a member of the committee, must not take part in a committee debate unless the chairperson invites the person to address the committee upon the matter before it.

Therefore it is proposed that the Interim Administrator pass a resolution at a Council meeting that all members of the IMC attend all future committee meetings of Council and take part in the debate at those committee meetings.

CONCLUSION:

Following a comprehensive review of Council's current committee structure, desktop review of other local government committee structures, discussion between the Interim Administrator, Interim Management Committee, Acting CEO and Chief Operating Officers, it is proposed that:

- Council adopt the below standing committees structure which align to the Advance Ipswich Community Plan strategies which is supported by the Corporate Plan and annual Operational Plan actions and outcomes (refer Table 1 on page 5 and Attachment C):

Proposed Standing Committee Structure

- Economic Development
 - Growth and Infrastructure
 - Communities
 - Environment
 - Governance
- Amend the day and time of committee meetings as detailed in section 8 of this report and keep the minutes of standing committees in accordance with section 272 of the Regulation.
 - Pass a resolution as per Section 12 of Local Law 2 Council Meetings determining that all members of the IMC attend all future committee meetings of Council and take part in the debate at those committee meetings

ATTACHMENTS:

| Name of Attachment | Attachment |
|---|-------------------|
| Council's current Standing Committee Structure | Attachment A |
| Other Local Governments' Committee Structures | Attachment B |
| Mapped Linkages | Attachment C |
| Terms of Reference Template – Economic Development | Attachment D |
| Terms of Reference Template – Growth and Infrastructure | Attachment E |
| Terms of Reference Template – Communities | Attachment F |
| Terms of Reference Template – Environment | Attachment G |
| Terms of Reference Template – Governance | Attachment H |

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

- A. That the previous decisions of Council, as per Items 1, 3 and 4, "Establishment and Responsibilities of Committees and Boards" adopted at the Post Election Meeting of 8 April 2016 and Recommendations A, B and D of the Officer's Report adopted at the Council Ordinary Meeting of 19 September 2017, be repealed.
- B. That the committee structure as detailed in the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- C. That days and times of standing committees for the remainder of 2018 as detailed in the report by the Acting Chief Executive Officer dated 12 October 2018, be adopted
- D. That the Terms of Reference for the proposed standing committee structure as detailed in Attachment D to H of the report by the Chief Executive Officer dated 12 October 2018, be adopted.
- E. That members of the Interim Management Committee attend all future committee meetings of Council and take part in the debate at those committee meetings as per sections 12 and 13 of Council's Local Law 2 – Council Meetings.
- F. That Chief Operating Officer, Arts, Social Development and Community Engagement, prepare a report regarding the establishment of five community reference groups to assist the standing committee committees deliver strategies within each theme to a future Governance Committee.

Angi Harms
Project Officer
CORPORATE SERVICES

I concur with the recommendations contained in this report.

Jeffery Keech

CHIEF OPERATING OFFICER FINANCE AND CORPORATE SERVICES

I concur with the recommendations contained in this report.

Charlie Dill

CHIEF EXECUTIVE OFFICER

Committee Responsibilities and Composition (as at 5 September 2018)

IPSWICH CITY COUNCIL COMMITTEE AND BOARD RESPONSIBILITIES AND COMPOSITION

The committees, with the exception of the Specific Purposes Committee and Audit and Risk Management Committee, as set out hereunder, meet generally on a monthly cycle in the week preceding each ordinary meeting of Council. The committees meet in the Council precinct, which comprises the Council Administration Building, the Ipswich Global Information Centre and the Hayden Centre. The Specific Purposes, Audit and Risk Management Committee will meet as otherwise determined.

| COMMITTEE | COMPOSITION | RESPONSIBILITIES |
|--|---|---|
| <p>Infrastructure and Emergency Management Committee Tuesday, 8.30 am</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Identification, planning and policy development of the transport network Capital Works Program Capital Projects Design services (design element of roads, footpaths, cycle ways, stormwater drainage, public places, parks and open spaces) Emergent special construction programs eg Flood Recovery Programs Facilities Program Strategic planning of roads Transport infrastructure Emergency Management Community engagement education - disaster management Counter Disaster Program Flood Recovery Plan Working Group</p> |
| <p>Works, Parks and Sport Committee Tuesday, 9.30 am or 10 minutes after the conclusion of the Infrastructure and Emergency Management Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Sport and Recreation Program Community participation in sport and recreation Education and promotion Management and operation of recreational spaces Involvement with sporting organisations Future facilities planning for sport and recreation Planning for a sustainable open space network Streetscape and urban tree management Volunteer Park Rangers Works Program Ipswich Fleet Services Program</p> |

| | | |
|---|---|--|
| | | Ipswich Waste Services Program City Entrances and Beautification |
| <p>Conservation and Environment Committee Tuesday, 10.30 am or 10 minutes after the conclusion of the Works, Parks and Sport Committee</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Conservation related matters Climate Change response Natural Resource Management Enviroplan and Cherish the Environment Environment and Conservation Volunteers Bushland Management Waterways and river management Indigenous Land Use Consultative Committee Indigenous Advisory Group Sustainability matters relating to conservation and environment Ipswich Rivers Improvement Trust Sustainability Advisory Board</p> |
| <p>Libraries and Tourism Committee Tuesday 11.30 am or 10 minutes after the conclusion of the Conservation and Environment Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Library Strategy Library Volunteers Ipswich Poetry Feast Information Services (Library Program) Tourism Development and Strategy Visitor Information Services Tidy Towns Tourism Volunteers Ipswich Tourism Operators Network</p> |
| <p>Arts and Community Development Committee Tuesday, 12.30 pm or 10 minutes after the conclusion of the Libraries and Tourism Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Performing and Visual Arts Program Ipswich Art Gallery Ipswich Arts Foundation Ipswich Community Gallery Civic Centre and related functions (including Studio 188) Art Gallery Volunteers Multicultural roundtable and advancement Regional Arts Development Fund Minutes of the Ipswich Arts Interagency Trainee and apprenticeship development Youth and Senior Week Grants Youth Council Community Development Program</p> |

| | | |
|---|--|---|
| | | <p>(including Youth and Seniors and disability related matters)</p> <p>Social and community development planning</p> <p>Community Development grants</p> <p>Regular community workshops</p> <p>Community forums</p> <p>Community events (ie Movies in the Park, Christmas Carols)</p> <p>Home Assist Secure Service</p> <p>HACC Home Maintenance Service</p> <p>Community Consultative Committee (Leichhardt/One Mile)</p> <p>Rosewood/Walloon Consultative Committee</p> <p>Event sponsorship</p> <p>Aboriginal and Torres Strait Islander Peoples Accord Working Group</p> |
| <p>Health, Security and Community Safety Committee</p> <p>Tuesday, 1.30 pm or 10 minutes after the conclusion of the Arts and Community Development Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising:</p> <p>Stan Gallo</p> <p>Simone Webbe</p> <p>Jan Taylor</p> <p>Steve Greenwood</p> <p>Robert Jones</p> | <p>Health and Environmental Protection Program</p> <p>Waste Regulation and Rehabilitation Program</p> <p>Regulatory matters within the responsibility of the Health, Security and Regulatory Services Department</p> <p>Community compliance matters</p> <p>Animal management</p> <p>Pest management</p> <p>Immunisation and proactive health promotion</p> <p>Health partnerships (Ipswich Hospital Foundation)</p> <p>Public and community health</p> <p>Cemeteries</p> <p>Litter Regulation and Clean Up Australia</p> <p>Friends of the Cemetery Committee</p> <p>Safe City Program</p> <p>Safe City Steering Committee</p> <p>Community Safety</p> |
| <p>Planning, Development and Heritage Committee</p> <p>Tuesday, 2.30 pm or 10 minutes after the conclusion of the Health, Security and Community Safety Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising:</p> <p>Stan Gallo</p> | <p>Planning and Development Program (including liquor, gaming and prostitution related matters)</p> <p>Heritage Program</p> <p>Heritage Consultative Committee</p> <p>Environmental aspects of planning and development</p> |

| | | |
|--|---|--|
| | <p>Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Springfield Community Facilities Advisory Board Springfield Town Centre Infrastructure Advisory Board Master Planning to be developed for various industrial and residential areas within the city Co-ordination of Regional Planning issues relevant to the city Development of programs for better understanding of planning and community Working with State and Federal Governments in relation to house and land affordability Heritage Awards</p> |
| <p>Economic Development and Digital City Committee Tuesday, 3.30 pm or 10 minutes after the conclusion of the Planning, Development and Heritage Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Implementation of the Ipswich Regional Centres Strategy and the development/implementation of high level strategies for other centres in the city Economic Development programming and planning International Relations Regional Employment and Employment Operators High level city wide strategic employment and infrastructure opportunities eg Ripley, Rosewood/Walloon, Amberley/Ebenezer Marketing and Media Civic events (ie Australia Day, Citizenship ceremonies) Working with State and Federal Governments Office of Economic Development Regional Economic Business Development Board Council Events Strategy Ipswich Events Corporation Board Corporate events and community engagement (ie Chat times, external Council meetings) Innovation opportunities and industry Intelligent Community Forum Smart City Strategy</p> |

