

VML:MB
Vicki Lukritz
3810 6221

15 March 2018

Sir/Madam

Notice is hereby given that a Meeting of the **CITY MANAGEMENT FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at ***11.30 am or 10 minutes after the conclusion of the Economic Development and Digital City Committee, whichever is the earlier*** on **Tuesday, 20 March 2018**.

MEMBERS OF THE CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE	
Councillor Wendt (Deputy Mayor) and (Chairperson) Councillor Antonioli (Mayor) (Deputy Chairperson)	Councillor Morrison Councillor Tully Councillor Silver Councillor Stoneman Councillor Bromage Councillor Martin Councillor Pisasale Councillor Ireland Councillor Pahlke

Yours faithfully

ACTING CHIEF EXECUTIVE OFFICER

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

*11.30 am or 10 minutes after the conclusion of the Economic
Development and Digital City Committee, whichever is the earlier on,*
Tuesday, 20 March 2018
Council Chambers

Item No.	Item Title	Officer
1	Allocation of Community Donations to 28 February 2018	COO (ASDCE)
2	Allocation of Community Donations Exceeding \$15,000.00	COO (ASDCE)
3	**Ti-Tree Bioenergy (Formerly Veolia Environmental Services) Contributions	COO (ASDCE)
4	Councillor Travel and Training Requests	CFO
5	Customer Service Activities Status Report – February 2018	CFO
6	Month-End Performance – January 2018	CFO
7	Rate Notice – Issue Dates 2018-2019	CFO
8	Thorn Street Depot – Departure of Queensland Urban Utilities – Future Site Utilisation – 54 Thorn Street, Ipswich – Lot 11 SP 205286 – Division 7	CFO
9	**Declaration of Surplus Property and Sale of Land described as Subterranean Lot 3 RP 221998 and Subterranean Lot 5 RP 221999 – Division 2	CFO
10	Executive Secretariat Update	A/CEO
11	** Replacement Appointment of Independent External Member to the Audit and Risk Management Committee	A/CEO
12	Report – Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018	-

** Item includes confidential papers

CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(03)

20 MARCH 2018

AGENDA

1. **ALLOCATION OF COMMUNITY DONATIONS TO 28 FEBRUARY 2018**

With reference to a report by the Community Grants Officer dated 28 February 2018 concerning the allocation of Community Donations.

RECOMMENDATION

That the report be received and the contents noted.

2. **ALLOCATION OF COMMUNITY DONATIONS EXCEEDING \$15,000.00**

With reference to a report by the Community Grants Officer dated 28 February 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 a community donation of \$10,000.00 be allocated to Rugby League Ipswich towards costs associated with coaching and mentoring programs, as detailed in the report by the Community Grants Officer dated 28 February 2018.

3. ****TI-TREE BIOENERGY (FORMERLY VEOLIA ENVIRONMENTAL SERVICES) CONTRIBUTIONS**

With reference to a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 23 February 2018 concerning the management of contributions from Ti-Tree Bioenergy formerly known as Veolia Environmental Services and Collex.

RECOMMENDATION

- A. That the previous decision of Council, as per Recommendation A of Item No. 09.02 of the City Management and Finance Committee, 2004(10) of 16 November 2004 and adopted at the Council Ordinary Meeting of 24 November 2004, detailed in Attachment B, be repealed.

- B. That one twelfth of the funding available from the Collex planning approval condition order be available for the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc which meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002, with unspent funds as at financial year end to be rolled over to the following year's budgeted funds.
- C. That Council review and update its agreement with the Willowbank Area Group and relevant governance documentation to ensure that assessment criteria for the expenditure of funds align to the prescribed outcomes in the Court Order handed down by the Planning and Environment Court on 29 May 2002.
- D. That 11/12th of all future contributions from Ti Tree Bioenergy fund a centralised, targeted environment and social program of work to meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002.
- E. That the balance between allocated 2017-2018 budget (Ti Tree Bioenergy component in community donations accounts) and actual revenue received by Ti Tree Bioenergy in the 2017-2018 financial year be allocated to expenditure under a targeted environment and social program of work.
- F. That all unspent funds relating to the centralised, targeted environment and social program of work be rolled over into future years' operational budget to ensure that Council continues to meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002.

4. COUNCILLOR TRAVEL AND TRAINING REQUESTS

With reference to a report by the Chief Financial Officer dated 7 March 2018 concerning councillor travel and training requests.

RECOMMENDATION

That Council, in accordance with the "*Ipswich City Council Expenses Reimbursement*" Policy, approve the councillor training/conference/workshop travel as detailed in Attachment A to the report by the Chief Financial Officer dated 7 March 2018.

5. CUSTOMER SERVICE ACTIVITIES STATUS REPORT – FEBRUARY 2018

With reference to a report by the Strategic Client Office Manager dated 7 March 2018 concerning customer service delivery activities for the period 1 February to 28 February 2018.

RECOMMENDATION

That the report be received and the contents noted.

6. MONTH-END PERFORMANCE – JANUARY 2018

With reference to a report by the Finance Manager dated 6 March 2018 concerning Council performance for the period ending 31 January 2018.

RECOMMENDATION

That the report be received and the contents noted.

7. RATE NOTICE – ISSUE DATES 2018-2019

With reference to a report by the Rates/Property Manager dated 23 February 2018 concerning the proposed rate issue timetable for the year ending 30 June 2019.

RECOMMENDATION

That the proposed timetable for the issue of rate notices for the 2018-2019 financial year, as detailed below, be adopted:

Period	Issue Date	Due Date	Since last Due Date
Jul-Sep 2018	Friday, 13 July 2018	Thursday, 16 August 2018	13 Weeks
Oct-Dec 2018	Friday, 12 October 2018	Thursday, 15 November 2018	13 Weeks
Jan-Mar 2019	Friday, 11 January 2019	Thursday, 14 February 2019	13 Weeks
Apr-Jun 2019	Friday, 12 April 2019	Thursday, 16 May 2019	13 Weeks

8. THORN STREET DEPOT – DEPARTURE OF QUEENSLAND URBAN UTILITIES – FUTURE SITE UTILISATION – 54 THORN STREET, IPSWICH – LOT 11 SP 205286 – DIVISION 7

With reference to a report by the Development and Relationship Manager dated 7 March 2018 concerning Queensland Urban Utilities' (QUU) departure from Thorn Street Depot and the site's future utilisation post QUU's departure.

RECOMMENDATION

- A. That the report be received and the contents noted.
 - B. That a report be provided to Council on 54 Thorn Street, Ipswich detailing the recommendation options for the future utilisation of the trust land.
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9. ****DECLARATION OF SURPLUS PROPERTY AND SALE OF LAND DESCRIBED AS
SUBTERRANEAN LOT 3 RP 221998 AND SUBTERRANEAN LOT 5 RP 221999 – DIVISION 2**

With reference to a report by the Development and Relationship Manager dated 6 March 2018 concerning two subterranean lots at Redbank which are surplus to future Council requirements and an approach by the State Government for their acquisition.

RECOMMENDATION

- A. That Council declare Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 as being surplus to Council's future requirements.
 - B. 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 the disposal of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 ("the Land") to the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning.
 - C. That Council enter into a contract of sale with the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning to dispose of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999, as detailed in the report by the Development and Relationship Manager dated 6 March 2018.
 - D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed sale as detailed in recommendations B and C of the report by the Development and Relationship Manager dated 6 March 2018, and to do any other acts necessary to implement Council's decision to dispose of this land in accordance with section 13(3) of the *Local Government Act 2009*.
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10. **EXECUTIVE SECRETARIAT UPDATE**

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

RECOMMENDATION

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

11. **REPLACEMENT APPOINTMENT OF INDEPENDENT EXTERNAL MEMBER TO THE AUDIT AND RISK MANAGEMENT COMMITTEE

With reference to a report by the Internal Audit Manager to address Recommendation C of item 9 of the City Management Finance and Community Engagement Committee of November 2017 “That recruitment processes be undertaken to engage an external member based on the position description and selection criteria attached to fill the current vacancy.”

RECOMMENDATION

That Council endorse the appointment of the preferred candidate as the second independent external member to the Audit and Risk Management Committee for a term of four years.

12. REPORT – POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(02) OF 13 MARCH 2018

With reference to the report of the Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018.

RECOMMENDATION

That the report of the Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018 be received, the contents noted and the recommendations contained therein be adopted.

** Item includes confidential papers

and any other items as considered necessary.

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.2018	OAR: YES
Authorisation: Caroline McMahon	

28 February 2018

MEMORANDUM

TO: COMMUNITY ENGAGEMENT MANAGER

FROM: COMMUNITY GRANTS OFFICER

RE: ALLOCATION OF COMMUNITY DONATIONS TO 28 FEBRUARY 2018

INTRODUCTION:

This is a report by the Community Grants Officer dated 28 February 2018 concerning the allocation of Community Donations.

In line with the Community Donations Policy, allocation of Community Donations for the period ended 28 February 2018 are reported in Attachment A. All donations exceeding \$250.00 are required to be acquitted by the applicant within a three (3) month time frame. Acquittals received can be made available on request.

BENEFITS TO COMMUNITY AND CUSTOMERS:


Provision of Community Donations supports Council's commitment to enhancing the quality of life of its community, is consistent with and complements Advance Ipswich and Corporate Plan 2017–2022 Strategies and Goals by:

- Providing equitable access and avenues for all residents of Ipswich to participate and contribute to decisions made in their community.
- Encouraging residents to identify the needs of the community and provide a caring environment with particular attention to youth, families, people with a disability, older people, and people from cultural and linguistically diverse backgrounds.
- Increasing opportunities for active participation in community life.
- Enhancing community belonging and pride.
- Enhancing community capacity.

FINANCIAL IMPLICATIONS:

Funding for provision of Community donations is contained in the Community Engagement Branch 2017–2018 budget.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A - Community Donations Report	 Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Josie Berry
COMMUNITY GRANTS OFFICER

I concur with the recommendation contained in this report.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendation contained in this report.

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

Community Donations Allocated February 2018					
Decision Date	Financial Source Name	Organisation Name		Allocation Amount	Project Title
2/02/2018	Citywide	Cancer Council Qld		\$250.00	Relay for Life Fundraiser
2/02/2018	Citywide	Ipswich Bowls Club Inc		\$500.00	Ladies Invitation Pairs & Patron's Party Day Fours
2/02/2018	Citywide	National Council of Women of Queensland Inc		\$4,000.00	Educational Bursaries
2/02/2018	Citywide	Bravehearts Foundation Ltd		\$500.00	Garden Party High Tea Fundraiser
2/02/2018	Citywide	Lowood Show Society		\$200.00	2018 Lowood Annual Agricultural Show
2/02/2018	Division 1	Camira Friends & Neighbours Club Inc		\$250.00	Community Crafts Group
2/02/2018	Division 2	Goodna Special School		\$1,000.00	School E-Newsletter
2/02/2018	Division 4	Bindarra Children's Day Care Centre		\$315.00	Nature Playgroup
2/02/2018	Division 4	The Seniors Entertainment Troupe, Living Life @The Springs		\$2,000.00	Lights & Sound Equipment
2/02/2018	Division 5	RSL Raemus Rover		\$2,000.00	Veterans Rehabilitative Program
2/02/2018	Division 6	Ipswich Seventh Day Adventist Church		\$2,000.00	Community Seniors Events
2/02/2018	Division 8	Ipswich City Rotary		\$300.00	Show Razzmatazz
2/02/2018	Division 9	32 Touch Inc		\$250.00	Zurich All Girls Rugby 7's Tournament
2/02/2018	Division 9	Staines Memorial College		\$2,484.98	Audio Equipment
2/02/2018	Division 9	Zonta Club of Greater Springfield		\$500.00	International Women's Day Breakfast
2/02/2018	Division 10	Ashwell State School P&C		\$250.00	Uniform & Book Packages
2/02/2018	Division 10	Ipswich Group Rural Fire Brigade		\$300.00	Publicity Program
2/02/2018	Division 10	Marburg & District A&I Association		\$800.00	Marburg Show Community Challenge
2/02/2018	Division 5	Ipswich Vigoro Association		\$2,000.00	Facilities Maintenance
2/02/2018	Division 10	Swifts Rugby League Club Inc	\$200.00		2018 NRL Masters Carnival
	Division 8		\$100.00		
	Division 7		\$200.00		
	Division 5		\$200.00		
	Division 3		\$150.00		
	Division 2		\$200.00		
	Division 1		\$100.00		
	Citywide		\$400.00		
				\$1,550.00	
2/02/2018	Citywide	Northsiders Cricket Club	\$100.00		Pink Stumps Day Fundraiser
	Division 8		\$100.00		
	Division 7		\$200.00		
	Division 5		\$100.00		
	Division 3		\$100.00		
	Division 2		\$200.00		
	Division 1		\$100.00		
	Division 6		\$100.00		
				\$1,000.00	

City Management, Finance and Community Engagement Committee No. 2018(03) of 20 March 2018 - 1. Allocation of Community Donations ...

9/02/2018	Division 1	Rugby League Ipswich		\$1,000.00	RLI Administrative Costs
9/02/2018	Division 5	Rugby League Ipswich		\$5,000.00	Junior Club Coaching Co-ordinator
9/02/2018	Division 6	Catalyst Church		\$7,500.00	Church Programs
9/02/2018	Division 6	Northern Suburbs Senior RLFC		\$2,000.00	Northern Suburbs Seniors RLFC Administrative Costs
9/02/2018	Division 7	Jets Rugby League Club		\$2,500.00	Jets Ball Boy Program
9/02/2018	Division 8	Bremer State High School		\$100.00	34th Annual Great Bremer Canoe Race
9/02/2018	Division 10	Rosewood Golf Club		\$500.00	Golf Day Fundraiser for Brooke Kirkwood
9/02/2018	Division 10	Marburg & District A&I Association		\$600.00	Marburg Show School Exhibits
9/02/2018	Division 10	Ipswich Branch Little Athletics Centre Inc	\$300.00		Little Athletics Qld Championships
	Division 9		\$500.00		
	Division 8		\$100.00		
	Division 7		\$500.00		
	Division 6		\$100.00		
	Division 5		\$250.00		
	Division 4		\$100.00		
	Division 3		\$250.00		
	Division 2		\$250.00		
	Citywide		\$500.00		
	Division 1		\$500.00		
				\$3,350.00	
16/02/2018	Citywide	TAFE Queensland South West Region		\$250.00	2018 RA Wearne Memorial Student Award
16/02/2018	Division 2	Queensland Police Citizens Youth Welfare Association		\$1,000.00	Project Booyah Ipswich
16/02/2018	Division 2	RSL of Australia Qld, Goodna Sub Branch Inc		\$1,000.00	Purchase of Memorial Plaque
16/02/2018	Division 3	Ipswich Switches Junior Speedway Club		\$1,000.00	Restocking of Canteen
16/02/2018	Division 3	Riverview State School		\$643.00	Soccer Skills Program
16/02/2018	Division 3	Collingwood Park P&C		\$800.00	Twilight Picnic
16/02/2018	Division 5	United Bowls Club Inc		\$300.00	Ladies Fours Game
16/02/2018	Division 5	Northern Suburbs Senior RLFC Ipswich		\$2,000.00	Club Expenses
16/02/2018	Division 6	Ipswich Gateball Club Inc		\$2,000.00	Promotion of Club
16/02/2018	Division 8	Blue Care Nowlanvil		\$500.00	Easter Festivities
16/02/2018	Division 8	Leichhardt Baptist Church		\$1,000.00	Resources for Drop In Centre / Youth Group Programs
16/02/2018	Division 9	Redbank Plains State High School		\$1,182.00	Choices Not Chances Program
16/02/2018	Division 9	Live City Church		\$600.00	Easter Community Event
16/02/2018	Division 10	Ipswich Rugby League Referees Association Inc	\$300.00		Purchase of new shirts
	Division 8		\$200.00		
	Division 7		\$500.00		
	Division 5		\$1,000.00		
	Division 3		\$250.00		
	Division 2		\$250.00		
	Division 1		\$500.00		
	Citywide		\$1,000.00		
				\$4,000.00	

City Management, Finance and Community Engagement Committee No. 2018(03) of 20 March 2018 - 1. Allocation of Community Donations ...

16/02/2018	Division 7	Northern Suburbs Old Boys Association	\$100.00		Club Expenses
	Division 6		\$100.00		
	Division 5		\$100.00		
	Citywide		\$200.00		
				\$500.00	
16/02/2018	Division 10	Ipswich Vigoro Association Inc	\$100.00		2018 Pink Stump Day Fundraiser
	Division 8		\$100.00		
	Division 7		\$100.00		
	Division 5		\$250.00		
	Division 3		\$250.00		
	Division 1		\$100.00		
	Citywide		\$250.00		
				\$1,150.00	
16/02/2018	Division 7	Our Lady of the Southern Cross Catholic Church	\$200.00		Concert Event
	Division 6		\$100.00		
	Division 5		\$100.00		
	Division 1		\$200.00		
	Division 3		\$250.00		
	Citywide		\$250.00		
	Division 2		\$1,000.00		
				\$2,100.00	
16/02/2018	Citywide	Ipswich Junior Speedway Club	\$250.00		Purchase of Security System & Equipment
	Division 10		\$250.00		
	Division 7		\$100.00		
	Division 6		\$100.00		
	Division 5		\$100.00		
	Division 3		\$150.00		
	Division 2		\$250.00		
	Division 1		\$100.00		
				\$1,300.00	
16/02/2018	Division 5	Bremer State High School	\$100.00		34th Annual Great Bremer Canoe Race
	Citywide		\$200.00		
	Division 7		\$200.00		
				\$500.00	
16/02/2018	Division 8	Central Districts Cricket Club	\$100.00		State Carnival in Rockhampton
	Division 7		\$250.00		
	Division 6		\$100.00		
	Division 3		\$100.00		
	Division 2		\$200.00		
	Division 1		\$100.00		
	Citywide		\$250.00		
				\$1,100.00	

City Management, Finance and Community Engagement Committee No. 2018(03) of 20 March 2018 - 1. Allocation of Community Donations ...

23/02/2018	Citywide	Booval 50 Years & Over Club Inc		\$685.00	Renewal of PL Insurance
23/02/2018	Division 2	Goodna Rugby Union Club		\$4,807.00	Purchase of Equipment
23/02/2018	Division 4	The Bremer Community Child Care Centre		\$350.00	Fundraising Sausage Sizzle
23/02/2018	Division 4	Salvation Army Bundamba (Bundamba ANZAC Observance Committee)		\$2,000.00	ANZAC & Remembrance Day activities
23/02/2018	Division 6	Marburg & District Agricultural & Industrial Association Inc		\$100.00	Marburg Show 2018
23/02/2018	Division 7	Ipswich City Uniting Church		\$500.00	170th Anniversary
23/02/2018	Division 8	Westfalen Community Gardens		\$300.00	Rosemary Sprigs for ANZAC Celebrations
23/02/2018	Division 8	Leichhardt Community Group Inc		\$2,240.00	ANZAC Day 2018
23/02/2018	Division 9	Access Community Services		\$250.00	Easter BBQ
23/02/2018	Division 10	Pine Mountain & District Progress Association		\$200.00	Insurance costs
23/02/2018	Division 7	Variety Qld Inc	\$100.00		2018 Variety Bash
	Division 6		\$100.00		
	Division 5		\$200.00		
	Division 4		\$100.00		
	Division 2		\$100.00		
	Division 1		\$100.00		
	Citywide		\$200.00		
				\$900.00	
23/02/2018	Division 3	Hymba Yumba Community Hub	\$250.00		Black, Bold & Beautiful Indigenous Women's Luncheon
	Division 1		\$230.00		
	Citywide		\$220.00		
				\$700.00	
23/02/2018	Division 5	Zonta Club of Ipswich	\$200.00		Zonta's International Women's Day Breakfast
	Division 3		\$500.00		
	Division 8		\$100.00		
	Division 10		\$150.00		
	Division 1		\$100.00		
	Division 7		\$100.00		
	Division 9		\$500.00		
	Division 6		\$500.00		
	Citywide		\$500.00		
	Division 4		\$500.00		
				\$3,150.00	
				\$84,106.98	

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: YES
Authorisation: Caroline McMahon	

28 February 2018

MEMORANDUM

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

FROM: COMMUNITY GRANTS OFFICER

RE: ALLOCATION OF COMMUNITY DONATIONS EXCEEDING \$15,000.00

INTRODUCTION:

This is a report by the Community Grants Officer dated 28 February 2018 concerning approval for community donation requests from organisations who have received donations in excess of \$15,000.00 for the current financial year. The current policy states that:

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

1. Rugby League Ipswich Ltd

Background

A community donation request for \$10,000.00 has been received from Rugby League Ipswich Ltd (RLI) towards offsetting costs associated with mentoring and coaching programs for the 2018 season as outlined below:

- \$5,000 for the RLI Mentor Programs for referees, coaches and sports trainers
 - Between 40-50 referees, attending one (1) session a month
 - Between 20-30 sports trainers attending four (4) to six (6) sessions
 - Coaches will undertake mentor programs at thirteen (13) clubs engaging approximately 2000 players
- \$5,000 for the RLI and Brisbane Broncos Club coaching sessions
 - RLI coaching sessions – four (4) sessions held at local clubs
 - Participant numbers between 200-250 players
 - Broncos Club coaching sessions will include Broncos players and will be conducted at the Broncos, NIR and two (2) clubs

In the current financial year, Rugby League Ipswich has received community donations totalling \$8,500 as outlined below.

Appln No.	Month	Funding Type	Amount	Purpose
1.	August 2017	Community Donation	\$2,500.00	Volunteers Morning Tea
2.	February 2018	Community Donation	\$1,000.00	Administrative costs
3.	February 2018	Community Donation	\$5,000.00	Junior Club Coaching Co-ordinator
		TOTAL	\$8,500.00	

The above request fits within the criteria of the Community and Citywide Donations Procedure, specifically where the procedure states:

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

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

- *The allocation will generally support projects and initiatives, which are innovative and provide benefit to the quality of life of Ipswich residents; and*
- *The organisation is considered to have the ability to effectively manage the project.”*

FINANCIAL IMPLICATIONS:

Funding for provision of the Community Donations has been budgeted for in the 2017–2018 Community Engagement Budget.

RECOMMENDATIONS:

That a community donation of \$10,000.00 be allocated to Rugby League Ipswich towards costs associated with coaching and mentoring programs, as detailed in the report by the Community Grants Officer dated 28 February 2018.

Josie Berry
COMMUNITY GRANTS OFFICER

I concur with the recommendation contained in this report.

Abbey Richards
COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendation contained in this report.

Caroline McMahon

CHIEF OPERATING OFFICER

(ARTS, SOCIAL DEVELOPMENT AND COMMUNITY ENGAGEMENT)

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03. 2018	OAR: YES
Authorisation: Gary Kellar	

23 February 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

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

RE: TI-TREE BIOENERGY (FORMERLY VEOLIA ENVIRONMENTAL SERVICES)
CONTRIBUTIONS

INTRODUCTION:

This is a report by the Chief Operating Officer (Arts, Social Development and Community Engagement) dated 23 February 2018 concerning the management of contributions from Ti-Tree Bioenergy formerly known as Veolia Environmental Services and Collex.

BACKGROUND:

On 29 May 2002, a Court Order was handed down by the Planning and Environment Court in respect to a development application for a Waste Disposal Operation and Ancillary Activities at the Collex site at Willowbank. The Court Order set out the requirement for the payment of certain contributions towards the mitigation of any and all 'perceived' or 'real' impacts (locally or city-wide) that may arise from the development.

The initial contribution was paid to Council in January 2003 in accordance with the 2003 development approval (refer Attachment A). From that point, contributions have been made annually for the period 1 July to 30 June based on the tonnage of waste received at the site, or \$100,000.00, whichever is greater.

Council, at its Ordinary Meeting of 24 November 2004¹ (minutes attached as Attachment B), adopted that the annual lump payment from Collex (now known as Ti-Tree Bioenergy) be divided equally into twelve (12) allocations within the following categories:

- Ten (10) Divisional Allocations
- One (1) Citywide Allocation
- Division 10 for specific projects nominated by the Willowbank Area Group (WAG)

¹ clause 09.02 of the City Management Finance Committee 2004(10)

In August 2004, Council adopted the utilisation of Procedure 09/04 (*Allocation of Community Donations*) to provide a process to distribute the annual payment of the Local Environmental Improvements Contribution by Collex Pty Ltd (now known as Ti Tree Bioenergy). Subsequently another procedure titled *Distribution of Payments Willowbank Area Group Collex Annual Payment* was developed in 2005, outlining the process to distribute the annual payment, including the role and responsibilities of the Willowbank Area Group. (See Attachment C for latest version).

Willowbank Area Group (WAG) administers a local environmental grants program, whereby the Group makes an initial assessment of applications, which are then approved by the CEO and Mayor.

On 22 February 2018, a Council nominated working group met to discuss the purpose and distribution of funding from the contributions. The outcomes of that discussion are outlined in this paper.

CONCLUSIONS:

The current 12-way distribution of funds potentially dilutes the benefits deliverable by Council, as per the intent of the Court Order, which is to mitigate impacts that may arise from the development at Willowbank. Council has an opportunity to streamline management of funds while creating a centralised program of work that targets improved environmental and social outcomes across the City. It is appropriate that this program be developed in consultation with the Chair of the Conservation and Environment Committee and the relevant Divisional Councillor.

The delivery of local, small scale environmental projects coordinated (directly or indirectly) by the Willowbank Area Group provide a targeted focus for the delivery of relevant projects by local community organisations. It is proposed that the current funding arrangements for WAG continue.

BENEFITS TO COMMUNITY AND CUSTOMERS:




Centralisation of contributions paid by Ti Tree Bioenergy for delivery of a targeted environment and social program aligns to Advance Ipswich and the Corporate Plan 2017–2022, by contributing to one or more of the following Goals, Strategies and Actions, including:

- Develop and implement an integrated approach to the planning and management of nature conservation matters in partnership with community, private land owners and government agencies.
- Improve environmental awareness, education and compliance
- Implement initiatives that strengthen governance, skills and knowledge

FINANCIAL IMPLICATIONS:

The 2017-2018 budget contains \$12,378 within each of the ten divisional community donation accounts and the city wide community donation account. In past years, an adjustment has been processed as part of the budget review in order to fully allocate actual revenue received by Ti Tree Bioenergy in the current financial year. It is proposed that this adjustment not proceed, thereby generating no impact to the current budget.

ATTACHMENTS:

Name of Attachment	Attachment
Attachment A Conditions of the Consent Order for the Waste Disposal Facility at Willowbank	 Attachment A
Attachment B Ipswich City Council Minutes of Ordinary Meeting 24 November 2004	 Attachment B
Attachment C Procedure: Distribution of Annual Veolia Environmental Services Funding for Grants Nominated by the Willowbank Area Group Inc	 Attachment C
Confidential Background Papers	
Legal Advice – Interpretation of Approval	 Attachment D

RECOMMENDATIONS:

- A. That the previous decision of Council, as per Recommendation A of Item No. 09.02 of the City Management and Finance Committee, 2004(10) of 16 November 2004 and adopted at the Council Ordinary Meeting of 24 November 2004, detailed in Attachment B, be repealed.
- B. That one twelfth of the funding available from the Collex planning approval condition order be available for the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc which meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002, with unspent funds as at financial year end to be rolled over to the following year's budgeted funds.
- C. That Council review and update its agreement with the Willowbank Area Group and relevant governance documentation to ensure that assessment criteria for the

expenditure of funds align to the prescribed outcomes in the Court Order handed down by the Planning and Environment Court on 29 May 2002.

- D. That 11/12th of all future contributions from Ti Tree Bioenergy fund a centralised, targeted environment and social program of work to meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002.
- E. That the balance between allocated 2017-2018 budget (Ti Tree Bioenergy component in community donations accounts) and actual revenue received by Ti Tree Bioenergy in the 2017-2018 financial year be allocated to expenditure under a targeted environment and social program of work.
- F. That all unspent funds relating to the centralised, targeted environment and social program of work be rolled over into future years' operational budget to ensure that Council continues to meet the outcomes prescribed by the Court Order handed down by the Planning and Environment Court on 29 May 2002.

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

**Waste Disposal Operation and Ancillary Activities
Collex Ti Tree site Willowbank**

8. Contributions for Local Environmental Improvements

- 8.1 The developer shall contribute a sum of \$320 000 for amenities within the City, together with a minimum of \$100 000 per annum (to be indexed as below and linked to the volume of waste received and discounted as outlined below) for use on roads or environmentally sensitive areas of the City.
- 8.2 Such contribution is additional to, and separate from, any other contribution for Road Headworks contributions.
- 8.3 The sum of \$320 000 for amenities shall be paid within one (1) year of the granting of this approval or prior to approval of the operational works or any building works approval over the site, whichever is the sooner.
- 8.4 The minimum sum of \$100 000 per annum shall be paid on an annual basis commencing twelve (12) months from the date of commencement of the use. This annual payment shall be linked to the volume of waste received [i.e. \$1 per tonne for the first three (3) years of operation and thereafter also indexed by the same percentage change as in the 'Gate Rate']. The total of the annual payment shall, however, be discounted by a sum equal to 80% of the general rate payable in respect of the property at the time of payment. The minimum annual levy of \$100 000 shall also be indexed every three (3) years by the same percentage change as occurs in the Gate Rate.
- 8.5 Council considers that there are potential negative outcomes associated with solid waste disposal for the City of Ipswich, including potential environmental and amenity impacts and negative image connotations of Ipswich as a 'dumping ground' for SEQ and other regions. Therefore any funds paid in respect to this condition shall be deemed to be for the mitigation of any and all 'perceived' or 'real' social and environmental impacts that may arise from the development.
- 8.6 Any funds paid in respect to this condition shall be utilised for community and environmental improvements across the City as determined by Council and having regard to the impacts (whether 'perceived' or 'real') that may arise from the development.
- 8.7 Note: for the purposes of this condition, the 'Gate Rate' shall be determined by dividing the total revenue received for material coming into the landfill, by the tonnages involved. It shall be reviewed every three (3) years.

(council\minutes)

Attachment B

IPSWICH CITY COUNCIL
MINUTES OF ORDINARY MEETING

15 DECEMBER 2004

Held in Council Chambers, Council Administration Building
45 Roderick Street, Ipswich

The meeting commenced at 9.00 a.m.

ATTENDANCE AT COMMENCEMENT	Councillors P. Pisasale (Mayor), Morrison, Tully, Attwood, Nardi, Morrow, Bromage, Antonioli, C. Pisasale, Ireland and Pahlke
OPENING PRAYER	Pastor Paul Blake, St Stephen's Presbyterian Church, delivered the opening prayer.
APOLOGIES	Nil Councillor Pahlke left the Chambers at 9.01 a.m.

CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF ORDINARY MEETING

Moved by Councillor C. Pisasale:

That the Minutes of the Ordinary Meeting held on 24 November 2004 be confirmed.

Seconded by Councillor Antonioli.

The motion was put and carried.

RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

HEALTH AND REGULATION COMMITTEE

Moved by Councillor Antonioli:

That the Health and Regulation Committee's Report No. 2004(11) of 6 December 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

(council\cminutes)

IPSWICH CITY COUNCIL
MINUTES OF ORDINARY MEETING

24 NOVEMBER 2004

Held in Council Chambers, Council Administration Building
45 Roderick Street, Ipswich

The meeting commenced at 9.01 a.m.

ATTENDANCE AT COMMENCEMENT	Councillors P. Pisasale (Mayor), Morrison, Tully, Attwood, Nardi, Morrow, Bromage, Antonioli, C. Pisasale, Ireland and Pahlke
OPENING PRAYER	Reverend John Langbridge, Senior Pastor, St Stephens Presbyterian Church, delivered the opening prayer.
APOLOGIES	Nil

CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF ORDINARY MEETING	Moved by Councillor C. Pisasale: That the Minutes of the Ordinary Meeting held on 3 November 2004 be confirmed. Seconded by Councillor Antonioli. The motion was put and carried.
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RECEPTION & CONSIDERATION OF COMMITTEE REPORTS

HEALTH AND REGULATION COMMITTEE	Moved by Councillor Antonioli: That the Health and Regulation Committee's Report No. 2004(10) of 15 November 2004 be received and adopted. Seconded by Councillor Ireland. The motion was put and carried.
ARTS, COMMUNITY AND CULTURAL SERVICES COMMITTEE	Moved by Councillor C. Pisasale: That the Arts, Community and Cultural Services Committee's Report No. 2004(10) of 15 November 2004 be received and adopted. Seconded by Councillor Antonioli. The motion was put and carried.

MINUTES OF ORDINARY MEETING

24 NOVEMBER 2004

- 2 -

**BUSINESS UNITS
AND LIBRARY
SERVICES
COMMITTEE**

Moved by Councillor Pahlke:

That the Business Units and Library Services Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

**WORKS
COMMITTEE**

Moved by Councillor Nardi:

That the Works Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor Attwood.

The motion was put and carried.

**CONSERVATION,
PARKS AND
SPORT
COMMITTEE**

Moved by Councillor Morrison:

That the Conservation, Parks and Sport Committee's Report No. 2004(13) of 15 November 2004 be received and adopted.

Seconded by Councillor C. Pisasale.

The motion was put and carried.

**PLANNING,
DEVELOPMENT
AND
ENVIRONMENT
COMMITTEE**

Moved by Councillor Tully:

That the Planning, Development and Environment Committee's Report No. 2004(10) of 16 November 2004 be received and adopted.

Seconded by Councillor Attwood.

The motion was put and carried.

**CUSTOMER
RELATIONS
COMMITTEE**

Moved by Councillor Morrow:

That the Customer Relations Committee's Report No. 2004(10) of 16 November 2004 be received and adopted.

Seconded by Councillor Bromage.

The motion was put and carried.

MINUTES OF ORDINARY MEETING

24 NOVEMBER 2004

- 3 -

**ECONOMIC
DEVELOPMENT
COMMITTEE**

Moved by Mayor, Councillor P. Pisasale:

That the Economic Development Committee's Report No. 2004(13) of 16 November 2004 be received and adopted, subject to the following amendment to **Clause 09.01**:

- inclusion of the words 'and Andrew Smith, Chairperson of Leading the Way CEO's Network' at the end of recommendation B.

Seconded by Councillor Nardi.

The motion was put and carried.

**CITY
MANAGEMENT
AND FINANCE
COMMITTEE**

Moved by Mayor, Councillor P. Pisasale:

That the City Management and Finance Committee's Report No. 2004(10) of 16 November 2004 be received and adopted, subject to the following amendments:

- **Inclusion of the following Clause after Clause 09.01:**

'09.02 COMMUNITY DONATIONS

With reference to community donations funded by the Collex planning approval condition order.

RECOMMENDATION

- A. That one twelfth of the funding available from the Collex planning approval condition order be available for each divisional community donation account and the city wide community donation account, with the remaining one twelfth being available for additional funding to the Division 10 community donation account to support projects recommended by the Willowbank Area Group Inc.
 - B. That the Chief Executive Officer be delegated power, in consultation with the Mayor and the Councillor for Division 10, to approve projects recommended by the Willowbank Area Group Inc from the additional Division 10 community donation funding.'
- deletion of the words '**ROADS AND DRAINAGE**' where appearing in Program 21 Heading and insertion of the word '**WORKS**' in lieu thereof;

MINUTES OF ORDINARY MEETING

24 NOVEMBER 2004

- 4 -

- inclusion of the following Clause after **Clause 21.01**:

‘21.02 SECURITY ARRANGEMENTS - COUNCIL PRECINCT

With reference to a report by the Works Manager dated 23 November 2004 concerning the security arrangements in the Council Precinct.

RECOMMENDATION

That the Works Manager be authorised to implement changes to the current security arrangements in the Council Precinct as required.’

Councillor C. Pisasale left the Chambers at 10.04 a.m.


Seconded by Councillor Attwood.

The motion was put and carried.

Councillor C. Pisasale returned to the Chambers at 10.08 a.m.

MEETING CLOSED The meeting closed at 10.08 a.m.

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	<p align="center">DISTRIBUTION OF ANNUAL VEOLIA ENVIRONMENTAL SERVICES FUNDING FOR GRANTS NOMINATED BY THE WILLOWBANK AREA GROUP INC</p>	<p>Version: 2</p> <p>Document No.: CCS-17</p>
<p>1.1 Objectives:</p> <p>The objective of this procedure is to establish the framework for the receipt, assessment, distribution and recording of funding allocated by Veolia Environmental Services for specific projects within Division 10, which are nominated by the Willowbank Area Group Inc (WAG).</p>		
<p>1.2 Regulatory Authorities:</p> <p><i>Local Government Act 2009 Local Government Regulations 2012</i> <i>Ipswich City Council Corporate Plan 2012-2017</i> <i>Ipswich City Council 2011-2031 Long Term Community Plan (i2031)</i> <i>Ipswich City Council Grants, Donations, Bursaries and Scholarships Policy</i></p>		
<p>1.3 Scope:</p> <p>In May 2002, a Court Order was handed down by the Planning and Environment Court in respect of the development for a waste Disposal Operation and ancillary activities at the Collex Ti Tree site at Willowbank. The Court Order set out the requirement for the payment of contributions towards the mitigation of any or all “perceived” or “real” social and environmental impacts that may arise from the development. Council at its ordinary meeting of 24 November 2004 adopted that the annual lump payment from Collex be divided equally into twelve (12) allocations within the following categories:</p> <p>(a) Ten (10) Divisional Allocations (b) One (1) Citywide Allocation (c) Division 10 for specific projects nominated by the Willowbank Area Group (WAG)</p>		
<p>Procedure:</p> <ul style="list-style-type: none"> • WAG will have full responsibility for the initial assessment for all applications under Category (c) above. The exception will be where WAG itself is seeking funding for a specific project. In this instance, the assessment will be undertaken by Council’s Community Grants Officer in accordance with the assessment criteria set by WAG. • The final outcome of WAG assessments will be forwarded by the relevant WAG representative to Council’s Community Grants Officer detailing: <ul style="list-style-type: none"> • List of organisations and projects details • Amount of funding requested for each project • Amount of funding approved for each project • ABN and GST status • List of organisations and projects for which funding was not approved 		

<ul style="list-style-type: none">• Rationale for successful and unsuccessful funding• Upon receipt of the WAG Assessment Outcomes, Council’s Community Grants Officer will check all documentation to ensure that the information is correct and complies with Council’s procedural requirements.• During the initial assessment process, Council’s Community Grants Officer may seek additional information from WAG regarding clarification on any approval/refusal of funding.• Following the initial assessment process, Council’s Community Grants Officer will forward the list of successful and unsuccessful applicants, along with a covering memo, to the Community Development Manager for consideration and subsequent referral to:<ul style="list-style-type: none">• The Mayor• Division 10 Councillor• Chief Executive Officer• Chief Operating Officer (Community and Cultural Services) for consideration and formal approval.• Upon receipt of formal approval from the Mayor, Division 10 Councillor, Chief Executive Officer and Chief Operating Officer (Community and Cultural Services), Council’s Community Grants Officer will advise the WAG representative via email with a copy to the Division 10 Councillor.• The WAG representative will subsequently formally advise organisations of the outcome of their respective funding applications. The formal advice will require that organisations submit a Tax Invoice or Invoice (dependent on Tax Status) and Withholding Tax Exemption Declaration Form (where relevant) to Council for the appropriate approved funding amount.• Upon receipt of the relevant tax information, Council’s Community Grants Officer will arrange for the processing of all cheques and subsequent distribution to the WAG representative.• WAG will be responsible for organising a cheque presentation ceremony and notifying the Mayor, Division 10 Councillor and Veolia representatives accordingly.• WAG will be responsible for the administration, management and acquittals (including outstanding acquittals) of approved grants and will provide Council with an annual report on these activities. <p>1.4 Roles, Responsibilities and Actions:</p> <p>The Community Grants Officer is responsible for adhering to this procedure.</p> <p>1.5 Procedure Author:</p> <p>The Community Development Manager is responsible for maintaining this procedure.</p>
<p>Date of Approval: 8 February 2016 Title of Manager: Chief Operating Officer (Community and Cultural Services) Date of Review: 8 February 2018</p>

This procedure supersedes the procedure approved by the Chief Operating Officer (Community and Cultural Services) on 20 November 2013.

City Management, Finance and Community Engagement Committee	
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Mtg Date: 20.03.2018	OAR: YES
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Authorisation: Andrew Roach

A4687385

7 March 2018

MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: CHIEF FINANCIAL OFFICER

RE: COUNCILLOR TRAVEL AND TRAINING REQUESTS

INTRODUCTION:

This is a report by the Chief Financial Officer dated 7 March 2018 concerning councillor travel and training requests.

BACKGROUND:

The Ipswich City Council expenses Reimbursement Policy (the policy) states that councillors are required to attend approved conferences/workshops to either deliver a paper or as a delegate or representative of Council. Such attendances are to be approved by Council resolution or, for matters that require out of session approval, approved by the Chief Executive Officer and as per the Ipswich City Council Councillor Expenses Reimbursement and Administrative Support Procedure, reported by the Chief Executive Officer at the next Council meeting.

The attachment contains training, conference and workshop travel for councillors requiring Council approval.

ATTACHMENT:

Name of Attachment	Attachment
Training, conference and workshop travel to be approved by Council	Attachment A

RECOMMENDATION:

That Council, in accordance with the "*Ipswich City Council Expenses Reimbursement*" Policy, approve the councillor training/conference/workshop travel as detailed in Attachment A to the report by the Chief Financial Officer dated 7 March 2018.

Andrew Roach
CHIEF FINANCIAL OFFICER

ATTACHMENT A

**COUNCILLOR WORKSHOP/CONFERENCE TRAVEL AND/OR TRAINING REQUIRING COUNCIL APPROVAL
IN ACCORDANCE WITH THE EXPENSES REIMBURSEMENT POLICY**

Councillor	Conference/Event/Training	Location	Estimated Training/Conference Dates
Cr Paul Tully	AMAC Annual Conference and Annual General Meeting	Perth	2-5 May 2018

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: YES
Authorisation: Andrew Roach	

A4705750

7 March 2018

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: STRATEGIC CLIENT OFFICE MANAGER

RE: CUSTOMER SERVICE ACTIVITIES STATUS REPORT – FEBRUARY 2018

INTRODUCTION:

This is a report by the Strategic Client Office Manager dated 7 March 2018 concerning customer service delivery activities for the period 1 February to 28 February 2018.

BACKGROUND:

From 7 November 2017:

- Services Queensland no longer delivers these services for Council.
- Council has engaged 3 technical consultants from Peak Services (formally Propel) to assist in the delivery of services by Council.
- Council's Strategic Client Branch continues to provide the same level of staff resources for service delivery.
- If Peak Services are successful in improving service delivery so that pre-determined stretch targets are achieved, then Peak Services will earn an incentive payment.
- As a separate arrangement Council has contracted Peak Services to deliver Out of Business Hours Contact Centre Services for Ipswich City Council customers.

The following table describes the contracted service level targets.

Name	Description	Minimum Service Level	Bonus Service Level	Jan 18 Service Level Achieved	Feb 18 Service Level Achieved
First Point of Contact Resolution (FPOCR)	The percentage of customer enquiries that are resolved at the first point of contact, regardless of channel used (phone, counter, email, internet, etc.)	75%	80%	92%	90%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 20 seconds.	80%	(Level 1) 83% (Level 2) 85%	92%	88%
Grade of Service - Phone (GoS)	The percentage of customer calls that are answered within 60 seconds.	90%	92%	96%	95%
Rates Arrears	The percentage of rates notices that are not in arrears compared to total rates notices produced.	98%	98.15%	98.02%	98.02%
Processing time for customer requests	The time to process a customer request from receiving a CES CRM service request compared to Council corporate standard time frames. % Requests completed within corporate standard timeframes.	80%	95%	96%	99%
Processing of all incoming mail	The percentage of applicable and relevant daily incoming mail that is scanned registered and tasked within the first Business Day of receipt.	80%	98%	99%	100%
Processing of incoming emails	The percentage of incoming emails received that are registered and tasked, responded to, or identified as junk by midnight of the first business day of receipt.	80%	98%	100%	100%
Lodgement of P&D applications	The percentage of P&D applications that are lodged, registered, payments assessed and receipted and prepared as a digital file for planning assessment within 24 hours of receipt (business days).	To be determined in period to 31 March 2018	To be determined in period to 31 March 2018	NA	NA

The service outcomes shaded in grey highlight bonus service level not achieved.

Out of Hours Call Centre Services

Name	Description	Minimum Service Level	Jan 18	Feb 18
Grade of Service	The percentage of customer calls that are answered within 30 seconds.	80%	88%	84%

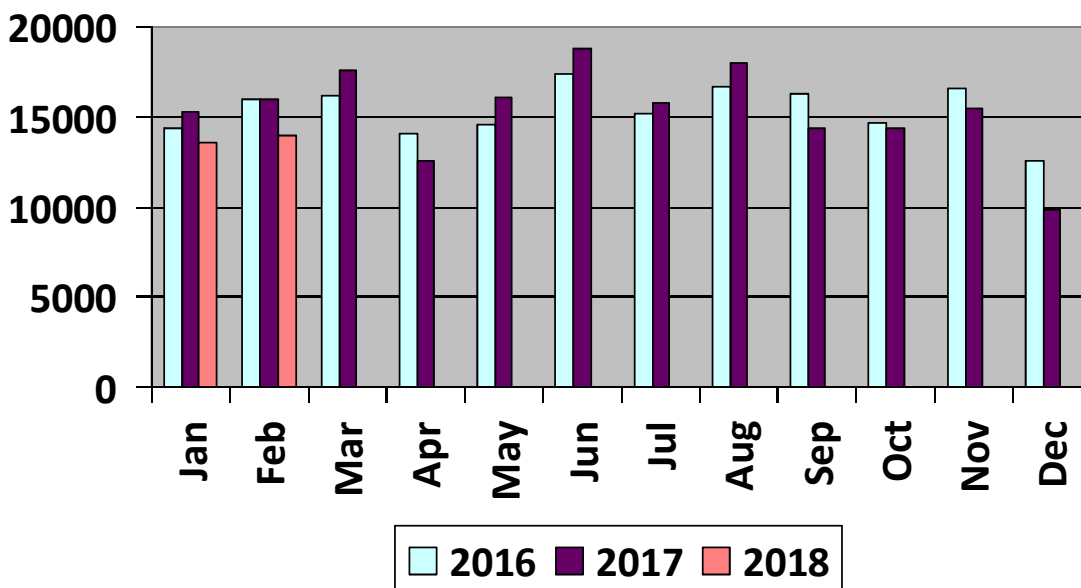
There is no bonus service level applicable to out of hours.

SERVICE LEVELS – COMMENTARY:

Service levels for customer calls exceeded expectations due to two (2) factors:

- The trend for lower historical call volumes evident since September continues in January and February. See graph below.
There is no identifiable reason for the drop in calls.
- Staff resource levels were higher than optimal due to the unexpected lower volume of calls with the result that service levels lifted significantly.