| | | |
|--|--|---|
| <p>City Management, Finance and Community Engagement Committee Tuesday, 4.30 pm or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier.</p> | <p>Greg Chemello (Interim Administrator)</p> <p>Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Facilitate management and financial issues associated with significant city growth Responsibility for all matters referred to by other Committees and other matters referred to it with the agreement of the Chief Executive Officer in consultation with the Mayor. Finance Program Corporate Services Program Operational planning Management of Council's registered trademarks Management of Council's corporate identity and branding including logos, emblems and crests Corporate Planning Ipswich City Council Services Master Plan Fees and Charges Civic Precinct Redevelopment Strategy Brisbane River Catchment Flood Study and Flood Plain Management Plan Customer Relations and Customer Service Systems Customer Surveys Queensland Urban Utilities Ipswich City Enterprises and Subsidiaries Ipswich City Properties Pty Ltd Ipswich City Developments Pty Ltd Work experience coordination Advance Ipswich Ipswich Motorsport Precinct Company CBD Redevelopment Strategy Development of new programs to engage the community Information technology strategies Employee Development Advisory Committee City Country Reference Group (previously City Country Relations Consultative Committee/Rural Consultative Committee) Internal Audit Audit and Risk Management Committee</p> |
|--|--|---|

| | | |
|---|---|---|
| | | Policy and Administration Advisory Committee Any other matters that the Chief Executive Officer deems necessary |
| Specific Purposes Committee When required | Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones | Determine all issues arising from matters referred to it from time to time Matters requiring a Council decision during future recess periods |
| Audit and Risk Management Committee (reporting to City Management, Finance and Community Engagement Committee) (time and place determined by the Audit and Risk Management Committee) | Greg Chemello (Interim Administrator) (member) Stan Gallo (Interim Management Committee)(member) Rob Jones (Interim Management Committee)(member) Chairperson (External Member – Graeme Stratford) | As per the Audit Committee terms of reference and including: Enhance the ability of Councillors to fulfil their legal responsibilities Add to the credibility and objectivity of financial reports Enhance the independence and effectiveness of the Council's Internal Audit Branch Oversee the application of appropriate accounting and disclosure policies and procedures Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities Provide a communication link between management, internal auditors/external auditors and Council Promote the need for public accountability of managers to Council, the ratepayers and other interested parties Support measures to improve management performance and internal controls |

| | | |
|---|---|---|
| <p>Policy and Administration Advisory Committee (reporting to City Management, Finance and Community Engagement Committee) (time and place to be determined by the Policy and Administration Advisory Committee)</p> | <p>Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Policy review, formatting and framework Local Law related matters Any other matters deemed necessary by the Chief Executive Officer</p> |
| <p>Employee Development Advisory Committee (reporting to City Management Finance and Community Engagement Committee) (time and place to be determined by the Policy and Administration Advisory Committee)</p> | <p>Greg Chemello (Interim Administrator) Assisted by Interim Management Committee comprising: Stan Gallo Simone Webbe Jan Taylor Steve Greenwood Robert Jones</p> | <p>Employee Development</p> |

Examples of other Queensland Local Government Committee Structures

Note: * signifies that the committee relates to a specific council department

Gold Coast City Council

- Transport and Infrastructure Committee*
- Economy, Planning & Environment Committee*
- Lifestyle and Community Committee
- Water and Waste Committee*
- Events, Tourism and Governance Committee
- Special Budget and Finance Committee

Townsville City Council

- Community and cultural development
- Community health and environment*
- Governance and finance committee
- Infrastructure services committee*
- Planning and development committee*
- Townsville water and waste committee*

Cairns Regional Council (abolished standing committees in August)

- Planning and Environment Committee*
- Water and Waste Committee*
- Infrastructure Committee*
- Governance Committee
- Sports and Community Services Committee
- Cultural Services Committee Meeting

Toowoomba Regional Council

- Planning and Development committee*
- Water and waste committee*
- Infrastructure committee*
- Environment and Community committee*
- Finance and Business Strategy committee*

Logan City Council

- City Roads and Water Committee*
- City Centres Special Committee
- City Planning & Economic Development Committee
- City Image & Innovation Committee*
- City Parks, Animals, Environment & Waste Committee
- City Lifestyle & Community Committee
- City Treasury Committee

Gladstone Regional Council (abolished standing committees in June)

- Commercial services committee
- Environment and community services committee
- Finance and corporate governance committee
- Planning and development committee
- Works and traffic committee

Rockhampton Regional Council

- Audit and business improvement committee
- Airport, water and waste committee
- Community services committee
- Infrastructure committee
- Parks, recreation and sport committee

Points to note:

- Mackay City Council has a Strategic Advisory Committee. Three working groups feed into this committee; Regional Economy; Community Education and Environment; and Infrastructure and Performance.
- The following Councils do not have standing committees (or they don't promote them on their website); Sunshine Coast Regional Council, Fraser Coast Council, Redlands City Council, and Moreton Shire Council.
- Bundaberg Council has briefing meetings prior to Council Meetings, but no standing committees.
- Only one Council has directly aligned its organisational structure with its standing committee structure – Toowoomba. Although, it should be noted that in most Councils there are multiple committees that directly align with a core Council department

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

| Suggested Committee Name | Strategic Focus | Key Responsibilities | Department Alignment |
|---------------------------|---|---|----------------------|
| Economic Development | Strengthening our local economy and building prosperity (jobs) | <ul style="list-style-type: none"> • Economic development strategy formulation and implementation • Business advancement and attraction • Digital Economy • Smart City Strategy • International relations, trade and expert links • Tourism strategy development and implementation • City identity, branding, marketing and media | EDM |
| Growth and Infrastructure | Undertaking effective growth management and delivering key infrastructure for existing and future communities | <p><u>Growth Management</u></p> <ul style="list-style-type: none"> • Ipswich Planning Scheme formulation and review • Local Area master planning • Development assessment • Ipswich Heritage Program planning and implementation • Liquor, gaming and prostitution related matters • Coordination of Commonwealth, State and Regional planning issues | P&D |

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

| Suggested Committee Name | Strategic Focus | Key Responsibilities | Department Alignment |
|--------------------------|--------------------------|---|--|
| | | <p><u>Infrastructure Delivery</u></p> <ul style="list-style-type: none"> • Transport network planning and implementation • Sport and recreation facilities and programs, planning and implementation • Stormwater drainage program planning and implementation • Stormwater drainage program planning and implementation • Responsible pet ownership and animal management | <p>IS</p> <p>WPR</p> <p>WPR</p> <p>IS/WPR</p> <p>HSRS</p> |
| Communities | Caring for our Community | <ul style="list-style-type: none"> • City identity, branding, marketing and media • Community events • Community data collection and analysis • Community development • Community grants • Community engagement • Home Assist Secure Program • Performing and visual arts facilities and programs • Library Services • Community resilience and readiness, disaster planning and recovery | <p>EDM</p> <p>EDM</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>ASDCE</p> <p>WPR</p> |

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

| Suggested Committee Name | Strategic Focus | Key Responsibilities | Department Alignment |
|--------------------------|---|---|--|
| | | <ul style="list-style-type: none"> • Indigenous Community liaison • Community Health (Healthy Lifestyles) • Community Safety and Crime prevention (Safe City Program) • Cemeteries | <p>WPR/ASDCE HSRS HSRS HSRS</p> |
| Environment | Caring for our Environment | <ul style="list-style-type: none"> • Native habitat protection and management • Ipswich Enviroplan and Cherish the Environment • Waterway protection and management • Conservation partnerships • Urban greening and tree management • Waste management, reduction, reuse and recycling (Ipswich Waste Services) • Climate change response • Sustainability • Indigenous community Liaison | <p>WPR WPR WPR WPR WPR WPR WPR/HSRS WPR/HSRS WPR/ASDCE</p> |
| Governance | Listening, leading and financial management | <ul style="list-style-type: none"> • Governance and leadership • People and culture (human resources) • Sustainable financial management (including budgeting, fees and charges) | <p>CEO/FCS CEO FCS</p> |

New Council Standing Committee Structure – Strategic Focus – Key Responsibilities and Department Alignment

| Suggested Committee Name | Strategic Focus | Key Responsibilities | Department Alignment |
|--------------------------|-----------------|---|--|
| | | <ul style="list-style-type: none"> • Delivery of corporate services for Council • Ipswich Fleet Services • Community engagement • Community compliance, education and enforcement • Pest management • Responsible pet ownership and animal management | <p>FCS</p> <p>WPR</p> <p>ASDCE</p> <p>HSRS</p> <p>HSRS</p> <p>HSRS</p> |



TERMS OF REFERENCE

IPSWICH CITY COUNCIL ECONOMIC DEVELOPMENT COMMITTEE

Adopted at the Council Ordinary Meeting held on

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**IPSWICH CITY COUNCIL
ECONOMIC DEVELOPMENT
TERMS OF REFERENCE**

1. ESTABLISHMENT

The Economic Development Committee is established as a Standing Committee in accordance with [section 264 of the Local Government Regulation 2012](#).

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* (“the Act”)
- *Local Government Regulation 2012* (“the Regulation”)
- *Ipswich City Council Local Law No.2 (Council Meetings) 2013* (“Local Law No. 2”)
- *Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013* (“Sub Local Law No. 2.1”)
- Advance Ipswich 2015 Community Plan (“the Plan”)

3. PURPOSE

The Economic Development Committee will broadly align with the Plan Theme “Strengthening our local economy and building prosperity” of the Advance Ipswich Community Plan.

The Economic Development Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of economic development related issue such as employment, business, tourism, education etc., relevant to the residents and business of Ipswich. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Economic Development Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Economic Development Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Economic Development Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Economic Development Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Economic Development Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's economic development.

The Committee is charged with considering matters relating to the following responsibilities and services:

Responsibilities:

- Business advancement and attraction
- Technology advancement to strengthen the digital economy
- Trade and export links
- Lifelong learning and skills enhancement
- Develop Ipswich City Centre as the regional capital of the Western Corridor of SEQ and as an important regional employment centre
- Support the growth and operation of RAAF Base Amberley and associated aerospace and defence industries
- Diversify the local economy

Services:

- Marketing and Communications (media management, content development, graphic design, advertising, digital, photography, videography, collateral and merchandise)
- Events (planning, venue and site management, staging, catering, and risk management and procedure)
- Economic Development (investment attraction, commercial promotion, business liaison, skills development, industry advocacy, business events, international delegations, research and reporting)
- Tourism (destination marketing, industry development, event maximisation, visitor servicing, sales and wayfinding)

Council business referred to above will include such business relating to the Plan Theme "Strengthening our local economy and building prosperity" as follows:

- Development of goals and strategies for council's Corporate Plan,

- Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("[insert day, month, year](#)") ("[Minute No XX](#)") resolved that the membership of the Economic Development Committee be appointed in accordance with [section 264 \(Appointment of Committees\)](#) and [section 266 \(Alternate Members of Committee\)](#) of the Regulation as follows:

Chairperson:

- *Insert name*

Members:

- *Mayor/Interim Administrator*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Economic Development Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under [Division 1 \(Qualifications for Councillors\)](#);
or

- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Economic Development services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform your view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with [section 267 \(Chairperson of Committee\) of the Regulation](#).

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Economic Development Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Economic Development Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to [section 270 \(Procedure at Meeting\) of the Regulation](#) and the [Local Law No. 2](#).

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Economic Development Committee in accordance with sections 13 and 19 of [Local Law No. 2](#).

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section \(Closed Meeting\) 275 of the Regulation](#), namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the [Local Law No. 2](#).

7.2 FREQUENCY AND LOCATION

The Economic Development Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to [section 257 \(Frequency and Place of Meetings\) of the Regulation](#).

The Economic Development Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 8.30am.

Although the Economic Development shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Economic Development Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with [section 277 \(2\) \(Public Notice of Meetings\) of the Regulation](#) the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per [section 277 \(Public Notice of Meetings\) of the Act](#). Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with [section 258 \(Notice of Meetings\) of the Act](#).

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Economic Development Committee is defined in accordance with [section 269 \(Quorum\) of the Regulation](#):

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with [section 258 \(Notice of Meetings\) of the Regulation](#). Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting' date.

7.7 RECORDING OF MINUTES

In accordance with section [272 \(Minutes\) of the Regulation](#) the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, [Local Law No. 2](#) and [Sub Local Law No. 2.1](#). The written report will contain both the Committee's deliberations and its advice or recommendations.]

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Economic Development Committee shall review these Terms of Reference at the first Economic Development Committee meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Economic Development Meeting of each calendar year the Economic Development Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

| VERSION | COMMITTEE CONSIDERATION DATE | COUNCIL ADOPTION DATE |
|---------|------------------------------|-----------------------|
| V1 | | |
| V2 | | |
| V3 | | |

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TERMS OF REFERENCE

IPSWICH CITY COUNCIL GROWTH AND INFRASTRUCTURE COMMITTEE

Adopted at the Council Ordinary Meeting held on

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**IPSWICH CITY COUNCIL
GROWTH AND INFRASTRUCTURE
TERMS OF REFERENCE**

2. ESTABLISHMENT

The Growth and Infrastructure Committee is established as a Standing Committee in accordance with [section 264 of the Local Government Regulation 2012](#).

3. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* (“the Act”)
- *Local Government Regulation 2012* (“the Regulation”)
- *Ipswich City Council Local Law No.2 (Council Meetings) 2013* (“Local Law No. 2”)
- *Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013* (“Sub Local Law No. 2.1”)

4. PURPOSE

The Growth and Infrastructure Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme “Managing growth and delivering key infrastructure”.

The Growth and Infrastructure Committee provides strategic direction and leadership on the responsibilities listed in section 6.2 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

5. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of Growth and Infrastructure related issue such as transport planning, infrastructure management including construction of new assets and maintenance of current assets, housing, developers, conservation of places of heritage significance etc. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Growth and Infrastructure Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Growth and Infrastructure Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

6. AUTHORITY/ DELEGATION

The Growth and Infrastructure Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Growth and Infrastructure Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

6.1 ROLES AND RESPONSIBILITIES

The role of the Growth and Infrastructure Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's future growth and required infrastructure to meet the needs of city's diverse communities now and into the future.

The Committee is charged with considering matters relating to the following responsibilities and services:

- Managing growth and development in order to create a socially, ecologically and economically sustainable environment
- Deliver Council's Capital Works Program, managing projects through their entire lifecycle (from initial concept design, detailed design, construction and handover)
- Develop a compact, sustainable, mixed use urban form
- Meet the community's housing needs while encourage housing diversity
- Develop a strong centres network
- Establish business and industry activity nodes
- Support responsible pet ownership
- Provide adequate infrastructure to support growth
- Provide a safe, reliable and sustainable transport system
- Conserve places of cultural heritage significance
- Provide an integrated open space network
- Management of the traffic signals network and associated systems, e.g. Connected Intelligent Traffic System (C-ITS)

Services:

- Transport Network Planning and Policy Development
- Professional design services for road, drainage, open space and built projects
- Program management and construction delivery services
- Response to special construction programs as needed (e.g. Flood Recovery Programs)
- Preparing and implementing plans, strategies and policies to ensure integrated and sustainable development outcomes for the City as a whole and within specific local areas
- Identifying, protecting and promoting places of cultural heritage significance and

streetscape value

- Identifying and protecting important natural environment areas through appropriate planning scheme mechanisms and development assessment processes
- Maintaining an appropriate and efficient regulatory environment for development assessment and building and plumbing compliance.

Council business referred to above will include such business relating to Community Plan Theme “Managing growth and delivering key infrastructure” as follows:

- Development of goals and strategies for council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

7. MEMBERSHIP

Council at its Ordinary Meeting of (“insert day, month, year”) (“Minute No XX”) resolved that the membership of the Growth and Infrastructure Committee be appointed in accordance with [section 264 \(Appointment of Committees\)](#) and [section 266 \(Alternate Members of Committee\)](#) of the Regulation as follows:

Chairperson:

- *Insert name*

Members:

- *Mayor/Interim Administrator*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Growth and Infrastructure Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councillor under [Division 1 \(Qualifications for Councillors\)](#); or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

7.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Growth and Infrastructure services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform your view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential

7.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with [section 267 \(Chairperson of Committee\) of the Regulation](#).

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

7.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Growth and Infrastructure Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Growth and Infrastructure Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to [section 270 \(Procedure at Meeting\) of the Regulation](#) and the [Local Law No. 2](#).

7.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Growth and Infrastructure Committee in accordance with sections 13 and 19 of [Local Law No. 2](#).

8. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section \(Closed Meeting\) 275 of the Regulation](#), namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

8.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the [Local Law No. 2](#).

8.2 FREQUENCY AND LOCATION

The Growth and Infrastructure Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to [section 257 \(Frequency and Place of Meetings\) of the Regulation](#).

The Growth and Infrastructure Committee will meet on Tuesday the week prior to the Council Ordinary Meeting at 9.30 am or 10 minutes after the conclusion of the Economic Development Committee, whichever is the earlier.

Although the Growth and Infrastructure shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Growth and Infrastructure Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with [section 277 \(2\) \(Public Notice of Meetings\) of the Regulation](#) the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per [section 277 \(Public Notice of Meetings\) of the Act](#). Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with [section 258 \(Notice of Meetings\) of the Act](#).

8.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the

public.

- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

8.4 QUORUM

A quorum of the Growth and Infrastructure Committee is defined in accordance with [section 269 \(Quorum\) of the Regulation](#):

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

8.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

8.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with [section 258 \(Notice of Meetings\) of the Regulation](#). Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

8.7 RECORDING OF MINUTES

In accordance with section [272 \(Minutes\) of the Regulation](#) the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

9. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, [Local Law No. 2](#) and [Sub Local Law No. 2.1](#). The written report will contain both the Committee's deliberations and its advice or recommendations.]

10. REVIEW AND PERFORMANCE EVALUATION

10.1 TERMS OF REFERENCE

The Growth and Infrastructure Committee shall review these Terms of Reference at the first Growth and Infrastructure Meeting of each calendar year or as and when required.

10.2 PERFORMANCE EVALUATION

At the first Growth and Infrastructure Meeting of each calendar year the Growth and Infrastructure Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

| VERSION | COMMITTEE CONSIDERATION DATE | COUNCIL ADOPTION DATE |
|----------------|-------------------------------------|------------------------------|
| V1 | | |
| V2 | | |
| V3 | | |



TERMS OF REFERENCE

IPSWICH CITY COUNCIL COMMUNITIES COMMITTEE

Adopted at the Council Ordinary Meeting held on

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**IPSWICH CITY COUNCIL
COMMUNITIES COMMITTEE
TERMS OF REFERENCE**

1. ESTABLISHMENT

The Communities Committee is established as a Standing Committee in accordance with [section 264 of the *Local Government Regulation 2012*](#).

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* (“the Act”)
- *Local Government Regulation 2012* (“the Regulation”)
- *Ipswich City Council Local Law No.2 (Council Meetings) 2013* (“Local Law No. 2”)
- *Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013* (“Sub Local Law No. 2.1”)

3. PURPOSE

The Communities Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme “Caring for the Community”.