Monthly Call Volumes



FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

RECOMMENDATION:

That the report be received and the contents noted.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: Yes
Authorisation: Andrew Roach	

6 March 2018

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: FINANCE MANAGER

RE: MONTH-END PERFORMANCE – JANUARY 2018

INTRODUCTION

This is a report by the Finance Manager dated 6 March 2018 concerning Council performance for the period ending 31 January 2018, submitted in accordance with *Section 204 of the Local Government Regulation 2012*.

BACKGROUND

Section 204 of the Local Government Regulation 2012 requires a monthly report to be submitted to Council in respect of the performance of Council’s budget. The monthly performance report for January 2018 is included at Attachment A.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A – January 2018 Monthly Performance Report	Attachment A

RECOMMENDATIONS:

That the report be received and the contents noted.

Jeffrey Keech
FINANCE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER



Ipswich City Council

Performance Report

January 2018

ICC Performance Report
January 2018**Ipswich City Council - Summary Financial Results**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	FY Budget \$'000	EOY Forecast \$'000	Detail Page ref:
Net Result as at 31 January 2018:						
Cash Operational Revenue						
Net Rates and Utilities	139,774	138,779	995	187,977	187,977	Page 9
Fees and Charges	16,718	16,274	444	28,398	28,398	Page 10
Operational Grants and Contributions	8,983	7,411	1,572	18,069	18,069	Page 11
Interest	3,136	2,466	670	4,122	4,122	Page 12
Other Cash Revenue	24,001	19,167	4,834	33,623	33,623	"
Total Cash Operational Revenue	192,612	184,097	8,515	272,189	272,189	
Cash Operational Expenses						
Employee Expenses*	54,115	55,037	922	92,265	93,396	Page 13
Materials and Services#	48,107	51,757	3,650	87,940	87,940	"
Finance costs	8,192	8,790	598	14,597	14,597	"
Other Cash Expenses	4,126	4,253	127	9,070	9,070	"
	114,540	119,837	5,297	203,872	205,003	
Cash Operational Result	78,072	64,260	13,812	68,317	67,186	
Non-Cash Operational Revenue						
Gain on Asset Disposal	155	0	155	0	155	Page 12
Internal Revenue	14,474	13,892	582	22,751	22,751	"
Total Non-Cash Operational Revenue	14,629	13,892	737	22,751	22,906	
Non-Cash Operational Expense						
Depreciation	38,205	38,203	(2)	64,990	64,990	Page 13
Headworks Credit Indexation	0	0	0	0	0	"
Loss on Asset Disposal	741	0	(741)	0	741	"
Internal Expense	13,166	12,338	(828)	19,933	19,933	"
Total Non-Cash Operational Expense	52,112	50,541	(1,571)	84,923	85,664	
Net Result before Capital	40,589	27,611	12,978	6,145	4,428	
Capital						
Capital Grants	2,996	369	2,627	8,333	8,333	Page 11
Donated Asset Revenue	44,315	36,111	8,204	72,535	72,535	"
Contributions	5,198	10,108	(4,910)	17,330	17,330	"
Headworks Credit Consumption	0	0	0	0	0	"
Total Capital	52,509	46,588	5,921	98,198	98,198	
Total Net Result	93,098	74,199	18,899	104,343	102,626	
Capital Program as at 31 January 2018:						
Cash Capital Items						
Asset Construction and Purchase	58,671	71,597	12,926	161,886	161,886	Page 17
Non-cash Capital Items						
Donated Assets	43,855	32,844	(11,011)	58,044	58,044	"
Total Capital Program	102,526	104,441	1,915	219,930	219,930	

* Including contract labour

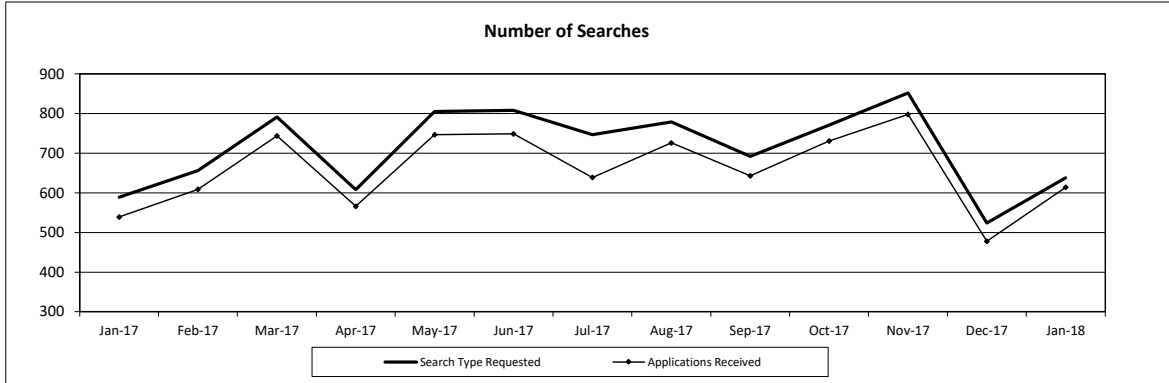
excluding contract labour

For information on individual line items, please refer to the relevant section of the report.

ICC Performance Report
January 2018

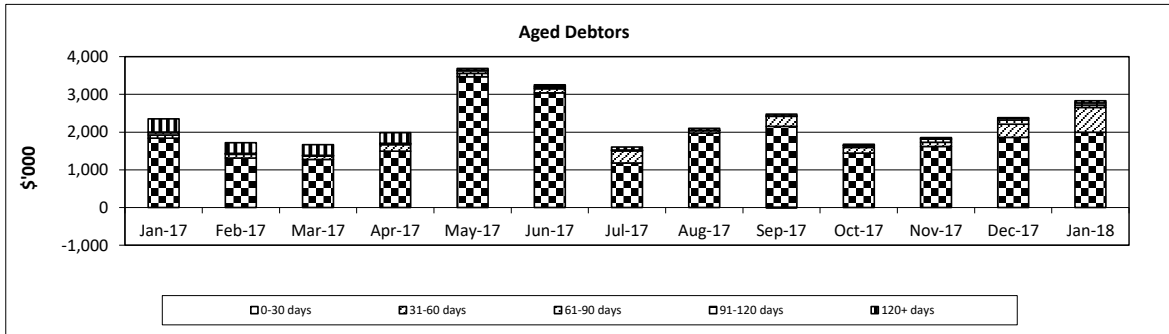
Additional Performance Information:

Property Searches:



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Search Type Requested	589	656	791	608	805	808	747	779	692	771	852	524	638
Applications Received	539	609	744	566	747	749	639	726	643	731	798	478	614

Aged Debtors:

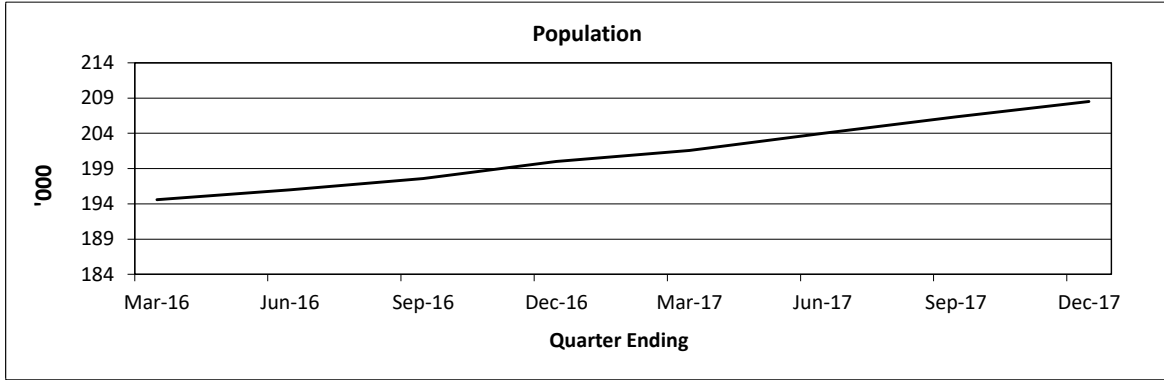


	Jan-17 \$'000	Feb-17 \$'000	Mar-17 \$'000	Apr-17 \$'000	May-17 \$'000	Jun-17 \$'000	Jul-17 \$'000	Aug-17 \$'000	Sep-17 \$'000	Oct-17 \$'000	Nov-17 \$'000	Dec-17 \$'000	Jan-18 \$'000
0-30 days	1,839	1,312	1,276	1,492	3,469	3,041	1,181	1,977	2,153	1,444	1,619	1,862	1,995
31-60 days	85	98	90	176	89	109	325	67	265	152	113	350	661
61-90 days	61	16	16	24	65	20	8	1	13	45	82	106	60
91-120 days	16	11	2	10	17	40	12	3	1	7	12	51	60
120+ days	351	284	285	281	50	42	77	52	46	29	31	14	57

Satisfactory results overall.

ICC Performance Report
January 2018

Population:

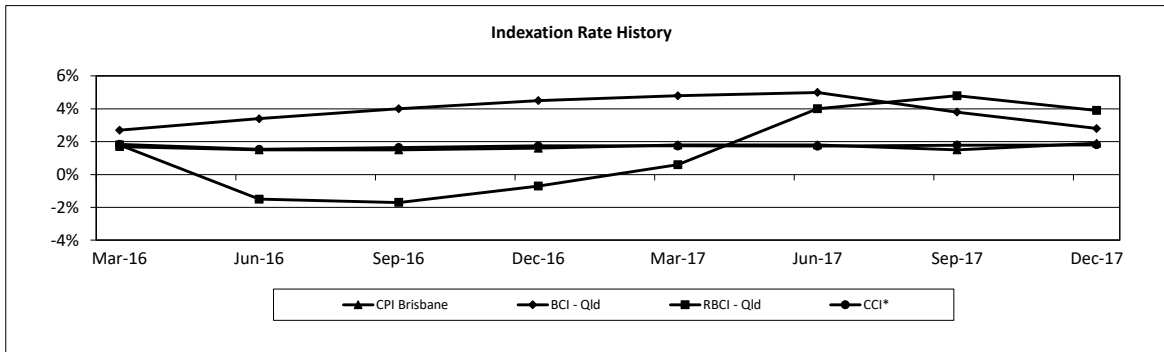


	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
Population	195	196	198	200	202	204	206	209

Growth in Waste Domestic Services:

	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
Growth per quarter:	0.97%	0.76%	0.82%	1.40%	0.83%	1.25%	1.26%	1.13%

Indexation Rate History:



	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
CPI Brisbane	1.70%	1.50%	1.50%	1.60%	1.80%	1.80%	1.50%	1.90%
BCI - Qld	2.70%	3.40%	4.00%	4.50%	4.80%	5.00%	3.80%	2.80%
RBCI - Qld	1.80%	-1.50%	-1.70%	-0.70%	0.60%	4.00%	4.80%	3.90%
CCI*	1.84%	1.53%	1.64%	1.74%	1.74%	1.73%	1.79%	1.81%

CPI = Consumer Price Index; BCI = Building Construction Index; RBCI = Roads and Bridges Construction Index; CCI = Council Cost Index

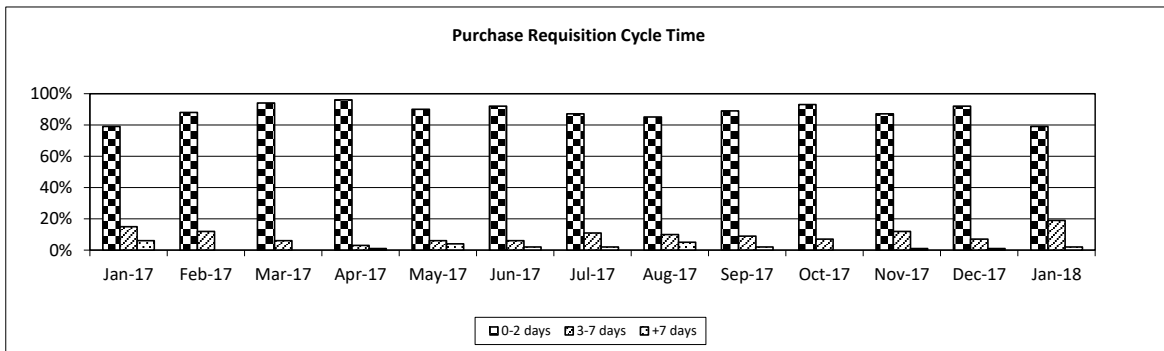
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Invoices Paid within Terms:

	Jul-17		Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$	Count	\$
Total invoices paid	4,839		5,265		3,818		6,100		5,881		5,232		4,797	
% paid within terms	98%	97%	94%	98%	92%	95%	98%	97%	95%	97%	96%	98%	91%	91%
% paid <1 week outside terms	1%	3%	3%	1%	6%	4%	1%	2%	2%	2%	1%	1%	4%	4%
% paid >1 week outside terms	1%	0%	3%	1%	2%	1%	1%	1%	3%	1%	3%	1%	5%	5%

Target of 95% invoices paid on terms has not been met in January 2018. The Christmas and New Year period and leave of Officers has had an impact on this target.

Purchase Requisition Cycle Time:

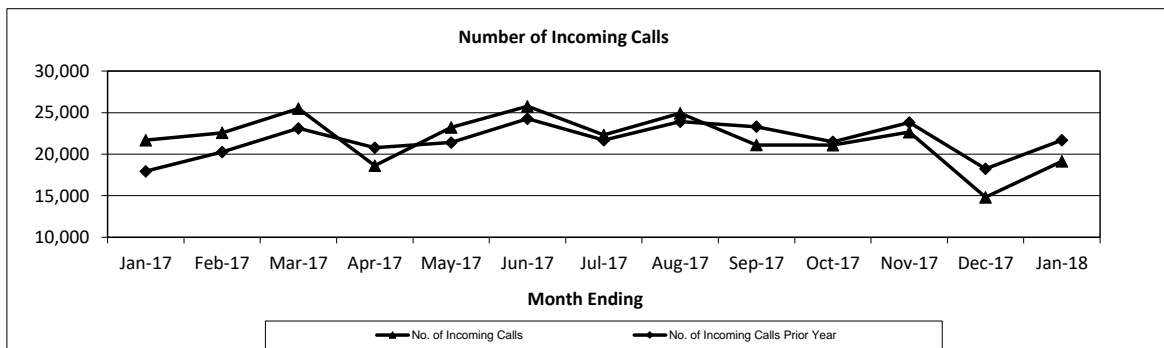


Key performance indicator for this activity is two days.

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
0-2 days	79%	88%	94%	96%	90%	92%	87%	85%	89%	93%	87%	92%	79%
3-7 days	15%	12%	6%	3%	6%	6%	11%	10%	9%	7%	12%	7%	19%
+7 days	6%	0%	0%	1%	4%	2%	2%	5%	2%	0%	1%	1%	2%

Results have been impacted by the leave of the buyers during the Christmas/New Year period.

Number of Incoming phone calls - All Council (excluding BCC After Hours and Helpdesk)



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
No. of Incoming Calls	21,681	22,579	25,508	18,637	23,222	25,768	22,308	24,933	21,109	21,097	22,656	14,818	19,147
No. of Incoming Calls Prior Year	17,950	20,254	23,109	20,775	21,405	24,264	21,689	23,927	23,313	21,495	23,814	18,241	21,681

Statement of Cashflows

	July Actuals	July Budget	August Actuals	August Budget	September Actuals	September Budget	October Actuals	October Budget	November Actuals	November Budget	December Actuals	December Budget	January Actuals	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget
Cashflows from Operating Activities																			
Receipts from Customers	(2,731)	(4,020)	(38,935)	(38,178)	(4,366)	(3,937)	(5,928)	(4,041)	(37,884)	(38,366)	(3,664)	(3,941)	(7,553)	(4,167)	(39,596)	(3,965)	(4,187)	(39,786)	(181)
General Rates and Utilities Charges	(2,847)	(2,501)	(3,718)	(2,157)	(1,786)	(2,408)	(1,992)	(2,478)	(2,315)	(2,157)	(1,879)	(2,259)	(2,077)	(2,314)	(2,046)	(2,229)	(2,344)	(2,197)	(2,871)
Fees and Charges	(196)	(536)	(592)	(527)	(621)	(518)	(577)	(523)	(1,179)	(518)	(886)	(518)	(542)	(518)	(518)	(518)	(518)	(518)	(1,599)
Operating Contributions	(658)	(559)	(937)	(900)	(214)	(229)	(110)	(204)	(1,555)	(901)	(487)	(267)	(387)	(691)	(919)	(389)	(204)	(901)	(3,242)
Operating Grants and Subsidies	(4,126)	(1,097)	(2,374)	(2,016)	(2,829)	(1,538)	(2,607)	(2,021)	(2,444)	(1,608)	3,145	(1,273)	(6,056)	(2,134)	(435)	(768)	(980)	(906)	(862)
Other Income	(328)	(1,444)	(549)	(1,444)	(859)	(1,444)	(707)	(1,444)	(1,048)	(1,444)	(265)	(1,444)	(502)	(1,444)	(1,444)	(1,444)	(1,444)	(1,444)	(6,356)
Capital Contributions	(211)		1		(53)		(227)						(1,963)	(369)		(807)			(4,809)
	(11,098)	(10,158)	(47,103)	(45,222)	(10,769)	(10,075)	(12,148)	(10,711)	(45,625)	(44,943)	(5,333)	(9,702)	(21,080)	(11,637)	(44,958)	(9,921)	(9,677)	(45,753)	(18,880)
Payments to Suppliers and Employees	6,404	6,760	7,791	8,434	6,418	6,760	6,682	8,434	8,134	6,760	6,688	6,760	8,938	9,126	6,894	6,902	6,909	8,594	8,962
Employee Payments	9,081	11,056	11,254	8,572	7,230	7,813	7,680	7,468	6,932	5,985	5,697	8,286	7,143	6,829	6,314	7,241	6,439	6,248	9,262
Supplier Payments	755	962	1,010	656	630	588	178	393	732	752	541	520	572	701	671	553	549	555	2,883
Other Expenses	16,241	18,778	20,054	17,661	14,278	15,161	14,540	16,294	15,797	13,497	12,926	15,566	16,653	16,655	13,879	14,696	13,897	15,397	21,107
Interest Received	(498)	(338)	(461)	(392)	(503)	9	(461)	84	(493)	(357)	(379)	(379)	(394)	(293)		(35)	(260)	(318)	312
Borrowing Costs	13		12		3,383	3,408	13		12		3,329	3,783	10			3,670			3,590
	4,657	8,282	(27,498)	(27,953)	6,396	8,593	1,944	5,667	(30,308)	(31,853)	10,543	9,268	(4,811)	4,725	(31,391)	8,090	3,960	(30,673)	6,129
Net Cash Outflow (Inflow) from Operating Activities																			
Cashflows from Investing Activities																			
Payments for property, plant and equipment*	11,227	17,374	14,932	14,464	7,503	10,433	5,975	16,114	9,652	15,758	8,220	13,094	6,949	14,851	14,780	12,681	12,684	12,724	51,294
Dividends Received					(15,123)	(5,300)	(1)				(7,922)	(5,081)		(2,000)					2,841
Proceeds from sale of (payments for) equity investments	1,713	1,717	613	617	5,113	5,117	1,114	1,017	2,473	2,517	2,114	860	(1,915)	1,160	1,160		660	660	(11,951)
Transfers to/from subsidiary entities						1	118		(26)		5		(1)						
	12,941	19,091	15,546	15,081	(2,506)	10,250	7,207	17,131	11,999	18,275	2,417	8,872	5,034	14,011	15,939	(10,659)	13,343	13,383	42,184
Net Cash Outflow (Inflow) from Investing Activities																			
Cashflows from Financing Activities																			
Proceeds from Borrowings					4,714	4,701					4,777	5,401				5,472			
Redemption of Borrowings																			
Interest free loan (proceeds) redemption																			
Making Capital (Proceeds) Redemption																			
	17,598	27,374	(11,952)	(12,872)	8,604	23,454	9,150	22,799	(18,309)	(13,578)	17,737	23,542	223	18,736	(15,452)	2,902	17,303	(17,290)	34,974
Net Decrease (Increase) in Cash Held	183,751	183,751	166,153	166,153	178,105	178,105	169,501	169,501	160,350	160,350	178,660	178,660	160,923	160,923	160,700	176,151	173,249	155,946	173,236
Cash at Beginning of Period	166,153	156,377	178,105	179,025	169,501	154,651	160,350	146,702	178,660	173,929	160,923	155,118	160,700	160,700	176,151	173,249	155,946	173,236	138,262
Cash at End of Reporting Period																			

The end of year forecast cash balance is \$138.3 million.

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Departmental Breakdown

Revenue and Expense: 😊 <1% or \$50k worse than budget whichever is greater; 😞 <5% or \$125k worse than budget whichever is greater; 😟 =5% or >=\$125k worse than budget whichever is greater.
Capital: Within 5% or \$50k +/- budget whichever is greater; 😊 within 10% or \$250k +/- budget whichever is greater; 😟 more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Trend of year to date results as at 31 January 2018:

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Arts, Social Development and Community Engagement	Revenue	😊	😊	😊	😊	😊	😊						😊
	Employee Expenses*	😊	😊	😊	😊	😊	😊						😊
	Other Expense Categories**	😊	😊	😊	😊	😊	😊						😊
	Capital	U😊	U😊	U😊	U😊	U😊	U😊	U😊					U😊

Satisfactory results for revenue and expenses.
Capital expenditure under budget by \$405k or 73.9%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Economic Development and Marketing	Revenue	😊	😊	😊	😊	😊	😊						😊
	Employee Expenses*	😊	😊	😊	😊	😊	😊						😊
	Other Expense Categories**	😊	😊	😊	😊	😊	😊						😊
	Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a					

Satisfactory results for revenue and expenses categories.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Infrastructure Services Department	Revenue	😊	😊	😊	😊	😊	😊						😊
	Employee Expenses*	😊	😊	😊	😊	😊	😊						😊
	Other Expense Categories**	😊	😊	😊	😊	😊	😊						😊
	Capital	U😊	O😊	O😊	U😊	U😊	U😊	U😊					

Satisfactory results for revenue and expenses.
Capital expenditure under budget \$2.223m or 6%. See pages 19-22 for details.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Finance and Corporate Services Department	Revenue	😊	😊	😊	😊	😊	😊						😊
	Employee Expenses*	😊	😊	😊	😊	😊	😊						😊
	Other Expense Categories**	😊	😊	😊	😊	😊	😊						😊
	Capital	U😊	U😊	U😊	U😊	U😊	U😊	U😊					

Satisfactory results for revenue and expenses.
Capital expenditure under budget by \$6.5m or 49.5%.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above

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January 2018

Departmental Breakdown

Revenue and Expense: ☹️<1% or \$50k worse than budget whichever is greater; ☹️ <5% or \$125k worse than budget whichever is greater; ☹️>=5% or >=\$125k worse than budget whichever is greater.
Capital: Within 5% or \$50k +/- budget whichever is greater; ☹️ within 10% or \$250k +/- budget whichever is greater; ☹️ more than 10% or >\$250k +/- budget whichever is greater. U=under; O=over

Trend of year to date results as at 31 January 2018:

Departmental Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Works, Parks and Recreation Department	Revenue	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Employee Expenses*	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Other Expense Categories**	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Capital	🕒	🕒	🕒	🕒	🕒	🕒	🕒					

Satisfactory results for revenue and expenses.
Capital expenditure under budget for Infrastructure Program \$4.68m or 22%. Capital expenditure for fleet and equipment purchase under budget \$686k or 13.5%.
Capital expenditure for IWS under budget \$53k or 9.19%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Health, Security and Regulatory Services Department	Revenue	☺️	☺️	☺️	☺️	☺️	☹️						☺️
	Employee Expenses*	☺️	☺️	☺️	☺️	☹️	☹️						☺️
	Other Expense Categories**	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Capital	🕒	🕒	🕒	🕒	🕒	🕒	🕒					

Satisfactory results for other expense categories. Employee expenses over budget \$126k or 3.0%. Revenue under budget as a result of parking officers currently undertaking testing requirements for the new ANPR vehicle, resulting in a reduction in PIN volumes
Capital expenditure under budget \$181k or 37.4%.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Planning and Development Department	Revenue	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Employee Expenses*	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Other Expense Categories**	☺️	☺️	☺️	☺️	☺️	☺️						☺️
	Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a					

Satisfactory results for revenue and expenses.

Corporate Controlled:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY
Corporate Items	Revenue	☺️	☹️	☺️	☺️	☺️	☺️						☺️
	Expenses	☹️	☹️	☹️	☹️	☹️	☹️						☺️
	Capital	🕒	🕒	🕒	🕒	🕒	🕒	🕒					

Satisfactory results for revenue. Expenses over budget \$505k or 1% .
Capital expenditure for donated assets over budget \$11.011m or 33.5%.

* Employee expenses including Labour Contracts
** Operational Expense excluding the above

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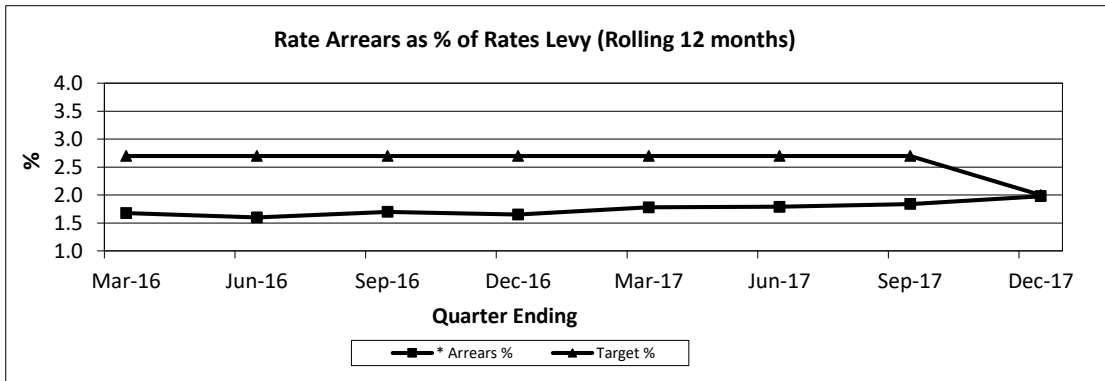
Revenue

Net Rates and Utilities:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
General Rates	122,647	121,564	1,083	167,255	73%	167,255
Utilities and Other Charges	23,406	23,301	105	31,228	75%	31,228
Discounts/Remissions	(6,279)	(6,086)	(193)	(10,506)	60%	(10,506)
	139,774	138,779	995	187,977	74%	187,977

Satisfactory results overall.

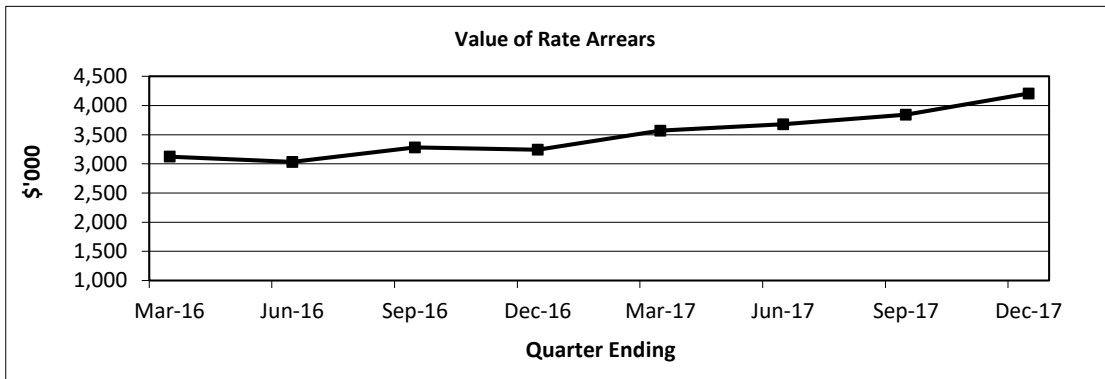
Rate Arrears as at 31 December 2017:



	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
* Arrears %	1.68	1.6	1.7	1.65	1.78	1.79	1.84	1.98
Target %	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.00

* Rolling 12 month average

Value of Rate Arrears:



	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
\$'000	3,125	3,034	3,281	3,242	3,568	3,680	3,844	4,207

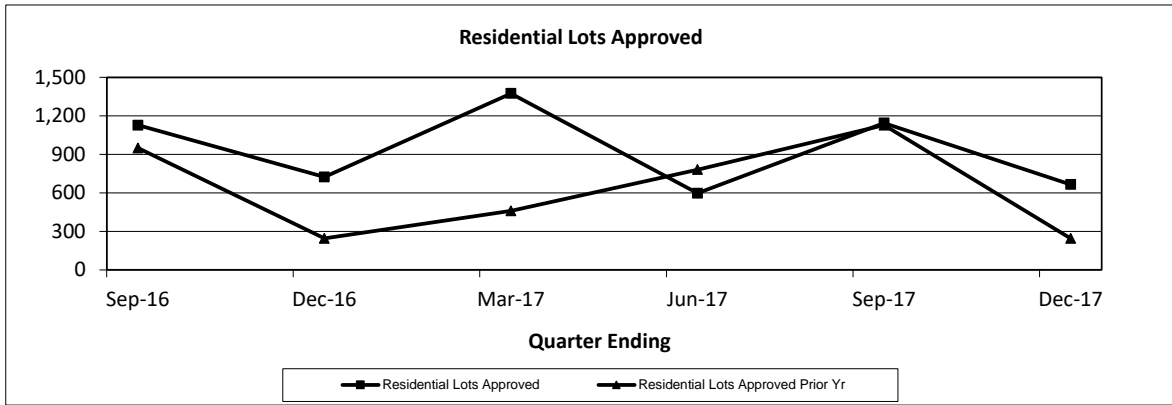
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Fees and Charges:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Planning Fees	8,952	8,626	326	14,778	61%	14,778
Hlth Animal Cemetery Fees	774	675	99	1,805	43%	1,805
Traffic and Reg Park Fees	1,302	1,408	(106)	2,438	53%	2,438
Waste Fees	3,927	3,749	178	6,428	61%	6,428
Other Fees	1,763	1,816	(53)	2,949	60%	2,949
	16,718	16,274	444	28,398	59%	28,398

Satisfactory results overall.

Residential Lots Approved:



	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
Residential Lots Approved	1,127	724	1,374	597	1,144	665
Residential Lots Approved Prior Yr	949	245	459	781	1,127	245

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Grants and Contributions:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Operational Grants	4,347	3,751	596	9,801	44%	9,801
Capital Grants	2,996	369	2,627	8,333	36%	8,333
Donated Asset Revenue	44,315	36,111	8,204	72,535	61%	72,535
*Operational Cash Contributions	4,636	3,660	976	8,268	56%	8,268
*Capital Cash Contributions	5,198	10,108	(4,910)	17,330	30%	17,330
	61,492	53,999	7,493	116,267	53%	116,267

Donated assets and cash contributions are mostly developer driven and will be closely monitored.

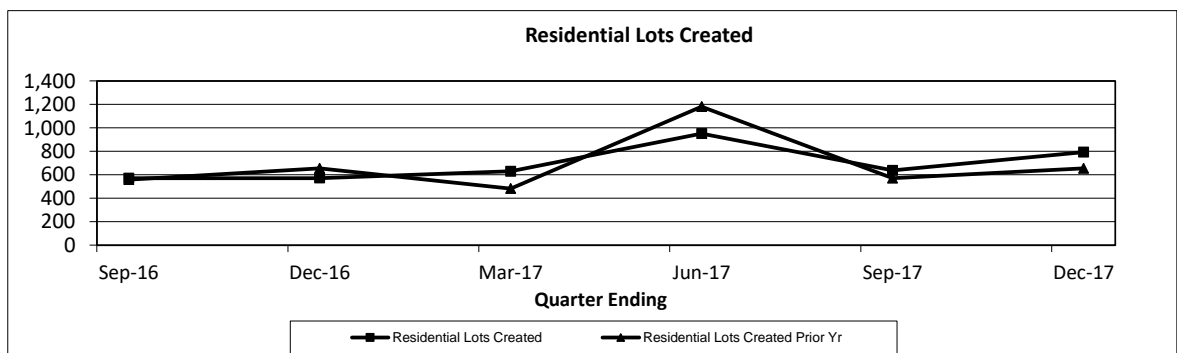
***Cash Contribution Actuals Breakdown YTD:**

	Footpaths	Open Space	Roads	Social	Others	Grand Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Operational Cash Contribution	0	1,698	2,751	0	188	4,636
Capital Cash Contribution	0	0	5,108	0	89	5,198
	0	1,698	7,859	0	277	9,834
Balance Sheet Movement YTD:						
Open Space NCL	0	3,961	0	0	0	3,961
Stormwater NCL	0	0	0	0	1,344	1,344
Social NCL	0	0	0	1,352	0	1,352
Footpaths NCL	138	0	0	0	0	138
Streetscape NCL	0	0	0	0	0	0
	138	3,961	0	1,352	1,344	6,796
Total Cash Contributions	138	5,659	7,859	1,352	1,620	16,629

Other operational cash contributions include Queen's Parks Nature Centre (\$15k), Poetry Feast (\$8k), Sponsorship of Awards for Excellence 2017 (\$5k) and vegetation retention (\$157k).

Other capital cash contributions primarily relates to upgrade of the Ipswich BMX track & Cycle Park (\$80k).

Residential Lots Created:



	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
Residential Lots Created	571	572	629	951	637	792
Residential Lots Created Prior Yr	558	655	482	1,181	571	655

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Other Revenue Sources:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Sales, Recoverable Works	1,687	1,651	36	2,865	59%	2,865
Interest	3,136	2,466	670	4,122	76%	4,122
Other Revenue	22,314	17,516	4,798	30,758	73%	30,758
Gain on Asset Disposal	155	0	155	0	n/a	155
Internal Revenue	14,474	13,892	582	22,751	64%	22,751
	41,766	35,525	6,241	60,496	69%	60,651

Satisfactory results overall. Other Revenue is over budget due to QUU Tax revenue (\$2.6m) and QUU Dividends received revenue (\$876k).

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Expense**Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	44,390	47,717	3,327	80,246	55%	80,246
Overtime	1,035	962	(73)	1,614	64%	1,614
Allowances	173	182	9	305	57%	305
Other employee costs	12,734	13,382	648	22,562	56%	22,562
Total Labour Opex + Capex	58,332	62,243	3,911	104,727	56%	104,727
<i>Less Capitalised Labour</i>	(7,926)	(8,994)	(1,068)	(15,040)	53%	(15,040)
Opex Labour before Contractors	50,406	53,249	2,843	89,687	56%	89,687
<i>Plus Contract Opex Labour</i>	3,709	1,788	(1,921)	2,578	144%	3,709
Opex Labour incl Contractors	54,115	55,037	922	92,265	59%	93,396

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	831	788	(43)	1,351	62%	1,351
Materials	4,522	6,609	2,087	12,125	37%	12,125
Motor Vehicle Expenses	1,363	2,139	776	3,440	40%	3,440
Other Goods	1,463	1,335	(128)	2,450	60%	2,450
Other Services	7,474	7,564	90	12,231	61%	12,231
Service Contracts	18,983	22,460	3,477	35,708	53%	35,708
Utilities Expenses	5,363	5,536	173	9,754	55%	9,754
Consultants	1,727	1,442	(285)	3,442	50%	3,442
Other Materials and Services	6,381	3,884	(2,497)	7,439	86%	7,439
	48,107	51,757	3,650	87,940	55%	87,940

Other Expense Sources:

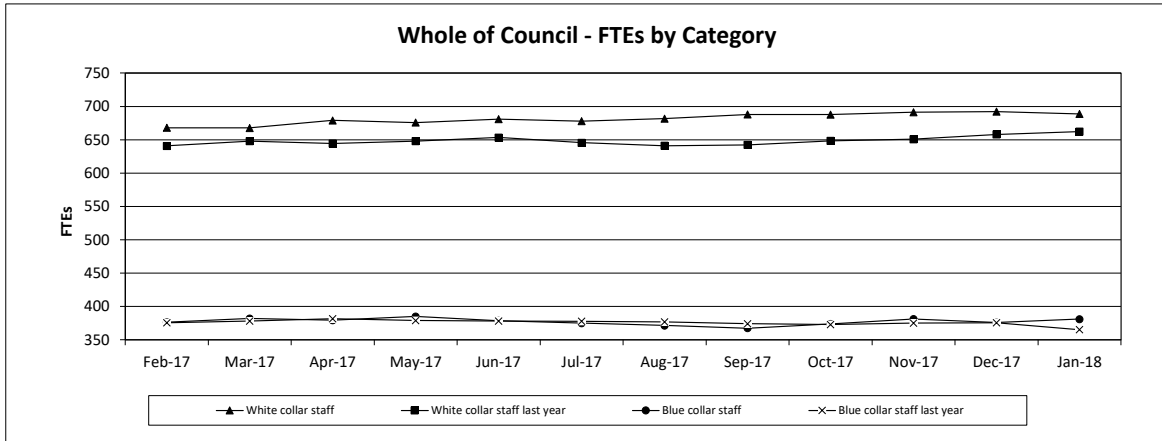
Depreciation	38,205	38,203	(2)	64,990	59%	64,990
Finance Costs	8,192	8,790	598	14,597	56%	14,597
Other Expenses	4,126	4,253	127	9,070	45%	9,070
Headworks Credit Indexation	0	0	0	0	n/a	0
Loss on disposal assets	741	0	(741)	0	n/a	741
Internal Expenses	13,166	12,338	(828)	19,933	66%	19,933
	64,430	63,584	(846)	108,590	59%	109,331
TOTAL	112,537	115,341	2,804	196,530	57%	197,271

Satisfactory results overall. Other materials and services over budget relates primarily to maintenance costs in WPR.

ICC Performance Report
January 2018

Full Time Equivalents:

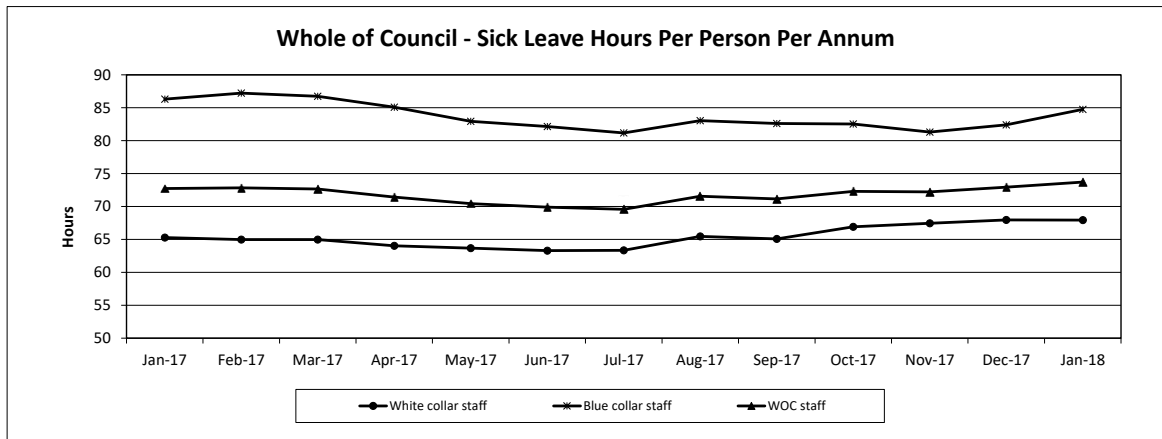
Whole of Council



	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	668.1	667.7	679.0	675.8	681.0	678.1	681.7	688.0	687.8	691.4	692.4	688.9
Blue collar staff	376.5	382.0	379.5	385.0	378.7	375.0	371.5	367.5	373.8	381.2	375.9	381.1
Total	1,044.6	1,049.7	1,058.5	1,060.9	1,059.7	1,053.1	1,053.2	1,055.5	1,061.7	1,072.5	1,068.3	1,069.9
<i>Movement prior month (white collar)</i>	5.7	(0.3)	11.3	(3.2)	5.1	(2.9)	3.6	6.3	(0.1)	3.5	1.0	(3.5)
<i>Movement prior month (blue collar)</i>	11.2	5.5	(2.5)	5.5	(6.3)	(3.7)	(3.5)	(4.0)	6.3	7.3	(5.2)	5.1
<i>White collar staff last year</i>	640.8	647.9	644.4	647.9	653.4	645.5	641.1	642.4	648.5	650.8	658.0	662.4
<i>Blue collar staff last year</i>	375.8	378.3	381.8	379.0	378.2	377.9	376.9	374.2	372.9	375.1	375.8	365.3
<i>Total FTEs last year</i>	1,016.5	1,026.2	1,026.2	1,026.9	1,031.6	1,023.4	1,018.1	1,016.6	1,021.4	1,025.9	1,033.8	1,027.7

Sick Leave:

Whole of Council



	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours
White collar staff	65.27	64.98	64.98	64.02	63.67	63.30	63.35	65.46	65.08	66.91	67.45	67.96	67.94
Blue collar staff	86.32	87.22	86.73	85.08	82.95	82.16	81.17	83.03	82.61	82.54	81.30	82.41	84.75
WOC staff	72.73	72.84	72.66	71.43	70.44	69.91	69.57	71.57	71.15	72.31	72.22	72.93	73.71

* Rolling 12 month average

Rolling 12 month average sick leave hours per annum has increased by 2.34 hours for blue collar staff and decreased 0.02 hours for white collar staff.

ICC Performance Report
January 2018

Annual Leave:

Annual Leave Balances as at pay period ended 29 January 2018:

Whole of Council

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
No of people with 0-4 weeks	839	834	801	836	822	807	794	786	785	808	803	800	880
No of people with 4-8 weeks	225	239	275	252	271	284	290	303	307	285	296	291	230
No of people with 8+ weeks	9	10	12	12	7	11	12	8	10	14	15	14	8

Of the 8 people with balances over 8+ weeks, the highest balance is 12.12 weeks, which relates to an employee whose assigned hours are 10.6 per week.

Long Service Leave Balances over and above 26 Weeks as at pay period ended 29 January 2018:

Whole of Council and Departments

	Oct-17			Nov-17			Dec-17			Jan-18		
	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000	No of People	Sum in Weeks	Value \$'000
ASDCE	1	-	-	1	-	-	1	-	-	-	-	-
EDM	1	7	2	1	7	2	1	7	2	1	7	2
IS	2	1	1	2	1	1	2	1	1	2	1	1
FCS and EX	5	14	15	5	15	16	5	14	16	3	11	12
WPR	10	7	13	10	6	13	10	6	5	9	3	4
IWS	1	1	1	1	1	1	1	1	1	1	1	1
HSRS	2	2	3	2	2	3	2	2	3	1	-	-
PD	3	1	4	3	1	4	3	1	4	3	2	5
WOC	25	32	39	25	31	40	25	31	32	20	23	25

Weeks/dollar value in above table relate to the LSL balances of each individual over and above 26 weeks, e.g. an employee with a total of 30 weeks accumulated LSL will show as four weeks in the table.

The number of people with long service leave over 26 weeks has decreased by 5 to 20. The value figure has decreased by \$7k to \$25k.

ICC Performance Report
January 2018

Lost Time Injury Frequency Rates:

Whole of Council

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	1	0	0	1	0	0	0	0	0	1
LTIFR	0	0	0	8	0	0	0	0	0	0	0	0	7
LTIFR Rolling 12 months	5	4	4	4	3	3	3	3	3	2	2	2	2
Cumulative Days lost 12 months	59	59	85	104	125	110	100	111	129	138	155	171	197
LTISR Rolling 12 months	35	32	49	63	64	64	58	64	74	79	88	101	112

Flex Balances (hours) as at pay period ended 29 January 2018:

Whole of Council

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Arts, Social Dev and Com Engagement	265	279	300	310	311	342	321	354	367	333	367	312	336
Economic Development and Marketing	122	202	201	175	186	193	189	197	178	169	167	119	101
Finance and Corporate Services	497	629	703	635	679	685	635	647	707	753	751	733	650
Health, Security and Regulatory Services	368	425	427	358	434	441	413	423	407	376	405	436	432
Infrastructure Services	329	448	478	369	424	464	445	383	416	443	378	380	305
Planning and Development	462	556	652	573	613	573	673	663	660	647	674	781	466
Works, Parks and Recreation	679	856	942	833	884	871	775	715	748	697	710	781	669
	2,723	3,394	3,702	3,253	3,531	3,568	3,451	3,381	3,484	3,419	3,454	3,541	2,959

Time in Lieu Balances (hours) as at pay period ended 29 January 2018:

Whole of Council

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Arts, Social Dev and Com Engagement	148	176	239	213	338	183	185	211	252	245	290	144	145
Economic Development and Marketing	77	115	206	188	194	196	144	152	155	110	103	82	91
Finance and Corporate Services	358	336	303	345	308	340	315	245	237	228	262	177	212
Health, Security and Regulatory Services	15	45	84	88	142	141	150	132	133	137	88	105	74
Infrastructure Services	94	159	180	158	157	179	153	140	133	133	38	7	22
Planning and Development	74	85	98	73	82	79	144	135	111	122	98	95	99
Works, Parks and Recreation	107	229	253	212	219	231	394	684	734	431	405	369	331
	873	1,144	1,362	1,278	1,440	1,349	1,485	1,700	1,755	1,405	1,283	979	975

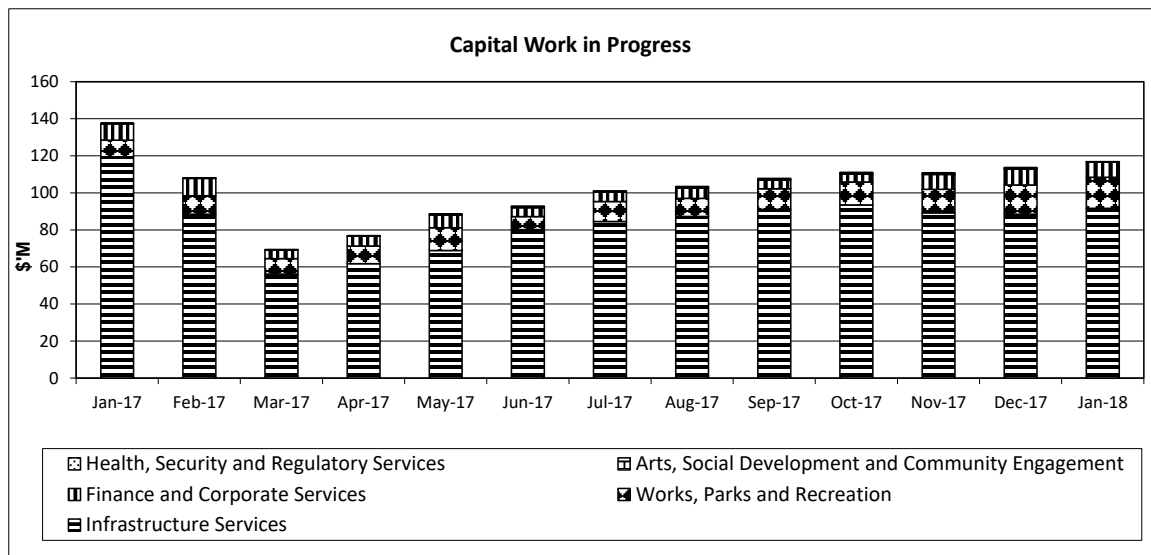
ICC Performance Report
January 2018

Capital Expenditure

Results as at 31 January 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	58,671	71,597	12,926	161,886	36%	161,886
Corporate Controlled	43,855	32,844	(11,011)	58,044	76%	58,044
	102,526	104,441	1,915	219,930	47%	219,930

Capital Work in Progress Current Balance (\$'000):



	Jan-17 \$M	Feb-17 \$M	Mar-17 \$M	Apr-17 \$M	May-17 \$M	Jun-17 \$M	Jul-17 \$M	Aug-17 \$M	Sep-17 \$M	Oct-17 \$M	Nov-17 \$M	Dec-17 \$M	Jan-18 \$M
Infrastructure Services	119.48	88.48	56.18	61.72	68.85	80.19	84.49	87.27	91.03	93.52	89.17	88.48	91.64
Works, Parks and Recreation	8.96	9.97	8.33	9.58	12.30	6.98	10.81	9.75	11.17	12.40	12.72	15.75	16.82
Finance and Corporate Services	8.88	9.36	4.54	5.28	6.94	4.89	5.10	5.67	4.82	4.30	8.03	8.63	8.22
Arts, Social Development and Community Engagement	0.18	0.21	0.21	0.24	0.32	0.08	0.08	0.10	0.16	0.16	0.15	0.08	0.08
Health, Security and Regulatory Services	0.10	0.13	0.14	0.13	0.17	0.71	0.58	0.65	0.68	0.71	0.77	0.79	0.03
	137.60	108.15	69.40	76.95	88.58	92.85	101.06	103.44	107.86	111.09	110.84	113.73	116.79

The above figures exclude infrastructure credits and donated assets.

CWIP Balance by Project Status (as % of total):

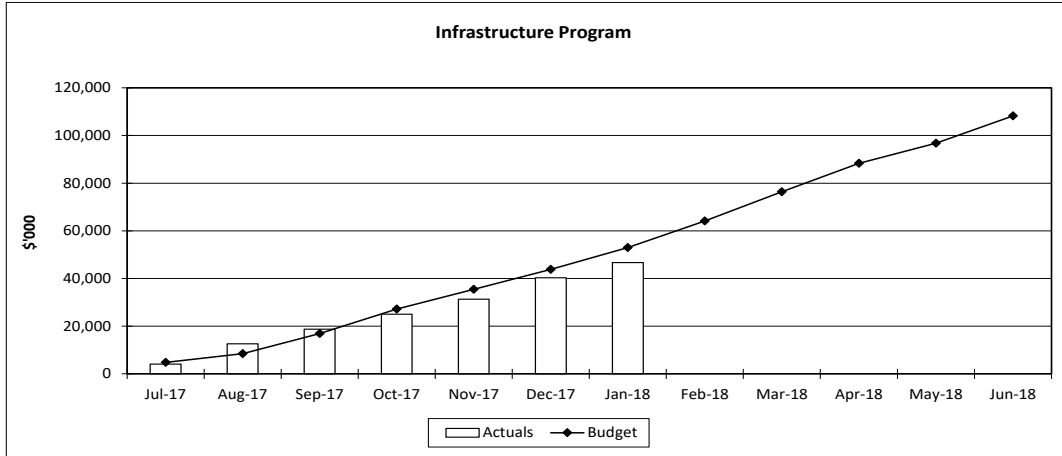
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Concept	1%	2%	3%	3%	3%	2%	2%	2%	2%	2%	1%	2%	2%
Design	5%	6%	10%	9%	9%	5%	5%	6%	6%	5%	5%	4%	7%
Delivery	31%	35%	55%	56%	61%	63%	62%	45%	32%	33%	37%	48%	44%
Completion	63%	57%	32%	32%	27%	30%	31%	47%	60%	60%	56%	46%	47%

ICC Performance Report
January 2018

Infrastructure Capital Portfolio by Delivery Department

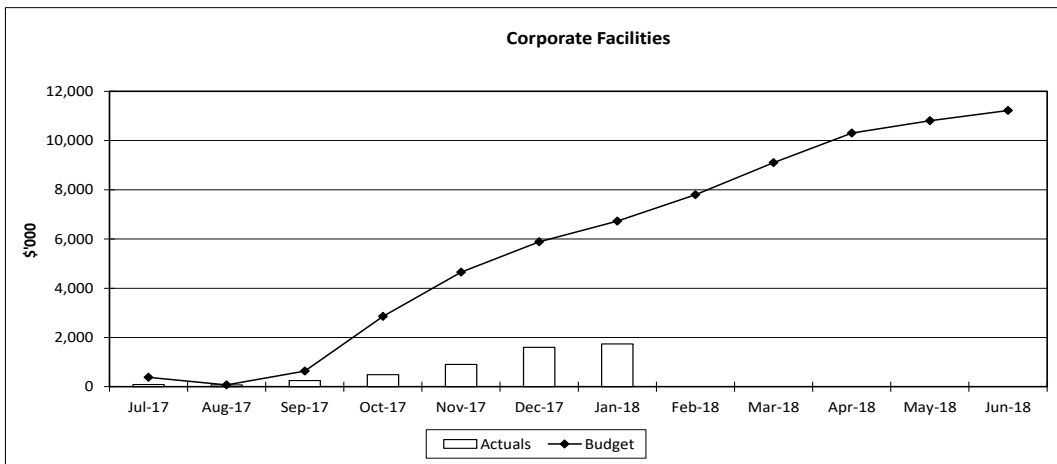
Results as at 31 January 2018:

Department Controlled	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Infrastructure Portfolio - IS	34,833	36,057	1,224	81,773	43%	81,773
Infrastructure Portfolio - WP	16,787	21,463	4,676	37,826	44%	37,826
Total	51,620	57,520	5,900	119,599	43%	119,599



Infrastructure Capital Expenditure by Program

Corporate Facilities



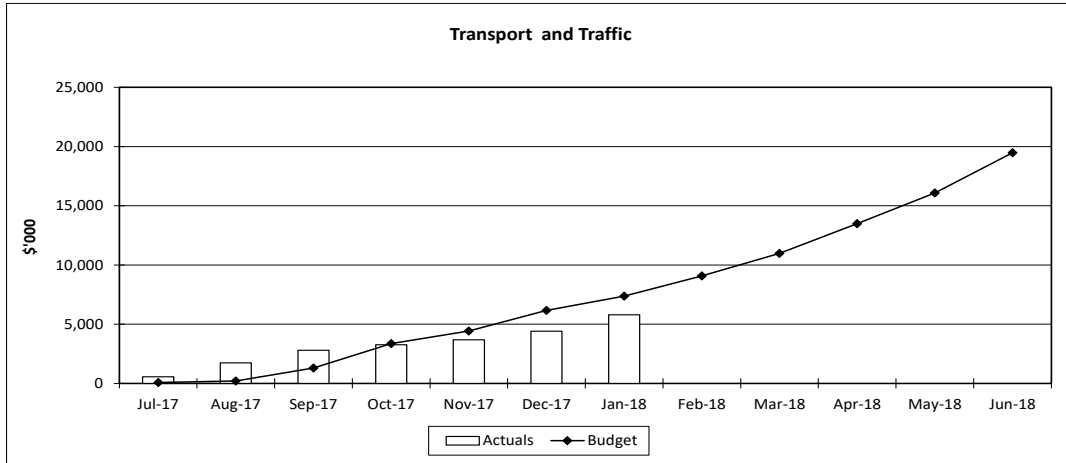
IS - Forecast final cost is \$7.04m. There is a variance (Budget minus FFC) of (minus) \$814K. This will reduce to (minus) \$55k in future budget amendments due to external funding to be received.

WPR - Negative expenditure relates to expensing of planning costs. Woolen mill project has commenced but not completed by Xmas as projected. Riverview Depot project is expected to commence in February 2018.

ICC Performance Report
January 2018

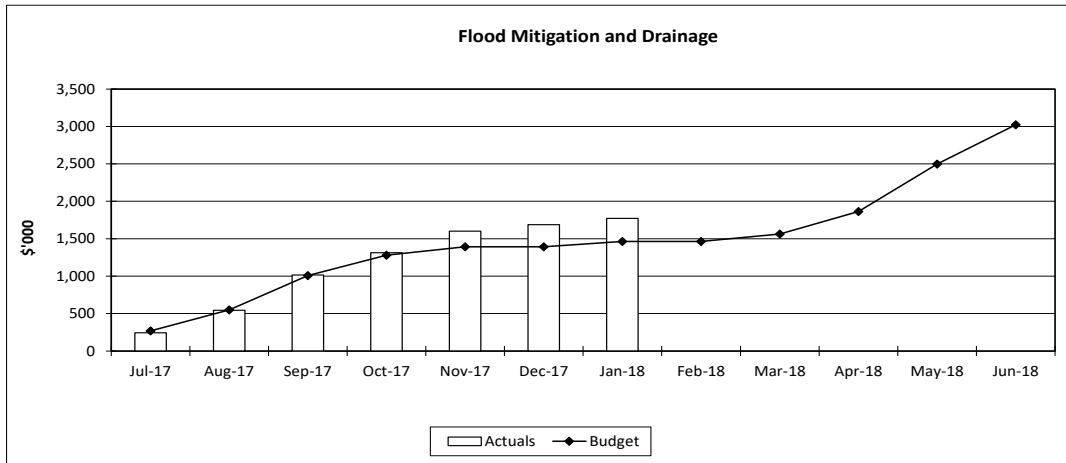
Infrastructure Capital Expenditure by Program con't

Transport and Traffic



IS -Forecast final cost for this program is \$18.2m. The forecast final cost identifies \$4.3m of carryover (C/O) for next FY. The variance (Approved minus FFC) is (Minus) \$602k. The variance is predominately related to Redbank Plains Road Stage 2 which is currently in arbitration. Current forecast includes 50% of the disputed variations.

Flood Mitigation and Drainage

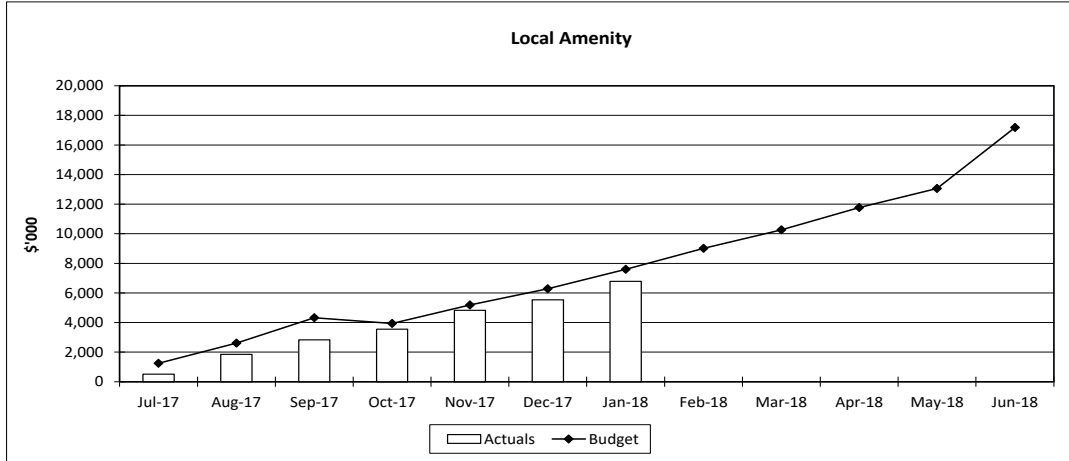


IS - Forecast final cost is \$3.25m. There is a variance (Budget minus FFC) of (minus)\$187K.

ICC Performance Report
January 2018

Infrastructure Capital Expenditure by Program con't

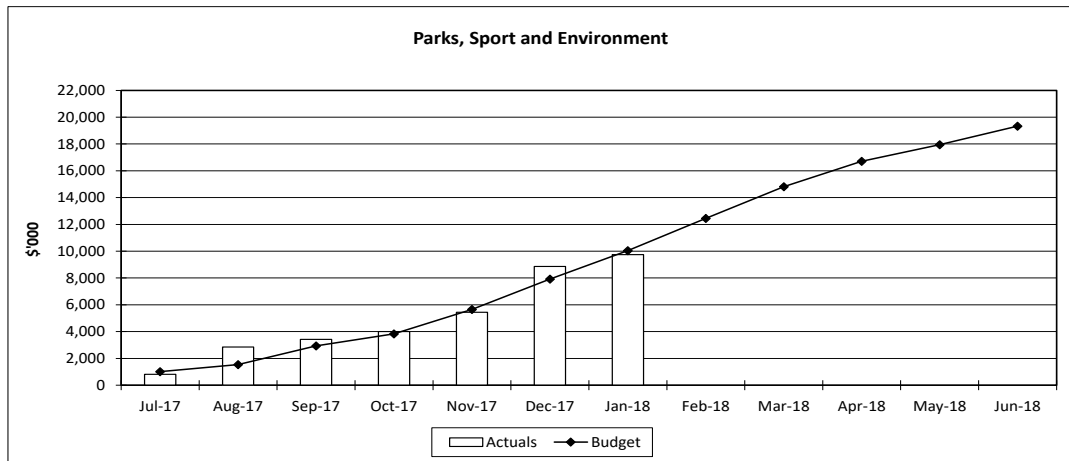
Local Amenity



IS - Forecast final cost (FFC) for this program is \$10.85m. The variance (Approved minus FFC) is \$2.66m.

WPR - Budget for Division 3 allocation towards project finalised in January 2018.

Parks, Sport and Recreation



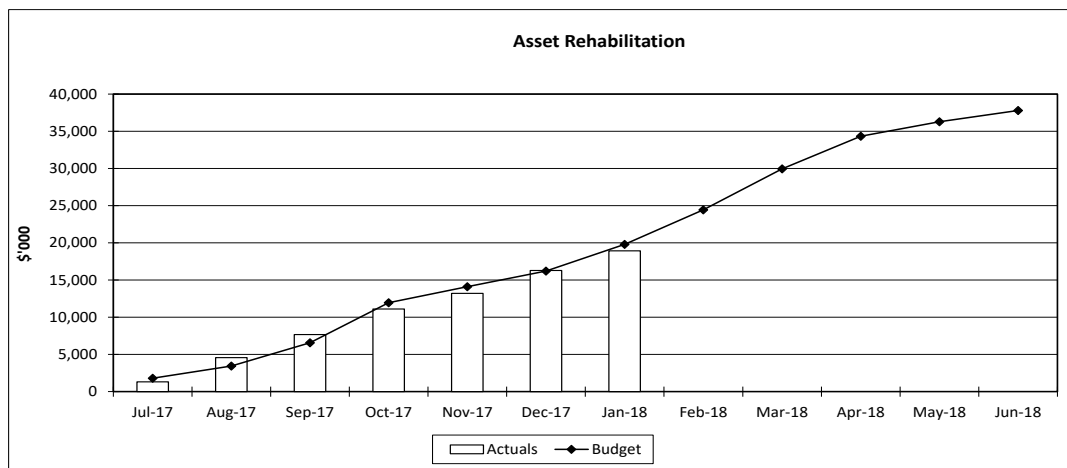
IS - Forecast final cost (FFC) is \$10.39m. There is a variance (Budget minus FFC) of (minus) \$279k.

WPR - Funds are currently held with the Stormwater offset reserve.

ICC Performance Report
January 2018

Infrastructure Capital Expenditure by Program con't

Asset Rehabilitation



IS - Forecast final cost is \$33.07m. There is a variance (Budget minus FFC) of (minus)\$410k.

WPR - Projects and program currently on track.

Arts, Social Development and Community Engagement Department

Performance Report

January 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Civic Centre Service Fees	120	86	34	173	69%	173
Library Fees and Fines	14	21	(7)	40	35%	40
Other Fees	239	180	59	308	78%	308
Operational Grants	1,757	1,872	(115)	2,453	72%	2,453
Capital Grants	0	0	0	0	n/a	0
Other Revenue	1,327	905	422	1,500	88%	1,500
Internal Revenue	258	232	26	321	80%	321
	3,715	3,296	419	4,795	77%	4,795
Corporate Controlled						
Donated Asset Revenue	0	14	(14)	32	0%	32
Cash Contributions	7	1,009	(1,002)	3,746	0%	3,746
Hdwks Credit Consumption	0	0	0	0	n/a	0
	7	1,023	(1,016)	3,778	0%	3,778
TOTAL	3,722	4,319	(597)	8,573	43%	8,573

Satisfactory results for Department controlled revenue. Operational grants is under budget due to the home assist grant running late to be received in February. Other revenue variance is due to receipt of Veolia revenue of 203k, increased demand of Home Assist modifications services 219k and Humanities room hires.

ASDCE Performance Report
January 2018**Department Controlled Expenses****Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	4,781	5,395	614	8,894	54%	8,894
Overtime	140	69	(71)	117	120%	140
Allowances	10	8	(2)	13	77%	13
Other employee costs	1,360	1,404	44	2,353	58%	2,353
Total Labour Opex + Capex	6,291	6,876	585	11,377	55%	11,400
<i>Less recovery/charge out</i>	93	85	(8)	143	65%	143
Opex Labour before Contractors	6,384	6,961	577	11,520	55%	11,543
<i>Plus Contract Opex Labour</i>	126	140	14	194	65%	194
Opex Labour incl Contractors	6,510	7,101	591	11,714	56%	11,737

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	183	216	33	311	59%	311
Materials	296	269	(27)	1,127	26%	1,127
Other Goods	531	472	(59)	982	54%	982
Other Services	829	1,145	316	1,974	42%	1,974
Service Contracts	439	522	83	904	49%	904
Other Materials and Services	194	207	13	329	59%	329
	2,472	2,831	359	5,627	44%	5,627
Other Expense Sources						
Other Expenses	891	1,277	386	3,883	23%	3,883
Internal Expenses	315	306	(9)	439	72%	439
	3,678	4,414	736	9,949	37%	9,949
TOTAL DEPARTMENT CONTROLLED	10,188	11,515	1,327	21,663	47%	21,686

Corporate Controlled Expenses

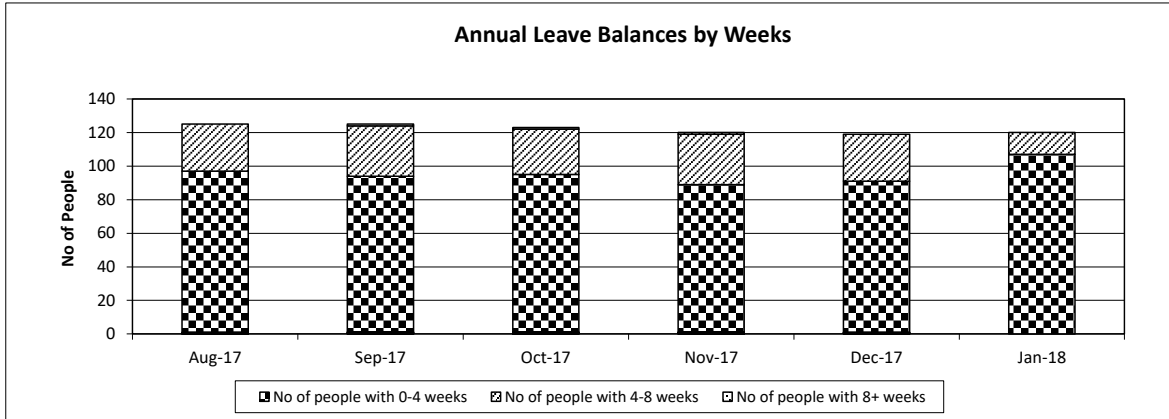
Depreciation	195	167	(28)	285	68%	285
Finance Costs	0	0	0	0	n/a	0
Loss on Disposal Assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	195	167	(28)	285	68%	285

Satisfactory results overall. Internal expenses over budget by \$9k and is mostly offset by internal revenue within the department.

ASDCE Performance Report
January 2018

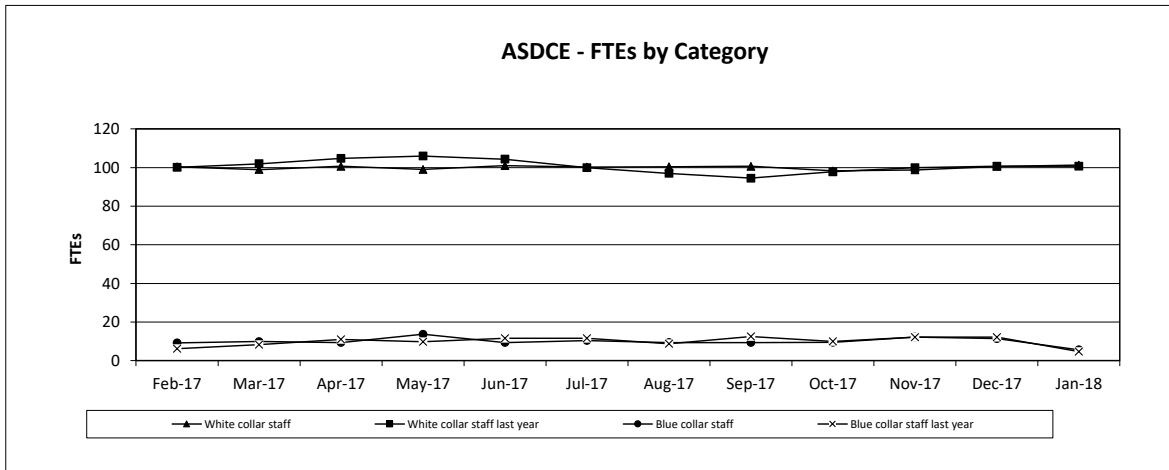
Arts, Social Development and Community Engagement Department

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	97	77.6%	94	75.2%	95	77.2%	89	74.2%	91	76.5%	107	89.2%
No of people with 4-8 weeks	28	22.4%	30	24.0%	27	22.0%	30	25.0%	28	23.5%	13	10.8%
No of people with 8+ weeks	0	0.0%	1	0.8%	1	0.8%	1	0.8%	0	0.0%	0	0.0%

Full Time Equivalents:

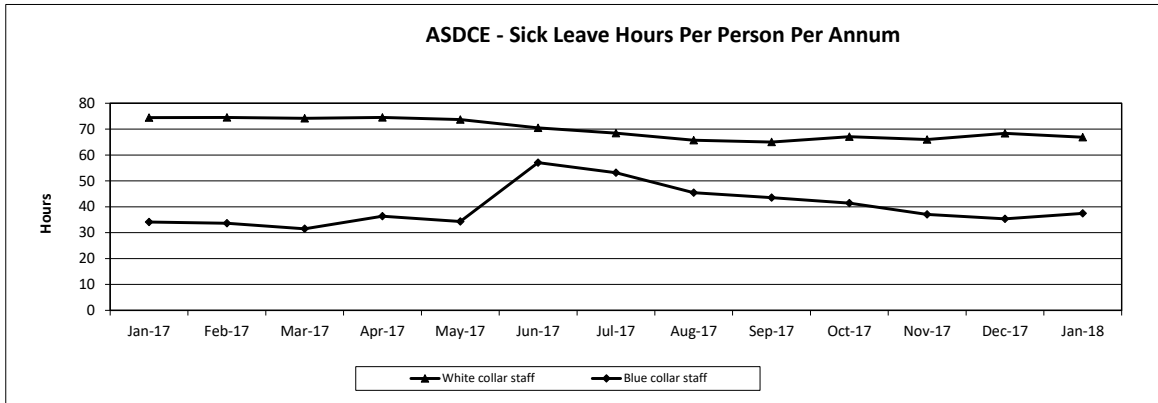


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	100.4	99.0	100.7	99.0	101.0	100.2	100.4	100.6	98.3	98.8	100.6	101.3
Blue collar staff	9.2	9.9	9.4	13.7	9.4	10.4	9.4	9.4	9.5	12.3	11.4	5.6
Total	109.6	108.9	110.0	112.7	110.4	110.7	109.8	110.0	107.7	111.1	112.0	106.9
<i>Movement prior month (white collar)</i>	<i>(0.3)</i>	<i>(1.4)</i>	<i>1.7</i>	<i>(1.7)</i>	<i>2.0</i>	<i>(0.8)</i>	<i>0.2</i>	<i>0.2</i>	<i>(2.4)</i>	<i>0.5</i>	<i>1.8</i>	<i>0.7</i>
<i>Movement prior month (blue collar)</i>	<i>4.5</i>	<i>0.7</i>	<i>(0.6)</i>	<i>4.3</i>	<i>(4.3)</i>	<i>1.1</i>	<i>(1.1)</i>	<i>0.0</i>	<i>0.1</i>	<i>2.8</i>	<i>(0.9)</i>	<i>(5.8)</i>
<i>White collar staff last year</i>	<i>100.2</i>	<i>102.0</i>	<i>104.8</i>	<i>106.0</i>	<i>104.4</i>	<i>100.0</i>	<i>97.0</i>	<i>94.5</i>	<i>97.8</i>	<i>99.9</i>	<i>100.7</i>	<i>100.7</i>
<i>Blue collar staff last year</i>	<i>6.2</i>	<i>8.3</i>	<i>11.0</i>	<i>9.8</i>	<i>11.5</i>	<i>11.5</i>	<i>8.8</i>	<i>12.5</i>	<i>9.9</i>	<i>12.2</i>	<i>12.2</i>	<i>4.6</i>
<i>Total FTEs last year</i>	<i>106.4</i>	<i>110.3</i>	<i>115.8</i>	<i>115.8</i>	<i>115.9</i>	<i>111.5</i>	<i>105.8</i>	<i>107.0</i>	<i>107.7</i>	<i>112.1</i>	<i>112.9</i>	<i>105.4</i>

ASDCE Performance Report
January 2018

Arts, Social Development and Community Engagement Department

Sick Leave:



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	74.47	74.51	74.21	74.49	73.69	70.52	68.47	65.71	65.01	67.06	65.97	68.39	66.85
Blue collar staff	34.13	33.63	31.50	36.38	34.31	57.06	53.19	45.44	43.56	41.44	37.06	35.31	37.44

White collar staff

Blue collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

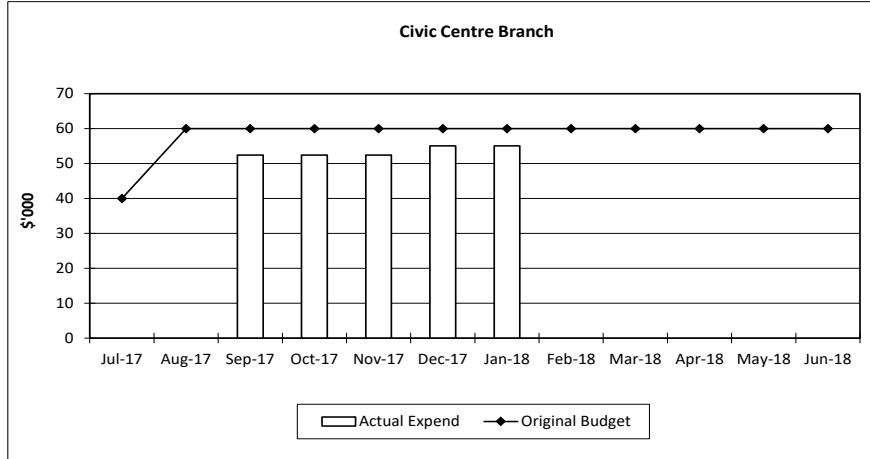
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

ASDCE Performance Report
January 2018

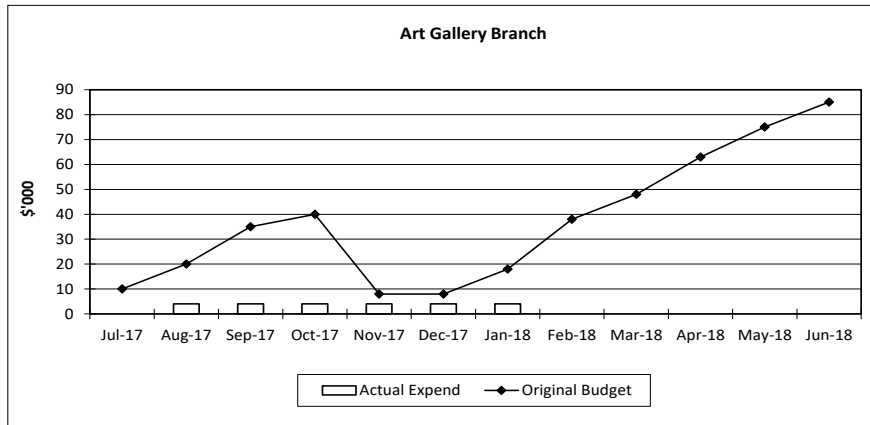
ASDCE Capital Expenditure by Program

Results as at 31 January 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved
Department controlled	143	548	405	1,804	8%



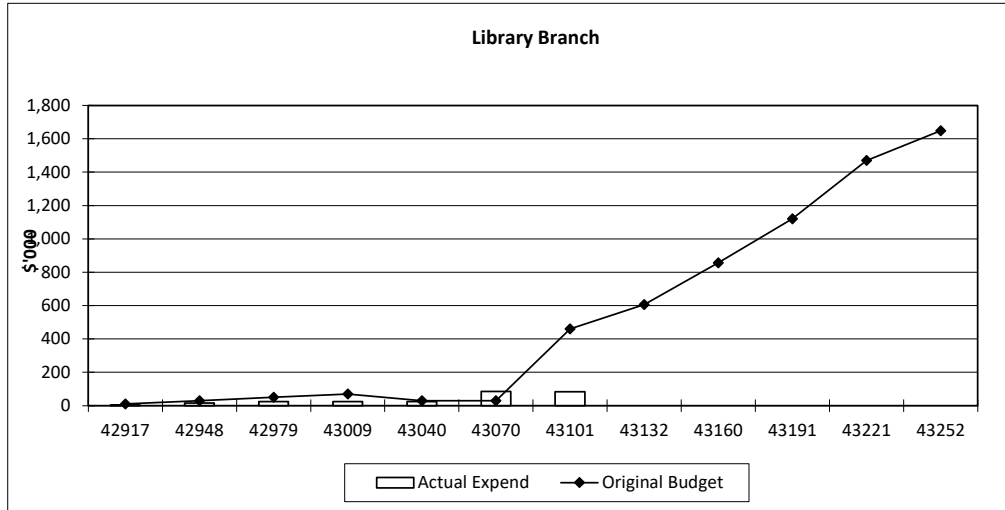
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DCH00020/ DCH00022	Civic Centre Assets	55	60	No issues



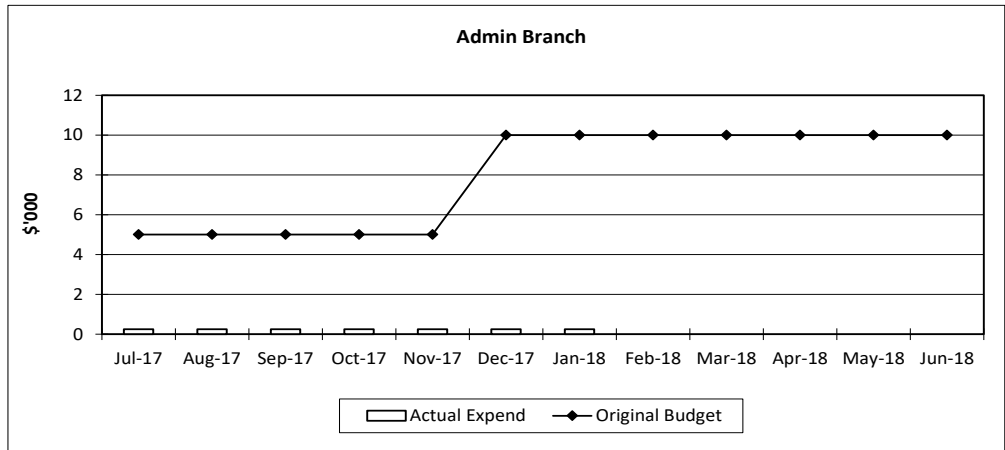
Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	4	18	No issues

ASDCE Performance Report
January 2018

ASDCE Capital Expenditure by Program con't



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEL10018	Library Capital Purchases	84	460	Springified Collection planning is in the progress, rephasing will be processed to align the budget.



Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
DEA00005	CCS Admin Assets	0	10	Capital expenditure is behind forecast.

Economic Development and Marketing

Performance Report

January 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Operational Grants	100	0	100	0	n/a	100
Other Revenue	143	155	(12)	264	54%	264
Internal Revenue	6	0	6	0	n/a	6
	249	155	94	264	94%	370
Corporate Controlled						
	0	0	0	0	n/a	0
TOTAL	249	155	94	264	94%	370

Satisfactory results overall.
Operational Grant received by Department of Science, Information Technology and Innovation towards advancing regional innovation program, a further \$66k is expected this year.

EDM Performance Report
January 2018**Department Controlled Expenses****Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	1,824	2,140	316	3,549	51%	3,549
Overtime	39	38	(1)	63	62%	63
Allowances	6	3	(3)	5	120%	6
Other employee costs	563	638	75	1,060	53%	1,060
Total Labour Opex + Capex	2,432	2,819	387	4,677	52%	4,678
<i>Less Capitalised Labour</i>	25	0	(25)	0	n/a	0
Opex Labour before Contractors	2,457	2,819	362	4,677	53%	4,678
<i>Plus Contract Opex Labour</i>	383	0	(383)	0	n/a	383
Opex Labour incl Contractors	2,840	2,819	(21)	4,677	61%	5,061

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	617	664	47	1,102	56%	1,102
Communication	24	0	(24)	0	n/a	24
Other Goods	36	56	20	95	38%	95
Other Services	345	255	(90)	408	85%	408
Service Contracts	524	1,021	497	1,714	31%	1,714
Entertainment	42	57	15	99	42%	99
Other Materials and Services	254	141	(113)	264	96%	264
	1,842	2,194	352	3,682	50%	3,706
Other Expense Sources						
Other Expenses	75	11	(64)	12	625%	75
Internal Expenses	80	59	(21)	97	82%	97
	1,997	2,264	267	3,791	53%	3,878
TOTAL DEPARTMENT CONTROLLED	4,837	5,083	246	8,468	57%	8,939

Corporate Controlled Expenses

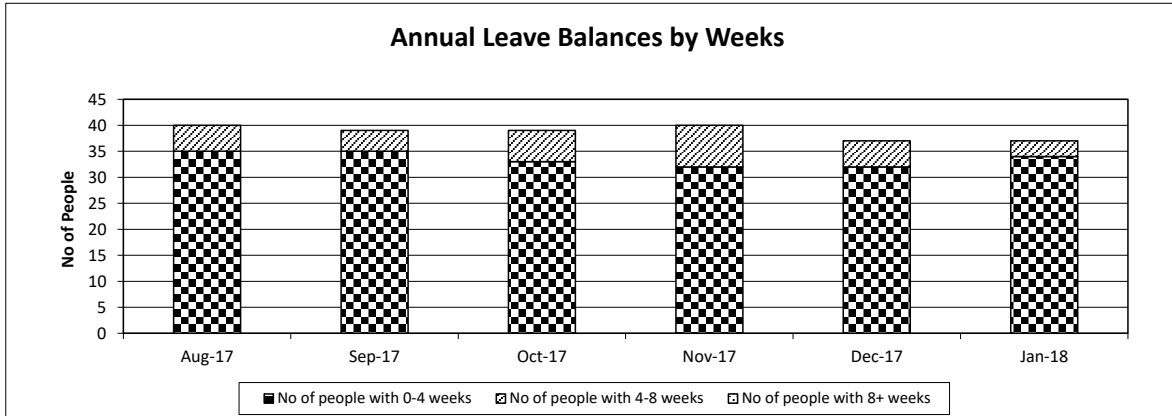
Depreciation	3	1	(2)	1	300%	3
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	3	1	(2)	1	300%	3

Satisfactory results overall.

EDM Performance Report
January 2018

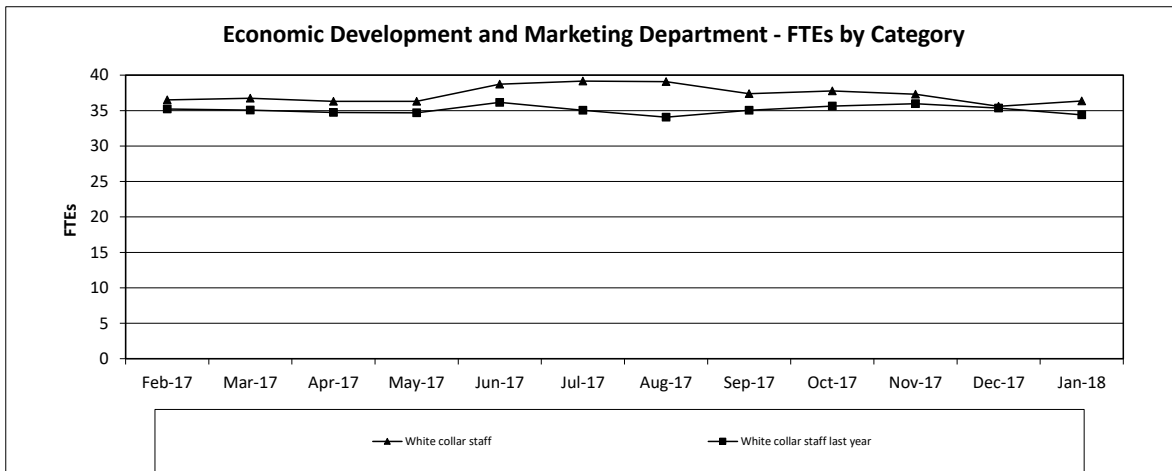
Economic Development and Marketing Department

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	35	87.5%	35	89.7%	33	84.6%	32	80.0%	32	86.5%	34	91.9%
No of people with 4-8 weeks	5	12.5%	4	10.3%	6	15.4%	8	20.0%	5	13.5%	3	8.1%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Full Time Equivalents:

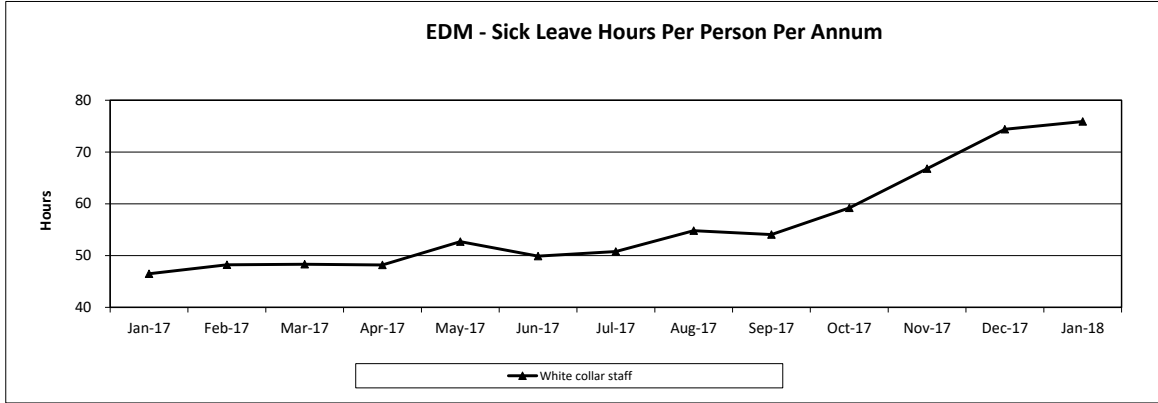


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	36.5	36.7	36.3	36.3	38.7	39.2	39.1	37.4	37.8	37.3	35.6	36.4
Blue Collar Staff	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	36.5	36.7	36.3	36.3	38.7	39.2	39.1	37.4	37.8	37.3	35.6	36.4
<i>Movement prior month (white collar)</i>	2.1	0.2	(0.4)	0.0	2.4	0.4	(0.1)	(1.7)	0.4	(0.5)	(1.7)	0.8
<i>White collar staff last year</i>	35.2	35.1	34.7	34.7	36.2	35.0	34.1	35.0	35.6	36.0	35.4	34.4
<i>Blue collar staff last year</i>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>Total FTEs last year</i>	35.2	35.1	34.7	34.7	36.2	35.0	34.1	35.0	35.6	36.0	35.4	34.4

EDM Performance Report
January 2018

Economic Development and Marketing Department

Sick Leave:



Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
46.49	48.21	48.31	48.17	52.70	49.90	50.79	54.79	54.06	59.20	66.78	74.39	75.89

White collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

Infrastructure Services Department

Performance Report

January 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Other Fees and Charges	5	0	5	0	n/a	5
Sales, Recoverable works	0	0	0	0	n/a	0
Capital Grants	0	0	0	0	n/a	0
Other Revenue	11	0	11	0	n/a	11
	16	0	16	0	n/a	16
Corporate Controlled						
Donated Asset Revenue	44,315	30,000	14,315	60,541	73%	60,541
Cash Contributions	7,909	6,475	1,434	11,102	71%	11,102
	52,224	36,475	15,749	71,643	73%	71,643
TOTAL	52,240	36,475	15,765	71,643	73%	71,659

Satisfactory results for Department controlled revenue.

Donated assets, cash contributions and headwork credits are developer driven and will be closely monitored.

IS Performance Report
January 2018

Department Controlled Expenses

General Ledger

Employee Expenses (incl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	4,565	5,341	776	9,035	51%	9,035
Contract (opex and capex)	154	0	(154)	0	n/a	154
Overtime	31	48	17	80	39%	80
Allowances	14	15	1	24	58%	24
Other employee costs	1,273	1,504	231	2,548	50%	2,548
Total Labour Opex + Capex	6,037	6,908	871	11,687	52%	11,841

Labour Breakdown (Project Ledger)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Capex						
Wages	5,155	6,124	969	10,359	50%	10,359
Contract	149	0	(149)	0	n/a	149
	5,304	6,124	820	10,359	51%	10,508
Opex						
Wages	502	736	234	1,331	38%	1,331
Contract	5	0	(5)	0	n/a	5
	507	736	229	1,331	38%	1,336
Total Project Labour (opex and capex)	5,811	6,860	1,049	11,690	50%	11,844

Satisfactory results overall.

IS Performance Report
January 2018

Department Controlled Expenses (con't)

Materials and Services (excl. Labour Contracts)

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Service Contracts	0	244	244	418	0%	418
Consultants	137	389	252	667	21%	667
Other Materials and Services	201	30	(171)	38	n/a	201
	338	663	325	1,123	30%	1,286
Other Expense Sources						
Other Expenses	120	0	(120)	0	n/a	120
Internal Expenses	94	0	(94)	0	n/a	94
	214	0	(214)	0	n/a	214
TOTAL DEPARTMENT CONTROLLED EXPENSES (excl. Labour)	552	663	111	1,123	49%	1,500

Corporate Controlled Expenses

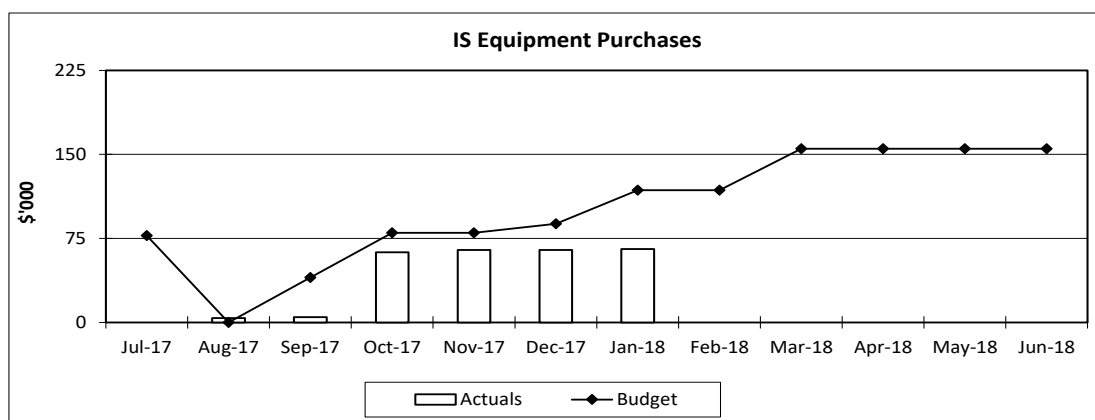
Depreciation	71	97	26	123	58%	123
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	71	97	26	123	58%	123

Satisfactory results overall. Other Expenses relates to Bunnings refund for road infrastructure agreement \$104k. Internal expenses primarily relates to expensing of non capital related items.

Infrastructure Services Department Minor Equipment Capital Expenditure

Results as at 31 January 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	66	118	52	155	43%	155



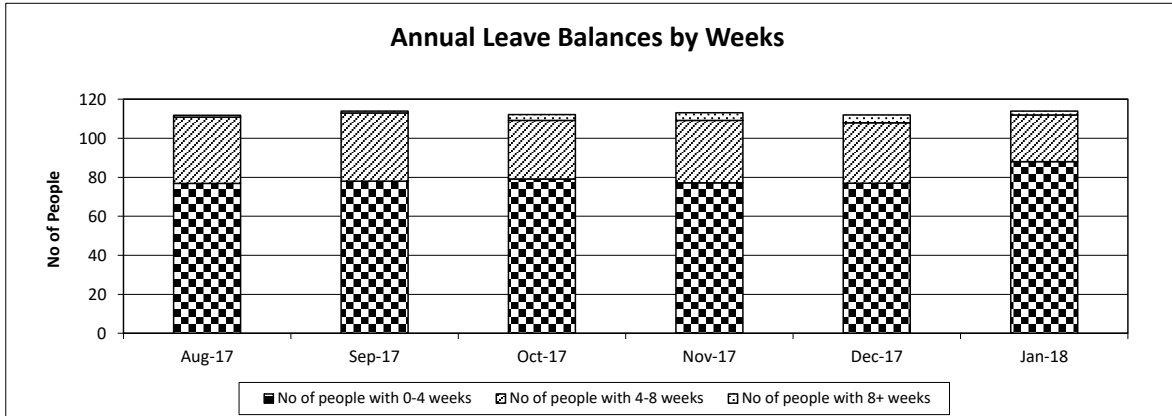
Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
Various		66	118	No issues.