The Communities Committee provides strategic direction and leadership on the responsibilities listed in section 6.2 while recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of community services, safety, community engagement, library services, cultural services, venues and community facilities and customer service matters. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Communities Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Communities Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Communities Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Communities Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Communities Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of ensuring council's projects, activities and services meet the current and future needs of our rapidly growing and diverse communities through the implementation and development of innovative programs and services.

The Committee is charged with considering matters relating to the following Responsibilities and Services:

Responsibilities:

- Strengthen City's identity and branding
- Data collection, analysis, survey, community engagement
- Establish a community development framework
- Management of Council owned community centres
- Establish and foster collaborative partnerships
- Promote sustainable, healthy lifestyles, including promoting and supporting participation in sports
- Facilitate community safety and crime prevention and awareness
- Provide social infrastructure including performing and visual arts and libraries
- Develop community resilience and readiness

Services:

- Library Services
- Civic Centre – arts and performance
- Studio 188
- Art Gallery

Council business referred to above will include such business relating to the Community Plan Theme "Caring for the Community" as follows:

- Development of goals and strategies for council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and

achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;

- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("[insert day, month, year](#)") ("[Minute No XX](#)") resolved that the membership of the Communities Committee be appointed in accordance with [section 264 \(Appointment of Committees\)](#) and [section 266 \(Alternate Members of Committee\)](#) of the Regulation as follows:

Chairperson:

- *Insert name*

Members:

- *Mayor/Interim Administrator*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Communities Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councillor under [Division 1 \(Qualifications for Councillors\)](#); or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or

- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Communities services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform your view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with [section 267 \(Chairperson of Committee\) of the Regulation](#).

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Communities Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Communities Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to [section 270 \(Procedure at Meeting\) of the Regulation](#) and the [Local Law No. 2](#).

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Communities Committee in accordance with sections 13 and 19 of [Local Law No. 2](#).

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section \(Closed Meeting\) 275 of the Regulation](#), namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the [Local Law No. 2](#).

7.2 FREQUENCY AND LOCATION

The Communities Committee meeting is held at the Council Chambers located at [45 Roderick Street, Ipswich](#), pursuant to [section 257 \(Frequency and Place of Meetings\) of the Regulation](#).

The Communities Committee will meet on Tuesday the week prior to the Council Ordinary Meeting at 10.30 am or 10 minutes after the conclusion of the Growth and Infrastructure Committee, whichever is the earlier.

Although the Communities shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Communities Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with [section 277 \(2\) \(Public Notice of Meetings\) of the Regulation](#) the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per [section 277 \(Public Notice of Meetings\) of the Act](#). Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with [section 258 \(Notice of Meetings\) of the Act](#).

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Communities Committee is defined in accordance with [section 269 \(Quorum\) of the Regulation](#):

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with [section 258 \(Notice of Meetings\) of the Regulation](#). Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting' date.

7.7 RECORDING OF MINUTES

In accordance with section [272 \(Minutes\) of the Regulation](#) the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, [Local Law No. 2](#) and [Sub Local Law No. 2.1](#). The written report will contain both the Committee's deliberations and its advice or recommendations.]

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Communities Committee shall review these Terms of Reference at the first Communities Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Communities Meeting of each calendar year the Communities Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

| VERSION | COMMITTEE CONSIDERATION DATE | COUNCIL ADOPTION DATE |
|---------|------------------------------|-----------------------|
| V1 | | |
| V2 | | |
| V3 | | |

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TERMS OF REFERENCE

IPSWICH CITY COUNCIL ENVIRONMENT COMMITTEE

Adopted at the Council Ordinary Meeting held on

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**IPSWICH CITY COUNCIL
ENVIRONMENT
TERMS OF REFERENCE**

1. ESTABLISHMENT

The Environment Committee is established as a Standing Committee in accordance with [section 264 of the *Local Government Regulation 2012*](#).

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* (“the Act”)
- *Local Government Regulation 2012* (“the Regulation”)
- *Ipswich City Council Local Law No.2 (Council Meetings) 2013* (“Local Law No. 2”)
- *Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013* (“Sub Local Law No. 2.1”)

3. PURPOSE

The Environment Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme “Caring for the Environment” relevant to the Advance Ipswich Community Plan.

The Environment Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with issues across the range of sport and community services, management of parks, open spaces, council’s sporting venues, disaster management, maintenance of

The Environment Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Environment Committee has no delegated authority.

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer’s reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Environment Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Environment Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Environment Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of city's environmental management, open space, parks, waste management and maintenance of council assets.

The Committee is charged with considering matters relating to the following Services and Functions.

Responsibilities:

- Conserve important areas of native habitat and vegetation
- Implement Ipswich Enviroplan
- Develop conservation partnerships with key community and government stakeholders
- Protect waterways
- Enhance urban greening
- Use resources efficiently and sustainably, including waste reduction, re-use and recycling
- Improve environmental awareness, education and compliance
- Management, maintenance and operations services/activities to the whole of Council asset base
- Planning of the open space network

Services:

- Delivery and activation of sport and recreation opportunities within the City
- Management and maintenance of Council's vehicle fleet including car, trucks and machinery
- Maintenance of parks and open spaces
- Delivery of community activities such as tree planting days, Kids Go Wild, etc.
- Disaster Management Planning

Council business referred to above will include such business relating to the Community Plan Theme "Caring for the Environment" as follows:

- Development of goals and strategies for council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;

- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council's functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of ("[insert day, month, year](#)") ("[Minute No XX](#)") resolved that the membership of the Environment Committee be appointed in accordance with [section 264 \(Appointment of Committees\)](#) and [section 266 \(Alternate Members of Committee\)](#) of the Regulation as follows:

Chairperson:

- *Insert name*

Members:

- *Mayor/Interim Administrator*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor's office becomes vacant) of the Act, the office of a Councillor of the Environment Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councillor under [Division 1 \(Qualifications for Councillors\)](#); or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or

- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Environment services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform your view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with [section 267 \(Chairperson of Committee\) of the Regulation](#).

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Environment Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Environment Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to [section 270 \(Procedure at Meeting\) of the Regulation](#) and the [Local Law No. 2](#).

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Environment Committee in accordance with sections 13 and 19 of [Local Law No. 2](#).

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section \(Closed Meeting\) 275 of the Regulation](#), namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the [Local Law No. 2](#).

7.2 FREQUENCY AND LOCATION

The Environment Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to [section 257 \(Frequency and Place of Meetings\) of the Regulation](#).

The Environment Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 11.30 am or 10 minutes after the conclusion of the Communities, whichever is the earlier.

Although the Environment shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Environment Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with [section 277 \(2\) \(Public Notice of Meetings\) of the Regulation](#) the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per [section 277 \(Public Notice of Meetings\) of the Act](#). Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with [section 258 \(Notice of Meetings\) of the Act](#).

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Environment Committee is defined in accordance with [section 269 \(Quorum\) of the Regulation](#):

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

7.5 CONFLICT OF INTEREST

In accordance with section 12 (Responsibilities of Councillors) of the Act, Committee Members must declare their interest, whether they be material, real or perceived.

7.6 AGENDA DISTRIBUTION

The Agenda for this Committee will be distributed in accordance with [section 258 \(Notice of Meetings\) of the Regulation](#). Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting' date.

7.7 RECORDING OF MINUTES

In accordance with section [272 \(Minutes\) of the Regulation](#) the Chief Executive Officer is responsible for ensuring the minutes of each Committee are taken under the supervision of the person presiding at the meeting. The Minutes must include:

- the names of councillors or committee members present at the meeting
- if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be, confirmed by the Committee Members present and signed by the Chair of the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, and published on Council website, within 10 days after the end of the meeting

8. REPORTING GUIDELINES

The Committee Section, Corporate Governance Branch, will provide a report from each Standing Committee meeting to the next Ordinary Meeting of council in accordance with section 272 (Minutes) of the Regulation, [Local Law No. 2](#) and [Sub Local Law No. 2.1](#). The written report will contain both the Committee's deliberations and its advice or recommendations.

9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Environment Committee shall review these Terms of Reference at the first Environment Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Environment Meeting of each calendar year the Environment Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

| VERSION | COMMITTEE CONSIDERATION DATE | COUNCIL ADOPTION DATE |
|---------|------------------------------|-----------------------|
| V1 | | |
| V2 | | |
| V3 | | |

DRAFT



TERMS OF REFERENCE

IPSWICH CITY COUNCIL GOVERNANCE COMMITTEE

Adopted at the Council Ordinary Meeting held on

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**IPSWICH CITY COUNCIL
GOVERNANCE COMMITTEE
TERMS OF REFERENCE**

1. ESTABLISHMENT

The Governance Committee is established as a Standing Committee in accordance with [section 264 of the Local Government Regulation 2012](#).

2. SUPPORTING LEGISLATION AND POLICY

This document should be read in conjunction with the following legislative instruments:

- *Local Government Act 2009* (“the Act”)
- *Local Government Regulation 2012* (“the Regulation”)
- *Ipswich City Council Local Law No.2 (Council Meetings) 2013* (“Local Law No. 2”)
- *Ipswich City Council Subordinate Local Law No. 2.1 (Council Meetings) 2013* (“Sub Local Law No. 2.1”)

3. PURPOSE

The Governance Committee will broadly align with the Advance Ipswich 2015 Community Plan Theme “Listening Leading, and Finance Management” relevant to the Advance Ipswich Community Plan.

The Governance Committee provides direction and leadership on the responsibilities listed below recognising the diverse current and future needs of rural and urban communities of the City of Ipswich.