IS Performance Report
January 2018

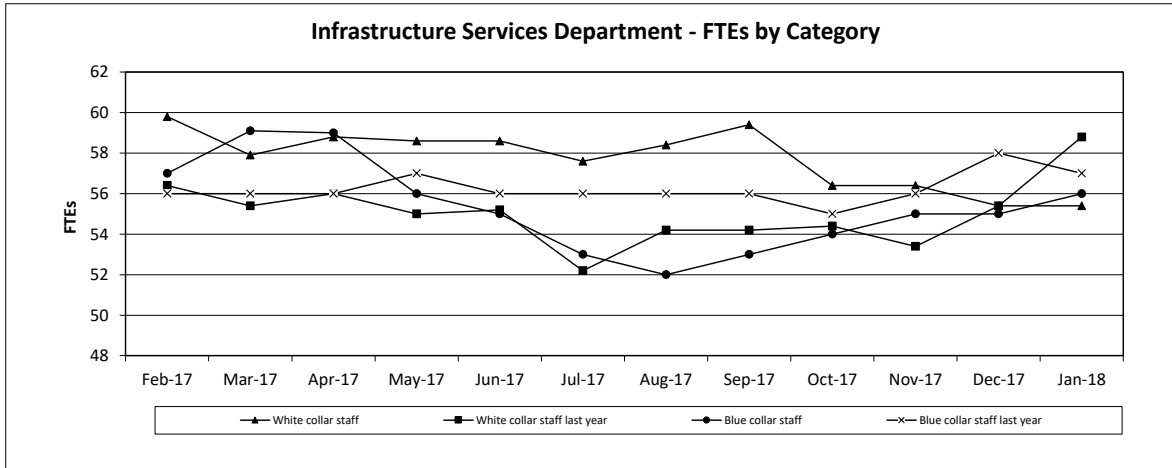
Infrastructure Services Department

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	77	68.7%	78	68.4%	79	70.6%	77	68.2%	77	68.8%	88	77.1%
No of people with 4-8 weeks	34	30.4%	35	30.7%	30	26.7%	32	28.3%	31	27.6%	24	21.1%
No of people with 8+ weeks	1	0.9%	1	0.9%	3	2.7%	4	3.5%	4	3.6%	2	1.8%

Full Time Equivalents:

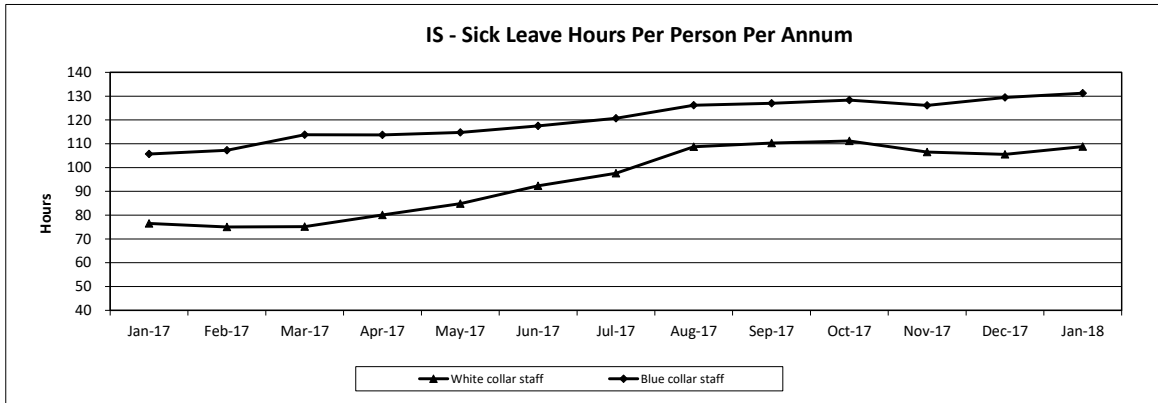


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	59.8	57.9	58.8	58.6	58.6	57.6	58.4	59.4	56.4	56.4	55.4	55.4
Blue collar staff	57.0	59.1	59.0	56.0	55.0	53.0	52.0	53.0	54.0	55.0	55.0	56.0
Total	116.8	117.0	117.8	114.6	113.6	110.6	110.4	112.4	110.4	111.4	110.4	111.4
Movement prior month (white collar)	1.0	(1.9)	0.9	(0.2)	0.0	(1.0)	0.8	1.0	(3.0)	0.0	(1.0)	0.0
Movement prior month (blue collar)	0.0	2.1	(0.1)	(3.0)	(1.0)	(2.0)	(1.0)	1.0	1.0	1.0	0.0	1.0
White collar staff last year	56.4	55.4	56.0	55.0	55.2	52.2	54.2	54.2	54.4	53.4	55.4	58.8
Blue collar staff last year	56.0	56.0	56.0	57.0	56.0	56.0	56.0	56.0	55.0	56.0	58.0	57.0
Total FTEs last year	112.4	111.4	112.0	112.0	111.2	108.2	110.2	110.2	109.4	109.4	113.4	115.8

IS Performance Report
January 2018

Infrastructure Services Department

Sick Leave:



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	76.55	75.03	75.17	80.07	84.82	92.35	97.62	108.76	110.29	111.17	106.48	105.57	108.80
Blue collar staff	105.68	107.24	113.81	113.68	114.72	117.50	120.70	126.19	126.98	128.34	126.14	129.43	131.24

White collar staff

Blue collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	6	6	6	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	3	3	1	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	17	6	6	0	0	0	0	0	0	0	0	0	0

Finance and Corporate Services Department

Performance Report

January 2018

Revenue

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Utilities and Other Charges	64	49	15	70	91%	70
Change of Ownership Fees	507	486	21	648	78%	648
Other Fees and Charges	632	693	(61)	1,189	53%	1,189
Sales, Recoverable works	0	0	0	0	n/a	0
Operational Grants	1,322	1,022	300	4,056	33%	4,056
Capital Grants	162	0	162	0	n/a	162
Other Revenue	19,121	15,445	3,676	27,281	70%	27,281
Internal revenue	1,056	1,057	(1)	1,812	58%	1,812
	22,864	18,752	4,112	35,056	65%	35,218
Corporate Controlled						
General Rates	122,647	121,564	1,083	167,255	73%	167,255
Discounts/Remissions	(6,236)	(6,029)	(207)	(10,431)	60%	(10,431)
Net Rates and Utilities	116,411	115,535	876	156,824	74%	156,824
Cash Donations and Contributions	0	0	0	0	n/a	0
Interest	2,899	2,326	573	3,887	75%	3,887
Gain on Asset Disposal	0	0	0	0	n/a	0
Tax Equivalent Revenue	3,817	3,485	332	4,987	77%	4,987
	123,127	121,346	1,781	165,698	74%	165,698
TOTAL	145,991	140,098	5,893	200,754	73%	200,916

Satisfactory results overall. Operational grants over budget due to receipt from Department of Education and Training in relation to first start grant. Capital grants relate to funds received from Department of Infrastructure, Local Government and Planning and Queensland Reconstruction Authority for spatial mapping system received in ICT branch. Other Revenue over budget due to QUU Tax Revenue & Dividends receive.

FC Performance Report
January 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	9,851	10,390	539	17,643	56%	17,643
Overtime	8	12	4	20	40%	20
Allowances	68	82	14	139	49%	139
Other employee costs	2,947	3,020	73	5,127	57%	5,127
Total Labour Opex + Capex	12,874	13,504	630	22,929	56%	22,929
<i>Less Capitalised Labour</i>	(1,455)	(1,572)	(117)	(2,638)	55%	(2,638)
Opex Labour before Contractors	11,419	11,932	513	20,291	56%	20,291
<i>Plus Contract Opex Labour</i>	743	590	(153)	1,016	73%	1,016
Opex Labour incl Contractors	12,162	12,522	360	21,307	57%	21,307

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Communication	781	782	1	1,341	58%	1,341
Other Goods	638	629	(9)	1,067	60%	1,067
Other Services	4,771	5,058	287	7,848	61%	7,848
Service Contracts	7,432	8,022	590	10,196	73%	10,196
Legal Expenses	575	388	(187)	485	119%	575
Other Materials and Services	1,052	1,064	12	2,079	51%	2,079
	15,249	15,943	694	23,016	66%	23,106
Other Expense Sources						
Finance Costs	292	320	28	560	52%	560
Other Expenses	2,042	2,051	9	3,628	56%	3,628
Internal expenses	198	205	7	353	56%	353
Community Services Expense	274	274	0	470	58%	470
	18,055	18,793	738	28,027	64%	28,117
TOTAL DEPARTMENT CONTROLLED	30,217	31,315	1,098	49,334	61%	49,424

Corporate Controlled

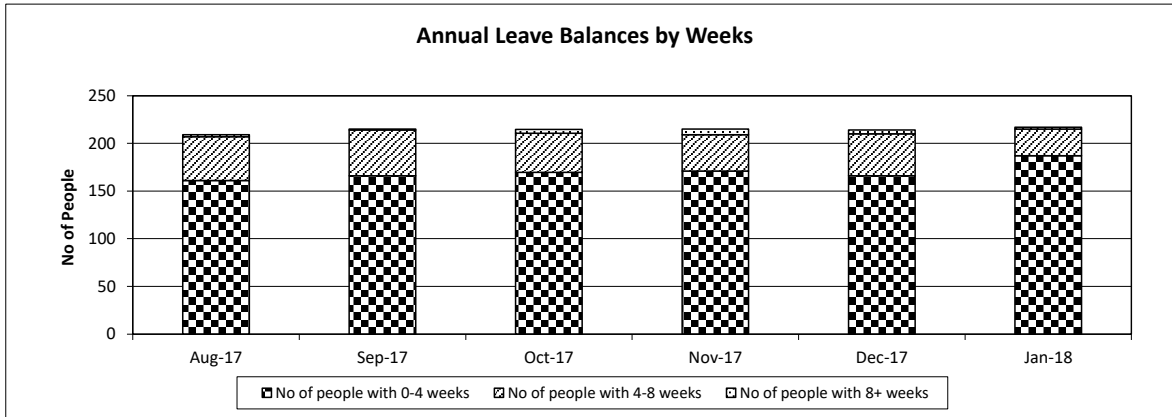
Depreciation	4,882	4,845	(37)	7,804	63%	7,804
Loss on disposal assets	0	0	0	0	n/a	0
QTC Finance Costs	7,682	8,235	553	13,642	56%	13,642
Other Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	12,564	13,080	516	21,446	59%	21,446

Satisfactory results overall. Legal expenses relate to various legal matters in the FCS Admin, CEO, Corporate Services and Legal branches. Consultants over budget in FCS admin area in relation to various CBD revitalisation projects. Satisfactory results for corporate controlled expenditure.

FC Performance Report
January 2018

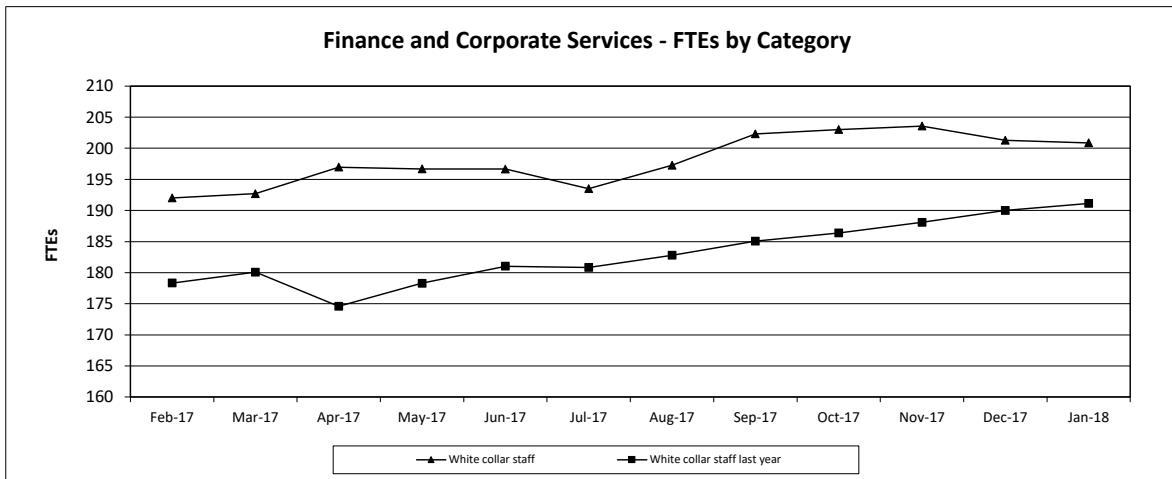
Finance and Corporate Services Annual Leave

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	161	77.0%	166	77.2%	170	79.0%	171	79.5%	166	77.5%	187	86.2%
No of people with 4-8 weeks	46	22.0%	48	22.3%	41	19.1%	38	17.7%	44	20.6%	28	12.9%
No of people with 8+ weeks	2	1.0%	1	0.5%	4	1.9%	6	2.8%	4	1.9%	2	0.9%

Full Time Equivalents:

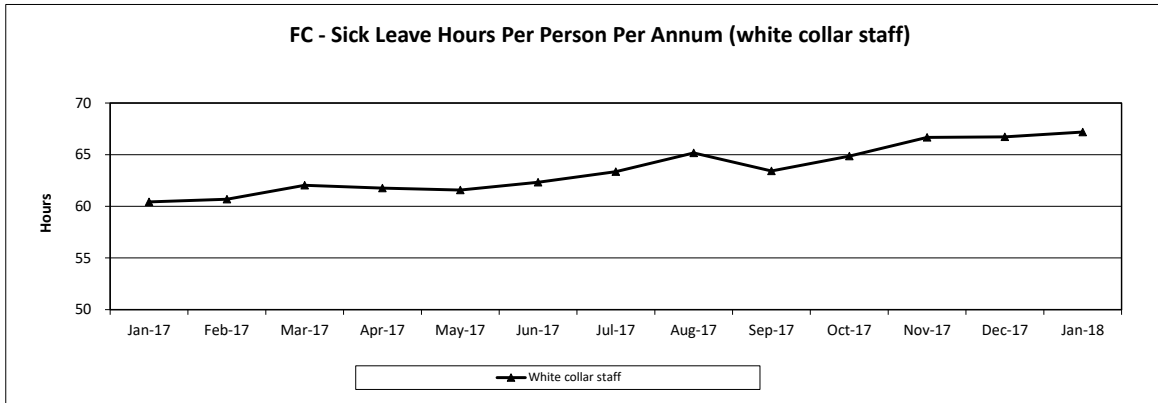


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	192.0	192.7	197.0	196.7	196.7	193.5	197.3	202.3	203.0	203.6	201.3	200.9
Total	192.0	192.7	197.0	196.7	196.7	193.5	197.3	202.3	203.0	203.6	201.3	200.9
<i>Movement prior month (white collar)</i>	0.9	0.7	4.3	(0.3)	(0.0)	(3.2)	3.8	5.0	0.7	0.6	(2.3)	(0.4)
<i>White collar staff last year</i>	178.3	180.1	174.6	178.3	181.0	180.8	182.8	185.1	186.4	188.1	190.0	191.1
<i>Total FTEs last year</i>	178.3	180.1	174.6	178.3	181.0	180.8	182.8	185.1	186.4	188.1	190.0	191.1

FC Performance Report
January 2018

Finance and Corporate Services Department

Sick Leave:



	Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours
White collar staff	60.43	60.68	62.03	61.76	61.58	62.33	63.35	65.17	63.43	64.86	66.68	66.73	67.19

* Rolling 12 month average

Lost Time Injury Frequency Rates - FCS:

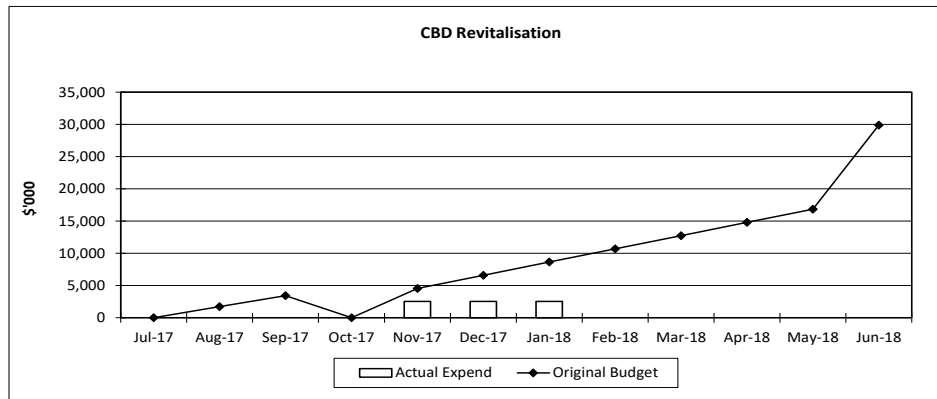
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	0

Lost Time Injury Frequency Rates - Executive Office:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	31	31	31	30	29	-	0	0	0	0	0	0	0
Cumulative Days lost 12 months	37	37	37	36	36	28	15	2	2	0	0	0	0
LTISR Rolling 12 months	1,139	1,120	1,100	1,077	1,060	831	451	61	61	0	0	0	0

FC Performance Report
January 2018

FC Capital Expenditure by Program con't



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	2,536	8,650	Satisfactory result.

Works, Parks and Recreation Department

Performance Report

January 2018

Excluding Ipswich Waste

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Utilities and Other Charges	2,870	2,821	49	3,761	76%	3,761
Traffic and Reg Park Fees	739	672	67	1,148	64%	1,148
Other Fees and Charges	5	0	5	0	n/a	5
Sales, Recoverable Works	1,687	1,651	36	2,865	59%	2,865
Operational Grants	1,000	779	221	3,109	32%	3,109
Capital Grants	2,835	369	2,466	8,333	34%	8,333
Other Revenue	1,572	934	638	1,601	98%	1,601
Internal Revenue	8,012	7,940	72	13,611	59%	13,611
	18,720	15,166	3,554	34,428	54%	34,433
Corporate Controlled						
Discounts/Remissions	(43)	(57)	14	(75)	57%	(75)
Donated Asset Revenue	0	6,097	(6,097)	11,962	0%	11,962
Cash Contributions	1,912	6,278	(4,366)	10,745	18%	10,745
Interest	0	0	0	0	n/a	0
Gain on Disposal/Revaluation	155	0	155	0	n/a	155
	2,024	12,318	(10,294)	22,632	9%	22,787
TOTAL	20,744	27,484	(6,740)	57,060	36%	57,220

Satisfactory results overall for Department controlled revenue.

Operational & Capital grants over budget due to receipt of grants prior to budget planning (\$1.176m for Strategic Bikeways received in January, budgeted for June, \$806k for construction of rosewood library received in January, budgeted for March)

Cash contributions, donated asset revenue and headwork credits are developer driven.

WP Performance Report
January 2018

Department Controlled Expenses**Excluding Ipswich Waste****Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	13,239	13,730	491	23,051	57%	23,051
Overtime	459	453	(6)	760	60%	760
Allowances	44	45	1	75	59%	75
Other employee costs	3,660	3,781	121	6,349	58%	6,349
Total Labour Opex + Capex	17,402	18,009	607	30,235	58%	30,235
<i>Less Capitalised Labour</i>	<i>(1,501)</i>	<i>(1,288)</i>	<i>213</i>	<i>(2,144)</i>	<i>70%</i>	<i>(2,144)</i>
Opex Labour before Contractors	15,901	16,721	820	28,091	57%	28,091
<i>Plus Contract Opex Labour</i>	<i>1,453</i>	<i>685</i>	<i>(768)</i>	<i>770</i>	<i>189%</i>	<i>1,453</i>
Opex Labour incl Contractors	17,354	17,406	52	28,861	60%	29,544

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	2,662	128	(2,534)	220	1210%	2,662
Materials	4,048	6,115	2,067	10,606	38%	10,606
Motor Vehicle Expenses	1,345	2,134	789	3,430	39%	3,430
Service Contracts	6,188	7,851	1,663	14,327	43%	14,327
Utilities Expenses	5,240	5,391	151	9,499	55%	9,499
Consultants	778	385	(393)	1,363	57%	1,363
Other Materials and Services	2,197	1,494	(703)	2,501	88%	2,501
	22,458	23,498	1,040	41,946	54%	44,388
Other Expense Sources						
Other Expenses	917	840	(77)	1,459	63%	1,459
Internal Expenses	3,242	3,010	(232)	5,073	64%	5,073
	26,617	27,348	731	48,478	55%	50,920
TOTAL DEPARTMENT CONTROLLED	43,971	44,754	783	77,339	57%	80,464

Corporate Controlled

Depreciation	32,099	32,131	32	55,201	58%	55,201
QTC Finance Costs	217	235	18	395	55%	395
Other Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	736	0	(736)	0	n/a	736
TOTAL CORPORATE CONTROLLED	33,052	32,366	(686)	55,596	59%	56,332

Satisfactory results overall. Consultants over budget due to expensing of capital projects. Other expenses over budget primarily relates to late payment for 16/17 to Cherish the Environment (\$76k). Internal Expenses is over budget by due to expensed capital projects.

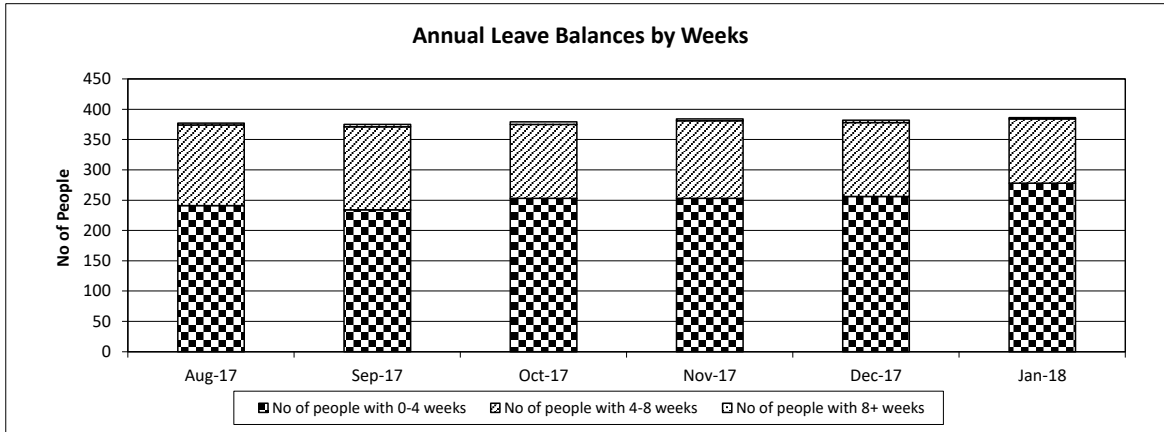
Loss on asset disposals relates to partial retirement of road infrastructure network assets.

WP Performance Report
January 2018

Works, Parks and Recreation Department

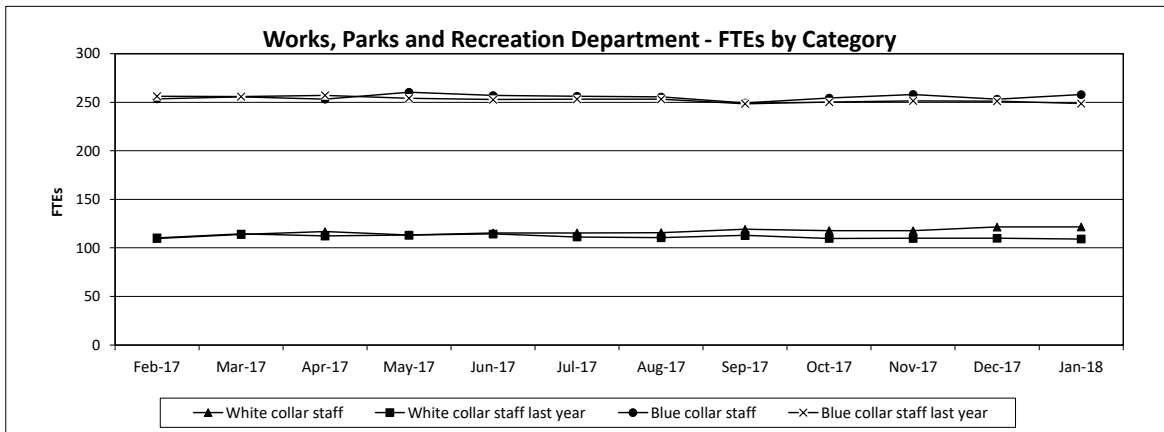
Excluding Ipswich Waste

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	241	63.9%	234	62.4%	253	66.7%	253	65.9%	256	67.0%	278	72.0%
No of people with 4-8 weeks	133	35.3%	137	36.5%	122	32.2%	128	33.3%	122	31.9%	106	27.5%
No of people with 8+ weeks	3	0.8%	4	1.1%	4	1.1%	3	0.8%	4	1.0%	2	0.5%

Full Time Equivalents:

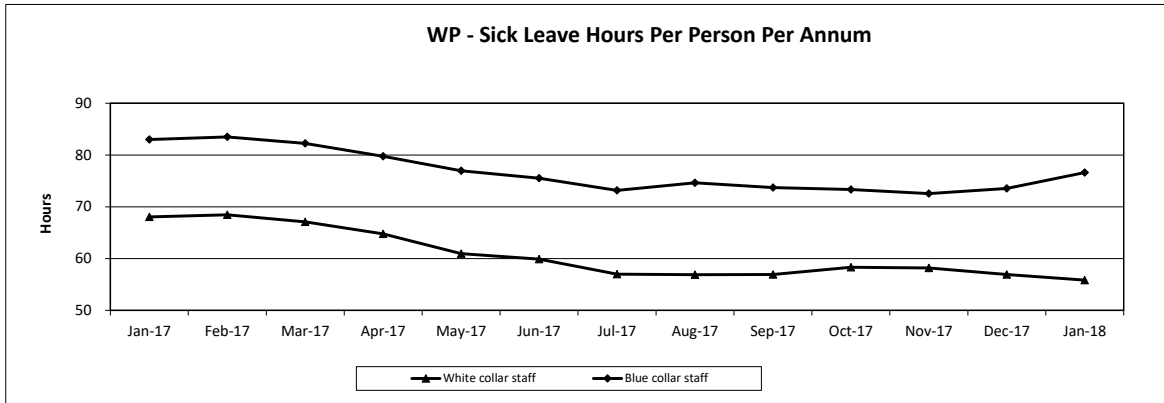


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	109.8	113.9	116.8	113.3	115.5	115.5	115.8	119.1	117.8	117.7	121.5	121.7
Blue collar staff	253.6	255.7	253.3	260.5	257.1	256.3	255.5	249.4	254.4	258.1	253.3	258.0
Total	363.5	369.6	370.1	373.8	372.5	371.8	371.3	368.5	372.2	375.8	374.8	379.7
<i>Movement prior month (white collar)</i>	0.6	4.1	2.8	(3.5)	2.1	0.0	0.3	3.3	(1.3)	(0.1)	3.8	0.2
<i>Movement prior month (blue collar)</i>	4.8	2.0	(2.3)	7.1	(3.4)	(0.8)	(0.8)	(6.2)	5.0	3.8	(4.9)	4.8
<i>White collar staff last year</i>	110.3	114.4	112.3	113.3	114.4	111.3	110.5	112.9	109.8	109.9	110.0	109.2
<i>Blue collar staff last year</i>	256.3	255.8	257.1	254.1	252.8	253.3	253.3	248.5	250.2	251.6	251.3	248.8
<i>Total FTEs last year</i>	366.6	370.2	369.4	367.4	367.2	364.6	363.8	361.4	360.0	361.4	361.2	358.0

WP Performance Report
January 2018

Works, Parks and Recreation Department

Sick Leave:



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	68.06	68.45	67.08	64.76	60.94	59.90	56.99	56.90	56.93	58.32	58.20	56.92	55.84
Blue collar staff	82.98	83.49	82.25	79.75	76.95	75.51	73.15	74.64	73.70	73.35	72.55	73.54	76.62

White collar staff
Blue collar staff
* Rolling 12 month average

Lost Time Injury Frequency Rates:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	8	7	6	7	5	5	5	5	3	2	2	2	2
Cumulative Days lost 12 months	16	12	41	59	63	70	70	70	67	64	62	56	56
LTISR Rolling 12 months	26	20	67	97	103	114	114	113	108	103	99	99	90

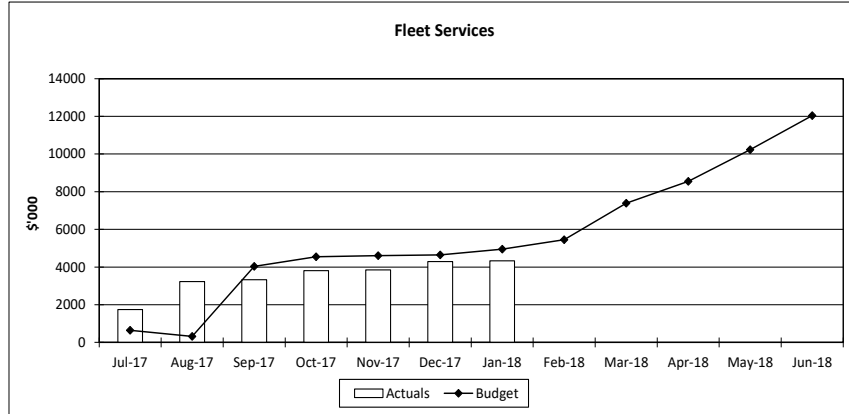
WP Performance Report
January 2018

WP Capital Expenditure by Program

Non-Infrastructure Program and excluding Ipswich Waste

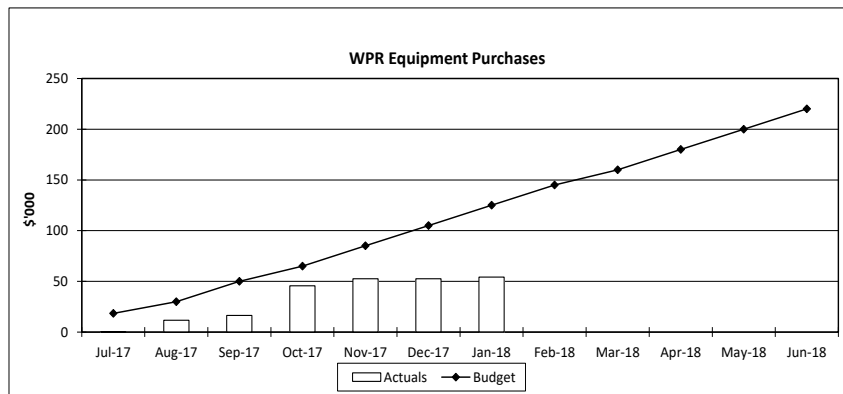
Results as at 31 January 2018:

Department Controlled	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Fleet	4,335	4,950	615	12,043	36%	12,043
WPR - Equipment	54	125	71	220	25%	220
Total Department Controlled	4,389	5,075	686	12,263	36%	12,263



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	4,335	4,950	Job Truck and Major plant replacement has been committed. Commercial Waste Trucks have been ordered with planned delivery before June 18. Currently not replacing any standard council vehicles during the finalisation of the Fleet Contract. Contracts have been awarded, and finalisation expected by end of February 2018.



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various	54	220	Equipment replaced when required. Re-phasing of GL budget to occur to align to anticipated replacement program.

Ipswich Waste

Performance Report

January 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget		FY F'cast \$'000
				\$'000	% Achieved	
Department Controlled						
Garbage Charges Revenue	20,447	20,378	69	27,305	75%	27,305
Net Rates and Utilities	20,447	20,378	69	27,305	75%	27,305
Waste Disposal Fees	3,927	3,749	178	6,428	61%	6,428
Operational Grants	2	0	2	0	n/a	2
Other Revenue	58	59	(1)	84	69%	84
Internal Revenue	1,052	903	149	1,549	68%	1,549
	25,486	25,089	397	35,366	72%	35,368
Corporate Controlled						
Interest	237	140	97	235	101%	237
	237	140	97	235	101%	237
TOTAL	25,723	25,229	494	35,601	72%	35,605

Satisfactory results overall.

IWS Performance Report
January 2018**Department Controlled Expenses****Employee Expenses**

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	2,350	2,535	185	4,252	55%	4,252
Overtime	305	238	(67)	399	76%	399
Allowances	10	11	1	19	53%	19
Other employee costs	633	692	59	1,161	55%	1,161
Total Labour Opex + Capex	3,298	3,476	178	5,831	57%	5,831
<i>Less recovery/charge out</i>	23	(1)	(24)	0	n/a	23
Opex Labour before Contractors	3,321	3,475	154	5,831	57%	5,854
<i>Plus Contract Opex Labour</i>	644	281	(363)	409	157%	644
Opex Labour incl Contractors	3,965	3,756	(209)	6,240	64%	6,498

Employee expenses are over periodic target predominantly due to contingent workers required in order to meet service standards and achieve HR standards.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Advertising	19	70	51	232	8%	232
Maintenance	18	115	97	198	9%	198
Materials	72	132	60	227	32%	227
Service Contracts	1,888	2,115	227	3,626	52%	3,626
Other Materials and Services	187	119	(68)	205	91%	205
	2,184	2,551	367	4,488	49%	4,488
Other Expense Sources						
Other Expenses	23	0	(23)	0	n/a	23
Internal Expenses	4,754	4,629	(125)	7,892	60%	7,892
	6,961	7,180	219	12,380	56%	12,403
TOTAL DEPARTMENT CONTROLLED	10,926	10,936	10	18,620	59%	18,901

Corporate Controlled Expenses

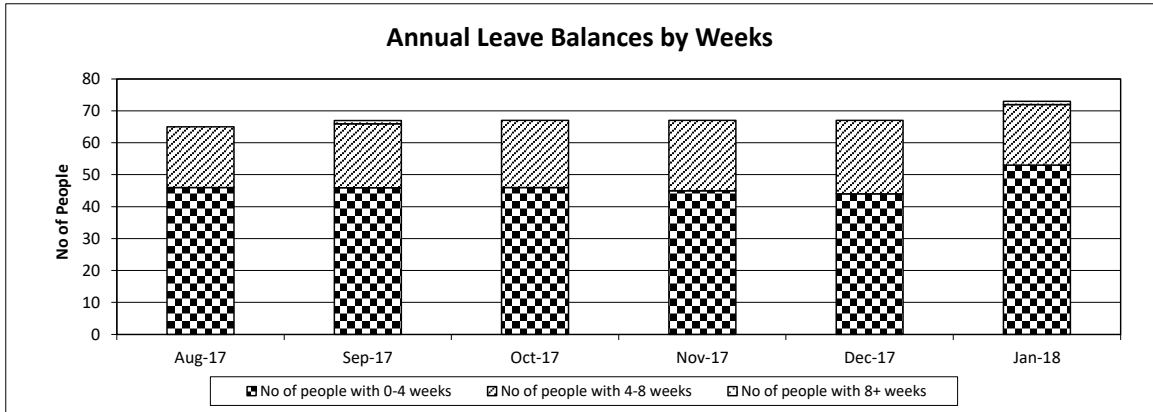
Depreciation	424	427	3	739	57%	739
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	6	0	(6)	0	n/a	6
Tax Equivalent Expense	3,817	3,485	(332)	4,987	77%	4,987
TOTAL CORPORATE CONTROLLED	4,247	3,912	(335)	5,726	74%	5,732

Satisfactory results overall. Internal expenses over budget and is offset by internal revenue.

IWS Performance Report
January 2018

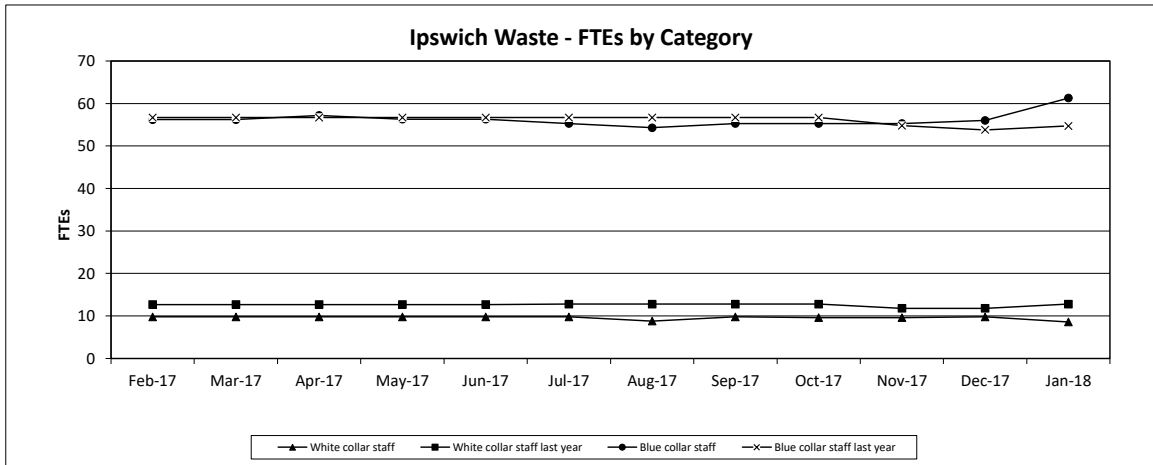
Ipswich Waste Annual Leave

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
No of people with 0-4 weeks	46	46	46	45	44	53
No of people with 4-8 weeks	19	20	21	22	23	19
No of people with 8+ weeks	0	1	0	0	0	1
	70.8%	68.6%	68.7%	67.2%	65.7%	72.6%
	29.2%	29.9%	31.3%	32.8%	34.3%	26.0%
	0.0%	1.5%	0.0%	0.0%	0.0%	1.4%

Full Time Equivalents:

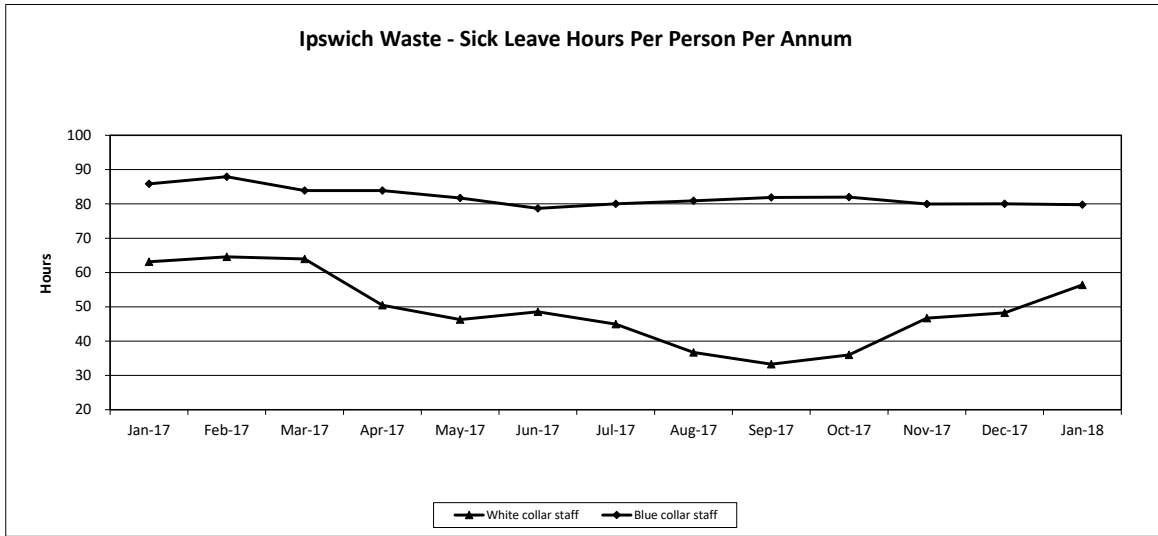


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	9.8	9.8	9.8	9.8	9.8	9.8	8.8	9.8	9.6	9.6	9.8	8.6
Blue collar staff	56.2	56.2	57.2	56.3	56.3	55.3	54.3	55.3	55.3	55.3	56.0	61.3
Total	66.0	66.0	67.0	66.1	66.1	65.1	63.1	65.1	64.9	64.9	65.8	69.9
<i>Movement prior month (white collar)</i>	(3.0)	0.0	0.0	0.0	0.0	0.0	(1.0)	1.0	(0.2)	0.0	0.2	(1.2)
<i>Movement prior month (blue collar)</i>	1.5	0.0	1.0	(0.9)	0.0	(1.0)	(1.0)	1.0	0.0	0.0	0.7	5.3
<i>White collar staff last year</i>	12.7	12.7	12.7	12.7	12.7	12.8	12.8	12.8	12.8	11.8	11.8	12.8
<i>Blue collar staff last year</i>	56.7	56.7	56.7	56.7	56.7	56.7	56.7	56.7	56.7	54.8	53.8	54.7
<i>Total FTEs last year</i>	69.4	69.4	69.4	69.4	69.4	69.5	69.5	69.5	69.5	66.6	65.6	67.5

IWS Performance Report
January 2018

Ipswich Waste Services

Sick Leave:



White collar staff

Blue collar staff

* Rolling 12 month average

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	63.13	64.57	63.96	50.44	46.29	48.56	44.92	36.70	33.27	35.99	46.68	48.25	56.36
Blue collar staff	85.87	87.93	83.88	83.89	81.71	78.70	80.01	80.91	81.87	81.96	79.98	80.04	79.77

Lost Time Injury Frequency Rates:

LTI's

LTIFR

LTIFR Rolling 12 months

Cumulative Days lost 12 months

LTISR Rolling 12 months

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	0	0	0	0	0	0	1
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	97
LTIFR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	9
Cumulative Days lost 12 months	0	0	0	0	0	0	0	0	0	0	0	0	5
LTISR Rolling 12 months	0	0	0	0	0	0	0	0	0	0	0	0	43

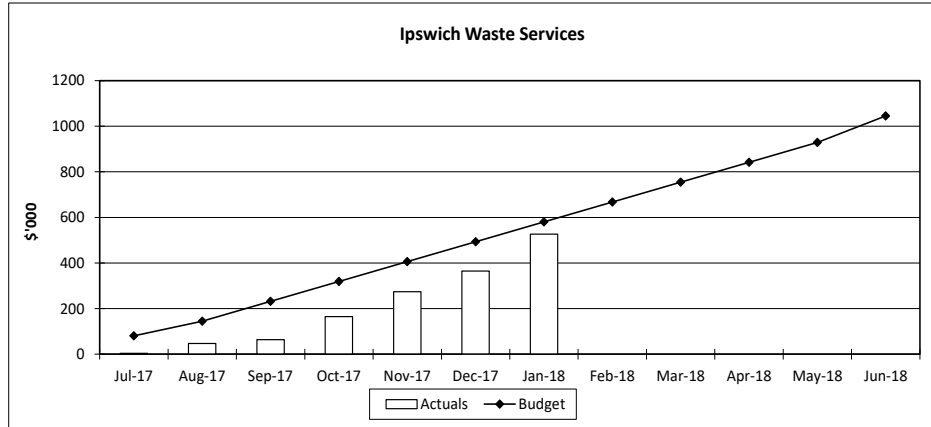
IWS Performance Report
January 2018

Waste Capital Expenditure by Project or Program Areas:

Ipswich Waste

Results as at 31 January 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled	527	580	53	1,045	50%	1,045



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	527	580	Bins replaced as required and according to city growth.

Health, Security and Regulatory Services Department Performance Report

January 2018

Revenue

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	% Achieved	FY F'cast \$'000
Department Controlled						
Utilities and Other Charges	25	54	(29)	92	27%	92
Net Rates and Utilities	25	54	(29)	92	27%	92
Town Planning Develop Fees	0	0	0	0	n/a	0
Hlth Animal Cemetery Fees	774	675	99	1,805	43%	1,805
Traffic and Reg Park Fees	563	736	(173)	1,290	44%	1,290
Other Fees	210	319	(109)	551	38%	551
Operational Grants	151	78	73	183	83%	183
Capital Grants	0	0	0	0	n/a	0
Other Revenue	7	15	(8)	26	27%	26
	1,730	1,877	(147)	3,947	44%	3,947
Corporate Controlled						
Gain on Disposal/Revaluation	0	0	0	0	n/a	0
	0	0	0	0	n/a	0
TOTAL	1,730	1,877	(147)	3,947	44%	3,947

Traffic and Reg Park Fees under budget as a result of parking officers undertaking testing requirements for the new ANPR vehicle, resulting in a reduction in PIN volumes.
Operational grants relate to Littering, Dumping and Waste reduction campaign \$25k and immunisation grant \$125k which was received earlier than planned. Other Fees relates to lower than expected SPER revenue for non traffic related offences.

HSRS Performance Report
January 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	2,940	3,108	168	5,304	55%	5,304
Overtime	43	86	43	145	30%	145
Allowances	17	16	(1)	27	63%	27
Other employee costs	828	856	28	1,463	57%	1,463
Total Labour Opex + Capex	3,828	4,066	238	6,939	55%	6,939
<i>Less Capitalised Labour</i>	6	(94)	(100)	(128)	(5%)	6
Opex Labour before Contractors	3,834	3,972	138	6,811	56%	6,945
<i>Plus Contract Opex Labour</i>	356	92	(264)	189	188%	356
Opex Labour incl Contractors	4,190	4,064	(126)	7,000	60%	7,301

Employee expenses over budget due to additional contract positions held and vacancy rates not being met.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Maintenance	63	90	27	155	41%	155
Other Services	159	164	5	385	41%	385
Service Contracts	2,512	2,686	174	4,522	56%	4,522
Other Materials and Services	306	357	51	577	53%	577
	3,040	3,297	257	5,639	54%	5,639

Other Expense Sources

Other Expenses	55	64	9	76	72%	76
Internal Expenses	222	200	(22)	339	65%	339
	3,317	3,561	244	6,054	55%	6,054

TOTAL DEPARTMENT CONTROLLED

	7,507	7,625	118	13,054	58%	13,355
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Corporate Controlled Expenses

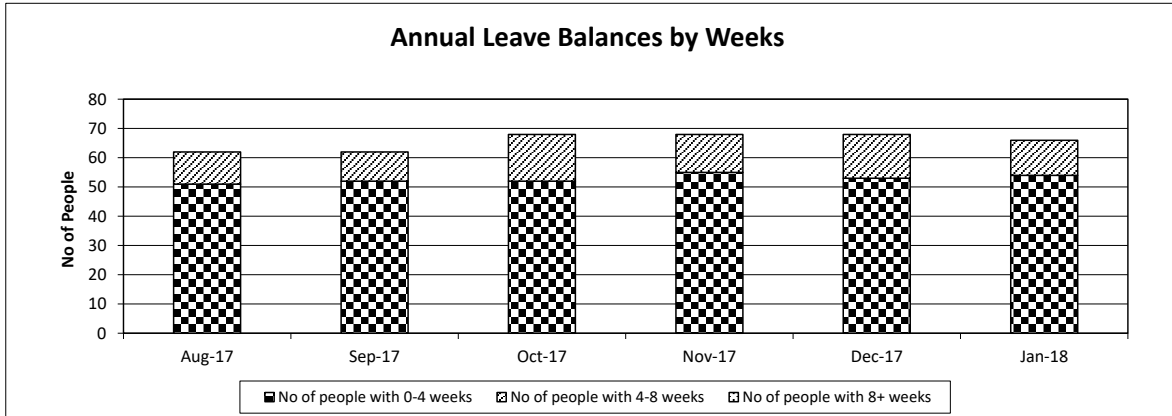
Depreciation	531	535	4	837	63%	837
Finance Costs	0	0	0	0	n/a	0
Loss on disposal assets	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	531	535	4	837	63%	837

Satisfactory results overall. Service contracts under budget relates primarily to Safe City Branch.

HSRS Performance Report
January 2018

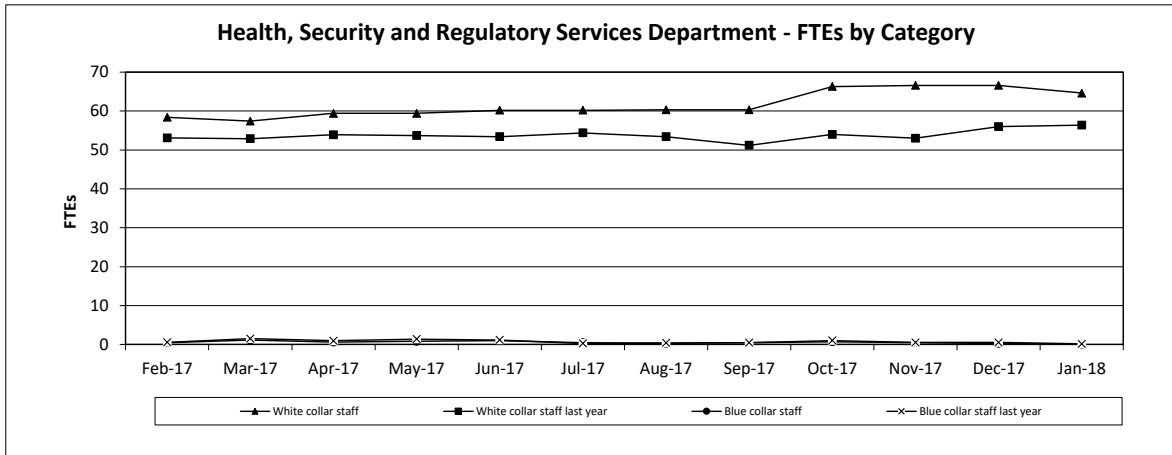
Health, Security and Regulatory Services Department

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	51	82.3%	52	83.9%	52	76.5%	55	80.9%	53	77.9%	54	81.8%
No of people with 4-8 weeks	11	17.7%	10	16.1%	16	23.5%	13	19.1%	15	22.1%	12	18.2%
No of people with 8+ weeks	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Full Time Equivalents:

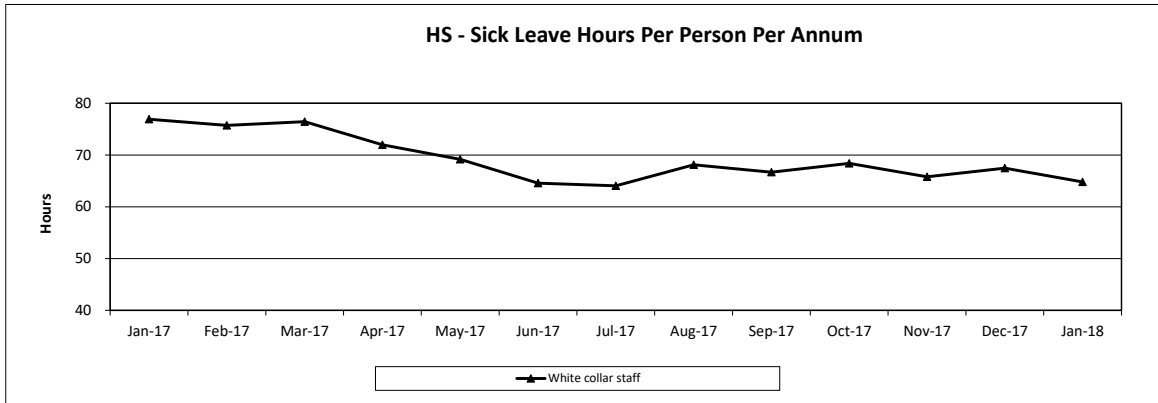


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	58.4	57.4	59.4	59.4	60.2	60.2	60.3	60.3	66.3	66.6	66.6	64.6
Blue collar staff	0.5	1.2	0.6	0.8	1.0	0.5	0.3	0.5	0.7	0.5	0.3	0.1
Total	58.9	58.6	60.0	60.2	61.2	60.7	60.6	60.8	67.0	67.1	66.9	64.7
Movement prior month (white collar)	2.0	(1.0)	2.0	0.0	0.8	0.0	0.1	0.0	6.0	0.3	0.0	(2.0)
Movement prior month (blue collar)	0.4	0.7	(0.5)	0.2	0.2	(0.5)	(0.2)	0.2	0.2	(0.2)	(0.2)	(0.2)
White collar staff last year	53.1	52.9	53.9	53.7	53.4	54.4	53.4	51.2	54.0	53.0	56.0	56.4
Blue collar staff last year	0.6	1.5	1.0	1.4	1.2	0.3	0.4	0.5	1.0	0.5	0.5	0.2
Total FTEs last year	53.7	54.4	54.9	55.1	54.6	54.7	53.8	51.7	55.0	53.5	56.5	56.6

HSRS Performance Report
January 2018

Health, Security and Regulatory Services Department

Sick Leave:



Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours
76.91	75.72	76.44	71.98	69.16	64.55	64.05	68.11	66.68	68.39	65.81	67.48	64.82

White collar staff

* Rolling 12 month average

Lost Time Injury Frequency Rates:

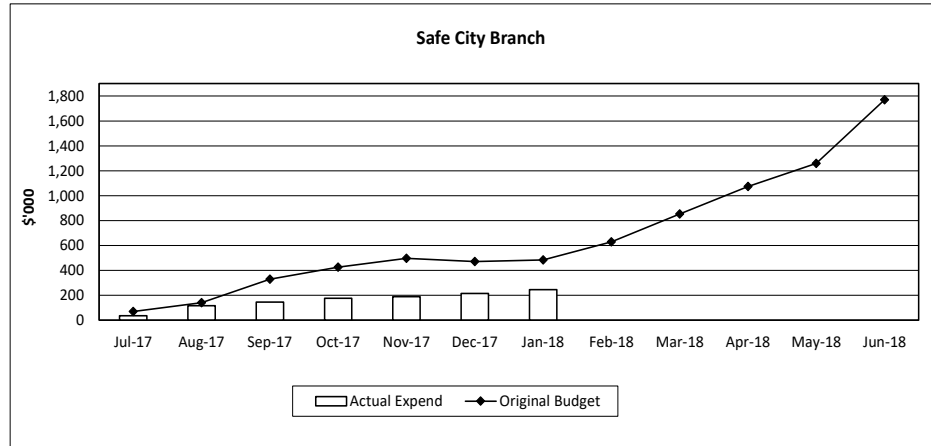
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	1	0	0	0	0	0	0	0	0	0
LTIFR	0	0	0	0	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	0	0	0	11	11	11	11	11	10	10	10	10	10
Cumulative Days lost 12 months	0	0	0	6	9	9	9	9	9	9	9	15	15
LTISR Rolling 12 months	0	0	0	65	97	96	95	95	92	90	89	147	144

HSRS Performance Report
January 2018

Health, Security and Regulatory Services Department

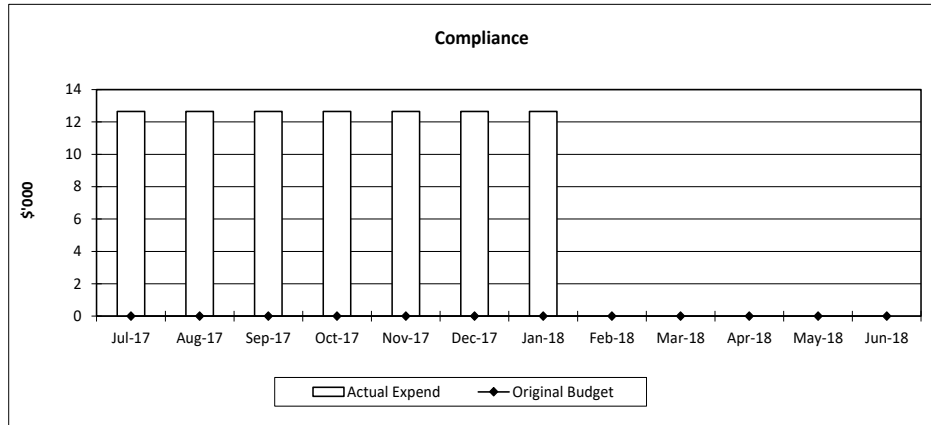
Results as at 31 January 2018:

	YTD Act \$'000	YTD Bud \$'000	YTD Var \$'000	FY Budget \$'000	FY F'cast % Achieved	FY F'cast \$'000
Department Controlled	303	484	181	2,070	15%	2,070



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	246	484	No budget implications.

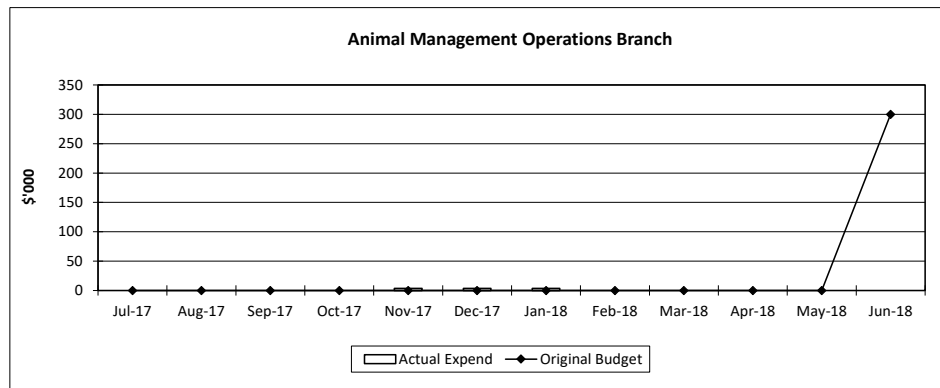


Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	13	0	Relates to Meteorological Weather Stations purchased for odour related compliance matters.

HSRS Performance Report
January 2018

HS Capital Expenditure by Program con't



Major Projects

Project No.	Project Name	YTD Actual \$'000	YTD Budget \$'000	Explanations/Mitigations
	Various Projects	4	-	No budget implications.

Planning and Development Department

Performance Report

January 2018

Revenue:

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Department Controlled						
Town Planning Develop Fees	8,952	8,626	326	14,778	61%	14,778
Other Fees	32	30	2	40	80%	40
Govt Grant Subsidy	17	0	17	0	n/a	17
Other Revenue	77	2	75	3	n/a	77
Community Service Revenue	274	274	0	470	58%	470
	9,352	8,932	420	15,291	61%	15,382
Corporate Controlled						
Cash Contributions	5	5	0	5	100%	5
Interest	0	0	0	0	n/a	0
	5	5	0	5	100%	5
TOTAL	9,357	8,937	420	15,296	61%	15,387

Satisfactory results overall. Other revenue includes deposit of \$70k from Cairns Road Developments, deposit has now been confirmed and receipted to the applicable accounts.

PD Performance Report
January 2018

Department Controlled Expenses

Employee Expenses

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Wages (opex and capex)	4,841	5,078	237	8,519	57%	8,519
Overtime	10	18	8	30	33%	30
Allowances	4	2	(2)	4	100%	4
Other employee costs	1,469	1,490	21	2,499	59%	2,499
Total Labour Opex + Capex	6,324	6,588	264	11,052	57%	11,052
<i>Less recovery/charge out</i>	36	0	(36)	0	n/a	36
Opex Labour before Contractors	6,360	6,588	228	11,052	58%	11,088
<i>Plus Contract Opex Labour</i>	0	0	0	0	n/a	0
Opex Labour incl Contractors	6,360	6,588	228	11,052	58%	11,088

Satisfactory results overall.

Materials and Services (excl. Labour Contracts)

	YTD Act	YTD Bud	YTD Var	FY Budget		FY F'cast
	\$'000	\$'000	\$'000	\$'000	% Achieved	\$'000
Legal Expenses	385	525	140	650	59%	650
Consultants	36	92	56	156	23%	156
Other Materials and Services	104	162	58	262	40%	262
	525	779	254	1,068	49%	1,068

Other Expense Sources

Other Expenses	2	10	8	12	17%	12
Internal Expenses	170	169	(1)	283	60%	283
	697	958	261	1,363	51%	1,363

TOTAL DEPARTMENT CONTROLLED **7,057** **7,546** **489** **12,415** **57%** **12,451**

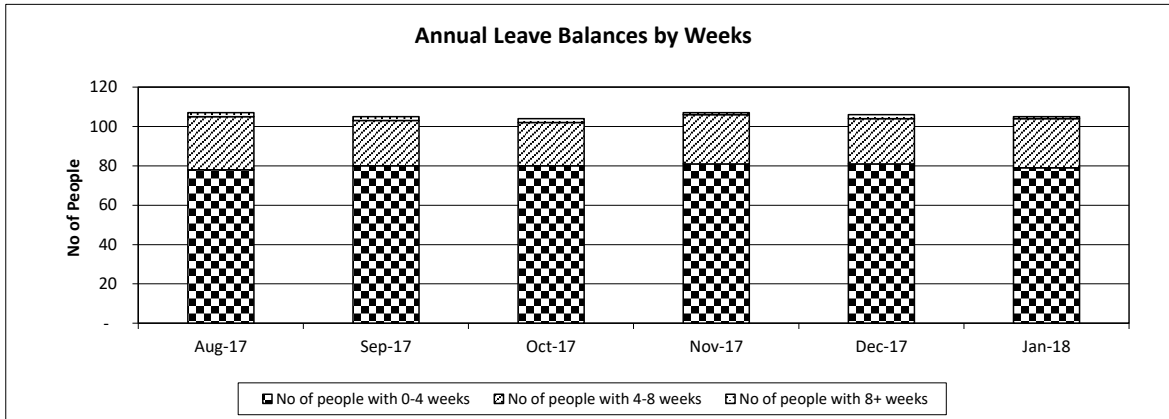
Corporate Controlled

Depreciation	0	1	1	1	0%	1
Finance Costs	0	0	0	0	n/a	0
TOTAL CORPORATE CONTROLLED	0	1	1	1	0%	1

Satisfactory results overall. Legal expenses will be closely monitored.

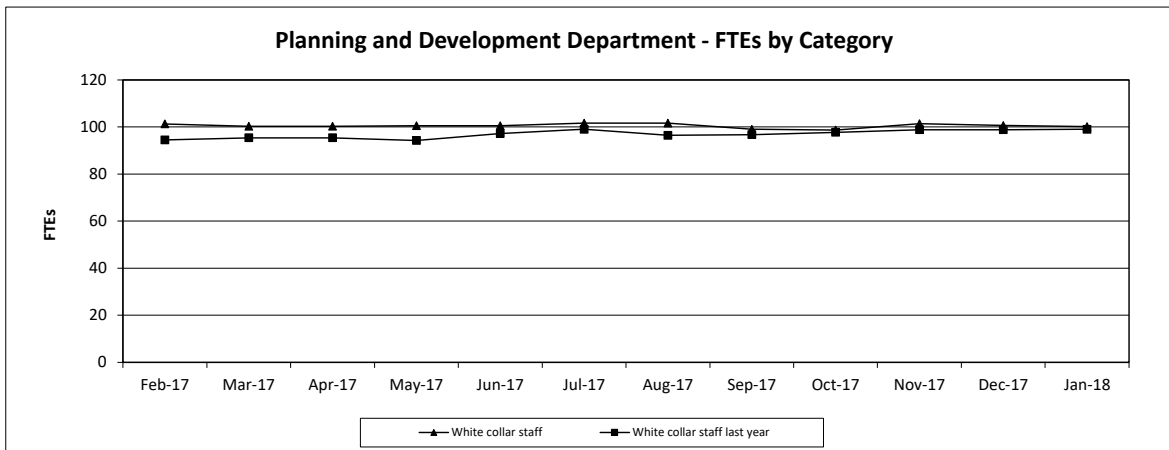
PD Performance Report
January 2018

Annual Leave Balances as at pay period ended 29 January 2018:



	Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18	
No of people with 0-4 weeks	78	72.9%	80	76.2%	80	76.9%	81	75.7%	81	76.4%	79	75.2%
No of people with 4-8 weeks	27	25.2%	23	21.9%	22	21.2%	25	23.4%	23	21.7%	25	23.8%
No of people with 8+ weeks	2	1.9%	2	1.9%	2	1.9%	1	0.9%	2	1.9%	1	1.0%

Full Time Equivalents:

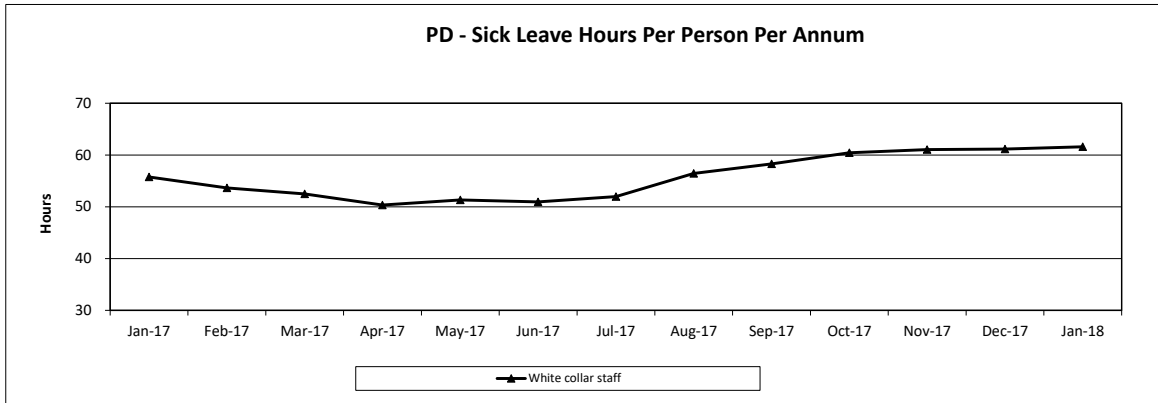


	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
White collar staff	101.3	100.3	100.3	100.5	100.5	101.6	101.6	99.0	98.7	101.4	100.6	100.1
Total	101.3	100.3	100.3	100.5	100.5	101.6	101.6	99.0	98.7	101.4	100.6	100.1
<i>Movement prior month (white collar)</i>	2.3	(1.0)	0.0	0.2	0.0	1.1	0.0	(2.6)	(0.3)	2.7	(0.8)	(0.5)
<i>White collar staff last year</i>	94.5	95.4	95.4	94.2	97.2	99.0	96.4	96.7	97.7	98.8	98.8	99.0
<i>Total FTEs last year</i>	94.5	95.4	95.4	94.2	97.2	99.0	96.4	96.7	97.7	98.8	98.8	99.0

PD Performance Report
January 2018

Planning and Development Department

Sick Leave:



Jan-17 Hours	Feb-17 Hours	Mar-17 Hours	Apr-17 Hours	May-17 Hours	Jun-17 Hours	Jul-17 Hours	Aug-17 Hours	Sep-17 Hours	Oct-17 Hours	Nov-17 Hours	Dec-17 Hours	Jan-18 Hours
55.77	53.63	52.49	50.34	51.31	50.95	51.98	56.43	58.29	60.45	61.05	61.15	61.59

White collar staff

* Rolling 12 month average

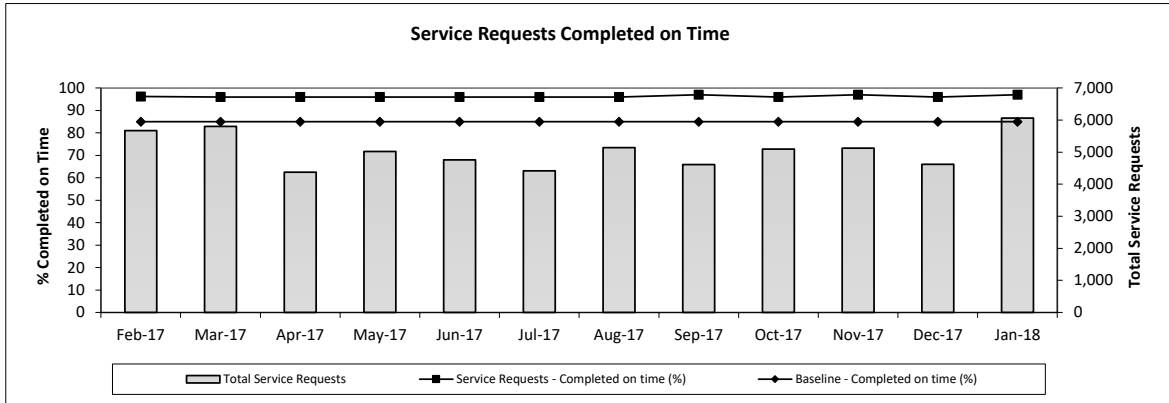
Lost Time Injury Frequency Rates:

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
LTI's	0	0	0	0	0	0	1	0	0	0	0	0	0
LTIFR	0	0	0	-	0	0	0	0	0	0	0	0	0
LTIFR Rolling 12 months	6.32	6.3	6.2	6	6	6	12	12	12	12	6	6	6
Cumulative Days lost 12 months	3	3	3	3	3	3	6	30	51	65	84	100	121
LTISR Rolling 12 months	18.95	18.9	18.61	19	19	18	37	183	313	399	514	615	741

ICC Performance Report
January 2018

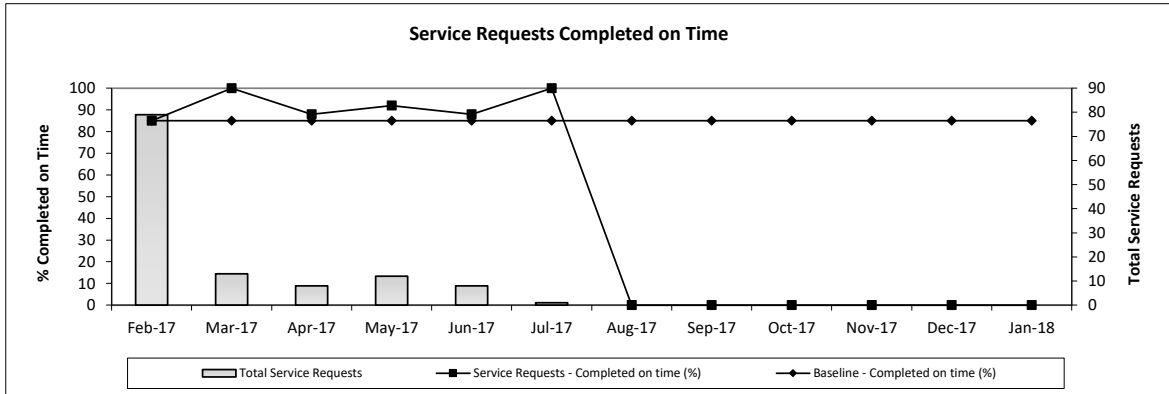
Customer Engagement System

All Council:



All Council	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	96	96	96	96	96	96	96	96	97	96	97	96
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	5,671	5,802	4,374	5,020	4,758	4,416	5,140	4,612	5,095	5,124	4,620	6,062

Arts, Social Development and Community Development Department:



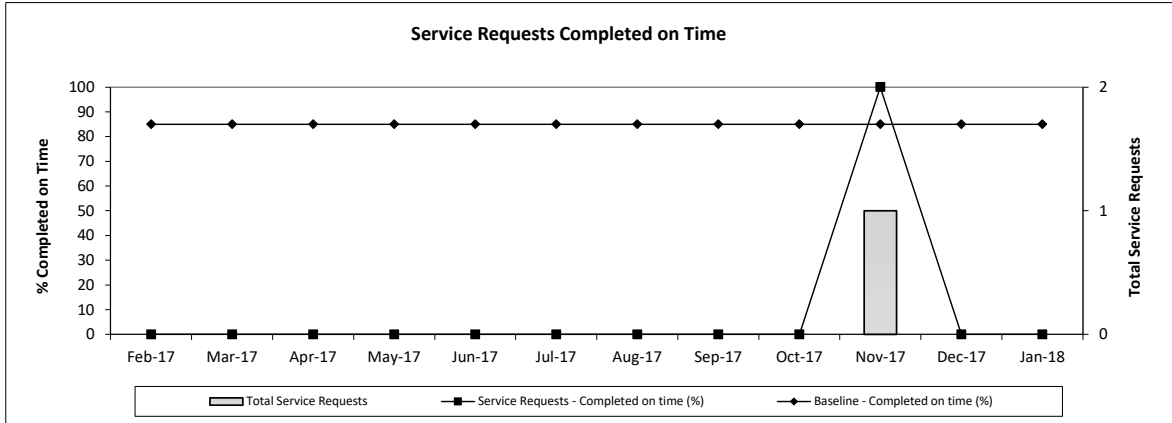
AS	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	85	100	88	92	88	100	0	0	0	0	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	79	13	8	12	8	1	0	0	0	0	0	0

January

No service requests received in January.

ICC Performance Report
January 2018

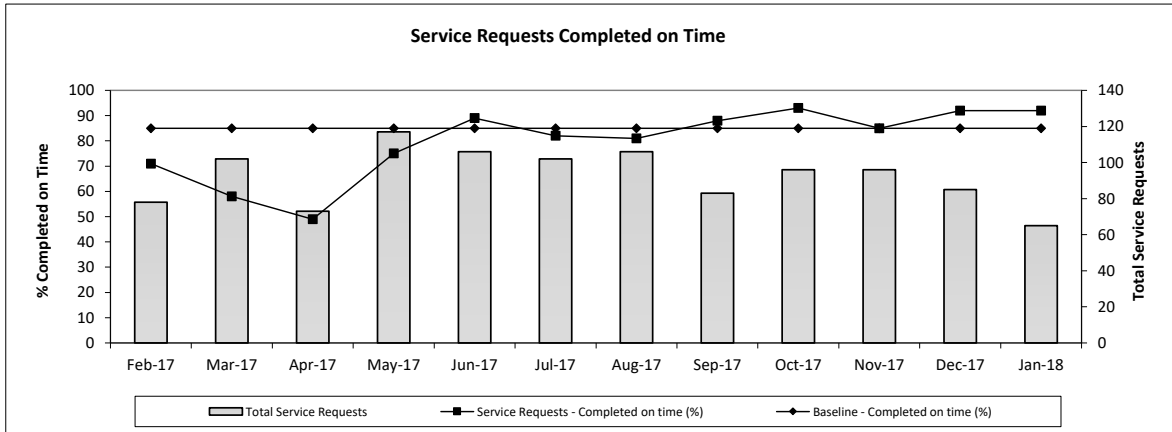
Economic Development and Marketing Department:



EDM	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	0	0	0	0	0	0	0	0	0	100	0	0
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	0	0	0	0	0	0	0	0	0	1	0	0

January
No service requests received in January.

Infrastructure Services Department:

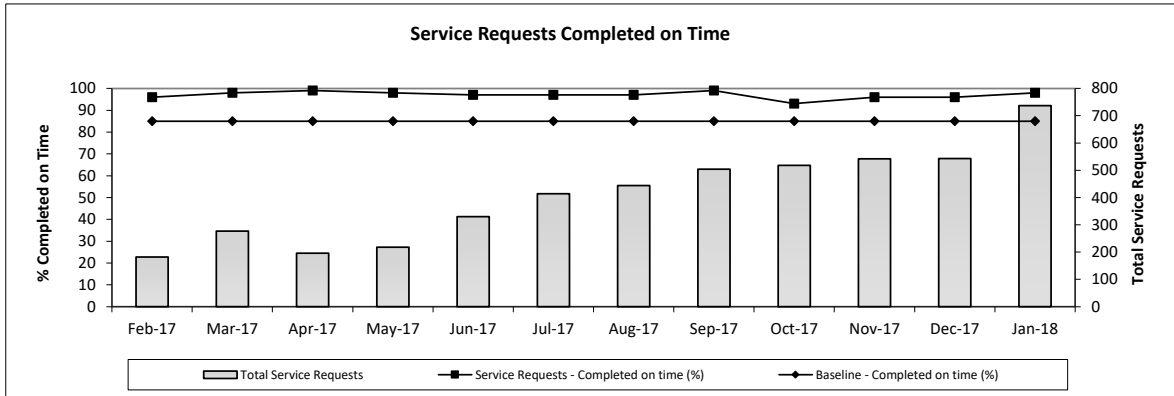


IS	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	71	58	49	75	89	82	81	88	93	85	92	92
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	78	102	73	117	106	102	106	83	96	96	85	65

January
The results exceed the baseline for the month.

ICC Performance Report
January 2018

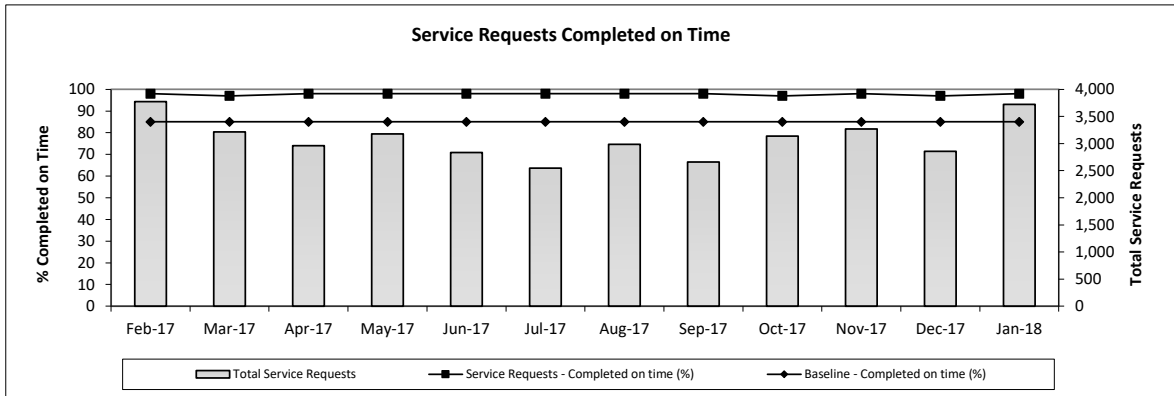
Finance and Corporate Services Department:



FC	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	96	98	99	98	97	97	97	99	93	96	96	98
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	182	277	196	218	330	414	444	504	518	542	543	737

January
The results exceed the baseline for the month.

Works Parks and Recreation Department:

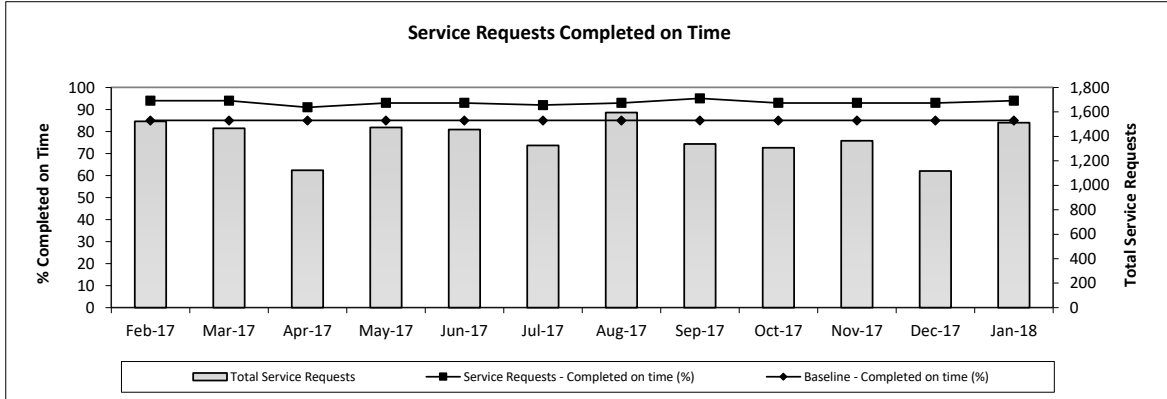


WP	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	98	97	98	98	98	98	98	98	97	98	97	98
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	3,774	3,215	2,961	3,178	2,835	2,547	2,986	2,660	3,138	3,269	2,857	3,723

January
The results exceed the baseline for the month.

ICC Performance Report
January 2018

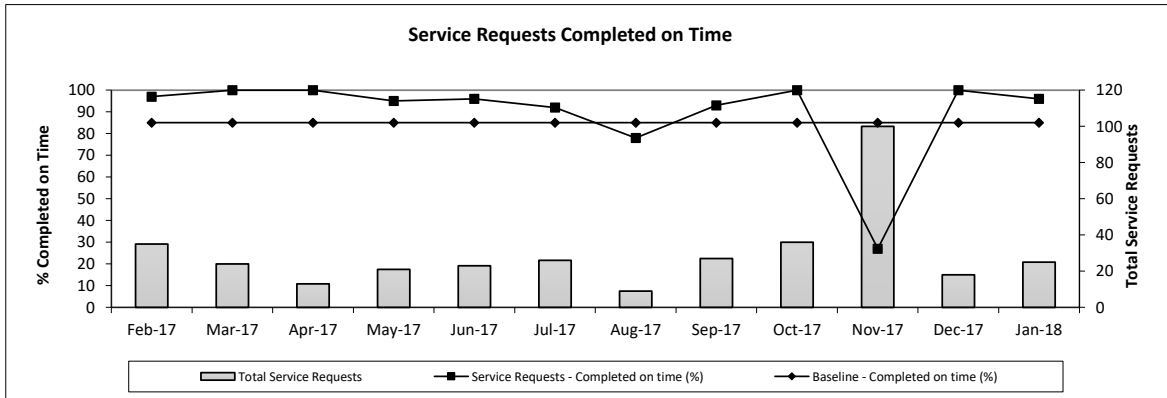
Health, Security and Regulatory Services Department:



HS	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	94	94	91	93	93	92	93	95	93	93	93	94
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	1,523	1,466	1,123	1,473	1,456	1,326	1,595	1,338	1,307	1,364	1,117	1,512

January
The results exceed the baseline for the month.

Planning and Development:



PD	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Service Requests - Completed on time (%)	97	100	100	95	96	92	78	93	100	27	100	96
Baseline - Completed on time (%)	85	85	85	85	85	85	85	85	85	85	85	85
Total Service Requests	35	24	13	21	23	26	9	27	36	100	18	25

January
The results exceed the baseline for the month.

ICC Performance Report
January 2018

Council Environmental Performance:

Waste Generated by Council Departments (Tonnes):

		Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	
AS	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Depot Commercial and Industrial	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.39	0.39	1.17	0.20	0.20	0.20	0.20	
	Office Recycling	0.01	0.01	0.13	0.27	0.01	0.01	0.28	0.19	0.24	0.11	0.01	0.21	0.01	0.11	
	Office Commercial and Industrial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
IS	Office Recycling	-	-	-	0.04	-	-	0.08	-	-	-	-	-	-	-	
	Depot Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Depot Construction and Demolition	0.01	0.01	0.01	-	-	-	-	-	-	-	-	-	-	-	
FC	Office Recycling	3.98	0.32	0.35	0.35	0.15	0.33	0.79	0.30	0.31	0.47	0.57	0.12	0.15	0.39	
	Office Waste	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Office Commercial and Industrial	3.16	0.30	0.24	0.26	0.24	0.29	0.26	0.26	0.27	0.04	0.29	0.23	0.26	0.26	
WPR	Event Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Depot Construction and Demolition	45.60	39.78	37.60	46.26	31.62	42.32	66.38	51.36	75.91	63.84	39.67	54.81	22.22	24.38	
	Depot Commercial and Industrial	16.49	18.64	16.15	20.01	16.62	17.71	17.85	18.37	20.70	51.19	20.86	17.75	17.17	18.75	
	Depot Recycling	4.07	4.55	5.61	7.27	3.31	8.76	3.30	13.34	9.02	10.94	4.99	4.26	7.89	11.77	
	Office Commercial and Industrial	8.78	9.48	8.59	10.44	8.20	10.64	10.27	9.70	11.25	3.90	9.88	9.85	9.84	10.40	
	Office Recycling	4.07	4.24	3.73	4.47	3.85	4.70	4.81	4.48	4.64	4.41	4.22	4.57	3.46	4.42	
	Timber	37.35	35.38	29.12	14.59	26.92	32.64	30.64	36.04	22.30	38.58	24.94	16.46	4.55	6.48	
	Metal collected from Depots	8.60	26.54	31.62	2.64	6.31	2.34	6.02	3.71	1.72	2.68	3.50	3.39	1.97	10.72	
	Community Service Obligation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	HS	Depot Commercial and Industrial	0.05	0.10	-	0.16	-	0.06	-	0.50	-	-	0.15	0.08	-	0.38
Office Recycling		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PD	Office Recycling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Waste		132.37	139.55	133.35	106.96	97.43	120.00	140.88	138.64	146.75	177.33	109.28	111.93	67.72	88.26	

* Education Program Recycling relates to bins supplied to schools/community groups with no charge as part of the education program
 ** Operational Recycling is all recycling that is produced outside of the office
 *** Operational Waste is all waste that is produced outside of the office, such as green waste and timber
 **** Public Place Recycling is recycling in a public place, such as a public pool
 *# Park Recycling is recycling from parks

Community Environmental Performance:

	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17
	%	%	%	%	%	%	%	%	%	%	%	%	%
Total recycling rate	31.38	31.37	33.72	26.89	31.84	33.32	34.34	29.69	35.92	38.06	32.50	31.71	31.5
% Waste diverted from landfill*	48.34	47.62	56.12	32.89	49.46	45.43	49.88	41.16	51.68	56.52	45.99	42.77	48.74

*At Riverview Transfer Station

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.2018	OAR: YES
Authorisation: Andrew Roach	

A4681196

23 February 2018

MEMORANDUM

TO: OPERATIONS MANAGER
 FROM: RATES/PROPERTY MANAGER
 RE: RATE NOTICE - ISSUE DATES 2018-2019

INTRODUCTION:

This is a report by the Rates/Property Manager dated 23 February 2018 concerning the proposed rate issue timetable for the year ending 30 June 2019.

BACKGROUND:

Council adopts a timetable for the issue of rate notices and the due dates for payment each financial year. The next rate notice is due to issue on 13 April 2018. Where practical, a 13 week period between due dates in successive quarters is maintained. The rate notices need to be issued at least 30 days before the due date.

Issue/due dates adopted for the 2017-2018 financial year are set out below:

Period	Issue Date	Due Date	Since Last Due Date
Jul-Sep 2017	Friday, 14 July 2017	Thursday, 17 August 2017	13 Weeks
Oct-Dec 2017	Friday, 13 October 2017	Thursday, 16 November 2017	13 Weeks
Jan-Mar 2018	Friday, 12 January 2018	Thursday, 15 February 2018	13 Weeks
Apr-Jun 2018	Friday, 13 April 2018	Thursday, 17 May 2018	13 Weeks

.../2

The following is the proposed timetable for the next financial year, 2018-2019, taking into account the need to print and issue rate notices earlier to account for the change in 'Regular Post' postage service times and benefit from the cheaper postage compared to Priority Post:

Period	Issue Date	Due Date	Since Last Due Date
Jul-Sep 2018	Friday, 13 July 2018	Thursday, 16 August 2018	13 Weeks
Oct-Dec 2018	Friday, 12 October 2018	Thursday, 15 November 2018	13 Weeks
Jan-Mar 2019	Friday, 11 January 2019	Thursday, 14 February 2019	13 Weeks
Apr-Jun 2019	Friday, 12 April 2019	Thursday, 16 May 2019	13 Weeks

The issue date of the next quarter's rate notice is displayed on each rate notice.

RECOMMENDATION:

That the proposed timetable for the issue of rate notices for the 2018-2019 financial year, as detailed below, be adopted:

Period	Issue Date	Due Date	Since last Due Date
Jul-Sep 2018	Friday, 13 July 2018	Thursday, 16 August 2018	13 Weeks
Oct-Dec 2018	Friday, 12 October 2018	Thursday, 15 November 2018	13 Weeks
Jan-Mar 2019	Friday, 11 January 2019	Thursday, 14 February 2019	13 Weeks
Apr-Jun 2019	Friday, 12 April 2019	Thursday, 16 May 2019	13 Weeks

Tina Huggins
RATES/PROPERTY MANAGER

I concur with the recommendation contained in this report.

Richard Bennett
STRATEGIC CLIENT OFFICE MANAGER

I concur with the recommendation contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: YES
Authorisation: Andrew Roach	

GT:GT
Doc ID No: A4705738

7 March 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: THORN STREET DEPOT
DEPARTURE OF QUEENSLAND URBAN UTILITIES – FUTURE SITE UTILISATION
54 THORN STREET IPSWICH – LOT 11 SP205286 – DIVISION 7

INTRODUCTION:

This is a report by the Development and Relationship Manager dated 7 March 2018 concerning Queensland Urban Utilities' (QUU) departure from Thorn Street Depot and the site's future utilisation post QUU's departure.

BACKGROUND:

The purpose of this report is to provide detail on QUU's planned mid 2018 departure from the Thorn Street Depot and Council's initial considerations regarding utilisation of the site post QUU's departure.

The depot is located on trust land at 54 Thorn Street, Ipswich (refer Attachment A) and comprises an area of 2.04 ha. The trust purpose is Local Government with a sub purpose of Depot, Workshop and Stores. A quarry was previously located on the south-west corner of the site. On 21 July 1979, Council became trustee of the original land parcel which was reconfigured to its current shape/area in 2008 to allow for the establishment of the adjoining Queensland Ambulance Service depot. The site is currently utilised as a depot by both the State Emergency Service (SES) (approximately 0.3 ha) and QUU (approximately 1.0 ha) with the remaining area undeveloped but largely unusable due to its topography and proximity to the former quarry face.

The area currently utilised by QUU was formerly Ipswich Water’s main operational depot with QUU occupying the area on 1 July 2010. No formal agreement has been in place between Council and QUU regarding the site’s occupation. QUU has formally advised their intention to vacate the site by July/August 2018 and to relocate to a new purpose built facility in the Citiswich Business Park. In consultation with Council, a ‘Make Good’ scope of works is currently being finalised which will include the relocation of a demountable building installed by QUU. Based on the agreed scope and following the cessation of their site activities, QUU will return the original buildings and associated improvements which existed on-site at the time of transfer, back to Council in a fit-for-purpose condition.

Council has commenced initial consideration of the potential opportunities arising from QUU’s vacation from the site. As part of this process, on 5 March 2018 the Mayor and the Deputy Mayor inspected the site and the infrastructure which will remain following the completion of the ‘Make Good’ works. This infrastructure includes a significantly sized demountable building, a large workshop and several smaller sheds together with a large area of high-quality sealed hardstand. At this early stage, some of the concepts proposed have included:

- an extension of the SES Depot’s footprint into the existing QUU depot area and former quarry (refer Attachment B) which includes three of the existing sheds; and
- repurposing the remaining buildings.

A detailed assessment of the options for the site is to be undertaken with a future report to be provided to Council on the recommendations for the site use.

Confirmation is to be sought from the Department of Natural Resources, Mines and Energy on their concurrence on the type and scale of any secondary use proposed to be undertaken over the trust land.

CONCLUSION:

QUU’s departure from the Thorn Street Depot site provides Council with an opportunity to strategically consider options for the optimal utilisation of the trust land from both a Council and community perspective.

ATTACHMENTS:

Name of Attachment	Attachment
54 Thorn Street Ipswich – Subject Lot	Attachment A
54 Thorn Street Ipswich – Potential Future SES Footprint	Attachment B

RECOMMENDATION:

- A. That the report be received and the contents noted.
- B. That a report be provided to Council on 54 Thorn Street, Ipswich detailing the recommendation options for the future utilisation of the trust land.

Greg Thomas

DEVELOPMENT AND RELATIONSHIP MANAGER

I concur with the recommendations contained in this report.

Andrew Roach

CHIEF FINANCIAL OFFICER



Attachment A

- 54 Thorn Street Ipswich
- Existing QUU Footprint

Scale 1:1,500
Printed Date: 8 Mar 2018



Attachment B

 7j left Y
E7E Footprint

 Potential Future
SES Footprint

Scale 1:1,000
Printed Date: 8 Mar 2018

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.2018	OAR: YES
Authorisation: Andrew Roach	

Doc ID No: A4691519

6 March 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: DEVELOPMENT AND RELATIONSHIP MANAGER

RE: DECLARATION OF SURPLUS PROPERTY AND SALE OF LAND
DESCRIBED AS SUBTERRANEAN LOT 3 RP221998 AND SUBTERRANEAN LOT 5
RP221999
DIVISION 2

INTRODUCTION:

This is a report by the Development and Relationship Manager dated 6 March 2018 concerning two subterranean lots at Redbank which are surplus to future Council requirements and an approach by the State Government for their acquisition.

BACKGROUND:

The State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP), approached Council to acquire two subterranean lots in Redbank identified as Lot 3 RP221998 (subterranean lot north of Monash Road) being 4.5173 hectares and Lot 5 RP221999 (subterranean lot below Monash Road) being 7.6890 hectares. The lots are located in the industrial precinct known as the Redbank Peninsula.

Council has no current or future requirements for the two subterranean lots which were created in the early 1920's at a depth of 21.336 metres below the ground surface.

DSDMIP are looking to acquire and redevelop the land immediately above the two subterranean lots and have advised Council that the construction works associated with the proposed redevelopment of the surface lots may pass through the planes of both subterranean lots. Refer to the attached Confidential Background Paper for further detail.

The land above the two subterranean lots is largely zoned Regional Business and Industry with a portion zoned Regional Business and Industry Buffer. As a condition of the sale transfer, DSDMIP is also seeking Council's consent to a material change of use over the lots. DSDMIP intends to lodge a development application in support of its redevelopment proposal, prior to the transfer.

CONCLUSION:

A brief summary of findings and conclusions as to the best course of action.

CONFIDENTIAL BACKGROUND PAPERS:

Confidential Background details	Confidential Attachment
Confidential Background paper	Confidential Background Paper

RECOMMENDATION:

- A. That Council declare Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 as being surplus to Council’s future requirements.
- B. 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 the disposal of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999 (“the Land”) to the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning.
- C. That Council enter into a contract of sale with the State of Queensland, represented by the Department of State Development, Manufacturing, Infrastructure and Planning to dispose of the freehold interest in the Land described as Subterranean Lot 3 RP221998 and Subterranean Lot 5 RP221999, as detailed in the report by the Development and Relationship Manager dated 6 March 2018.
- D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the proposed sale as detailed in recommendations B and C of the report by the Development and Relationship Manager dated 6 March 2018, and to do any other acts necessary to implement Council’s decision to dispose of this land in accordance with section 13(3) of the *Local Government Act 2009*.

Greg Thomas
DEVELOPMENT AND RELATIONSHIP MANAGER

I concur with the recommendations contained in this report.

John Adams
CITY PLANNER (PLANNING AND DEVELOPMENT)

I concur with the recommendations contained in this report.