4. SCOPE AND LIMITATIONS

This Committee deals with a range of internal council services, such as budget development, long term financial planning, corporate risk, committee services, Councillor support, property services and customer service, and Information and Communication. Recommendations to council will be based on informed decision making and a strong understanding of the current and future needs of the diverse communities of Ipswich.

The Governance Committee makes recommendations for consideration of the full council at its Ordinary meeting. The Governance Committee has no delegated authority. (

The main functions of the Committee are to:

- Provide a forum to enable complex or strategic issues to be discussed at length;
- Receive and consider officer's reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

5. AUTHORITY/ DELEGATION

The Governance Committee has the power to only recommend a course of action to council.

Council, may by resolution, delegate powers under the Local Government Act or another Act to the Governance Committee to decide matters.

The powers delegated may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with section 257 (Delegation of Local Government Powers) and section 260 (Local Government Delegations Register) of the Act.

5.1 ROLES AND RESPONSIBILITIES

The role of the Governance Committee is to consider matters within the defined scope and to provide recommendations and advice to Council. The Committee shall have a primary role of considering the long term strategic direction of Council's corporate governance and financial management with the aim of demonstrating best practice and legislative compliance. Another area the committee will provide direction on is the development and ongoing practice of excellent customer and information technology and information services.

The Committee is charged with considering matters relating to the following Services and Functions.

Responsibilities:

- Provide sound and sustainable financial management and budgeting
- Provide good governance and leadership
- Provide comprehensive and meaningful community engagement
- Create good neighbourly relations through community information, education and necessary compliance action
- Maintain a consistent and efficient approach to law enforcement and compliance actions

Services:

- Accounting, financial and business analysis functions and services
- Customer services
- rates/property services
- Delivery of training
- Development, implementation and coordination of information, communication and technology (ICT) services
- Risk management and insurance services,
- Committee process
- Corporate travel
- Right to Information and Information Privacy
- Probity
- Property services

- Business improvement and corporate services

Council business referred to above will include such business relating to the Community Plan Theme “Listening Leading, and Finance Management” as follows:

- Development of goals and strategies for council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council's functions and services progress and achievement towards council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Assist with the development of the annual budget for council to plan for the delivery of functions and services.
- Quarterly review of the annual budget for the operation and delivery of Council’s functions and services.
- Monthly review of council's functions and services.
- Financial reports;
- To report to council on a regular basis on the operation and delivery of council's functions and services; and

6. MEMBERSHIP

Council at its Ordinary Meeting of (“insert day, month, year”) (“Minute No XX”) resolved that the membership of the Governance Committee be appointed in accordance with [section 264 \(Appointment of Committees\)](#) and [section 266 \(Alternate Members of Committee\)](#) of the Regulation as follows:

Chairperson:

- *Insert name*

Members:

- *Mayor/Interim Administrator*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*
- *Insert Councillor name*

Alternate Member:

- *Insert Councillor name*

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council.

In keeping with section 162 (When a Councillor’s office becomes vacant) of the Act, the

office of a Councillor of the Governance Committee will become vacant if the Councillor:

- is dismissed; or
- ceases to be qualified to be a Councilor under [Division 1 \(Qualifications for Councillors\)](#); or
- is found, on a judicial review, to be ineligible to continue to be a Councillor; or
- does not comply with section 169 (Obligations of Councillors before acting in office); or
- is absent, without the local government's leave, from 2 or more consecutive ordinary meetings of the local government over at least 2 months; or
- resigns as a Councillor by signed notice of resignation given to the chief executive officer; or
- dies; or
- becomes a local government employee

If the Councillor's office becomes vacant the Alternate Member will take the place of the absent Committee Member.

6.1 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for Council's Governance services and functions, as outlined in Council's Advance Ipswich Community Plan, Corporate and Operational Plan, and considering the implementation of policies relating to council's Corporate functions, in relation to the current and future interests of the residents of the local government area.

It is recommended that committee members allocate and schedule specific preparation time in their diaries once committee meeting dates have been set.

Before attending meetings, it is important that committee members allow adequate time to read the agenda papers, accompanying reports and:

- identify matters of particular interest or which may be contentious
- identify any matters which need clarification or additional information to help inform your view, and contact the Chair or relevant Department Head for assistance before the meeting
- identify any agenda items where you may have a material personal interest or conflict of interest and be ready to take appropriate action
- talk to your committee member colleagues about their views and aspirations.

Setting aside sufficient time to prepare for the meeting, obtain additional information and consultation with stakeholders within the community is essential.

6.2 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by the Council in accordance with [section 267 \(Chairperson of Committee\) of the Regulation](#).

In the absence of the appointed Chairperson from a meeting, the members present will appoint an Acting Chairperson for the duration of that particular meeting.

6.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Governance Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Governance Committee's responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting in accordance with Council's adopted meeting procedures. If there is a dispute about meeting procedure reference will be made to [section 270 \(Procedure at Meeting\) of the Regulation](#) and the [Local Law No. 2](#).

6.4 ADMISSION OF NON-MEMBERS TO DEBATE

The Chairperson may invite a non-member to participate in the discussion of a particular item of business relating to the Governance Committee in accordance with sections 13 and 19 of [Local Law No. 2](#).

7. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of [section \(Closed Meeting\) 275 of the Regulation](#), namely:

- the appointment, dismissal or discipline of employees; or
- industrial matters affecting employees; or
- the local government's budget; or
- rating concessions; or
- contracts proposed to be made by it; or
- starting or defending legal proceedings involving the local government; or
- any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

7.1 CONDUCT

Meetings must be conducted in accordance with the provisions of the Act and the Regulation. If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson must refer to the [Local Law No. 2](#).

7.2 FREQUENCY AND LOCATION

The Governance Committee meeting is held at the Council Chambers located at 45 Roderick Street, Ipswich, pursuant to [section 257 \(Frequency and Place of Meetings\) of the Regulation](#).

The Governance Committee will meet on the Tuesday the week prior to the Council Ordinary Meeting at 12.30 pm or 10 minutes after the conclusion of the Environment Committee, whichever is the earlier.

Although the Governance shall meet monthly, the Committee can also decide to meet more frequently as and when required by the members.

The schedule of Governance Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with [section 277 \(2\) \(Public Notice of Meetings\) of the Regulation](#) the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

It should be noted that from time to time it may be necessary to hold a committee meeting outside the adopted committee calendar. In such circumstances the Corporate Services Branch will be responsible for advertising the new meeting on council's website and publishing the meeting advice in the local papers as per [section 277 \(Public Notice of Meetings\) of the Act](#). Committee Members will receive the Agenda for the new meeting 2 days before the date of the meeting in accordance with [section 258 \(Notice of Meetings\) of the Act](#).

7.3 VOTING

The following practices apply to voting at the Committee meeting:

- Each Councillor is entitled to one vote and must be physically present at the meeting to cast their vote.
- Voting at the Committee meeting can be conducted by open means (such as on the voices, by show of hands or such other electronic means as determined by Council).
- A Councillor who is present at a Committee meeting but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- For all motions on the agenda and business paper the Committee will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.
- This Clause extends to a meeting or part of a meeting that is closed to the public.
- Council will record all voting in a voting register managed by Committee Section, Corporate Services Branch.

7.4 QUORUM

A quorum of the Governance Committee is defined in accordance with [section 269 \(Quorum\) of the Regulation](#):

- A quorum of a committee is a majority of its members.
- However, if the number of members is an even number, one-half of the number is a quorum

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9. REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Governance Committee shall review these Terms of Reference at the first Governance Meeting of each calendar year or as and when required.

9.2 PERFORMANCE EVALUATION

At the first Governance Meeting of each calendar year the Governance Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

| VERSION | COMMITTEE CONSIDERATION DATE | COUNCIL ADOPTION DATE |
|---------|------------------------------|-----------------------|
| V1 | | |
| V2 | | |
| V3 | | |

DRAFT

| | |
|------------------------------------|----------|
| Council Ordinary Meeting | |
| Mtg Date: 16.10.18 | OAR: YES |
| Authorisation: Charlie Dill | |

12 October 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

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

RE: IPSWICH CITY PROPERTIES PTY LTD

INTRODUCTION:

This is a report by the Acting Chief Operating Officer, Finance and Corporate Services dated 12 October 2018 in relation to the on-going operations of Ipswich City Properties Pty Ltd (ICP) for consideration by the Interim Administrator.

BACKGROUND:

Ipswich City Properties Pty Ltd (ICP) is a 100% owned controlled entity of Ipswich City Council (ICC). ICC resolved to form Ipswich City Properties Pty Ltd (ICP) on 18 October 2008 and the company was subsequently incorporated on 9 March 2009. Its specific objective was/is to undertake all activities required to carry out and complete the acquisition, redevelopment, management and sale of Ipswich City Square and thereby to stimulate the revitalisation of the CBD under the Ipswich City Centre Redevelopment Project. The Project is also designed to enhance Ipswich's position as the Principal Regional Activity Centre of the Western Corridor.

Since 2009 Ipswich City Properties has continued to operate the Ipswich City Square Shopping Centre as a trading retail shopping centre. ICP and Leighton Properties entered into a Development Agreement for the ICON Ipswich Project on 23 December 2010. ICP through a development management agreement with Council has also commenced the CBD redevelopment as Council's development partner.

ICP's sole director is Greg Chemello who is the Interim Administrator of Ipswich City Council.

CONSIDERATIONS:

In January 2018, Council engaged McGrathNicol to undertake a review of its Controlled Entities and resolved on 24 April 2018 to endorse winding up four of its controlled entities Ipswich Motorsport Park Pty Ltd, Ipswich City Developments Pty Ltd, Ipswich City Enterprises Pty Ltd and Ipswich City Enterprises Investments Pty Ltd.

At the time as Ipswich City Properties Pty Ltd was undertaking the delivery of key CBD redevelopment projects on behalf of Council (ie the Administration Building and Civic Space, including the library) and there were time constraints on the projects; it was decided to leave ICP operational and to reconsider the strategy behind ICP at a later date.

As part of ICC's further governance and transparency reforms Council further engaged McGrathNicol in early August 2018 to consider the benefits and implications of Council winding up and deregistering ICP and fully absorbing the operations of the ICP into Council over the shorter term. This report (Attachment A) was made available for consideration by the Interim Administrator and Interim Management Committee shortly after their appointment.

The report prepared by McGrathNicol outlines some of the benefits in integrating ICP operations into Council including:

- Greater transparency to stakeholders and the community would occur as Council would apply the *Local Government Act 2009* (LGA) procedural controls over the operations and project;
- The decision would be consistent with CCC recommendations that council controlled entities be reviewed including the relevant LGA provisions;
- Costs reduced in negotiating and finalising development management agreements between Council and ICP;
- As part of the improvements to governance and management of ICP; the Board was considering the employment of a General Manager to oversee the development and the general operation of the company, if ICP was absorbed into Council it is anticipated that these responsibilities would be assigned to Executive Staff already employed by Council;
- Additional administration costs in operating the company would not be incurred.

One of the risks identified by McGrathNicol if the decision was made to commence the process of winding up ICP and absorbing the operations of the company into Council was possible delays to the CBD redevelopment if the procurement processes needed to be recommenced. This risk has been addressed through consultation with other agencies and consultants and the options are outlined to a separate report to Council from the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 regarding the Ipswich Central CBD Transformation.

It is also acknowledged that through the application of the LGA provisions, some processes may take longer through Council however the benefits of open and transparent decision making would be achieved.

McGrathNicol concluded that ICP's assets, operations and interests may be (and where possible should be) transferred to Council. McGrathNicol also considered this will improve governance, provide other qualitative benefits and provide cost savings to Council.

Current Projects

ICP has a number of projects underway and ready for commencement in relation to the Ipswich Central redevelopment as well as ongoing tenancies. The report from McGrathNicol outlines and summaries the considerations relevant in relation to any transfer of projects and assets to Council and possible timing and sequencing that should be considered.

ICP has recently awarded a contract for the stabilisation works in relation to Murphy's Pub and is in the process of awarding a tender for the Nicolas Street upgrade under the development management agreement with Council. If a decision is made to commence the wind up of ICP, the action plan to implement any such decision will need to consider the options of novating these and any other existing contracts to Council including understanding any legal obligations regarding existing tenancies.

Development Management Agreement

Council entered into a Development Management Agreement (DMA) with ICP (refer Attachment B) to develop the civic space (including the library and car parks) and Nicholas Street and provided staged approvals under the agreement to commence these projects. ICP has undertaken works in accordance with this approval.

If the decision is made to commence winding up ICP and integrate its operations into Council, effectively meaning Council will now deliver the Civic Space and Administration Building projects of Council direct; then amendments may be need to be made to the DMA and the previous staged approvals terminated.

Council will also need finalise and reach agreement to deal with the costs incurred by ICP under the DMA and in relation to Council's previous decision to own and construct the administration Building using ICP as its development partner.

ICP will also no longer be entitled to any development fee it would otherwise have earned in accordance the DMA and proposed variation to the DMA (to include Administration Building).

Financial Implications

As Ipswich City Properties Pty Ltd is a 100% owned subsidiary of ICC there will be no financial impact to the consolidated Council group as a result of winding up ICP and integrating its operations, except for the costs associated with the winding up of ICP and the integration of ICP's work into Council. Council will seek exemption from any stamp duty implications of properties transferred or sold.

There will be transactions between the separate legal entities of Ipswich City Council and Ipswich City Properties Pty Ltd to enable the integration to occur for example transfer / sale of property, dealing with the costs incurred to date by ICP under the DMA and in relation to the CBD redevelopment. The detailed actions to undertake the winding up will also need to consider the implications in relation to the loan account between ICC and ICP, however again this will impact the individual entities but has no overall financial or cash impact to the consolidated Council group.

The decision of each of the required transactions, and how these are to be undertaken would be guided by what is in the best interests of Council, as opposed to the best interests of ICP.

CONCLUSION:

The review by consultants McGrathNicol has identified that whilst there are a number of matters to be considered by Council and dealt with as part of any integration, including the timing of certain projects, there are no impediments to Council proceeding to wind up ICP.

All assets to a greater or lesser degree can be transferred / sold to ICC, subject to adjustment of any outstanding loan arrangements extended by ICC. ICC will also need to review and consider all leases, licences and contracts currently entered into by ICP. All employees servicing ICP are already employees of ICC on secondment and therefore are capable of being reintegrated into the ICC's organisational structure.

ICP will be required to attend to administrative matters revolving around closing down and deregistration including cancelling of insurances, finalising minor debtors and creditors, terminating leases with other entities, attending to any tax liabilities (GST,PAYG, FBT) prior to any final deregistration process.

CONFIDENTIAL ATTACHMENTS:

| | |
|---|--------------|
| McGrathNicol Report dated 12 September 2018 | Attachment A |
| Development Agreement – Ipswich Central Civic Space | Attachment B |

RECOMMENDATION:

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council resolve to endorse the winding up and ultimately deregistration of Ipswich City Properties Pty Ltd and the integration of Ipswich City Properties Pty Ltd assets and operations into Council.

- B. That the Chief Executive Officer liaise with the Company Director to prepare a report to Council on the actions required for the wind up of Ipswich City Properties Pty Ltd, for submission to Council.
- C. That the Chief Executive Officer be approved to attend to any administrative matters to assist the winding up procedures, the integration of assets, staff and other property into the local government entity.
- D. That the Chief Executive Officer report to Council in relation to any matters requiring formal decision by resolution of the Council concerning the winding up procedures.

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER

| | |
|------------------------------------|----------|
| Council Ordinary Meeting | |
| Mtg Date: 16.10.18 | OAR: YES |
| Authorisation: Charlie Dill | |

12 October 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES) AND
PROGRAM DIRECTOR, CBD TRANSFORMATION

RE: CBD REDEVELOPMENT – OVERALL PROGRAM PLAN

INTRODUCTION:

This is a joint report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation concerning the overall execution strategy for the delivery of the Ipswich Central CBD Transformation Project.

BACKGROUND:

The Ipswich Central Transformation Project includes the following projects:

1. ICC Administration Building
2. ICC Library
3. ICC Civic Area
4. Multi-Story Carpark
5. Bell St Green
6. Murphy's Pub
7. Nicholas & Union St
8. 2 Bell St
9. Bell St Link
10. F&B Building
11. Entertainment Building
12. Facades & Projection

Administration Building, Library, Civic & Carpark

The delivery strategy for the ICC Administration Building was originally via a development agreement between Ipswich City Properties Pty Ltd (ICP) and epc.Pacific, which was terminated in March 2018.

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 (4) 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 administration building, library, civic space and car park, delivering a number of benefits from combining the works. The strategy recommends seeking revised tenders from the four (4) shortlisted tenderers from the open process outlined above.

Bell St Green

At this time the short-term use of the Bell Street Green is for a construction staging location for the development of the Administration Building. This piece of land has been designated as a land bank and is not to have any development pending sale to a 3rd party developer at a future date.

Murphy's Pub

Murphy's Pub was acquired by Ipswich City Properties in 2014. This building has serious subsidence issues which has structurally weakened the building and as a result ICP has undertaken works to save the structure and rebuild it to its original form as this is one of the few heritage buildings remaining in the CBD.

The remediation of Murphy's Pub is being carried out in 5 stages as follows:

- Deconstruction of pre 1946 building fabric to enable reconstruction - Complete
- Demolition of post 1947 building fabric - complete
- Site Remediation and existing building stabilization – state currently underway
- Reconstruction of the building to its original condition
- Construction and fit-out works for operation

For the final phase of the works above, Construction and fit-out works for operation, it is intended that this will be by the future tenant as the reconstruction will complete at the provision of a "cold shell"

Nicholas and Union Streets

The tender evaluation process for the Nicholas Street/Union Place early works contract is due to be completed mid-October 2018. The Nicholas Street/Union Place contract will exclude the installation of street furniture which will form a separable portion of the main construction contract. The tender review for the Nicholas Street/Union Place early works contract remains ongoing and a high priority given that it allows essential services to be coordinated with/for the Administration Building development.

2 Bell Street, Bell Street Link and F&B Building

At this time, no additional works are to take place to the interior of these buildings, pending the outcome of the business case review that is currently underway in conjunction with QTC.

Entertainment Building

The current configuration and tenancies of the Entertainment Building will be reviewed and discussions to be undertaken with a targeted potential future anchor tenant due to it's ability to meet the community feedback on desirable activities in the development and as a large footprint mid term occupant of the space.

Facades and Projections

As part of the reactivation and the incentivisation for Ipswich residents to return to the CBD, along with a driver for tourists to discover Ipswich Central and its surrounds, a plan for the installation of laser projectors to the CBD has been undertaken. This proposal has the ability to offer a "Vivid" experience on a nightly basis while creating an entertainment driver to the CBD on a regular basis.

While as part of the CBD Transformation, the facades to ICC/ICP owned buildings will required updating and upgrading, this has been coordinated now with projection opportunities, allowing an ever changing CBD experience. Buchans, a leader in this technology and retail architecture has been engaged to undertake the design of the facades to meet the needs of both the day and night time economies of the development.