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

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

City Management, Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: YES
Authorisation: Gary Kellar	

A4685746

7 March 2018

MEMORANDUM

TO: MAYOR AND MEMBERS OF CITY MANAGEMENT, FINANCE AND COMMUNITY
ENGAGEMENT COMMITTEE

FROM: ACTING CHIEF EXECUTIVE OFFICER

RE: EXECUTIVE SECRETARIAT UPDATE

INTRODUCTION:

This is a report by the Acting Chief Executive Officer providing an update on the Chief Executive's Office for the month of February 2018.

BACKGROUND:

The Executive Secretariat consists of the Executive Office, Mayoral Office, Executive Research, Internal Audit and Legal Services.

Following is a summary of activities for each area:

Executive Office

Governance Review

The Administrative Working Group is continuing to progress the implementation of the recommendations from the Governance Review. Attached is an update of progress to each of the recommendation areas (refer Attachment A).

Representative Duties

The role of the Chief Executive Officer (CEO) at Ipswich City Council contains significant responsibilities in terms of representative duties on numerous bodies, companies, steering committees and forums both for the purposes of direct input into the decision making and to obtain understanding through an observation role of matters pertinent to the Council. The CEO attended the following meetings, forums and deputations in February 2018:

- QAO 2018 Planning Meeting
- SEQ Chief Executive Officers' Forum

- Meeting with RAAF Base Amberley including tour of the Base
- Weekly CBD PCG Meetings
- Audit and Risk Management Committee
- Change Management Workshop
- ICP Special Board Meeting
- Interviews for the Non-Executive Director roles
- Committee Meetings
- Council Ordinary Meeting
- City of Ipswich Defence Industry Attraction Committee
- Ipswich Commercial Board Meetings

The CEO also attended catch-up meetings with direct reports to discuss operational issues in areas and attended meetings to progress the review of the controlled entities and to finalise the termination deed relating to the CBD redevelopment.

During February the CEO exercised financial delegations as per Council resolutions listed in Attachment B.

Emerging Issues

CBD Redevelopment

The Deed of Termination and Release has been executed with epc.Pacific Pty Ltd. The Project Manager has been engaged and the work undertaken by epc.Pacific to date has been released to Ipswich City Properties. Transferring of documentation under the Deeds has been satisfactorily completed and ICP project staff are evaluating the elements necessary to activate the tender negotiation.

Review Governance arrangements of Controlled Entities

Two Non-Executive Directors have been appointed to the Ipswich City Properties Pty Ltd Board and have attended their first meeting. The governance arrangements including the organisational structure are currently being considered.

CEO Recruitment

The recruitment of the CEO has commenced through McArthur Management Services. Applications close on 26 March 2018.

Executive Research

For the month of February 2018, the Executive Research Office handled 41 new requests for assistance with 45 matters resolved and 25 still ongoing. Trending topics for the month of February 2018 consist mainly of overgrown properties, stormwater, footpath maintenance, new development and illegal street parking.

Activities in preparation for the Divisional boundary reviews are continuing. The Local Government Act 2009 (Qld) (the Act) allows for changes to divisions in local government areas to ensure that each division has a reasonable proportion of electors. Section 15 of the Act requires the Ipswich City Council to review whether each of the divisions has a

reasonable proportion of electors and give the Electoral Commissioner and the Minister a written notice of the results of the review no later than 1 March in the year that is one year before the year of the quadrennial elections. Currently, only Division 9 does not meet the reasonable proportion of elector's requirements with a potential for Division 5 to also fall outside the requirements prior to the 2020 quadrennial elections.

The continued growth of Springfield Lakes, Redbank Plains and Ripley areas has impacted all divisions substantially from a percentage of City population perspective. As of the most recent electoral role update, Division 9 is sitting at 14,434 voters which currently represents 31.7% of the citywide growth and places it at 16.6% of the quota, above the +/- 10% allowable variance.

Commencing in the second quarter of 2018, one on one sessions will be booked with all Councillors to go over the growth patterns of each area, what potential impacts are expected and determine the best approach going forward. Following these sessions, the working group will hold meetings commencing mid-year to begin formulation of the proposed boundaries to be used in the submission.

Internal Audit

Current issues for mentioning:

The following internal audits are in progress:

- Arboriculture – Follow-up discussions and report ready to be sent to Department Head for consideration.
- Waste Business Management Services Review for maintaining certifications – Draft report ready to be sent out.
- Security and Safety Cameras – Still on hold due to investigations work load.
- Design Certification – In progress
- Line Marking and Signs – In progress
- Construction Quality Verification – In progress

Continued internal audit observer involvement in the following groups:

- Information and Communications Technology Collaborative Group
- Human Resources Information Systems Project

Internal Investigations

- Numerous internal investigations are ongoing and assistance being provided to the Crime and Corruption Commission in relation to external investigations.
- Planning, sourcing, initiating and managing an investigation that have been outsourced.

External Independent Member to the Audit and Risk Management Committee

- Interviews, background checks, reference check and report to Council have been completed.

Risk for Internal Audit – Still being improved.

Internal Audit Plans for 2018/19 – Industry scan in progress and have received the initial risk schedules form departments.

Internal Audit Recommendation System – Updating and follow-up of recommendations in progress plus trying to resolving connectivity problems including during offsite use through Citrix.

Completed the Internal Audit and Investigations budget request for 2018/19.

Planning meeting with Queensland Audit Office.

Legal Services

Legal requests for February 2018:

- From 1 February 2018 – 28 February 2018 the legal branch received 36 additional legal requests, two (2) of which were outsourced.
- Four (4) of those matters were “High” priority, six (6) were “medium” priority, seven (7) were “low” priority and the remaining 19 are “ongoing”.
- Of the legal requests received since 1 February 2018; 3% were received from ASDCE; 8% from EDM, 11% from Exec Sec, 17% from FCS, 28% from HSRS, 6% from IS, 8% from PD and 19% from WPR.
- File numbers for the period 1 July 2017 –28 February 2018 is 246.

New prosecution/litigation matters:

- 5 matters are being progressed to prosecution at the Magistrates Court following the previous Prosecution Panel Meeting.
- One additional Planning and Development Appeal was served on Council in February. It related to the appeal of conditions for a development approval for a reconfiguration of a lot (1 into 2) on Jones Road, Bellbird Park.

Ongoing projects and litigation:

- There are currently 14 ongoing prosecution matters regarding matters of unlawful development, traffic and animal related offences.
- There are currently fewer than ten ongoing Planning & Environment Court and Court of Appeal planning matters. In short these relate to Lipoma/LEDA, Cherish, permissible change applications, conditions appeals and appeals against refusals.
- WMI discontinued their appeal of the enforcement notice on the basis that Council withdrew the enforcement notice. The enforcement notice was withdrawn as Council has approved a change to the development approval. Council is proceeding to enforce the changed approval.
- Legal Services has provided advice with respect to a possible call-in of the Bio-Recycle landfill development, the refusal of which is currently being appealed by the applicant.
- CCC investigations.
- Advice and review of agreements concerning V8 Supercars.
- CBD re-development.

Staff:

- Interviews for the EA and Paralegal have taken place and the appointee to commence in the next few weeks.

Risk register:

- The Legal Services Risk Register has been completed.
- Legal Services suggests that 'Failure to observe statutory requirements, including State and Federal law' is included as a strategic risk. We understand that branches may be including compliance to statutory requirements in their own registers, and that a strategic risk about governance compliance is currently in the draft register, however, we consider this broader compliance is of such importance that it is deserving of inclusion in the strategic risks.

Training:

- The solicitors have been and will be in the coming weeks undertaking various continuing professional development seminars and workshops.
- Legal Services is organising a few training opportunities for Council staff in coming months:
 - The introduction of the new Building Industry Fairness Act;
 - Property issues related to Local Governments;
 - Probity in procurement;
 - Tendering;
 - Decision making under the Planning Act.

Attachments

Name of Attachment	Attachment
Attachment A – Implementation of the Corporate Governance Review Recommendations status report	Attachment A
Attachment B – CEO delegations exercised under Council resolution	Attachment B

RECOMMENDATION:

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

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

###

GOVERNANCE REVIEW IMPLEMENTATION - PROGRESS REPORT

#	RECOMMENDATION	STATUS	PROGRESS COMMENTS - JANUARY 2018
1	Council consider the re-introduction of a Code of Conduct for Councillors as a public expression of its commitment to ethical governance.	In progress	For Items 1, 2 and 3 - A report has been prepared and submitted to Policy and Admin Advisory Committee providing a suite of governance policies - Code of Conduct, Conflict of Interest guidelines, Public Records and Acceptable Requests Guideline, Guide to dealing with developers and lobbyists.
2	The CEO consult with the executive team to review the extent of councillor/staff contact contained in the "red box" lists to ensure nominated contacts within the organisation have sufficient level of responsibility and accountability to advise and inform Councillors accurately and reliably in a manner consistent with management policy. Following the review the CEO advise Council on changes desirable to the Reasonable Requests Guidelines.	In progress	Amended 'Red Box' structures submitted along with Updated Acceptable Requests Guidelines to Policy and Administration Advisory Committee.
3	The CEO ensure that effective guidelines are promulgated to Councillors and employees (including relevant training) outlining their respective responsibilities in recognising, avoiding and responding to inappropriate approaches under the Reasonable Request Policy.	In progress	In progress. See Item 2 above. Implementation plan pending Council's adoption for new guidelines.
4	The CEO take action to achieve more effective compliance with Section 295 of the Local Government Regulation 2012 by publishing identifiable and consolidated Register of Interests for Councillors with clear links from the Councillor information page of the Council's website.	Completed	Registers are now subject to ongoing monitoring as an operational practice.
5	The CEO instruct Minutes Clerks when recording Councillors' declaration of conflicts of interest to record the Committee Report Item number and the topic or subject heading to fairly identify the context of the declared conflict of interest	Completed	Further development of conflicts of interest practice will proceed as a continuous improvement activity.
6b	Council partition the Committee agenda into matters to be dealt with in option session and matters to be dealt with in closed session, subject to listing the topic headings in the publicly available Committee agenda.	Completed	
6c	When reaching the Items on the Committee agenda that are to be dealt with in closed session, a motion should be moved that the Committee move into closed session to consider the nominated items on the agenda	Completed	
6d	Having returned from Closed session a motion should be moved specifying the actual recommendations from the closed session in respect of each matter considered and for those recommendations to be voted on, individually or collectively.		
6e	The motions, recommending those recommendations to the Council, having been carried, the reports considered in Closed session should be committed to the public record of the Committee meeting for public disclosure, except in circumstances where the Committee recommends the report be deemed confidential in keeping with the definitions in Section 275 of the Local Government Act 2009	Completed	

#	RECOMMENDATION	STATUS	PROGRESS COMMENTS - JANUARY 2018
6f	This procedure for dealing with matters in closed session be also applied to the Council's other Committees as and when required.	Completed	
7	Council adopt the practice of publishing on its website all reports considered by Committees and all Committee reports submitted to Council including officers' recommendations, Committee recommendations as well as Council's formal resolutions, in order to provide full transparency of its decision making	Completed	
8	Council improve public information on its website by incorporating a page containing a list of all adopted and current policies together with links to the actual documents for accessible inspection by inquirer	In progress	Completed - A- Z Table of contents now included on Website. Review of currency of policies in progress.
9a	The CEO review the conditions of the delegated power to decide applications under the Planning Act to avoid any risk of consultation with Councillors being interpreted as directing employees or exercising undue influence.	In progress	Amendments incorporated into Code of Conduct and Acceptable Requests Guidelines
9b	The CEO prepare a program to incorporate in Council induction and CPD programs including awareness training in relation to workplace behaviour including preventing undue influence of delegated authority decisions, bullying and harassment.	In progress	Review of ongoing training plan in progress.
10	Council revisit the recommendations of the QAO and Internal Audit in relation to the Procurement function and reconcile those recommendations with the implementation plan for the new Procurement Framework.	In progress	Working towards 31 March 2018. All previous recommendations have been reviewed and a gap analysis with implemented framework and actions has being drafted to enable preparation of a detailed action plan.
11	The Audit Plan element for examination of the Council's Procurement function be retained in the 3 year plan and continue to monitor the implementation of the new Procurement Framework, to provide ongoing review of its effectiveness.	Scheduled	CFO to review the project plan to consider and establish a service agreement with Departments. To be reviewed as part of ongoing implementation/ embedding of procurement issues.
12	The CEO review the Claim Form for use by Councillors in submitting expenditure for reimbursement to include declarations as to the compliance of the claim with Council policy and to provide for notations concerning the deduction of disallowed items.	Completed	
13	Council review its arrangements for the City Wide and Divisional Allocations particularly in relation to funding for community purposes to align more closely with the transparency and accountability requirements of Section 109 of the Local Government Act 2009 and Section 202 of the Local Government Regulation 2012.	In progress	Workshops scheduled for March with amendments to be implemented by April PAAC.
14	The CEO extract relevant matters from this report to include in the executive office risk register and develop appropriate risk mitigation strategies to deal with them.	In progress	Risk register being compiled in early 2018. Strategic and Operational Risk Registers currently being compiled.

City Management, Finance and Community Engagement Committee No. 2018(03) of 20 March 2018 - 10. Executive Secretariat Update

#	RECOMMENDATION	STATUS	PROGRESS COMMENTS - JANUARY 2018
15	The CEO formulate guidelines for the assessment of correspondence likely to be regarded as a public record and provide Councillors and their administrative assistants with a convenient process to enable a capture of relevant material.	In progress	Public Records Policy submitted to Policy and Administration Advisory Committee.
16	Council proceed to implement the recommendations of the Internal Audit unit in relation to controlled entities.	In progress	External independent review in progress. Report expected by end of February 2018.
17	The charter of Council's Audit Committee be expanded to include risk management and the committee's name be altered to the Audit and Risk Management Committee.	Completed	
18	The CEO arrange for procedures concerning the reception of the Observation Report to include a procedure for the Mayor to present the report to the next ordinary meeting of the local government after being received and the staff of the Mayor's office be alerted to this requirement.	Completed	
19	The CEO consult with the Mayor to convene working parties to develop the approved implementation plan for any changes endorsed from this review and a formal project plan be compiled to manage the implementation.	Completed	Working party meets regularly to review progress report.
ADDITIONAL ITEMS ARISING FROM GOVERNANCE INITIATIVES			
20	Review of Local Law & Sub-ordinate Local Law & Procedures for conduct of Council/Committee meetings	In progress	Preliminary review commenced.
21	Review of formatting of reports to Committee & Council	In progress	Preliminary review commenced - New format reports to be trialed in a limited fashion at an upcoming round.
22	Review all Policies for currency and accuracy and accessible publication on website	In progress	Policies for review identified and circulated to Departments/ Branches for review. Will continue with usual review process thereafter.
23	Review of Delegations	On hold	Several resources possibly required for this task including legal knowledge. Integration with the HRIS platform to be built as it is progressed, meeting with HRIS project team undertaken.
24	Performance Management System	In progress	Substantive review pending new HRIS system.
25	Review of Complaints Management System/Framework	In progress	Complaints Management framework scoping underway.
26	Review of Councillor Expense Reimbursement & Administration Support Procedure, specifically relating to travel	In progress	CFO to review policy and procedure in relation to the approval process for travel and provide an update to CEO.

Status Scheduled
 In Progress
 On Hold
 Completed
 Monitoring Implementation
 TBA
 .

Council Meeting Date	Meeting	Resolution No. and Title	Resolution contains: oxford
7/25/2017	CFMCE Brd	17. SPRINGFIELD LIBRARY OPTIONS – SPRINGFIELD CENTRAL – DIVISION 1	<p>A. That the new Springfield Central Library be accommodated in an office tenancy located at Mirvac Orion Shopping Centre, Springfield Central as outlined in the report by the Chief Operating Officer (Works, Parks and Recreation) dated 17 July 2017.</p> <p>B. That Council (as tenant) enter into a lease with Mirvac, to locate the Springfield Central Library at Mirvac Orion Shopping Centre, Springfield Central. The term of the lease is for a five (5) year initial lease with a further five (5) x year option as outlined in the report by the Chief Operating Officer (Works, Parks and Recreation) dated 17 July 2017.</p> <p>C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the lease to be executed by Council, as tenant, and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.</p> <p>D. That the Chief Operating Officer (Works, Parks and Recreation) negotiate and finalise an agreement with Mirvac for temporary use and development of the land at 130 Southern Cross Circuit, Springfield Central (Lot 773 on SP253291) as a local park.</p> <p>E. That Council continue negotiations with the State Government, for the purposes of joint investment options, for a future civic building at 130 Southern Cross Circuit, Springfield Central (Lot 773 on SP253291).</p>
7/25/2017	CFMCE Brd	9. IPSWICH RIVERS IMPROVEMENT TRUST PROPOSED SALE OF 36 AND 65 MILL STREET, GOODNA, DESCRIBED AS LOT 3 ON G156 AND LOT 203 ON SP234923 TO IPSWICH CITY COUNCIL – DIVISION 2	<p>A. That Council enter into a contract of sale to acquire 36 and 65 Mill Street, Goodna described as Lot 3 on G156 and Lot 203 on SP234923 ("the Land") for a consideration of \$28,000 and \$100,000 respectively, with the balance payable being deducted from the 2017-2018 annual precept.</p> <p>B. That Council pay all associated legal costs relating to the transfer of title.</p> <p>C. That the Chief Executive Officer be authorised to negotiate and execute the sale agreement and do any other acts necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.</p>
1/30/2018	CMFCE Ctee	18. LEASE RENEWAL TO ROBERT DAVID CARRUTHERS, PART OF 7-9 JOHN STREET, ROSEWOOD, DESCRIBED AS PART OF LOT 9 ON RP906761 – DIVISION 10	<p>A. That the previous decision of Council, as per Item No. 8 of the City Management, Finance and Community Engagement Committee No. 2017(08) of 15 August 2017 and adopted at the Council Ordinary meeting of 22 August 2017, be repealed</p> <p>B. That Council resolve pursuant to section 236(2) of the Local Government Regulation 2012 (the Regulation) that the exemptions under sections 236(1)(c)(iii) of the Regulation apply to the disposal of the leasehold interest located at part of 7-9 John Street, Rosewood and described as part of Lot 9 on RP906761 ("the land"), by way of a leasehold arrangement between Council and Robert David Carruthers for a consideration sum of \$17,694.45 per annum (including GST).</p> <p>C. That Council enter into a lease with Robert David Carruthers ("the tenant") for a period of two (2) years with a three (3) year option period</p> <p>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.</p>
1/30/2018	I&EM	3. CONTRACT AWARD – 10947 SPRINGFIELD CENTRAL LIBRARY FITOUT	<p>A. That Tender No. 10947 for the Springfield Central Library Fitout be awarded to IQ Construct under an AS2124 Lump Sum Contract</p> <p>B. That Council enter into a lump sum contract with IQ CONSTRUCT for the fitout of the Springfield Central Library for the sum of two million, eight hundred and forty one thousand and one hundred and eighteen dollars (\$2,841,118.00) excluding GST as per the proposed works as specified in the project documentation</p> <p>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</p>

11/14/2017	WPS	9. 10422 – MATERIAL RECOVERY SERVICES CONTRACT AWARD	<p>A. That Council enter a preferred supplier arrangement for the supply of Material Resource Services with the following suppliers:</p> <ul style="list-style-type: none"> • Polytrade Pty Ltd • Orora Limited Trading as Orora Recycling Australia • Shelldust Pty Ltd • Sims Metals Pty Ltd • S & J Australian Scrap Tyre Disposals. <p>B. That Council is satisfied that the preferred supplier arrangement has been made in compliance with section 233(3) to (8) of the Local Government Regulation 2012.</p> <p>C. That Council is satisfied that it will receive better value if the preferred supplier arrangement is for a period of more than two years and that the period of the preferred supplier arrangement be two (2) years , plus two (2) x twelve (12) month options.</p> <p>D. That Council is satisfied that it will receive better value for money if the preferred supplier arrangement for Commingle Recyclables only, is for a period of more than two years and that the preferred supplier arrangement be seven (7) years plus two (2) x up to twelve (12) months options.</p> <p>E. That Council enter into a contract with those suppliers referred to in Recommendation A setting out the terms of the preferred supplier arrangement.</p> <p>F. That the Chief Executive Officer be authorised to negotiate and finalise the term 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.</p>
3/28/2017	CMFCE Ctee	3.ACQUISITION OF VALUELESS LAND	<p>A. That, in accordance with the provisions of the section 148 of the <i>Local Government Regulation 2012</i> , Council determine that the land as detailed in Attachment A to the report by the Senior Recoveries Officer dated 9 March 2017, is considered valueless.</p> <p>B. That Council resolve, pursuant to section 149(1) of the Local Government Regulation 2012, to acquire the land as detailed in Attachment A to the report by the Senior Recoveries Officer dated 9 March 2017, unless all overdue rates and charges and expenses are paid in full within 6 months from the date in which the notice of intention to acquire is given.</p> <p>C. That overdue rates and charges be written off on any of the land detailed in Attachment A of the report by the Senior Recoveries Officer dated 9 March 2017, that is acquired.</p>
1/30/2018	CMFCE Ctee	22. PROPERTY ACQUISITION – 98A WINDLE ROAD, BRASSALL, DESCRIBED AS LOT 448 ON CH31188 – DIVISION 6	<p>A. That Council authorise the Chief Executive Officer to negotiate a contract of sale with the registered property owners, for Council to acquire the land at 98A Windle Road, Brassall described as Lot 448 on CH31188 and to do any other acts necessary to implement Council’s decision to acquire the land in accordance with section 13(3) of the Local Government Act 2009</p> <p>B. That Council resolve to enter into a contract of sale with the registered property owners to acquire, for open space purposes, the property located at 98A Windle Road, Brassall described as Lot 448 on CH31188, as detailed in the report by the Senior Property Officer dated 3 January 2018</p>

1/30/2018	WPS	5. 10590 – SUPPLY AND DELIVERY OF LIGHT VEHICLES CONTRACT AWARD	<p>the supply and delivery of light vehicles. The register is to be retained for a period of two (2) years with the option to extend the arrangement by two (2) x further, one (1) year periods. The register of pre-qualified suppliers is to include the following suppliers.</p> <p>Q AUTOMOTIVE GROUP T/A BREMER FORD Blue Ribbon Motors (Ipswich) Pty Ltd Ross Llewellyn Motors Pty Ltd</p> <p>B. That Council resolve under s232(3)(a) of the Local Government Regulation 2012, that it is satisfied that the establishment of a register of pre-qualified suppliers for the supply and delivery of light vehicles is necessary on the basis that the preparation and evaluations every time the goods are required would be costly</p> <p>C. The Council resolve under s232(7) of the Local Government Regulation 2012, that it is satisfied that the suppliers listed at recommendation D have the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements</p> <p>D. That Council enter into a contract for the supply and delivery of light vehicles with the suppliers listed below for a period of two (2) years with the option to extend the contract by two (2) x further, one (1) year periods.</p> <p>Tenderers Portion 1 Q AUTOMOTIVE GROUP T/A BREMER FORD Portion 2 Q AUTOMOTIVE GROUP T/A BREMER FORD Blue Ribbon Motors (Ipswich) Pty Ltd Ross Llewellyn Motors Pty Ltd</p> <p>E. That Council resolve, under s236(2) of the Local Government Regulation 2012, that it is satisfied that the exception for the disposal of valuable non-current assets, other than land, provided at s236(1)(d) of the Local Government Regulation 2012, applies to any disposal by Council of Council vehicles that qualify as valuable non-current assets by way of trade-in to the suppliers listed below as part of the contract for the supply and delivery of light vehicles.</p> <p>F. That the Chief Executive Officer be authorised to negotiate and finalise the term 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.</p>
Other Delegations			
Feb-18	HSRS	Claim by resident on burial plot in Ipswich General Cemetery	<p>A complaint was made to Council by a resident that a payment had been made to Council to reserve a burial plot in the Ipswich General Cemetery in 2004. Investigation has failed to confirm one way or the other if money actually changed hands. The records maintained by the Council at the time are unclear on the subject of receipting monies in these circumstances. It is possible that payments made were not recorded correctly. What does seem to be apparent that there was a reservation or an expectation given of a reservation. To avoid incurring further unnecessary time and expense (which is already exceeding the value in dispute) it was recommended that the CEO approve the confirmation of the reservation, with no further payment to be made.</p>

City Management Finance and Community Engagement Committee	
Mtg Date: 20.03.18	OAR: YES
Authorisation: Gary Kellar	

7 March 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: INTERNAL AUDIT MANAGER

RE: REPLACEMENT APPOINTMENT OF INDEPENDENT EXTERNAL MEMBER TO THE
AUDIT AND RISK MANAGEMENT COMMITTEE

INTRODUCTION:

This is a report by the Internal Audit Manager to address Recommendation C of item 9 of the City Management Finance and Community Engagement Committee of November 2017 *“That recruitment processes be undertaken to engage an external member based on the position description and selection criteria attached to fill the current vacancy.”*

BACKGROUND:

The current arrangement concerning the Ipswich City Council Audit and Risk Management Committee is that Council has a Committee structure showing two external members.

The current situation in relation to the two external members is that one member resigned which created a vacancy that needed to be filled. As part of the process and as per the above mentioned report, the position description, remuneration and selection criteria were reviewed and approved.

CONFIDENTIAL BACKGROUND PAPERS:

Confidential Background Detail	Confidential Attachment
Background details	Confidential Background Papers

RECOMMENDATION:

That Council endorse the appointment of the preferred candidate as the second independent external member to the Audit and Risk Management Committee for a term of four years.

Freddy Beck
INTERNAL AUDIT MANAGER

I concur with the report and recommendation.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER

POLICY AND ADMINISTRATION ADVISORY COMMITTEE NO. 2018(02)

13 MARCH 2018

REPORT OF THE POLICY AND ADMINISTRATION ADVISORY COMMITTEE FOR THE
CITY MANAGEMENT, FINANCE AND COMMUNITY ENGAGEMENT COMMITTEE NO. 2018(03) OF
20 MARCH 2018

REPORT

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

1. **MANAGEMENT OF REQUESTS FOR COUNCIL TO LIGHT ICONIC BUILDINGS/FACILITIES**

With reference to a report by the Executive Assistant dated 19 February 2018 concerning the management of requests for Council to light iconic buildings/facilities in association with significant celebrations or campaigns.

RECOMMENDATION

- A. That the Chief Operating Officer (Works, Parks and Recreation) investigate and determine the feasibility of iconic buildings/facilities to be lit in association with celebrations and campaigns.
 - B. That the Chief Operating Officer (Works, Parks and Recreation) develop a Policy, Procedure and application form as generally outlined in the report by the Executive Assistant dated 19 February 2018 for presentation to a future Policy and Administration Advisory Committee for consideration.
-

2. [REVIEW OF POLICIES – MARKETING SERVICES BRANCH](#)

With reference to a report by the Marketing Services Manager dated 28 February 2018 concerning a review of the Marketing Services Branch policies.

RECOMMENDATION

- A. That the policy titled “Freedom of Entry to the City and Key to the City Policy” as detailed in Attachment C of the report by the Marketing Services Manager dated 28 February 2018 as recommended at the Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014 and Council Ordinary Meeting of 2 December 2014, be amended, as detailed in Attachment D to the report by the Marketing Services Manager dated 28 February 2018.
 - B. That the policy titled “Key to the City Policy” as detailed in Attachment F of the report by the Marketing Services Manager dated 28 February 2018, be adopted.
 - C. That the policy titled “Gifts and Floral Tributes Policy” as detailed in Attachment G of the report by the Marketing Services Manager dated 28 February 2018, as recommended at the Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014 and Council Ordinary Meeting of 2 December 2014, be amended, as detailed in Attachment H to the report by the Marketing Services Manager dated 28 February 2018.
 - D. That the policy titled “Floral Tributes Policy” as detailed in Attachment J of the report by the Marketing Services Manager dated 28 February 2018, be adopted.
-

3. [REVIEW OF STYLE GUIDE FOR CITY OF IPSWICH ENTRY SIGNAGE](#)

With reference to a report by the Acting Marketing Services Manager dated 2 March 2018 in response to a request from the Policy and Administration Board in March 2017 regarding a review of the Style Guide for the City of Ipswich Entry Signage.

RECOMMENDATION

That a working group be formed comprising Councillors Tully, Silver and Bromage to review the Style Guide for the City of Ipswich Entry Signage and that a report be submitted to a future Policy and Administration Advisory Committee meeting.

4. [GOVERNANCE POLICY PACKAGE](#)

With reference to a report by the Acting Chief Executive Officer dated 27 February 2018 concerning the introduction of a group of policies intended to guide the Councillors and staff of the City of Ipswich in managing their various responsibilities.

RECOMMENDATION

- A. That the policy titled "Councillor Code of Conduct", as detailed in Attachment A to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.
 - B. That the policy titled "Councillors' Acceptable Requests Guidelines for Advice or Information Policy", as detailed in Attachment D to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.
 - C. That the policy titled "Capture and Retention of Public Records - Mayor and Councillors", as detailed in Attachment E to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.
 - D. That the policy titled "Councillor Contact with Lobbyists, Developers and Submitters", as detailed in Attachment F to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted.
-

5. [WORKPLACE HEALTH AND SAFETY POLICY UPDATE](#)

With reference to a report by the Human Resources Manager dated 21 February 2018 concerning the update of the Workplace Health and Safety Policy (WHS Policy) in line with Ipswich City Council's review cycle.

RECOMMENDATION

- A. That the policy titled "Workplace Health and Safety Policy", as detailed in Attachment A, as per resolution No. 4304 of the City Management and Finance Committee No. 2005 of 7 and 9 June 2005 and adopted at Council on 15 June 2005, be repealed.
 - B. That the policy titled "Workplace Health and Safety Policy", as detailed in Attachment C of the report by the Human Resources Manager dated 21 February 2018, be adopted, as amended.
-

6. [**QUEENSLAND URBAN UTILITIES PARTICIPATION RETURN POLICY](#)

With reference to a report by the Chief Financial Officer dated 27 February 2018 concerning a request from Queensland Urban Utilities (QUU) for approval to amend its Participation Return Policy (return policy).

RECOMMENDATION

- A. That Ipswich City Council, as a shareholder of Queensland Urban Utilities, agree to the amendment to the Participation Returns Policy as per the proposed wording outlined in Attachment A to the report of the Chief Financial Officer dated 27 February 2018.

- B. That the Chief Executive Officer be authorised to sign the approval of the requested amendment on behalf of Ipswich City Council as per Attachment B to the report of the Chief Financial Officer dated 27 February 2018.
-

7. [LOCAL LAW MAKING PROCESS POLICY](#)

With reference to a report by the Strategic Policy and Systems Manager dated 1 March 2018 concerning the development of a Local Law Making Process Policy for Council.

RECOMMENDATION

That the policy titled “*Local Law Making Process*” as detailed in Attachment A of the report by the Strategic Policy and Systems Manager dated 1 March 2018 be adopted.

8. [LOCAL LAW MAKING PROCESS – AMENDMENTS RELATED TO ENTERTAINMENT VENUE](#)

With reference to a report by the Strategic Policy and Systems Manager dated 2 March 2018 concerning amendments to local laws relating to entertainment venues.

RECOMMENDATION

- A. That Council propose to make amendments to *Local Law No.3 (Commercial Licensing) 2013 and Subordinate Local Law 3.1 (Commercial Licensing)* as described in Attachment A of the report by the Strategic Policy and Systems Manager dated 2 March 2018.
- B. That the Chief Executive Officer be authorised to consult with the Department of Local Government, Racing and Multicultural Affairs about the overall State interest in *Local Law No.3 (Commercial Licensing) 2013* in accordance with Section 29A(3) of the *Local Government Act 2009*.
- C. That Council note that compliance with the ‘National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws’ as required by Section 38 of the *Local Government Act 2009* has occurred and apply the following exclusions from further assessment of anti-competitive provisions and public interest consultation processes:
- a. the local law is being implemented to ensure accepted public health and safety standards are met.
- D. That the Chief Executive Officer be authorised to undertake public consultation with regard to the proposed *Local Law No.3 (Commercial Licensing) 2013 and Subordinate Local Law 3.1 (Commercial Licensing)* in accordance with section 29A of the *Local Government Act 2009*.
-

9. [PROPOSAL TO MAKE NEW LOCAL LAW – LOCAL LAW 9 \(WASTE MANAGEMENT\) 2018](#)

With reference to a report by the Strategic Policy and Systems Manager dated 2 March 2018 concerning the making of a new local law for waste management.

RECOMMENDATION

- A. That Council propose to make *Local Law No.9 (Waste Management) 2018* as detailed in the report by the Strategic Policy and Systems Manager dated 2 March 2018, as amended.
 - B. That the Chief Executive Officer be authorised to consult with the Department of Environment and Heritage Protection about the overall State interest in *Local Law No.9 (Waste Management) 2018* in accordance with Section 29A(3) of the *Local Government Act 2009*.
 - C. That Council note that compliance with the 'National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws' as required by Section 38 of the *Local Government Act 2009* has occurred and apply the following exclusions from further assessment of anti-competitive provisions and public interest consultation processes:
 - a. the local law is intended as legitimate measures to combat the spread of pests and disease; and
 - b. the local law is being implemented to ensure accepted public health and safety standards are met.
 - D. That the Chief Executive Officer be authorised to undertake public consultation with regard to the proposed *Local Law No.9 (Waste Management) 2018* in accordance with section 29A of the *Local Government Act 2009*.
 - E. That the Chief Executive Officer be authorised to seek the written agreement from the chief executive of the Department of Transport and Main Roads in accordance with section 66(5) of the Transport Operations (Road Use Management) Act 1995 regarding the making of Local Law No.9 (Waste Management) 2018.
-

10. [DOGS QUEENSLAND – MEMBER REGISTRATION FEES](#)

With reference to a report by the Manager (Animal Management Operations) dated 1 March 2018 concerning registration fees for Dog's Queensland members in Ipswich.

RECOMMENDATION

- A. That a formal advice be issued to Dogs Queensland for distribution to their members clarifying Council's requirements with respect to animal permits and commercial kennel licencing.

- B. That Council approve Option 2 for the provision of a discount off entire dog registration fees for compliant Dogs Queensland members, as outlined in the report by the Manager (Animal Management Operations) dated 1 March 2018.
 - C. That an amended Dog Registration Policy be submitted to the next Policy and Administration Advisory Committee for adoption.
-

11. [COUNCIL CULTURAL CHANGE PROGRAM – LINE OF SIGHT](#)

With reference to a verbal report by the Chief Operating Officer (Health, Security and Regulatory Services) providing an explanation of the Council Cultural Change Program – Line of Sight.

RECOMMENDATION

That the report be received and noted.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 10.05 am.

The meeting closed at 12.30 pm.

Policy and Administration Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Bryce Hines	

sas: sas
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19 February 2018

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: EXECUTIVE ASSISTANT

RE: MANAGEMENT OF REQUESTS FOR COUNCIL TO LIGHT ICONIC BUILDINGS/FACILITIES

INTRODUCTION:

This is a report by the Executive Assistant dated 19 February 2018 concerning the management of requests for Council to light iconic buildings/facilities in association with significant celebrations or campaigns.

BACKGROUND:

Council has recently received a request from The Lady Musgrave Trust seeking Council's support of Queensland Women's Week from the 3 – 11 March 2018 by lighting a public icon to show solidarity with helping homeless women and children.

Council has previously supported the State Government 'Going Gold for September' campaign to honour and recognise children suffering from cancer by lighting up the Ipswich Civic Centre and Studio 188 in 2015.

There is currently no formal process or policy relating to these types of requests. As such, requests are managed on an ad-hoc basis when they are received.

OTHER LOCAL AUTHORITIES:

Brisbane City Council (BCC) has a number of iconic buildings/facilities that are lit from time to time. Discussions with BCC has determined that any organisation wishing to have an iconic building/facility lit within the local government area must make an application on the relevant form. In summary:

- Applications can be made for fixed structures such as King George Square, Brisbane City Hall, Victoria Bridge, William Jolly Bridge and other fixed structures such as sculptures etc;
- Other non-BCC assets can be lit up but advice is provided to the customer that contact needs to be made directly with the operator of these facilities (Treasury Casino etc);
- Eligibility of light up applications is required and must meet the following:
 - Organisations holding significant events or activities in City Hall or King George Square; or
 - Significant city, state or national events or awareness campaigns that;
 - have a Brisbane-wide audience, or
 - benefit all Brisbane residents; or
 - attract 10,000 participants or more; or
 - are a national event represented in multiple states (awareness campaigns etc).
- Applicants are required to submit an application outlining the requirements of their request
- Specifically information relating to the above eligibility is required on the application form, and are generally processed in order of receipt (first in best dressed).
- If BCC already have designated events, these events will take precedent over any bookings that are received for the same date. This is stated on application forms where Council reserves the right to refuse bookings and has rights to use its assets during a booked period, cancel any booking at their discretion, times may be booked out for maintenance purposes.
- Terms and conditions of the application are provided to the applicant at the time.
- The majority of applications are received by not-for-profit organisations and a concessional request (waiver) of any costs is provided and generally approved by BCC. Lighting packages are available and can also include the provision of banners (in these instances the costs are \$1000.00), only if the banners are required the fee is applied (but for not for profit organisations this is generally waived when a concessional request is received). Some commercial entities do apply for these packages and the full fee applies in these instances. The fee relating to the banner hanging is to cover the labour costs and possibly some insurance components.
- Applications are generally made to light up two Council assets only, and there are no charges applied for the lighting of assets or locations.
- Colours for lights are quite open and are listed on the application forms (noting that available colours can be changed at the discretion of Council).

- Applicants wishing to book banners, are required to have banners made by an external company, deliver to the relevant depot prior to the booking, staff hang and remove the banner with the applicant to retrieve the banner at the conclusion of their booking.

IPSWICH ICONIC BUILDINGS/FACILITIES:

In 2015 Council lit the Ipswich Civic Centre and Studio 188 for the Going Gold for September campaign. This was managed by the Ipswich Civic Centre and Studio 188 through the programming of the current lighting system.

Requests are received by both the Works, Parks and Recreation and the Arts, Social Development and Community Engagement Department.

In December 2017, four requests were received by the Arts, Social Development and Community Engagement Department (ASDCE). ASDCE currently manage these requests by way of if there is no bookings for the Ipswich Civic Centre, the request is agreed to and the lighting system is adjusted to meet the request. That is, requests are agreed to on an ad-hoc basis without any clear guidelines in relation to managing these requests.

Therefore, to assist Council in managing these requests it is suggested that an approved list of iconic buildings/facilities be determined. This will enable Council to ensure that all relevant and associated hardware required to enable the buildings/facilities to be lit is investigated, implemented and installed.

To assist, it is suggested that the following iconic building/s facilities be investigated to determine suitability:

- Bradfield Bridge
- Studio 188
- Ipswich Civic Centre
- Robelle Domain – The Circle light display
- Firestation 101 Tower

Further, once the new civic space and buildings are constructed in the CBD these could be included in the approved list of iconic buildings/facilities.

BRADFIELD BRIDGE:

To assist Council, Works, Parks and Recreation has sought some early concept suggestions and costs from three companies. The concepts were:

1. Provide a scope and outline of a simple and effective solution to light the bridge
2. Provide a scope to light the bridge and present it as an artistic masterpiece (ie use of designer lights, new dynamics/pictures)

3. Provide a scope that adds to Option 2 but including features that have captivated audiences around the world on other iconic landmarks (ie audio musical interactions).

Each company provided a scope and quote for Option 1 and Option 2 with only two companies providing a quote on Option 3. The proposed costs for each option are listed below:

- Option 1 – range in price from \$320,000 to \$610,000
- Option 2 – range in price from \$510,000 to \$1.23 million
- Option 3 – range in price from \$1.3 million to \$1.5 million

At this stage, Works, Parks and Recreation have not undertaken any further work or discussions with any of the companies.

OPTIONS:

There are a number of iconic buildings/facilities that Council can investigate to determine suitability to be lit in association with requests relating to celebrations and campaigns. Initial investigations in relation to the lighting of the Bradfield Bridge has been undertaken including cost estimate for a number of options.

To assist in managing these requests, it is suggested that a Policy, procedure and application form be developed for Council consideration based on the current process utilised by Brisbane City Council as outlined in this report.

RECOMMENDATION:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

- A. That the Chief Operating Officer (Works, Parks and Recreation) investigate and determine the feasibility of ~~the following~~ iconic buildings/facilities to be lit in association with celebrations and campaigns:
 - ~~Bradfield Bridge~~
 - ~~1. Studio 188~~
 - ~~1. Ipswich Civic Centre~~
 - ~~1. Robelle Domain – The Circle light display~~
- B. That the Chief Operating Officer (Works, Parks and Recreation) develop a Policy, Procedure and application form as generally outlined in the report by the Executive Assistant dated 19 February 2018 for presentation to a future Policy and Administration Advisory Committee for consideration.

Sharon Smith
EXECUTIVE ASSISTANT

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

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

Policy and Administration Advisory Committee	
Mtg Date: 13.03.2018	OAR:
Authorisation: Ben Pole	

28 February 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER
(ECONOMIC DEVELOPMENT AND MARKETING)

FROM: MARKETING SERVICES MANAGER

RE: REVIEW OF POLICIES – MARKETING SERVICES BRANCH

INTRODUCTION:

This is a report by the Marketing Services Manager dated 28 February 2018 concerning a review of the Marketing Services Branch policies. The review has identified: two policies to be repealed, two policies that require significant amendments and two new policies to be created.

BACKGROUND:

[Amended Policy and Administration Advisory Committee No. 2018\(02\) of 13 March 2018](#)






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

Policy	Recommendation
Ipswich City Council Advertising Policy	Repeal – The Marketing Services Branch facilitates advertising spend and strategies based on individual/branch desired outcomes and budget on an as needs basis. The information contained in this policy is now invalid and void. (Refer Attachment A). <u>Policy to be amended and submitted to a future Policy and Administration Advisory Committee.</u>
Sponsorship of Promotional Street Banners Policy	Repeal – The Marketing Services Branch is no longer able to facilitate such requests due to external factors, Workplace Health and Safety guidelines and revised sponsorship application

	processes. The information contained in this policy is now invalid and void. (Refer Attachment B). Policy to be amended and submitted to a future Policy and Administration Advisory Committee.
Freedom of Entry to the City and Key to the City Policy	Significant amendment – This policy has been split into two separate policies as each process is different. Policy amended to ‘Freedom of Entry to the City’. No changes made to the intent of the policy. (Refer Attachment D).
Key to the City Policy	New policy – Policy separated from the Freedom of Entry to the City and Key to the City Policy. No changes made to the intent of the policy. (Refer Attachment F).
Gifts and Floral Tributes Policy	Significant amendment - This policy has been split into two separate policies as they use different systems and have different financial implications. Policy amended to Gifts Policy. Minor grammatical changes made however no changes made to the intent of the policy. (Refer Attachment H).
Floral Tributes Policy	New policy – Policy separated from the Gifts and Floral Tributes Policy. No changes made to the intent of the policy. (Refer Attachment J).

ATTACHMENT:

Name of Attachment	Attachment
Attachment A Ipswich City Council Advertising Policy – Original	 Attachment A.docx
Attachment B – Sponsorship of Promotional Street Banners Policy – Original	 Attachment B.docx
Attachment C Freedom of Entry to the City and Key to the City – Original	 Attachment C.docx
Attachment D Freedom of Entry to the City Policy – Tracked Copy	 Attachment D.docx
Attachment E Freedom of Entry to the City Policy – Cleanskin	 Attachment E.docx

Attachment F Key to the City Policy – Cleanskin (NEW)	 Attachment F.docx
Attachment G Gifts and Floral Tributes Policy – Original	 Attachment G.docx
Attachment H Gifts Policy – Tracked Copy	 Attachment H.doc
Attachment I Gifts Policy – Cleanskin	 Attachment I.doc
Attachment J Floral Tributes Policy – Cleanskin (NEW)	 Attachment J.doc

RECOMMENDATION:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

~~A. — That the policy titled “Ipswich City Council Advertising Spending Policy” as detailed in Attachment A of the report by the Marketing Services Manager dated 28 February 2018 as recommended at the Policy and Administration Board No. 2013(01) of 5 February 2013 — City Management and Finance Committee No. 2013(02) of 12 February 2013 and Council Ordinary Meeting of 29 February 2013, be repealed.~~

~~B. — That the policy titled “Sponsorship of Promotional Street Banners Policy” as detailed in Attachment B of the report by the Marketing Services Manager dated 28 February 2018 as recommended at the Economic Development Committee dated 30 May 2000, resolution 34.06 and adopted at Council Ordinary Meeting of 7 June 2000, be repealed.~~

C.A. — That the policy titled “Freedom of Entry to the City and Key to the City Policy” as detailed in Attachment C of the report by the Marketing Services Manager dated 28 February 2018 as recommended at the Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014 and Council Ordinary Meeting of 2 December 2014, be amended, as detailed in Attachment D to the report by the Marketing Services Manager dated 28 February 2018.

D.B. — That the policy titled “Key to the City Policy” as detailed in Attachment F of the report by the Marketing Services Manager dated 28 February 2018, be adopted.

E.C. — That the policy titled “Gifts and Floral Tributes Policy” as detailed in Attachment G of the report by the Marketing Services Manager dated 28 February 2018, as recommended at the Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014


2014 and Council Ordinary Meeting of 2 December 2014, be amended, as detailed in Attachment H to the report by the Marketing Services Manager dated 28 February 2018.

F.D. That the policy titled “Floral Tributes Policy” as detailed in Attachment J of the report by the Marketing Services Manager dated 28 February 2018, be adopted.

Kate Smith
MARKETING SERVICES MANAGER

I concur with the recommendation contained in this report.

Ben Pole
CHIEF OPERATING OFFICER (ECONOMIC DEVELOPMENT AND MARKETING)

	<p>FREEDOM OF ENTRY TO THE CITY AND KEY TO THE CITY</p>	<p>Document No: A3753557</p>
<p>1.1 Objectives:</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Provide guidance for the approval of Freedom of Entry to the City on Military units and presentation of a Key to the City to individuals to recognise outstanding achievements. • Provide professional ceremonial functions for Freedom of Entry to the City and the presentation of a Key to the City. • Manage appropriate protocols and ceremonial functions befitting Freedom of Entry to the City and presentation of a Key to the City. 		
<p>1.2 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • Ipswich City Council Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2012-2017 		
<p>1.3 Policy Statement:</p> <p>Freedom of Entry to the City</p> <p>The right of Freedom of Entry to the City is a symbolic honour, demonstrating trust, loyalty and sense of community between a city and military unit. Freedom of Entry to the City is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.</p> <p>Eligibility to grant Freedom of Entry to the City requires a military unit to demonstrate a significant attachment to the City of Ipswich in recognition of the unit achievement while on active service.</p> <p>Key to the City</p> <p>The granting and presentation of a Key to the City is a symbolic presentation, which represents the highest honour a City can confer on an individual or an organisation. A Key to the City can be awarded to an individual or organisation for furthering the ideals of the City of Ipswich or to recognise outstanding achievement in public life.</p>		

Council may on its own initiative, or following receipt of an application, award the Freedom of Entry to the City or a Key to the City to any eligible organisation or person.