CONSIDERATIONS:

Ipswich Central Strategic Objectives

In September 2018, the Executive Leadership Team of the Ipswich City Council in conjunction with the Interim Administrator developed a set of Strategic Objectives for the Ipswich Central development. These are :

Ipswich CBD renewal – Our strategic objectives

Ipswich City Council has six strategic objectives for the renewal of the Ipswich CBD:

- 1) **Create an enduring and thriving civic heart for the City of Ipswich;** a core open plaza framed by the city's main library, water features, public art, malls, cafes, restaurants and convenience retail offerings, with strong connectivity to Riverlink, Top of Town, key future civic and cultural sites and the rest of the CBD, attracting both residents and tourists to the city centre

- 2) **Provide a civic, cultural and entertainment precinct that supports and reinforces rather than compete with other more retail-focused centres** such as Riverlink and Springfield
- 3) **Ensure that existing major service providers and employers in the Ipswich CBD are secured and provided with growth opportunities** for the future
- 4) **Relocate council's administration centre to the new civic heart**; achieving two key objectives:
 - bringing a significant worker population into the civic heart (supporting retail businesses); and
 - enabling Queensland Health to expand its services beyond the current constrained hospital site and progressively redevelop the current council site (bringing health facilities, staff and clients closer to the CBD)
- 5) **Empower private sector investors and occupiers to renew and enliven the retail and entertainment sites** around the civic heart (through the above projects, the mall reconstruction and external refurbishment of council owned properties)
- 6) **Set a resilient framework for other significant projects** in the CBD including the performing arts centre and redevelopment of the state's properties of Health Plaza and former transit centre

KPMG were engaged by Queensland Treasury Corporation to undertake a review of the design, suitability of the design in relation to the achievement in meeting the needs of the community feedback, alignment of the design to the strategic objectives and future opportunities, and the overall contracting strategy. Paul Morris of KPMG has provided the below summary of their findings from their engagement.

"The design documentation for the Council Administration Centre, library, public realm civic precinct and sub-ground works on Nicholas Street and Union Square are highly resolved with the exception of the library facade. There are no major impediments to construction tender post-resolution of outstanding scope elements.

At this stage of the Civic Heart redevelopment project, progressing with these works, as defined, supports and aligns with the Strategic Project Objectives (Objectives) defined by the Ipswich City Council. The works do not preclude the realisation of the Objectives for the Civic Heart with regard to future development. Progressing with these works will provide an appropriate foundation for the actualisation of all Objectives.

Following a high level investigation it is considered prudent that the Civic Area Precinct (including the Civic Administration Building, library, event space for civic events with an upgrade to the existing) be delivered as a single contract package.

This conclusion has taken into consideration fundamental principles of contracting strategy such as interface risk, levels of management of complexity and risk transfer, timeline, constructability, co-ordinated delivery, value for money and the management of variations.

We also consider that tenders for Nicholas Street / Union Place: streetscape works contract should proceed via its current tender process. This works package includes critical early and enabling works that are required for delivery of the Civic Area Precinct. On this basis, there is sound justification for finalising this contract as planned should Council elect to pursue delivery of the Civic Area Precinct."

Development Management Agreement with ICP

In May 2017, ICP and ICC executed an Development Management Agreement for the provision of management services for the development of the following projects:

| | |
|--------|-------------------------------------|
| ICC-60 | Civic Area |
| ICC-56 | Library |
| ICC-58 | Nicholas St & Union Place Roadworks |
| ICC-55 | Program Management |

The staged approvals for the above were presented and approved by the Council in September, 2017. If a decision is made by Ipswich City Council to undertake these projects internally, it is recommended that the previously approved Staged Approvals for the Development Management Agreement between ICC & ICP be terminated.

Governance Structure

The attached proposed Governance Structure of the project has been developed in conjunction with the Queensland Treasury Corporation which includes recommended members of the Project Steering Group and creates a Special Projects Unit within Council to oversee the development on behalf of Council. This report notes the proposed reporting guidelines for the delivery of the projects.

A full copy of the Governance Approach is attached (Attachment C).

Delivery Approach

Based on a report by the Acting Chief Operating Officer (Finance and Corporate Services) dated 13 September 2018, Council at its meeting on 18 September resolved:

- A. That under section 230(1)(a) of the *Local Government Regulation 2012* that a Tender Consideration Plan be prepared for consideration by the Interim Administrator 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 be requested to prepare the tender consideration plan for consideration by the Interim Administrator at the next Council meeting based on the option of continuing a selected tender process with the four (4) shortlisted tenderers selected through the open EOI process for the Administration Building, undertaken by ICP in conjunction with EPC.

This plan has been developed and looks at a variety of engagement options, including recommending the overall process from the beginning and the pros and cons of each strategy. A full copy of the Tender Consideration Plan is attached (Attachment B).

Along with this, Rider Lever and Bucknall (RLB) were engaged to provide a market sounding to look at each of these options, validate, and to provide an opinion of the market. This report has been completed and is attached (Attachment D).

As time has moved on, attached is an updated schedule reflecting the current timing of the CBD redevelopment, which also compensates for business case that are to be carried out for the retail outlets. A full copy of the proposed Program Schedule is attached (Attachment A).

CONCLUSION:

As part of the project delivery approach for consideration by the Interim Administrator in relation to the procurement process for part of the Ipswich Central project, it is recommended Council resolves to adopt the Tender Consideration Plan and undertake a tender process, with the four shortlisted tenderers, for the construction of the administration building, library, civic space and car park.

ATTACHMENTS:

| Name of Attachment | Attachment |
|---|--------------|
| Program Schedule | Attachment A |
| Tender Consideration Plan | Attachment B |

CONFIDENTIAL ATTACHMENTS:

| Name of Attachment | Attachment |
|---|--------------|
| Queensland Treasury Corporation Governance Report | Attachment C |
| RLB Market Sounding Report | Attachment D |

RECOMMENDATION:

That the Interim Administrator resolve:

- A. That Council resolve to adopt the Tender Consideration Plan and undertake a restricted tender process with the four tenderers (referred to in Attachment D) for the construction of the Administration Building, Library, Civic Space and Car Park as set out in Attachment B to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

- B. That the Chief Executive Officer establish a governance structure and processes in accordance with Attachment C to the report by the Acting Chief Operating Officer, Finance and Corporate Services and the Program Director CBD Transformation dated 12 October 2018 program.

Jeff Keech

ACTING CHIEF OPERATING OFFICER (FINANCE AND CORPORATE SERVICES)

Luke Peereboom

PROGRAM DIRECTOR – IPSWICH CBD TRANSFORMATION

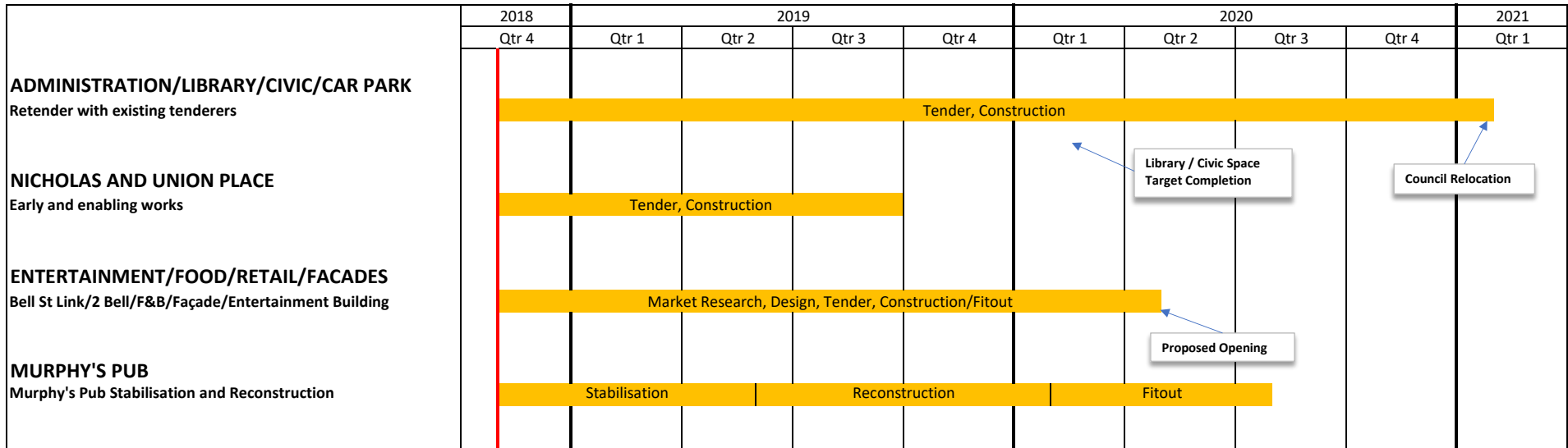
I concur with the recommendation/s contained in this report

Charlie Dill

ACTING CHIEF EXECUTIVE OFFICER

Ipswich Central - CBD Delivery Strategy - Draft

12th October 2018





Ipswich Central Tender Consideration Plan

12th October 2018





IpswichCentral

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1. OBJECTIVES:

The objectives of this Tender Consideration Plan (TCP) are that the procurement process should address the following;

| OBJECTIVES | |
|------------|--|
| 1 | Complies with the procurement requirements of the Local Government Act |
| 2 | Utilise the investment to date in the existing tender process where appropriate. |
| 3 | The redevelopment should proceed in a timely manner |
| 4 | Key risks of the procurement process are identified and mitigated |
| 5 | Opportunities are considered which may provide benefit to the Council through the scope of the procurement process |