Eligibility for an individual or organisation to receive a Key to the City of Ipswich must demonstrate an outstanding contribution in furthering the ideals of the City or in recognition of outstanding achievement in public life.

Granting of Freedom of Entry to the City and a Key to the City may only be made by prior resolution of Council.

Nominations are to be discussed formally by the Mayor and Councillors and a report must be tabled at Committee or Council.

1.5 Role and Responsibilities:

The Events Team, Community and Cultural Services Department shall be responsible for ensuring applications for Freedom of Entry to the City and a Key to the City meet the requirements of this policy, and shall be responsible for reviewing this policy and providing advice to Council on the application of this policy.

1.6 Definitions:

Freedom of Entry to the City

Freedom of Entry to the City of Ipswich is a ceremonial honour. The honour draws some inspiration from medieval history. A military unit accorded this privilege is granted the right of entry to the city 'with bayonets fixed, colours flying and drums beating'. This award is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.

It is conferred in recognition of the Unit's achievement while on active service and overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia.

Keys to the City:

The tradition of a Key to the City dates back to medieval times, when many cities were enclosed within walled fortifications. The 'key' symbolised the political relationship between a city and the King/Queen or ruler of the land on which the city was located.

When the ruler visited the city for the first time after assuming power, the authorities would formally greet him/her at the gates and present a key to signify that the city was now under his/her control. The key would then be returned by the ruler to the city authorities to acknowledge that he/she intended to respect the political authority of those who administered the city.

The Key to the City is bestowed upon distinguished persons and honoured guests of the

City of Ipswich. The key symbolizes free entry. The granting of the Keys to the City is a symbolic presentation, which represents the highest honour that a City can confer on an individual or an organisation.

A Key to the City of Ipswich is presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the city, or to recognise outstanding achievement in public life.

1.7 Policy Author:


The Events Team, Community and Cultural Services Department is responsible for reviewing this Policy.

Date of Council resolution: 2 December 2014

Committee Reference and date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

	<p>FREEDOM OF ENTRY TO THE CITY AND KEY TO THE CITY POLICY</p>	<p>Document No: A3753557</p>
<p>1.1 Objectives:</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Provide guidance for the approval of Freedom of Entry to the City on Military units and presentation of a Key to the City to individuals to recognise outstanding achievements. • Provide professional ceremonial functions for Freedom of Entry to the City and the presentation of a Key to the City. • Manage appropriate protocols and ceremonial functions befitting Freedom of Entry to the City and presentation of a Key to the City. <p>1.2 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • Ipswich City Council Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2012-2022 17 <p>1.3 Policy Statement:</p> <p><i>Freedom of Entry to the City</i></p> <p>The right of <i>Freedom of Entry to the City</i> is a symbolic honour, demonstrating trust, loyalty and sense of community between a city and military unit. Freedom of Entry to the City is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.</p> <p>Eligibility to grant Freedom of Entry to the City requires a military unit to demonstrate a significant attachment to the City of Ipswich and is presented in recognition of the unit's achievement while on active service.</p> <p><u>Council may on its own, or following receipt of an application, award the Freedom of Entry to the City to any eligible organisation.</u></p> <p><u>Granting of Freedom of Entry to the City may only be made by prior resolution of Council.</u></p> <p><u>Nominations are to be discussed formally by the Mayor and Councillors and a report must be tabled at Committee or Council.</u></p>		

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Key to the City

The ~~Marketing Services Branch, Events Team, Community and Cultural Services Department~~ shall be responsible for ensuring applications for Freedom of Entry to the City and a Key to the City meet the requirements of this policy, and shall be responsible for reviewing this policy and providing advice to Council on the application of this policy.

1.56 – Definitions:

It is conferred in recognition of the Unit's achievement while on active service and overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia.

Keys to the City:


Date of Council resolution: 2 December 2014

Committee Reference and date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

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	FREEDOM OF ENTRY TO THE CITY POLICY	Version: 1 Document No.: 1
<p>1.1 Objectives:</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> a) Provide guidance for the approval of Freedom of Entry to the City on military units. b) Provide professional ceremonial functions for Freedom of Entry to the City. c) Manage appropriate protocols and ceremonial functions befitting Freedom of Entry to the City. 		
<p>1.2 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • Ipswich City Council Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2017-2022 		
<p>1.3 Policy Statement:</p> <p>The right of <i>Freedom of Entry to the City</i> is a symbolic honour, demonstrating trust, loyalty and sense of community between a city and a military unit. Freedom of Entry to the City is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.</p> <p>Eligibility to grant Freedom of Entry to the City requires a military unit to demonstrate a significant attachment to the City of Ipswich and is presented in recognition of the unit's achievement while on active service.</p> <p>Council may on its own, or following receipt of an application, award the Freedom of Entry to the City to any eligible organisation.</p> <p>Granting of Freedom of Entry to the City may only be made by prior resolution of Council.</p> <p>Nominations are to be discussed formally by the Mayor and Councillors and a report must be tabled at Committee or Council.</p>		
<p>1.4 Role and Responsibilities:</p> <p>The Marketing Services Branch, shall be responsible for ensuring applications for Freedom of Entry to the City meet the requirements of this policy, and shall be responsible for</p>		

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reviewing this policy and providing advice to Council on the application of this policy.

1.5 Definitions:

Freedom of Entry to the City of Ipswich is a ceremonial honour. The honour draws inspiration from medieval history. A military unit accorded this privilege is granted the right of entry to the city '*with bayonets fixed, colours flying and drums beating*'. This award is restricted to Australian military units which have, through their command, a significant attachment to the City of Ipswich.

It is conferred in recognition of the unit's achievement while on active service and overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia.


1.6 Policy Author: The Marketing Services Branch is responsible for reviewing this Policy.

Date of Council resolution: 2 December 2014

Committee Reference and date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

	<p>KEY TO THE CITY POLICY</p>	<p>Version: 1 Document No.: 1</p>
<p>1.1 Objectives:</p> <p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> a) Provide guidance for the approval of presentation of a Key to the City to individuals to recognise outstanding achievements. b) Provide professional ceremonial functions for the presentation of a Key to the City. c) Manage appropriate protocols and ceremonial functions befitting presentation of a Key to the City. 		
<p>1.2 Regulatory Authorities:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • Ipswich City Council Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2017-2022 		
<p>1.3 Policy Statement:</p> <p>The granting and presentation of a Key to the City is a symbolic presentation, which represents the highest honour a city can confer on an individual or an organisation. A Key to the City can be awarded to an individual or organisation for furthering the ideals of the City of Ipswich or to recognise outstanding achievement in public life.</p> <p>Council may on its own, or following receipt of an application, award a Key to the City to any eligible organisation or person.</p> <p>Eligibility for an individual or organisation to receive a Key to the City of Ipswich must demonstrate an outstanding contribution in furthering the ideals of the City or an outstanding achievement in public life.</p> <p>Granting of a Key to the City may only be made by prior resolution of Council.</p> <p>Nominations are to be discussed formally by the Mayor and Councillors and a report must be tabled at Committee or Council.</p> <p>1.4 Role and Responsibilities:</p> <p>The Marketing Services Branch, shall be responsible for ensuring applications for a Key to the City meet the requirements of this policy, and shall be responsible for reviewing this</p>		

policy and providing advice to Council on the application of this policy.

1.5 Definitions:

The tradition of a *Key to the City* dates back to medieval times, when many cities were enclosed within walled fortifications. The 'key' symbolised the political relationship between a city and the King, Queen or ruler of the land on which the city was located.

When the ruler visited the city for the first time after assuming power, the authorities would formally greet him or her at the gates and present a key to signify that the city was now under his or her control. The key would then be returned by the ruler to the city authorities to acknowledge that he or she intended to respect the political authority of those who administered the city.

The Key to the City is bestowed upon distinguished persons and honoured guests of the City of Ipswich. The key symbolizes free entry. The granting of the Key to the City is a symbolic presentation, which represents the highest honour that a City can confer on an individual or an organisation.

A Key to the City of Ipswich is presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the city, or to recognise outstanding achievement in public life.

1.6 Policy Author:

The Marketing Services Branch is responsible for reviewing this Policy.

Date of Council resolution:

Committee Reference and date:

No of resolution:

Date to be reviewed:

	<p>GIFTS AND FLORAL TRIBUTES POLICY</p>	<p>Version: 1 Document No.: 1</p>
<p>1.1 Objective:</p> <p>The objective of this Policy is to define occasions when it is appropriate for Council to present a gift to a visiting dignitary/ies or official representative/s, ie international or domestic visitors to Ipswich, on behalf of Ipswich City Council and appropriate occasions on which Council provides floral tributes.</p>		
<p>1.2 Regulatory Authority</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • Local Government Regulation 2012 • Ipswich City Council 2011-2031 Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2012-2017 • International Relations Policy • CCS- 09 Visitations to Ipswich by Domestic and International Delegations Procedure • Entertainment and Hospitality Policy • Councillor Expenses Reimbursement and Administrative Support Procedure 		
<p>1.3 Policy Statement:</p> <p>This policy has been developed to ensure transparency and that the principles of good governance and accountability are practiced by Councillors and staff when presenting gifts.</p>		
<p>1.4 Scope:</p> <p>In hosting and/or meeting with visitors or business contacts either formally or informally, the Mayor, Deputy Mayor, Councillors and senior management may present a gift, if appropriate.</p> <p>Floral tributes may also be presented by Council on special occasions.</p>		
<p>Gifts Presented by Council</p> <p>The presentation of a gift may be warranted when undertaking Council business. For example, a reciprocal gift to an official visitor to Ipswich or to an official/ host while travelling internationally.</p> <p>When determining the protocol of presenting gifts it is necessary to have regard to the appropriateness of the gift; that is, expensive gifts will not always be necessary.</p> <p>The Mayor, Councillors and officers may choose to be provided with badged gifts (ie with the City of Ipswich Crest or Ipswich City Council logo).</p>		

The annual total value of gifts able to be presented by the Mayor and each Councillor will be included in Council's annual budget. The budgeted allocation for the Mayor and each Councillor which is unspent at the end of a financial year can be carried over for one financial year only.

Gifts presented by officers will be paid for by the respective Department.

The Events Team is responsible for maintaining the annual catalogue of gift items available for presentation and the Ipswich City Council Gifts Presented Register. The Mayor, Councillors and officers will be responsible for providing details of gifts they have presented to the Events Team within ten (10) working days of the gift being presented.

Floral Tributes Presented by Council

The presentation of a floral tribute by Council may be undertaken for special occasions in the City. These would include ANZAC Day, Australia Day, Battle of Coral Sea, VP Day, Reserve Forces Day, Battle of Long Tan, Remembrance Day and similar occasions.

A floral tribute may also be provided at a funeral service of any Ipswich community leader who has made a significant contribution to this City in any of the following fields of endeavour – business, education, sport, the arts, community services, military and government services.

Ipswich residents who have achieved personal milestones including 90 years of age and above or who are celebrating a 50th, 60th or above wedding anniversary may be recognised by the presentation of a floral tribute or other such appropriate gift.

The value of such floral tributes or gifts will be capped at approximately \$70 each.

The value of floral tributes or gifts to be presented will be included in Council's annual budget.

Any other floral tributes, other than those covered by this policy, may also be arranged by the Events Team, and claimed through the Councillor Expenses Reimbursement and Administrative Support Procedure.

1.5 Roles and Responsibilities:

This Policy applies to Councillors, Events Team and other relevant Council officers.

1.6 Policy Author:


The Events Team is responsible for reviewing this policy.

Date of Council Resolution: 2 December 2014

Committee Reference and Date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

	GIFTS AND FLORAL TRIBUTES POLICY	Version: Document No.:
<p>1.1 Objectives:</p> <p>The objective of this Policy is to define occasions when it is appropriate for Council to present a gift to a visiting dignitary /ies or official representative /s, ie international or domestic visitors to Ipswich, on behalf of Ipswich City Council and appropriate occasions on which Council provides floral tributes.</p> <p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • Local Government Act 2009 • Local Government Regulation 2012 • Advance Ipswich Community Plan Ipswich City Council 2011-2031 Long Term Community Plan (i2031) • Ipswich City Council Corporate Plan 2012-2017 • International Relations Policy • CCS-09 Visitations to Ipswich by Domestic and International Delegations Procedure • Entertainment and Hospitality Policy • Councillor Expenses Reimbursement and Administrative Support Procedure <p>1.3 Policy Statement:</p> <p>This policy has been developed to ensure transparency and that the principles of good governance and accountability are practiced by Councillors and staff when presenting gifts, in practice when ordering gifts to present.</p> <p>1.4 Scope:</p> <p>In hosting and/or meeting with visitors or business contacts either formally or informally, the Mayor, Deputy Mayor, Councillors and senior management, may present a gift where, if appropriate.</p> <p>Floral tributes may also be presented by Council on special occasions.</p> <p>Gifts Presented by Council</p> <p>The presentation of a gift may be warranted when undertaking Council Business. For example, a reciprocal gift can be presented to an official visitor to Ipswich or to an official / host when while travelling international.</p> <p>When determining the protocol of selecting presenting a gift, s it is necessary to have regard to the appropriateness of the gift as an , that is, expensive gifts will not always be necessary.</p>		

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~~The Mayor, Councillors and officer may choose to be provided with badged gifts (ie with the City of Ipswich Crest or Ipswich City Council logo).~~

~~The annual total value of gifts able to be presented by the Mayor and each Councillor will be included in Council's annual budget. The budgeted allocation for the Mayor and each Councillor which is unspent at the end of a financial year can be carried over for one financial year only.~~

~~Gifts presented by officers will be paid for by the respective Department.~~

~~The Events Team is responsible for maintaining the annual catalogue of gifts items available for presentation and the Ipswich City Council Gifts Presented Register. The Mayor, Councillors and officers will be responsible for providing details of gifts they have presented to the Events Team within ten (10) working days of the gift being presented.~~

Floral Tributes Presented by Council

~~The presentation of a floral tribute by Council may be undertaken for special occasions in the city. These would include ANZAC Day, Australia Day, Battle of Coral Sea, VP Day, Reserve Forces Day, Battle of Long Tan, Remembrance Day and similar occasions.~~

~~A floral tribute may also be provided at a funeral service of any Ipswich community leader who made a significant contribution to this City on any of the following fields of endeavour — business, education, sport, the arts, community services, military and government services.~~

~~Ipswich residents who have achieved personal milestones including 90 years of age and above or who are celebrating a 50th, 60th or above wedding anniversary may be recognised by the presentation of a floral tribute or other such appropriate gift.~~

~~The value of such floral tributes or gifts will be capped at approximately \$70 each.~~

~~The value of floral tributes or gifts to be presented will be included in Council's annual budget.~~

~~Any other floral tributes, other than those covered by this policy, may also be arranged by the Events Team, and claimed through the Councillor Expenses Reimbursement and Administrative Support Procedure.~~

1.5 Roles and Responsibilities

~~This Policy applies to gift requests made by Councillors, Executive Management Events Team and other relevant Council officers.~~

~~Gifts presented by the Mayor and Councillors are funded from a finite allocation made to the Mayor and each Councillor from the annual budget of the Economic Development and Marketing Department. Unspent funds at the end of a financial year can be carried over, for one financial year only per Councillor.~~

~~Gifts presented by Council officers are to be met by the budget of the respective department. Gifts are selected from the iProcurement Stores catalogue in stock at the time of the request. The stock is maintained by the Marketing Services Branch.~~

1.6 Policy Author:


The ~~Marketing Services Branch Events Team~~ is responsible for reviewing this policy.

Date of Council Resolution: 2 December 2014

Committee Reference and Date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

	<p>GIFTS POLICY</p>	<p>Version: 1</p> <p>Document No.:</p>
<p>1.1 Objective:</p> <p>The objective of this policy is to define occasions when it is appropriate for Council to present a gift to a visiting dignitary or official representative, on behalf of Ipswich City Council.</p>		
<p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • <i>Advance Ipswich Community Plan</i> • <i>Ipswich City Council Corporate Plan 2017-2022</i> 		
<p>1.3 Policy Statement:</p> <p>This policy has been developed to ensure transparency and that the principles of good governance and accountability are in practice when ordering gifts to present.</p>		
<p>1.4 Scope:</p> <p>In hosting and/or meeting with visitors or business contacts, either formally or informally, the Mayor, Deputy Mayor, Councillors and Executive Management, may present a gift where appropriate.</p> <p>The presentation of a gift may be warranted when undertaking Council business. For example, a reciprocal gift can be presented to an official visitor to Ipswich or to an official host when travelling internationally.</p> <p>When determining the protocol of selecting a gift, it is necessary to have regard to the appropriateness of the gift as an expensive gift will not always be necessary.</p>		
<p>1.5 Roles and Responsibilities:</p> <p>This Policy applies to gift requests made by Councillors, Executive Management and Council Officers.</p> <p>Gifts presented by the Mayor and Councillors are funded from a finite allocation made to the Mayor and each Councillor from the annual budget of the Economic Development and Marketing Department. Unspent funds at the end of a financial year can be carried over, for one financial year only per Councillor.</p> <p>Gifts presented by Council officers are to be met by the budget of the respective department.</p>		

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Gifts are selected from the iProcurement Stores catalogue in stock at the time of the request. The stock is maintained by the Marketing Services Branch.

1.6 Policy Author:


The Marketing Services Branch is responsible for reviewing this policy.

Date of Council Resolution: 2 December 2014

Committee Reference and Date: Policy and Administration Board No. 2014(11) of 18 November 2014 – City Management and Finance Committee No. 2014(12) of 25 November 2014

No of resolution: 7

Date to be reviewed: 2 December 2016

	FLORAL TRIBUTES POLICY	Version: 1 Document No.:1
<p>1.1 Objective:</p> <p>The objective of this policy is to define occasions when it is appropriate for Council to present a floral tribute, on behalf of Ipswich City Council.</p>		
<p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • <i>Advance Ipswich Community Plan</i> • <i>Ipswich City Council Corporate Plan 2017-2022</i> 		
<p>1.3 Policy Statement:</p> <p>This policy has been developed to ensure transparency and principles of good governance and accountability are in practice when floral tributes are requested.</p>		
<p>1.4 Scope:</p> <p>Funding is allocated in the Economic Development & Marketing budget for floral tributes requested for presentation or placement by Councillors in the following circumstances:</p>		
<p>Wreaths:</p> <ul style="list-style-type: none"> • For placement at commemorative services such as Remembrance Day, Vietnam Vets Day and other similar events. • Delivered to the funeral service of an Ipswich community leader who has made a significant contribution to the City. 		
<p>Flower arrangement:</p> <ul style="list-style-type: none"> • Delivered or presented to Ipswich residents who have attained the age 90 years or over. • Delivered or presented to Ipswich couples celebrating a wedding anniversary of 50th, 60th or above years. 		
<p>The cost of floral tributes is capped as follows:</p> <ul style="list-style-type: none"> • Floral arrangement and delivery - \$68.50 including GST • Wreath (size 12 ring) and delivery - \$73.50 including GST <p>In the instance where the Mayor and Councillors are attending a service at the same location, one wreath will be ordered.</p>		

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Requests made by the Mayor or Councillors not covered in the above circumstances are considered outside the policy. Consequently, these requests will be referred to Finance and Corporate Services Department for approval and a request for a project code and task number to cover the cost.

1.5 Roles, Responsibilities and Actions:

This Policy applies to floral requests made by the Councillors, Executive Management and relevant Council Officers.

1.6 Definitions:

The Mayor is included where reference is made to *councillor* or *councillors*.

1.7 Policy Author:

The Marketing Services Branch is responsible for reviewing this policy.

Date of Council Resolution:

Committee Reference and Date:

No of resolution:

Date to be reviewed:

Economic Development and Digital City Committee	
Mtg Date: 13.03.18	OAR: Yes
Authorisation: Ben Pole	

2 March 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (ECONOMIC DEVELOPMENT AND MARKETING)

FROM: ACTING MARKETING SERVICES MANAGER

RE: REVIEW OF STYLE GUIDE FOR CITY OF IPSWICH ENTRY SIGNAGE

INTRODUCTION:

This is a report by the Acting Marketing Services Manager dated 2 March 2018 in response to a request from the Policy and Administration Board in March 2017 regarding a review of the Style Guide for the City of Ipswich Entry Signage.

BACKGROUND:

Signage Style Guide

A cross functional team of IS, WPR and EDM staff have reviewed the style guides and production processes and a number of inconsistencies were identified including, design and iconography variations, differing request and approval process across departments and overall lack of awareness of all current Council signage Style Guides – Parks Style Guide, Natural Areas Style Guide, Indigenous Signage Style Guide and Entry signs Style Guide.

All signage Style Guides have now been consolidated (attached) and the above mentioned inconsistencies are being systematically addressed and brought up to standard.

Catchment signs

Following consultation and recommendation from IS, catchment signs are now being produced based on the speed environment of the road:

- Up to 80km/h – 1200mm x 800mm
- 80km/h and above – 1800mm x 1200mm

Use of the Totem



Use of the Totem remains restricted and is not being displayed on and any new design materials.

BENEFITS TO COMMUNITY AND CUSTOMERS:

The consolidation of the signage Style Guides into the Consolidated Signage Manual aligns with the Advance Ipswich Plan:

- Goal 3 Strategy 1 Key Action 1.2 – Promote and celebrate the city’s identity throughout the community and beyond
- Goal 3 Strategy 1 Key Action 1.3 – Strengthen Council’s branding of Ipswich to align with our identity and changing communities

ATTACHMENT:

Name of Attachment	Attachment
Attachment A – Ipswich City Council Consolidated Signage Manual – Part 1	 Attachment A_Part1.pdf
Attachment A – Ipswich City Council Consolidated Signage Manual – Part 2	 Attachment A_Part2.pdf

RECOMMENDATION:


That the stakeholder group continue to liaise routinely on the continued refinement of the Consolidated Signage Manual.

Karyn Sutton
ACTING MARKETING SERVICES MANAGER

I concur with the recommendations contained in this report.

Ben Pole
**CHIEF OPERATING OFFICER
 (ECONOMIC DEVELOPMENT AND MARKETING)**

Consolidated Signage Manual

City of Ipswich Entry, Suburb and Rural Township Signage 

Parks Signage 

Natural Areas Signage 

Indigenous Culture Signage 

DRAFT



Contents

City of Ipswich Entry, Suburb and Rural Township Signage 2

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City of Ipswich Entry, Suburb and Rural Township Signage

Introduction

Manual Purpose

The purpose of the City of Ipswich Entry Signage and Suburb and Rural Township Signage Manual is to provide specific guidance to both Council staff and external suppliers (such as graphic designers and signwriters) on the creation and use of the City of Ipswich Signage. This includes visual elements, the application and use of these elements, and provided examples.

This Manual and the examples shown within have been designed as a model. When followed properly, a consistent and successful style will be preserved - a style which provides a distinct visual identity for the City of Ipswich Entry Signage and Suburb and Rural Township Signage.

Amendments to the Manual

It is understood that the Manual is by nature a living document. It will necessarily evolve to meet new, unforeseen circumstances and contexts. To this end, should the rules specified in the current edition of the Manual not address a particular circumstance or user need, specific guidance should be sought from the Desktop Publishers in the Marketing Department.

Only a limited number of Manuals will be produced and made available to Council officers and external users. These Manuals will from time to time be updated, to reflect new rules and new circumstances. When a new edition of the Manual is made available, the old version is to be traded in.

Scale

Sign diagrams shown in this Manual are not to scale, unless otherwise specified.

Typography

Typefaces, size, spacing and colour

Main Titles

Agenda Bold is a robust sans serif font which ensures a high degree of legibility across various applications. It is the primary font for the City of Ipswich Entry Signage and Suburb and Rural Township Signage. The colour to be used is black over white reflective background.

Minor Text

Agenda Medium is to be used where other text is necessary i.e. welcome, population and nuclear free zone.

Deciding Text Size

The size of the wording 'City of Ipswich' on the main entry sign is centered within the border on the white reflective background (see example). Point size for 'City of' is 380pt, point size for 'IPSWICH' is 1130pt.

The size of the word 'Welcome' on the city entry sign is set at 460pt.

The size of the 'Population' is set at 350pt

Suburb and Rural Township Signage: All text (suburb/township names) should be scaled to suit the application. Use your discretion when deciding upon appropriate sizing.

Colour

The colour style for all identification signage must be in accordance with the City of Ipswich Entry Signage and Suburb and Rural Township Signage style. For more information refer to "Colour Palettes".

**A B C D E F G H I J K L M N O P Q R
S T U V W X Y Z a b c d e f g h i j k
l m n o p q r s t u v w x y z 0 1 2 3 4
5 6 7 8 9 & ? ! . ,**

Agenda - Bold

**A B C D E F G H I J K L M N O P Q R
S T U V W X Y Z a b c d e f g h i j k
l m n o p q r s t u v w x y z 0 1 2 3 4
5 6 7 8 9 & ? ! . ,**

Agenda - Medium



Colour Palettes

Corporate Colour Palette

Colour for Signage

For main City Entry Signage, Ipswich Green is the primary colour with Eucalyptus Green as the highlight colour.

For suburb and rural township signage alternative colours have been chosen. Ipswich Green with Eucalyptus Green highlight colour (suburb) and Sunburnt Orange with Ipswich Gold highlight colour (rural township) is to be used.

Colour specification

Refer to the printed version of this manual, or a Pantone colour chart/chip book for accurate representations of the colours.

Match all uncoated colours as closely as possible to the coated samples in this Manual.



PMS 357
"Ipswich Green"

CMYK values

C - 83
M - 19
Y - 73
K - 58

RGB values

R - 0
G - 82
B - 56



PMS 130
"Ipswich Gold"

CMYK values

C - 0
M - 30
Y - 100
K - 0

RGB values

R - 255
G - 179
B - 0



PMS 357
"Ipswich Green"

CMYK values

C - 83
M - 19
Y - 73
K - 58



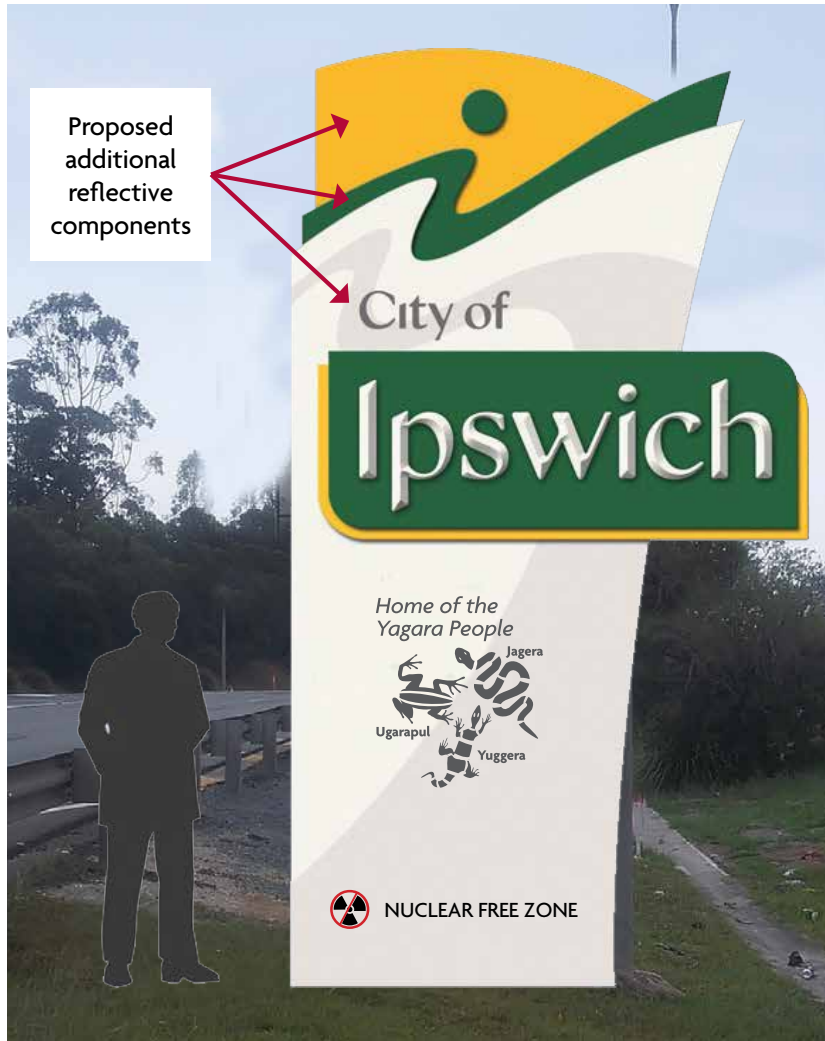
PMS 167
"Sunburnt Orange"

CMYK values

C - 3
M - 78
Y - 100
K - 15

City Entry Signage

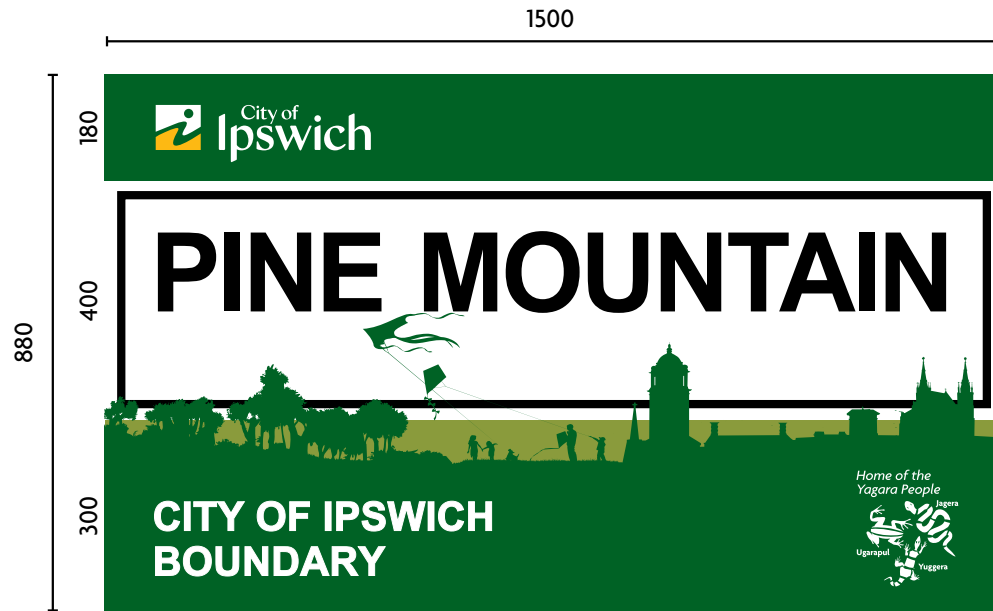
FRONT



BACK



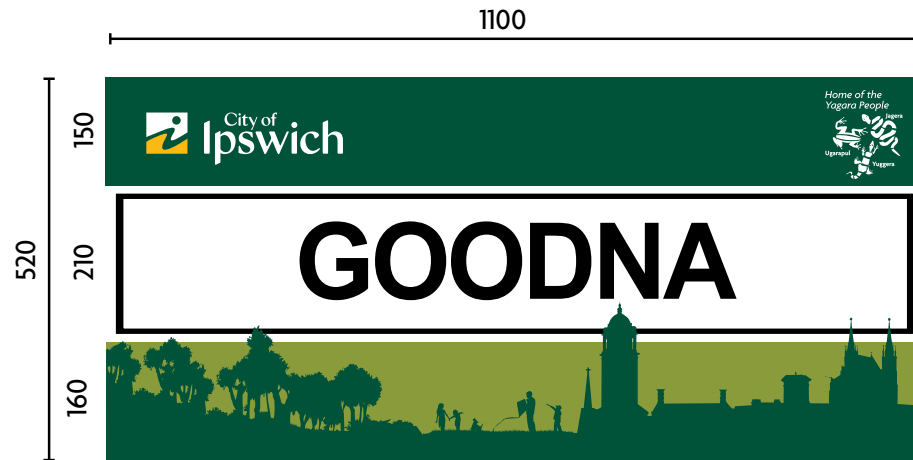
Minor City Entry (Boundary Signage)



Examples of Rural Township Signage



Examples of Suburban Signage



Example of Catchment Signage



Parks Signage

Introduction

Manual Purpose

The purpose of the Parks Signage Manual is to provide specific guidance to both Council staff and external suppliers (such as graphic designers and printers) on the use of the Ipswich City Council Parks Signage. This includes its visual elements, the application and use of these elements, and the provided templates.

This Manual and the examples shown within have been designed as a model. When followed properly, a consistent and successful style will be preserved—a style which provides a distinct visual identity for all Ipswich City Council Parks Signage.

Amendments to the Manual

It is understood that the Manual is by nature a living document. It will necessarily evolve to meet new, unforeseen circumstances and contexts. To this end, should the rules specified in the current edition of the Manual not address a particular circumstance or user need, specific guidance should be sought from the Chief Operating Officer of the Health, Parks & Recreation Department. A new rule would as a result, be created.

Only a limited number of Manuals will be produced and made available to Council officers and external users. These Manuals will from time to time be updated, to reflect new rules and new circumstances. When a new edition of the Manual is made available, the old version is to be traded in.

Digital File Formats

The templates documented in this Manual are accompanied by digital files on the digital art CD, or can be obtained from the Ipswich City Council Works, Parks & Recreation Department. Digital files are supplied to industry-standard file formats, compatible on both Windows and Macintosh.

Generally, artwork files for signage are supplied in Adobe InDesign format. Logo artwork files are supplied in EPS format. Logos are available for use by all council employees.

The appropriate logos and graphic devices may be issued to suppliers. Approval must be sought from the Chief Operating Officer of the Health, Parks & Recreation Department on (07) 3810 6666, before any logo application is distributed, manufactured, printed or uploaded.

Scale

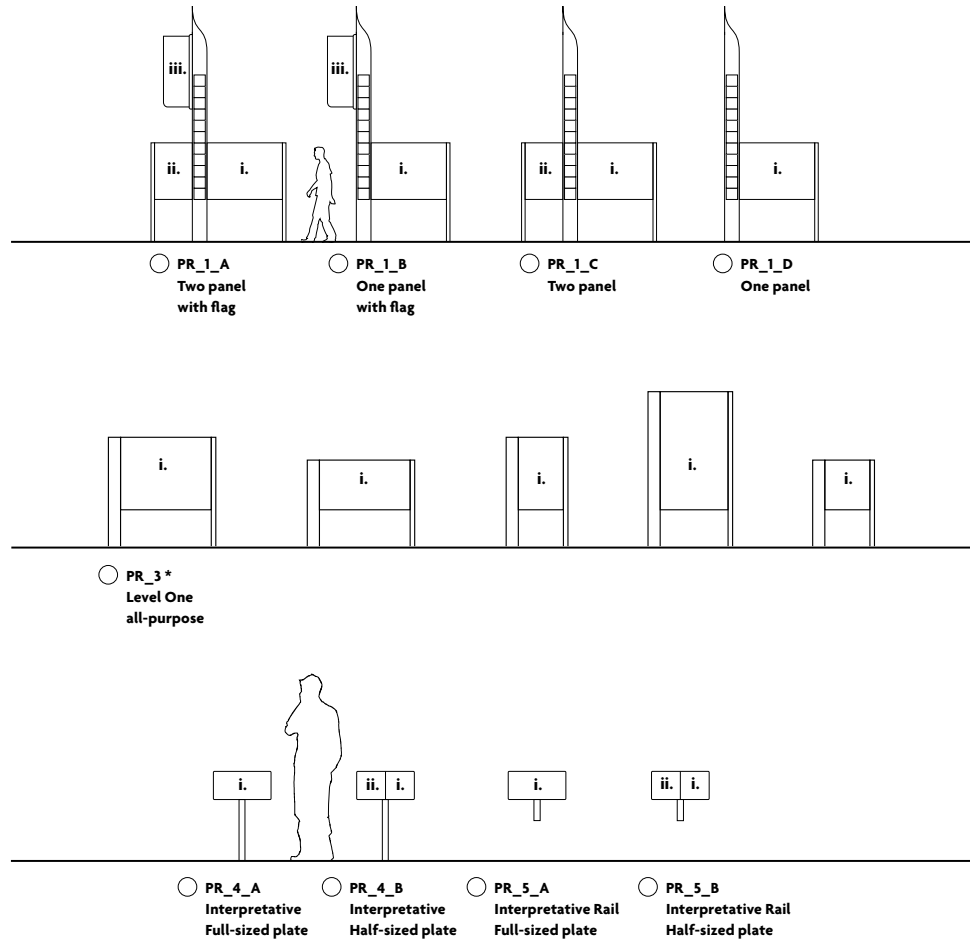
Sign diagrams shown in this Manual are not to scale, unless otherwise specified.

Natural Areas

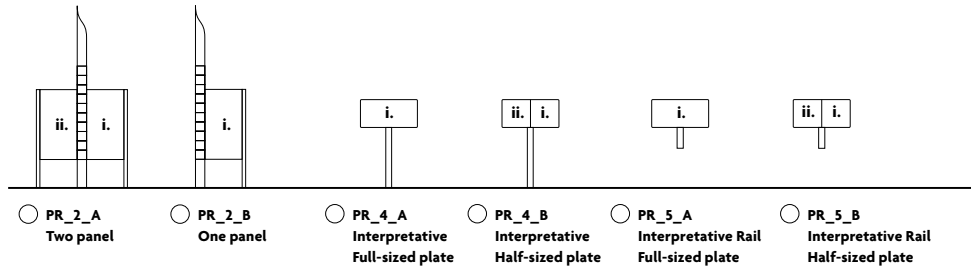
All signage within ICC Natural Areas are to be sourced from the ICC Natural Areas Signage Manual 2014.

Sign Types

Citywide (Level 1)

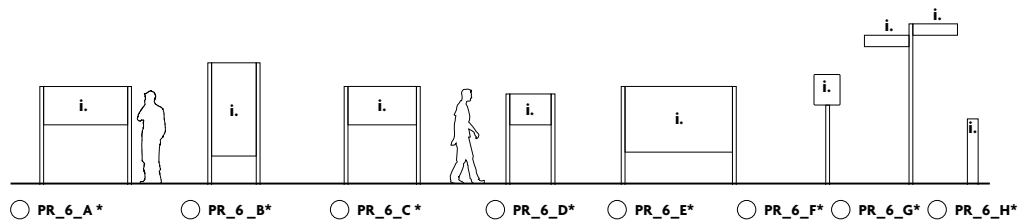


Sign Types continued

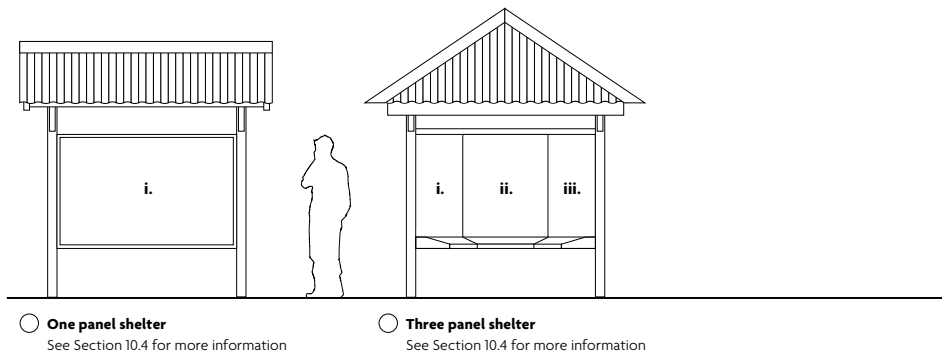


* PR_3 and PR_6 are flexible and cost-effective signage system for Local parks . The examples are indicative of some of the configurations. Proportions can be varied to suit specific applications, provided a series of guidelines are met.

Local (Level 3)

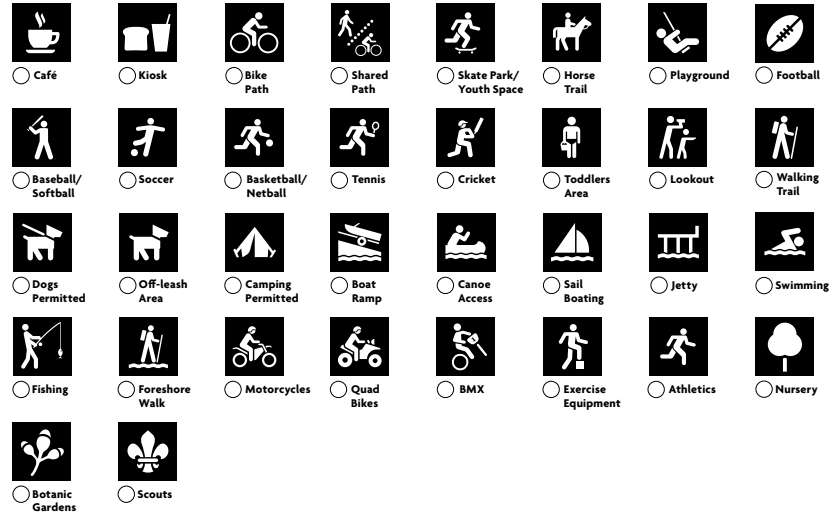


Park Shelters



Pictograms

Feature Pictograms



Basic Pictograms



Prohibitive Pictograms



Using the Council Logo

Using the Logo Tab device

Ipswich City Council Logo Tab

The Logo Tab device is to be used only for Parks signage purposes. The Logo Tab is applied to all major identification and interpretative signage.

In an instance where a rivet might otherwise obstruct the visibility of the Ipswich City Council logo, it is permissible to extend the length of the tab so that the logo is not obstructed by a rivet or a bolt.

1. Proportions

It is important to retain a consistent relationship between the size of the Logo Tab and the overall sign.

In the example of identification signage, the height of the icon panels on the central spire can be used to determine the correct height of the Logo Tab.

2. Field requirements

Always allow generous space around the Logo Tab in all signage applications. No text is to encroach on the space as specified above.

3. Alignment

Wherever possible, the Logo Tab is to always be positioned on the lower left base of identification signage.

However, in certain instances of interpretative signage, it may be deemed that a right alignment of the Logo Tab is more appropriate to the overall design.

Furthermore, in extreme circumstances where the logo would otherwise be obscured by structural elements such as rivets, it is permissible to extend the tab to avoid logo obstruction.

4. Colour selection

The colour of the Logo Tab is to be consistent with the topology of the park.

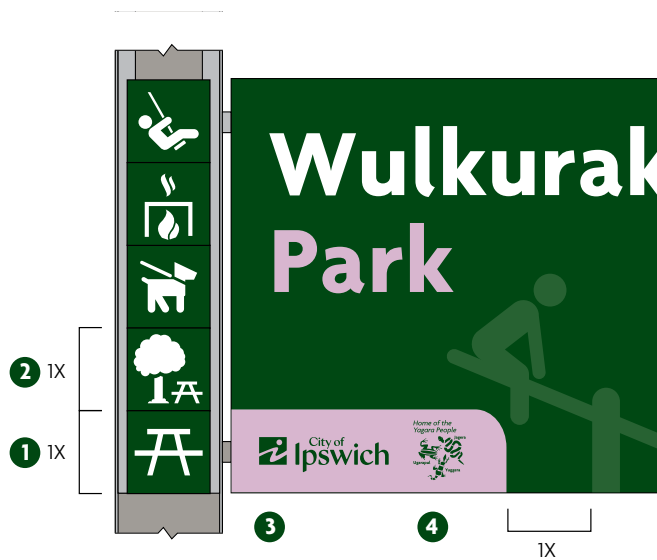


Logo_Tab_Recreation_Left.eps



Logo_Tab_Recreation_Right.eps

(modified to allow for rivet)



Typefaces (fonts)

Headings/Titles

Agenda Bold is a robust sans serif font which ensures a high degree of legibility across various applications. It is the primary font for Ipswich City Council Parks and is used for all identification and directional signage.

Body copy

Agenda Medium is to only be used in instances where large areas of text is necessary i.e. paragraphs of text on interpretative signage.

The above typefaces are also available as italic versions. It is recommended these Italic versions are used sparingly for optimum legibility.

Deciding Text Size

All text should be scaled to suit the application. Use your discretion when deciding upon appropriate sizing.

The minimum size at which the fonts are to be used is 10pt. The size is only to be used in select instances where there is a large amount of information displayed within a small area such as the details on interpretative maps.

Line Spacing/Leading

For optimum legibility, it is advised that ample line space/leading be left between each line of text. All titling text on identification signage must retain a 1:1 X-height to leading ratio i.e. text with a size of 200 pt. must be space with 200 pt. leading.

The leading for large areas of body text may be more generous, with a X-height to leading ratio that is greater than 1:1. i.e. this paragraph.

Tracking/Letter spacing

For optimum legibility, it is advised that tracking/letter spacing is set to "optical", not "metrics".

Colour

The colour style for all identification signage must be in accordance with the Ipswich City Council Parks style i.e. the title of the park is to always be written in white, while the second line is to be highlighted in the topolgical colour.

**A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z a b c d e f g h
i j k l m n o p q r s t u v w x y z 0
1 2 3 4 5 6 7 8 9 & ? ! . ,**

Agenda Bold

**A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z a b c d e f
g h i j k l m n o p q r s t u v w x y
z 0 1 2 3 4 5 6 7 8 9 & ? ! . ,**

Agenda Medium

Colour Palettes

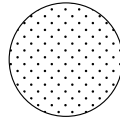
Base Colour Palette

Base signage panel colours

These colours are used on all basic Ipswich City Council Parks signage.



Dulux Powder Coating
33709 Classic Hawthorn Green



Oracal Etched 8511
(transparent vinyl)

Oracal Ultimate Vinyl
060 Dark Green

Generic post colour

These colours are used on all basic Ipswich City Council Parks signage.



Dulux Powder Coating
7004F Pandemonium Silver

Heritage signage panels colour

These colours are used on signage for designated heritage areas with Ipswich City Council Parks.



Dulux Powder Coating
84755 Classic Cream

Oracal Ultimate Vinyl
018 Light Ivory

Colour Palettes

Topological Colour Palette



Oracal Ultimate Vinyl
064 Yellow Green

Linear Parklands colour

This colour is used to represent parks which are linear in their geographical boundaries.



Oracal Ultimate Vinyl
018 Light Ivory

Cemeteries colour

This colour is used to represent Cemeteries.



Oracal Ultimate Vinyl
056 Ice Blue

Waterside Parklands colour

This colour is used to represent parks which are situated in close proximity to waterways.



Oracal Ultimate Vinyl
042 Lilac

Recreation Parklands colour

This colour is used to represent parks which feature playground apparatus and designated play areas.