2. HOW WILL OBJECTIVES BE ACHIEVED

The objectives identified for the TCP in section 2 will be achieved by the actions detailed in the following table;

| | OBJECTIVE | ACHIEVED BY |
|---|--|--|
| 1 | Complies with the procurement requirements of the Local Government Act | Comply with the five (5) principles as laid down in Section 104(3) - Sound Contracting Principles, of the <i>Local Government Act 2009</i> , namely: <ol style="list-style-type: none"> I. Value for Money II. Open and effective competition III. The development of competitive local business and industry IV. Environmental protection V. Ethical behavior and fair dealing |
| 2 | Utilise the investment to date in the existing tender process where appropriate. | Consider options which utilize the tender process and tenderers involved to date and analyse associated risks / opportunities. |
| 3 | The redevelopment should proceed in a timely manner | Develop project delivery schedules for procurement options |
| 4 | Key risks of the procurement process are identified and mitigated | Identify key risks and review mitigating strategies |



| | | |
|---|--|--|
| 5 | Opportunities are considered which may provide benefit to the Council through the scope of the procurement process | Consider overall contracting strategy for Ipswich Central and packaging of the works |
|---|--|--|

3. HOW WILL ACHIEVEMENTS BE MEASURED

The following table details the measurements required to confirm objectives are achieved:

| | OBJECTIVE ACHIEVED BY | MEASUREMENT |
|---|--|---|
| 1 | Comply with the five (5) principles as laid down in Section 104(3) - Sound Contracting Principles, of the <i>Local Government Act 2009</i> , namely: | |
| | I. Value for Money | Receipt of at least three (3) competitive tenders and review against pre-tender estimate from independent quantity surveyor |
| | II. Open and effective competition | Independent Probity Advisor to oversee procurement and provide report as part of final tender recommendation |
| | III. The development of competitive local business and industry | Local industry involvement to be included in tender assessment and measured and reported during construction |
| | IV. Environmental protection | Environmental Plans to be included in tender assessment |
| | V. Ethical behavior and fair dealing | Independent Probity Advisor to provide report as part of final tender recommendation report |
| 2 | Consider options which utilize the tender process and tenderers involved to date. | Multiple procurement options identified and assessed |
| 3 | Develop project delivery schedules for procurement options | Compare delivery timeframes for procurement options |
| 4 | Identify key risks and review mitigating strategies | Independent quantity surveyor report on market and procurement risks |
| 5 | Consider overall contracting strategy for Ipswich Central and packaging of the works | Options considered to include review of packaging and scope of works |

4. OPTION IDENTIFICATION & ANALYSIS:

Under the original delivery model, the Developer was required to enter into a construction contract for the delivery of the Administration Building only and ICP/ICC were responsible for entering into separate construction contracts to deliver the balance of Ipswich Central.

At the time the Developer's Agreement with ICP was terminated, the Developer had progressed the delivery of the Administration Building to the point where tenders had been received from four (4) tenderers and were being evaluated. Following the termination of the Developer, the benefit and ownership of the design, documentation and tenders was novated to ICP.

ICP therefore have the option to continue the tender evaluation process and award a construction contract for the Administration Building or consider amending the tender process to better suit the overall objectives for Ipswich Central.

The following four (4) options have been identified to progress the procurement process;

| Options | Scope | Process |
|---------|--|---|
| 1 | Administration Building | Progress current tender process |
| | Other works – Library, Civic, Car Park | Call separate tenders |
| 2 | Administration Building | Progress current tender process with all works combined |
| | Other works – Library, Civic, Car Park | |
| 3 | Administration Building | Recall EOI and tender process |
| | Other works – Library, Civic, Car Park | Call separate tenders |
| 4 | Administration Building | Recall EOI and tender process with all works combined |
| | Other works – Library, Civic, Car Park | |

Option Analysis:

To properly analyse these options the following items have been identified for further consideration and resolution.

| Criteria | Comment |
|---|--|
| Validity of tenders | The validity period of the existing tenders has expired. Tenderers would need to be given the opportunity to reprice their tenders |
| Project delivery timing | Schedules have been developed for each option to indicate the delivery timeframes |
| Probity issues | Are there any probity considerations or issues with the proposed options |
| Interface risks | What are relative risks / opportunities for the options relating to the interfaces between work packages |
| Coordination risks | Which options better address coordination and interface risks |
| Economies of scale | Are there opportunities for cost efficiencies and potential economies of scale from the options |
| Administrative efficiencies | Are there administrative benefits from options |
| Value of additional work | If additional scope is included in the works will the change in value have an impact on the current tenderers. |
| Exposure to tendering costs | Do any of the options risk payment of tendering costs |
| The current tendering market | Has the tendering market changed, potentially requiring a different approach to be considered |
| Opportunities to consider tendering differing work packages | Are there opportunities to consider bundling or changing the packaging of the works and provide benefits to council |

Advice has been sought from independent quantity surveyors Rider Levett Bucknall (RLB) (refer Appendix D) and the following table developed to identify the advantages, disadvantages and risks of the options.

| Option | Advantages | Disadvantages | Risks |
|--------|--|---|---|
| 1 | <ul style="list-style-type: none"> Maintains current tenderers No exposure to tendering costs Provides earliest completion for Admin. Bldg | <ul style="list-style-type: none"> Does not maximise efficiencies from combining works into a single large contract Results in two contractors working on adjacent site Provides challenges in site access Interface issues remain Perception related to previous agreements | <ul style="list-style-type: none"> If any tenderers withdraw then 3 or less tenderers could be problematic Probity surrounding tender process given some of the original tender / project conditions have changed Interface risk between 2 contractors |
| 2 | <ul style="list-style-type: none"> Maintains current tenderers No exposure to tendering costs Provides earliest completion dates Maximises savings from economies of scale by combining the additional scope into one contract | <ul style="list-style-type: none"> Perception related to previous agreements | <ul style="list-style-type: none"> If any tenderers withdraw then 3 or less tenderers could be problematic Probity surrounding tender process given some of the original tender / project conditions have changed |



| | | | |
|---|---|---|---|
| | <ul style="list-style-type: none"> Minimises interface and demarcation issues | | |
| 3 | <ul style="list-style-type: none"> Confirms open and transparent process by repeating public tender process | <ul style="list-style-type: none"> Significant delay to all projects – (3 – 4 months) Exposed to tendering costs Increased costs due to delay Does not maximise benefits from economies of scale Provides challenges in site access Interface issues remain | <ul style="list-style-type: none"> Original tenderers seek tendering costs Interface risk between 2 contractors Withdrawal of existing tenderers |
| 4 | <ul style="list-style-type: none"> Confirms open and transparent process by repeating public tender process Provides better opportunity for economies of scale and minimizing on-site interface and access issues than Option 3 | <ul style="list-style-type: none"> Significant delay to all projects Bldg delivery – (3 – 6 months) Increased costs due to delay | <ul style="list-style-type: none"> Original tenderers seek tendering costs Withdrawal of existing tenderers |

Based on the above analysis and the market assessment from RLB the preferred option to move forward with is Option 2 which maintains the existing tenderers that were selected from the EOI and tender process undertaken by EPC and Ipswich City Properties Pty Ltd and the works for the administration building, library, civic space and car park are combined. This option minimises project delays and risks of withdrawal by existing tenderers and still ensures a competitive process and value for money.

As per Options 3 & 4, Council could recommence the procurement process which would ensure a fully open process, however RLB advised that a new EOI process is unlikely to improve the tender list and there was a risk current tenderers may withdraw due to the uncertainty of a new process.

5. PROPOSED CONTRACT TERMS

The Conditions of Contract used by the Developer for the Administration Building tender was based upon an Australian Standard Design and Construct Contract AS 4902 – 2000. The Conditions of Contract had been highly modified, and all four tenderers included numerous qualifications in their tenders specifically related to these contract conditions.

Council has approved a similar Australian Standard Conditions of Contract for Design and Construct together with specific Special Conditions of Contract. Legal Advisors, Clayton Utz have reviewed and amended the Design and Construct Contract Conditions to align with those approved by Council and those Conditions of Contract are now available and proposed to be used when this project is awarded.

As part of the termination of the Developer, the contracts for all consultants engaged by the Developer have been successfully novated to ICP. These contract conditions have been reviewed for suitability and it is proposed that these consultants will be novated to the successful Design and Construct Contractor once appointed.

6. MARKET RISK

The original tender process for the Administration Building was commenced approximately 12 months ago. Independent quantity surveyors, Rider Levett Bucknall have provided a report (refer Appendix D) with commentary on the current tender market together with key risks to be considered with the options and procurement approach moving forward.

In summary the report recommends;

1. Moving forward with the current tender process if possible, and
2. Combining the scope of works from several separate packages of work together with the original Administration Building due to the benefits

7. SUMMARY

Subject to an ICC decision to proceed with the current tender process and all four tenderers re-confirming their interest, then Option 2 would appear to be the most advantageous approach, because it provides the shortest project timeframe, should avoid abortive tendering costs, provides opportunity for savings through economies of scale and mitigates interface risks.

Should ICC decide that a complete re-tender is required, then the benefits and risks of combining the packages into one tender as per Option 4, appear to be the most logical approach. This provides the same advantages as Option 2, however requires a longer time to complete due to the need to re-run an EOI / shortlisting process and may expose ICC to a claim for abortive tender costs.