Oracal Ultimate Vinyl
035 Pastel Orange

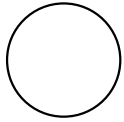
Sportsgrounds and Courts colour

This colour is used to represent parks which are primarily designated for sporting activities.

The topological colours are to be used in conjunction with the base colour palette. These colours serve the purpose of visually categorising the parks to allow easy identification of a facility by visitors.

Colour Palettes

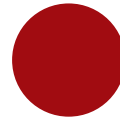
Extended Colour Palette



Oracal Ultimate Vinyl
010 White



Oracal Ultimate Vinyl
325 Middle Red
*(this colour is reserved for
prohibitive applications)*



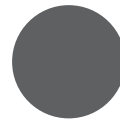
Oracal Ultimate Vinyl
306 Crimson



Oracal Ultimate Vinyl
811 Sahara Beige



Oracal Ultimate Vinyl
803 Chocolate Brown



Oracal Ultimate Vinyl
076 Telegrey



Oracal Ultimate Vinyl
720 Komatsu Grey



Oracal Ultimate Vinyl
057 Traffic Blue

Graphic Topology

Park topological symbols



Linear Parklands

This symbol is used to represent parks which are linear in their geographical boundaries.



Cemeteries

This symbol is used to represent Cemeteries.



Waterside Parklands

This symbol is used to represent parks which are situated in close proximity to waterways.



Recreation Parklands

This symbol is used to represent parks which feature playground apparatus and designated play areas.



Sportsgrounds and Courts

This symbol is used to represent parks which are primarily designated for sporting activities.

The graphic topology has been devised in order to clearly distinguish between the primary usages of a park. Upon approaching a given park visitors can rapidly identify the thematic focus of the facility.

Signage Themes

Application of topological elements on signage

1. Activity and Facility icons

The key activity and facility icon panels of a given park are to be highlighted by applying the topological colour with the corresponding Oracal Vinyl. The feature pictogram panels are always positioned above the standard panels.

2. Ipswich City Council logo tab

The Ipswich City Council logo tab is to appear in the colour which corresponds to the topology of the park type.

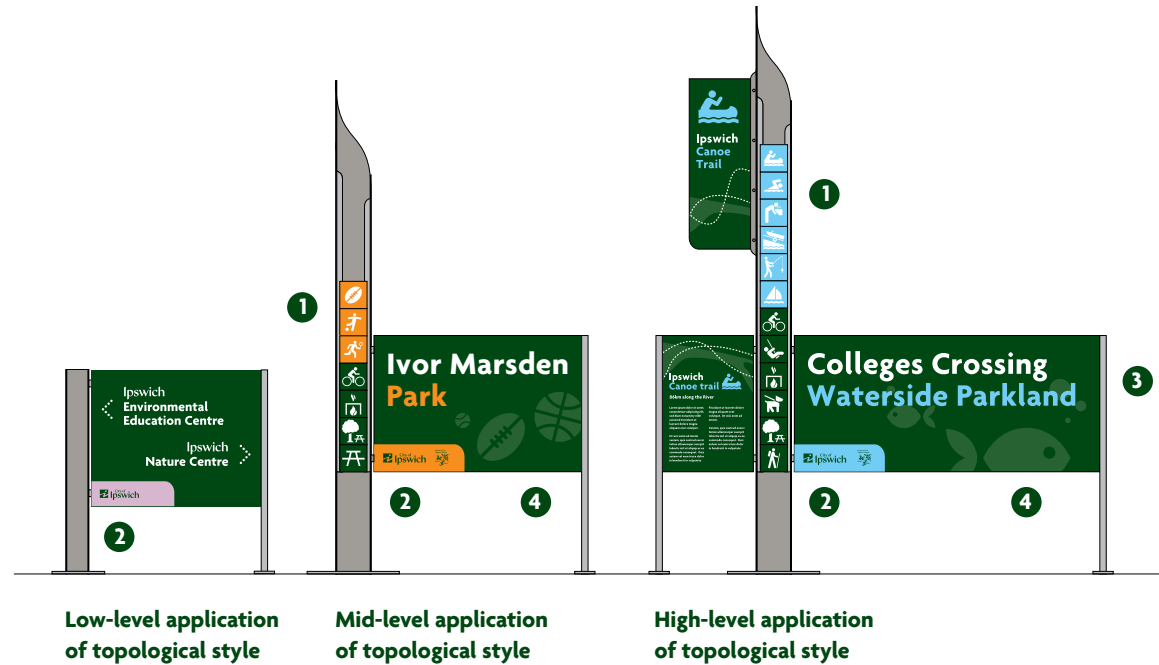
3. Typography

The final line of the park's title is to be highlighted in the topographical colour.

The second line of the headline is in the topographical colour. If only one line of text is used, then the last word appears the topographical colour.

4. Thematic watermark

The appropriate topological watermark appears only in the lower half of the signage panel. The watermark is applied using Oracal Etched 8511 specialised vinyl.

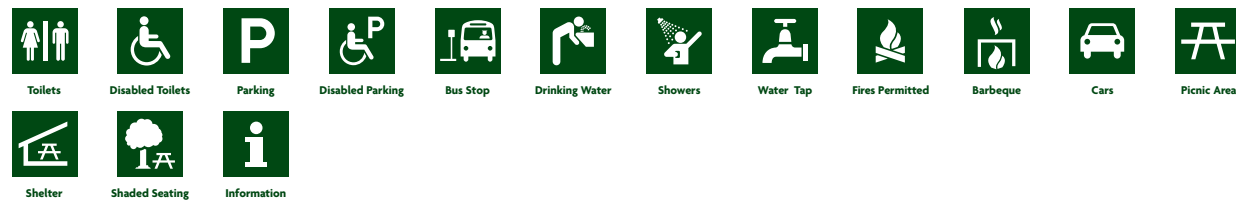


Pictograms

Feature Pictograms



Basic Pictograms



Prohibitive Pictograms



Ipswich Parks use a multitude of pictograms to graphically represent their facilities.

The pictograms illustrated above are to be reproduced as shown, in vector format (use EPS files supplied).

Throughout this document there are examples which demonstrate correct use of these symbols. Under no circumstances are the pictograms to be modified.

File Formats

As the primary applications of the icons are on the central spire of a sign and also on the maps of a park or reserve, there are two corresponding digital files on the Digital Art CD:

Colour

Feature Pictograms are to match corresponding Topological colours. (see section 4.2) This allows for the easy identification of special features at a given park or reserve.

Size

See PR_1 and PR_2 engineering detail drawings for dimensions.

Pictograms

Placement of Pictograms on Spires and Maps

1. Feature Pictograms

The Feature Pictogram Panels of a given park are to be highlighted by applying the topological colour with the corresponding Oracal Vinyl (see section 4.2). The Feature Pictogram Panels are always positioned above the Standard Pictogram Panels for ease of visibility.

2. Basic Pictograms

The Basic Pictogram Panels are always positioned below the Feature Pictograms Panels.

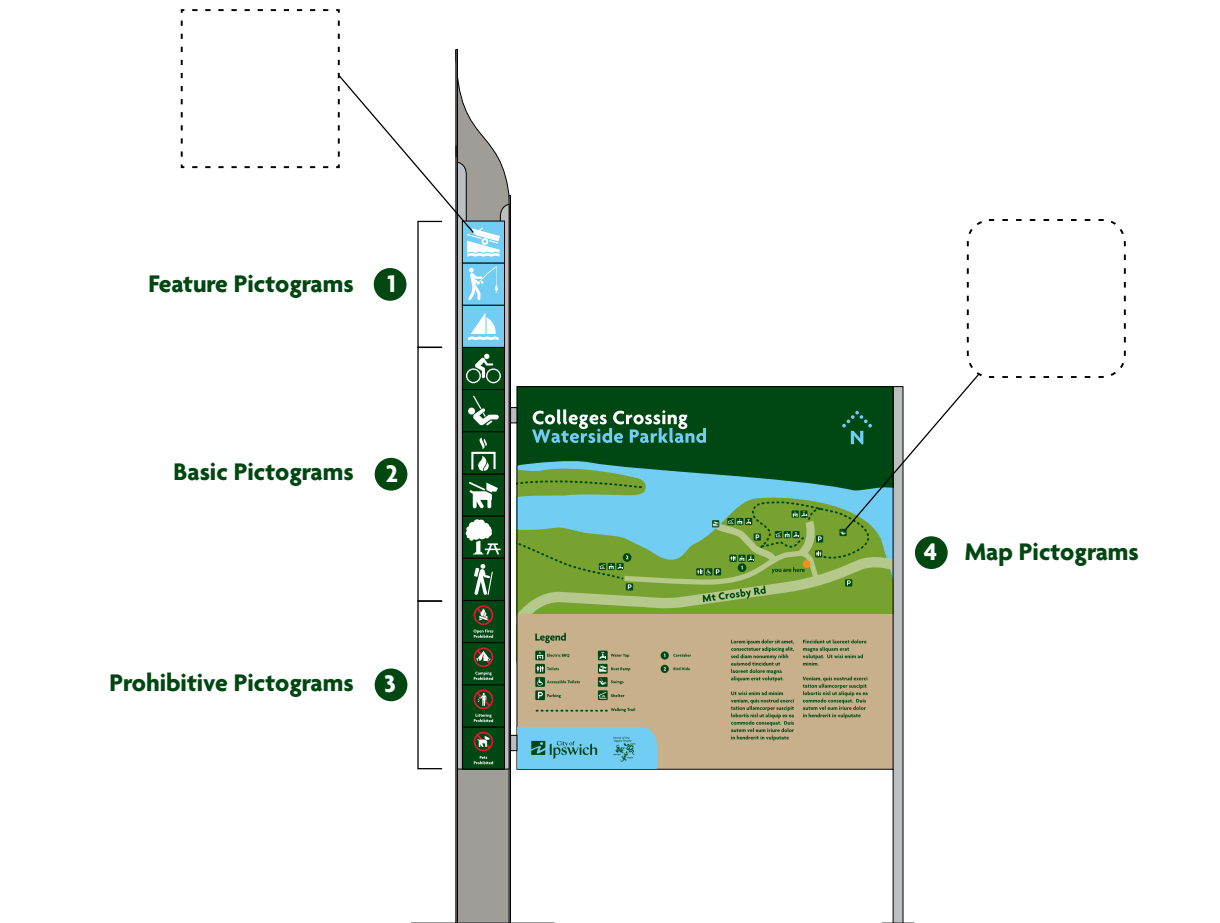
3. Prohibitive Pictograms

Prohibitive Pictograms Panels are always positioned below Basic Pictograms Panels. The lowest Pictogram panel must align with the base of the large sign panel. In the instance that Prohibitive Pictograms are not utilised on a sign, the Basic Pictograms are to align with the base of the sign panel.

Prohibitive pictograms are never to be displayed on the spire of an Entrance Identification Sign. (i.e. PR_1)

4. Map Pictograms

Maps utilise a special style of pictogram which has rounded corners. Never mix and match the Spire Pictograms and Map Pictograms.

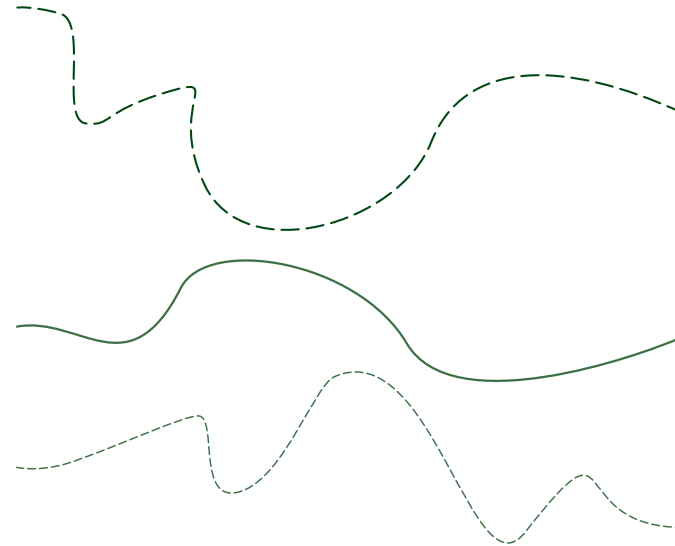


Graphic Elements

Additional graphic elements

Line/trail elements

The dashed line represents the paths and trails throughout Ipswich City Council Parks. These graphics can be used as a secondary graphic element.



Line_Graphic_Elements.eps

Waterway element

This shape represents the waterways of the Ipswich City Council Parks. This element is to only be used for special features of Waterside Parks - i.e. Canoe Trails and Foreshore Walks.



Waterway_Graphic_Element.eps

Graphic Elements

Application of additional graphic elements

Your discretion must be used in the sparing implementation of these elements. These guidelines will assist your decision making.

Colour

The colours of the elements are to follow the topological theming of the sign i.e. a feature colour, watermark and white.

There is to be only one instance of the topological symbol which is highlighted by the topological colour on each panel. All other instances of the symbol are to be watermarks using Oracal Etched 8511 specialised vinyl.

Scale

The elements are best implemented in a variety of sizes, to create a dynamic and exciting appearance.

Always ensure that the coloured topographical symbol is emphasised by scaling it larger than all other symbols.

All line elements must protrude past the confines of the panel; adjust the scale and stroke width accordingly.

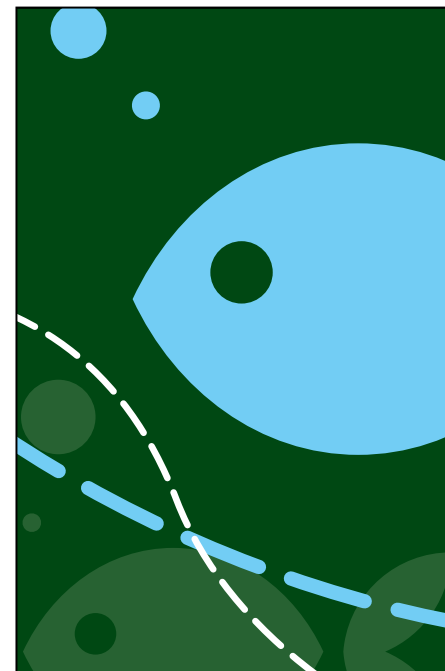
Positioning

Care must be taken to not overload the panel with clutter. Please ensure that an even distribution of graphic elements is attained at all times, avoiding excessive layering of the elements. Use the example above as a guide.

Most importantly, the secondary graphic elements must NEVER obstruct the legibility of text or symbols on the front of a sign.



Example of a front view



Example of a rear view

Map Design Elements

Signage elements overview

In conjunction with Pictograms, these Map Design elements are used repeatedly throughout all Ipswich City Council Parks Map Signage.

These symbols assist in the identification of various geographical and man-made structures within a given park.

A few simple guidelines must be observed to ensure consistent application of the signage elements.

All pictograms must not enroach upon the road or trail elements.

To ensure maximum legibility do not layer any elements on top of one another.

Sufficient contrast between colours must be observed to maintain optimal clarity.

Strokes must never be used on any map design element other than roads or trails.

Peaceful Creek Parkland

Legend

Electric BBQ	Water Tap	1 Caretaker
Toilets	Boat Ramp	2 Bird Hide
Accessible Toilets	Swings	
Parking	Shelter	
Walking Trail		

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Fincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim.

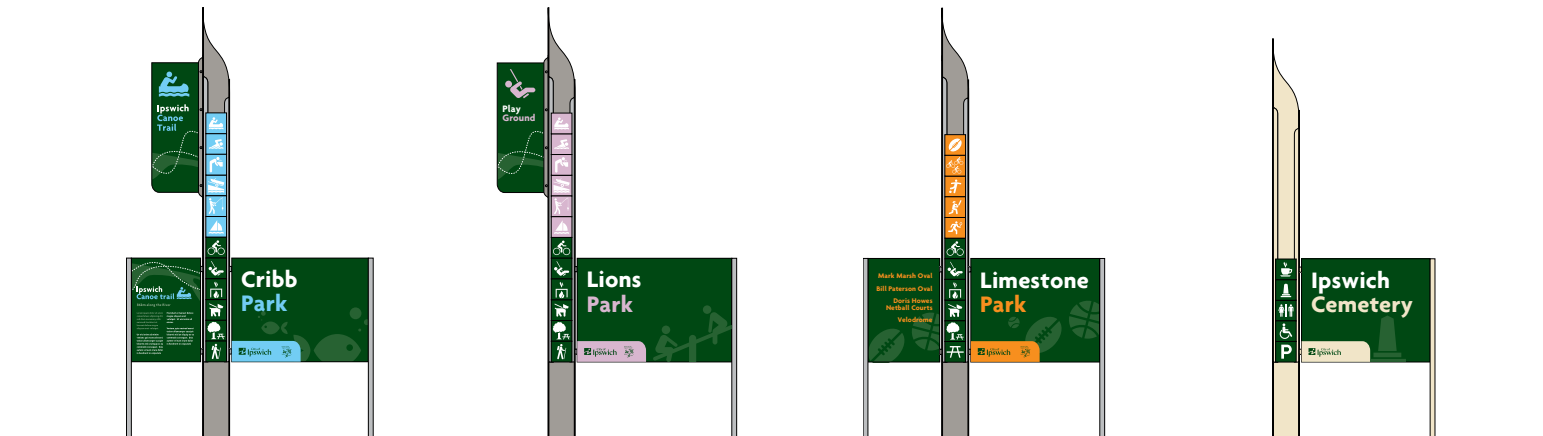
Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate

Veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate

City of Ipswich Home of the Yagana People

Signage Overview - Citywide (Level 1)

Introducing the various signage

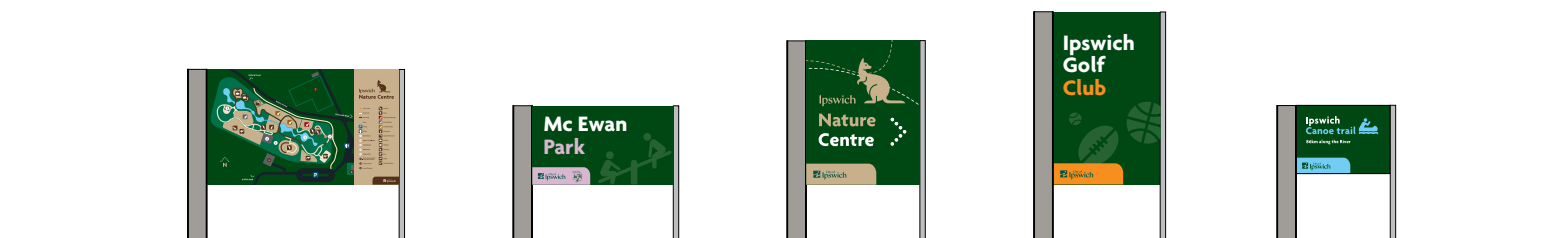


PR_1_A
Two panel
with flag

PR_1_B
One panel
with flag

PR_1_C
Two panel

PR_1_D
One panel



PR_3
One panel
All purpose

Signage Overview - Citywide (Level 1)

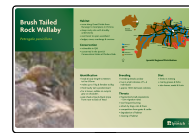
Introducing the various signage



PR_4_A*
Interpretative
Full-sized plate



PR_4_B*
Interpretative
Half-sized plate



PR_5_A*
Interpretative Rail
Full-sized plate

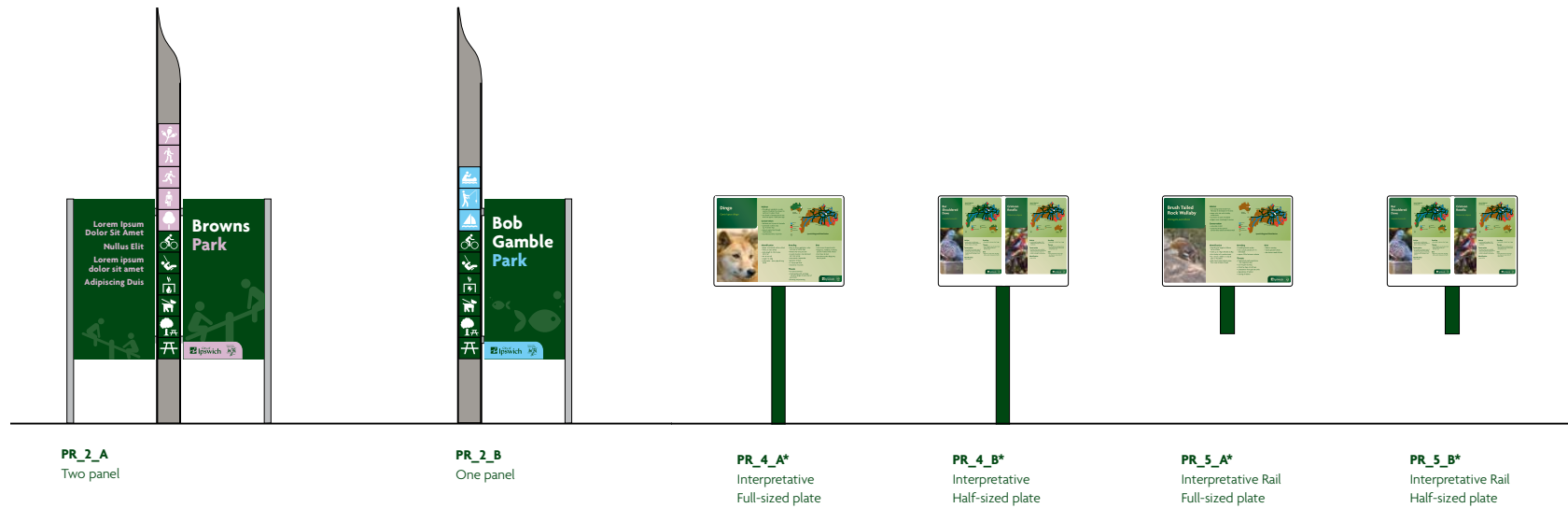


PR_5_B*
Interpretative Rail
Half-sized plate

* Interpretative sign panels are angled at 45 degree, however this angle is not depicted in this graphic representation

Signage Overview - District (Level 2)

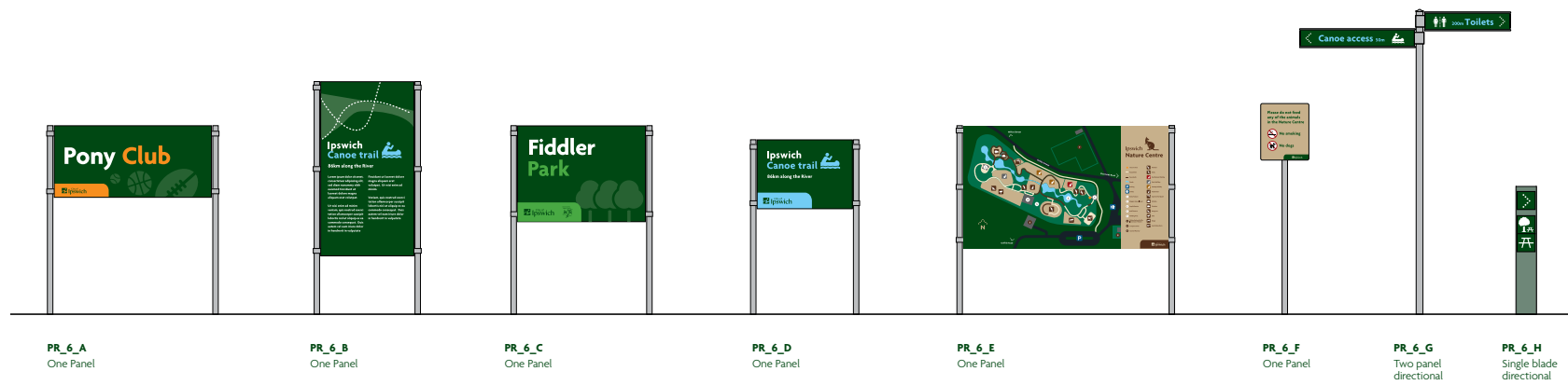
Introducing the various signage



* Interpretative sign panels are angled at 45 degree, however this angle is not depicted in this graphic representation

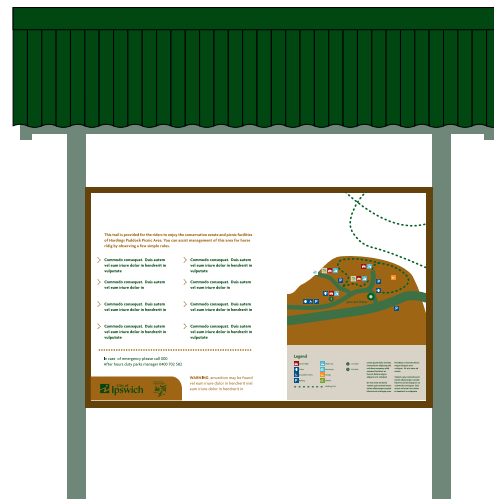
Signage Overview - Local (Level 3)

Introducing the various signage



Signage Overview - Park Shelters

Introducing the various signage



One panel shelter
Refer to Section 10.4



Three panel shelter
Refer to Section 10.4

Citywide (Level 1)

Introducing the various signage constructions

Citywide (Level 1) sign types are reserved for the identification of Ipswich City Council's premier parks.

Depending on the budget and profile of a given project, a Level 1 (PR_1 or PR_3) sign type may or may not be appropriate.

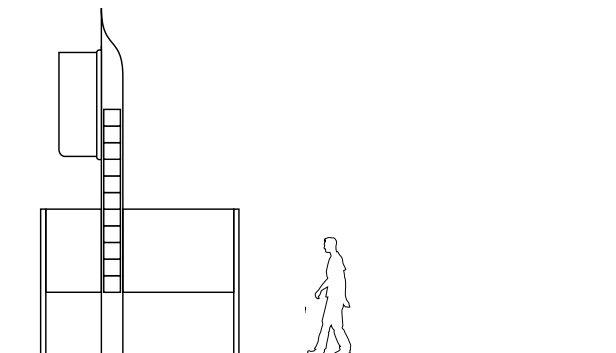
A PR_1 sign is easily identified by an elongated spire (I-Beam) on which pictograms are displayed.

Because of the level of detail and standard of finish required to produce the PR_1 sign type, these signs are only deployed at major parkland entry points.

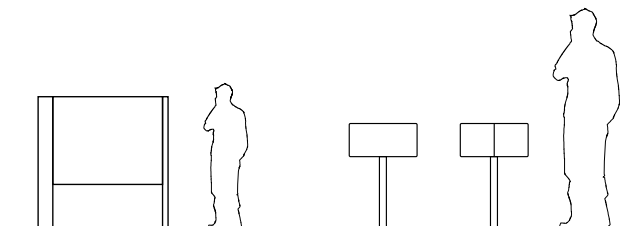
The remaining Level 1 signage types (PR_4 & PR_5) are used for interpretative signage purposes - both as free-standing or railing-mounted.



Refer to engineering drawing PR_1



PR_1



PR_3

PR_4 & PR_5

District (Level 2)

Introducing the various signage constructions

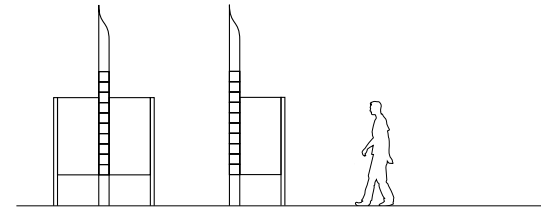
District (Level 2) signage is used for parks with intermediate budgets allocated for signage requirements.

Level 2 PR_2 signage is similar in feel to Level 1 PR_1 signage, and so is easily identified by an elongated spire (I-Beam) on which pictograms are displayed. It is constructed on a smaller scale than PR_1 and is suitable for lower profile entrances.

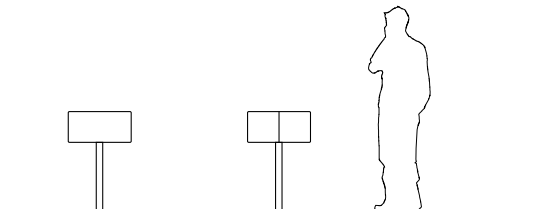
The remaining Level 2 signage types are used for interpretative signage purposes - both as free-standing or railing-mounted.



Refer to engineering drawing PR_2

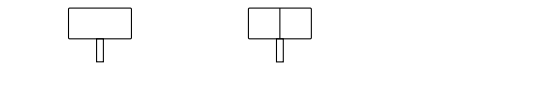


PR_2



PR_4_A

PR_4_B



PR_5_A

PR_5_B

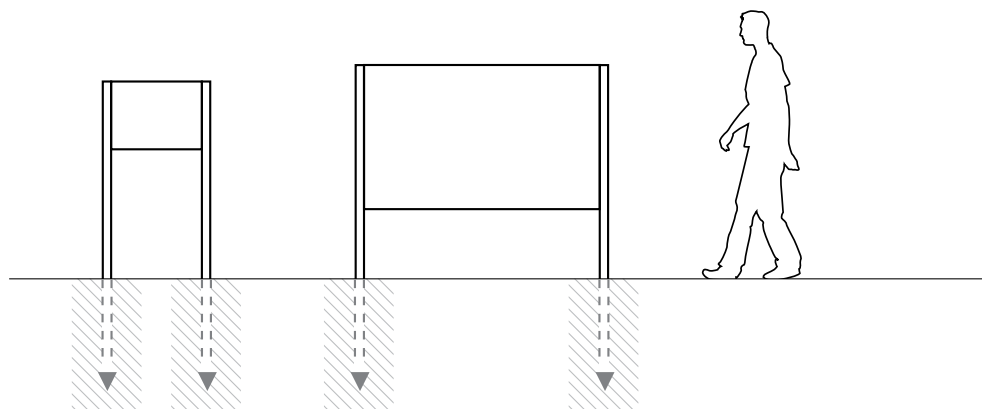
Local (Level 3)

Introducing the various signage constructions

Level 3 detail showing post, bracket panel & frame configuration. Refer to engineering drawing PR_6.

PR_6 is a flexible and cost-effective signage system for Local parks. The above examples are indicative of some of the configurations.

Proportions can be varied to suit specific applications, provided a series of guidelines are met. Please refer to Section 10 of the Signage Manual for more information.




Note on footings

Posts are inset into concrete footing. Please refer to standard council practice for footing details, ie. depth, concrete type, etc.

Local (Level 3) signage is the Ipswich City Council Parks budget signage option.

Level 3 signage uses a post, panel and clasp system for its construction, which minimises production costs & simplifies installation.

Level 3 is an all-purpose sign. The versatile nature of the construction system means that Level 3 signage can be deployed for a wide variety of signage applications.

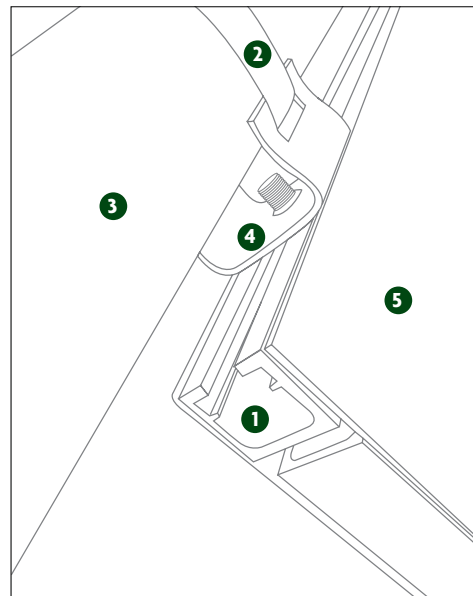
1 Standard DMR Channel: 

2 Buckle Strap BS192 10mm x 660mm

3 RHS 75mm post: 3 – 6mm wall

4 Banding Bracket UR251CH – 29mm (with M10 x 16mm s/s set screw)

5 Standard Aluminium Panel (both faces) attached with colour appropriate rivets



Level 3 detail showing post, bracket panel & frame configuration. Refer to engineering drawing PR_6.

Park Identification Signs

Guidelines for assisting usage of the templates

1. Margin

The flag panel template uses a margin of 60 mm. All text and pictograms must not infringe on this space.

2. Typography

The flag panel text must be a minimum of 340 pt. with 340 pt. leading/line spacing with 360 pt. preferable. All text must be left aligned.

The highlighted wording must always match the topographical colour.

3. Margin

This panel template uses a margin of 60 mm. All text and pictograms must not infringe on this space.

4. Typography

The headline text must be left aligned and a minimum of 220 pt. with 220 pt. leading/line spacing.

The body text is preferred in two columns at a minimum of 80 pt. with 80 pt. leading/line spacing, however can be reduced to 50 pt. if necessary.

The highlighted wording must always match the topographical colour.

5. Margin

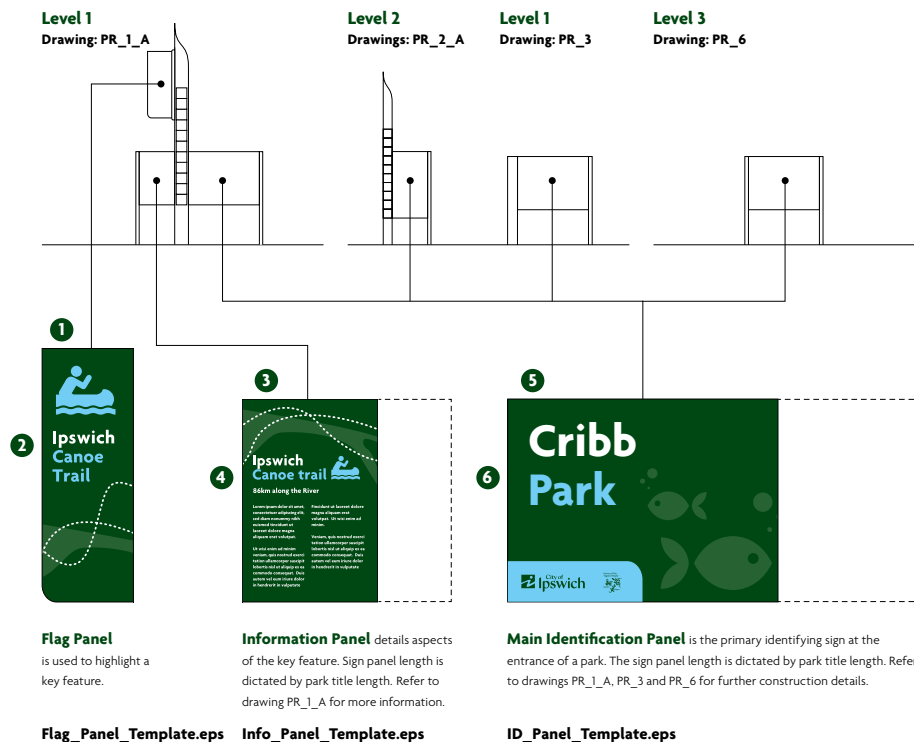
The main panel template uses a margin of 100 mm. All text must not infringe on this space.

6. Typography

The headline text must be left aligned and a minimum of 650 pt. with 650 pt. leading/line spacing.

The first line must always be in white, with the second line in the topographical colour.

No more than two lines are permissible for a park title.



Facility Identification Signs

Guidelines for assisting usage of the templates

1. Margin

The panel template uses a minimum margin of 60 mm. Text and pictograms must not infringe on this space.

2. Typography

Text is left aligned and a minimum of 440 pt. with 440 pt. leading.

Adjust text size to suit the sign location and viewing distance i.e. an oval with a large open area would require larger text than a bird aviary.

The last word always appears in the topographical colour.

3. Margin

The panel template uses a minimum margin of 30 mm. Text and pictograms must not infringe on this space.

4. Typography

The headline text must be left aligned and a minimum of 260 pt. with 260 pt. leading.

5. Margin

The panel template uses a minimum margin of 60 mm. Text and pictograms must not infringe on this space.

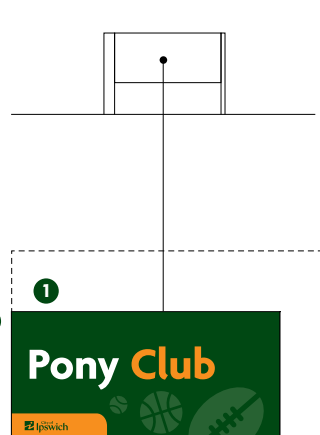
6. Typography

Headline must be left aligned and a minimum of 260 pt. with 260 pt. leading/line spacing.

Subheadings must be a minimum of 120 pt. with 120 pt. leading.

The second line of the headline is in the topographical colour. If only one line of text is used, then the last word appears the topographical colour.

Level 1 Drawing: PR_3

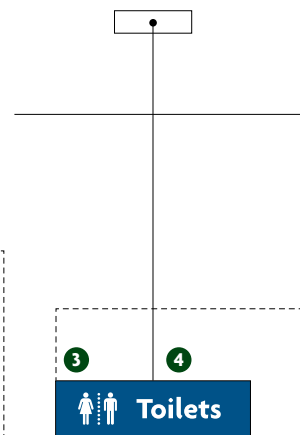


Level 1 Facility Identification Sign

is the primary identifying sign for facilities in a Level 1 park. Sign panel length is dictated by the facilities title length. Refer to drawing PR_3 for more information.

L1_Facility_Template.eps

Level 2

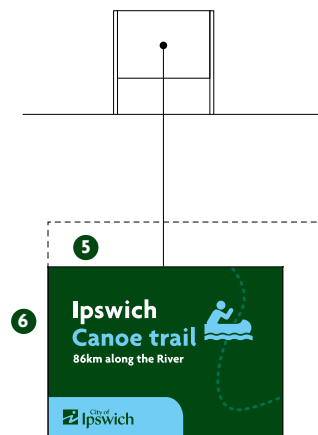


Wall-mounted Identification Sign

Sign panel length is dictated by the length of text in the title.

Wall_mount_Template.eps

Level 3 Drawing: PR_6



Level 3 Facility Identification Sign

is the primary identifying sign for facilities in a Level 3 park. Sign panel length is dictated by the content length. Refer to drawing PR_6 for more information.

L3_Facility_Template.eps

Directional Signs

Guidelines for assisting usage of the templates

1. Margin

60 mm margin. All text and pictograms must not infringe on this space.

2. Typography

Text must be a minimum of 340 pt. with 340 pt. leading. All text must be left aligned. All text must be white.

3. Arrow

The arrow is always white. The arrow is a minimum of 95 mm (w) x 170 mm (h).

4. Margin

60 mm margin. All text and pictograms must not infringe on this space.

5. Typography

Text must be a minimum of 340 pt. with 340 pt. leading. All text must be left aligned. All text must be white.5

6. Arrow

The arrow is always white. The arrow is always outermost from the pole and measures 50 mm (w) x 90 mm (h).

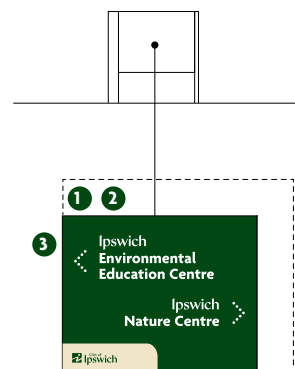
7. Margin

The main panel template uses a margin of 60 mm. All graphics must not infringe on this space.

8. Typography

The headline text must be left aligned and a minimum of 260 pt. with distances a minimum of 130 pt. Text is to be in the topographical colour.

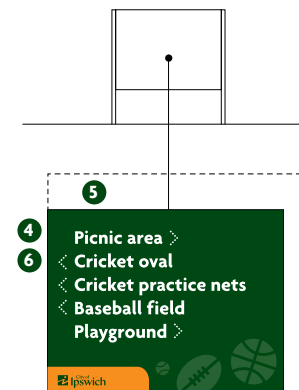
Level 1
Drawing: PR_3



Multi-directional Sign displays the direction of multiple facilities.

Multi_Template.eps

Level 3
Drawing: PR_6



Multi-directional Sign displays the direction of multiple facilities.

Multi_Template.eps

Directional Signs, continued

Guidelines for assisting usage of the templates

9. Arrow

The arrow is always white. The arrow is always outermost from the pole and measures 50 mm (w) x 90 mm (h).

10. Margin

The main panel template uses a margin of 30 mm. Text and pictograms must not infringe on this space.

11. Typography

The headline text must be left aligned and a minimum of 260 pt. with 260 pt. leading.

12. Arrow

The arrow is always white. The arrow is always outermost from the pole and measures 50 mm (w) x 90 mm (h).

13. Arrow

The arrow is always white. The arrow is always at the top of the sign.

14. Margin

There must always be 50mm of space between the arrow and its related pictograms.

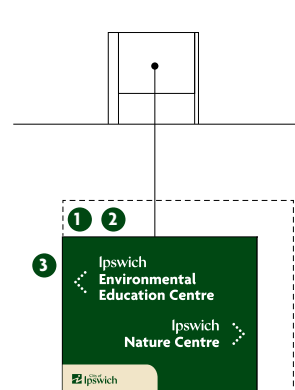
15. Pictograms

The pictograms are always placed 50mm below the arrow. However, there should be no space between the

pictograms.

Level 1

Drawing: PR_3

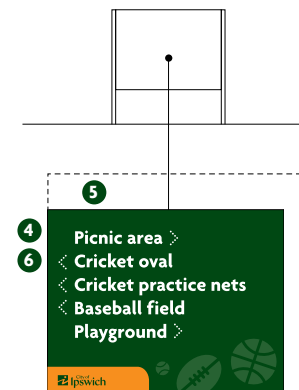


Multi-directional Sign displays the direction of multiple facilities.

Multi_Template.eps

Level 3

Drawing: PR_6



Multi-directional Sign displays the direction of multiple facilities.

Multi_Template.eps

Interpretative/Information Sign

Guidelines for assisting usage of the templates

1. Margin

This panel template uses a margin of 60 mm. All text and pictograms must not infringe on this space.

2. Typography

The headline text must be left aligned and a minimum of 220 pt. with 220 pt. leading/line spacing.

The body text is preferred in two columns at a minimum of 80 pt. with 80 pt. leading/line spacing, however can be reduced to 50 pt. if necessary.

The highlighted wording must always match the topographical colour.

3. Margin

This panel template uses a margin of 60 mm. All text and pictograms must not infringe on this space.

4. Margin

The title is 240 pt. Agenda Bold, and the second line must always be in the topographical colour. The first line must always be in white, with the second line in the topographical colour. No more than two lines are permissible for a park title. All text is left-aligned.

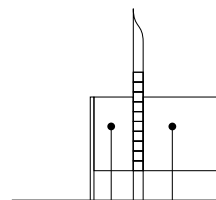
“Legend” is 120 pt. Agenda Bold.

Body text is minimum 70 pt. Agenda Bold, with 85 pt. leading.

Small text is minimum 50 pt. Agenda Bold.

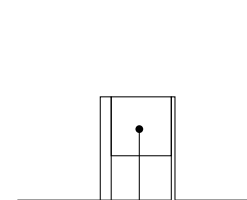
Level 1

Drawing: PR_1_A



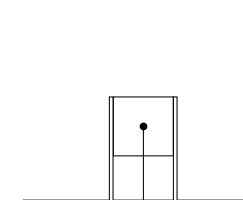
Level 1

Drawing: PR_3



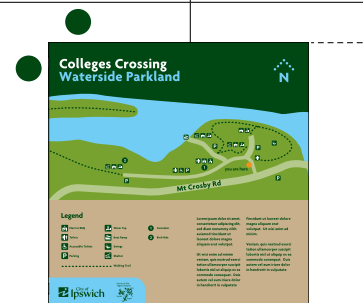
Level 3

Drawing: PR_6



Information Panel details aspects of the key feature on Level 1 Identification signage.

Info_Panel_Template.eps



Major Interpretative Sign details aspects of the key feature. Panel sizes are scalable to accommodate more information.

Major_Interp_Template.eps

Interpretative/Information Sign

Guidelines for assisting usage of the templates

1. Margin

This panel template uses a margin of 80 mm. All text must not infringe on this space.

2. Typography

The headline text must be left aligned Agenda Bold and a minimum of 325 pt. with 325 pt. leading/line spacing.

The bullet point text is preferred in two columns at 75 pt. with 105 pt. leading/line spacing, however can be reduced to 50 pt. if necessary.

The warning text is also set in a 75pt, in Agenda Medium.

The body text on the map is 40pt in Agenda Bold, with 50pt leading/line spacing.

3. Margin

This panel template uses a margin of 35 mm. All text and pictograms must not infringe on this space.

4. Typography

The headline text must be left aligned Agenda Bold and a minimum of 220 pt. with 220 pt. leading/line spacing.

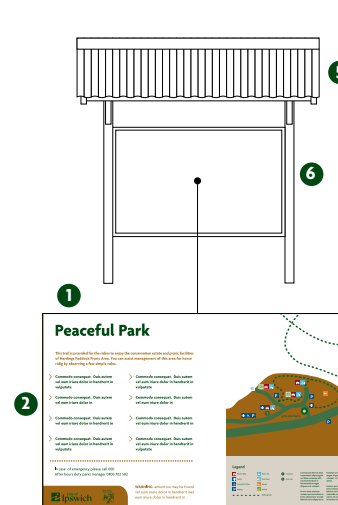
The bullet point text is preferred in two columns at 75 pt. with 105 pt. leading/line spacing, however can be reduced to 50 pt. if necessary.

5. Colour - roof

This roof of both shelters is Dulux Powder Coating 33709 Classic Hawthorn Green. Refer to Section 4.1 for more information.

6. Colour - posts

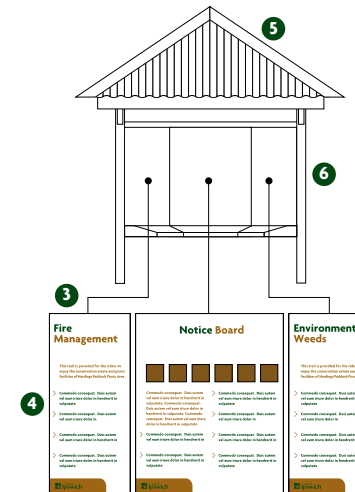
This posts for both vcvs is Dulux Powder Coating 84221 Pale Eucalypt. Refer to Section 4.1 for more information.



Shelter Information Panels

details aspects of the key feature on Level 1 Identification signage.

Shelter_Info_A_Template.eps



Shelter_Info_B_Template.eps

Shelter_Info_C_Template.eps

Interpretative/Information Sign

Guidelines for assisting usage of the templates

1. Margin

The margin is 20 mm. All maps and text must not infringe on this space.

2. Typography

The title is 62 pt. Agenda Bold, with 62 pt. leading

The scientific title is 32 pt. Agenda Bold Italic.

The subheading is 26 pt. Agenda Bold.

The body text is 20 pt. Agenda

Medium with 23pt. leading.

All text is left-aligned.

3. Photography and Map

Only one colour photograph, one regional and one national map per sign is to be used.

4. Margin

The margin is 8 mm. All maps and text must not infringe on this space.

5. Typography

The title is 41 pt. Agenda Bold, with 41 pt. leading

The scientific title is 21 pt. Agenda Bold Italic.

The subheading is 17 pt. Agenda Bold.

The body text is 13.5 pt. Agenda

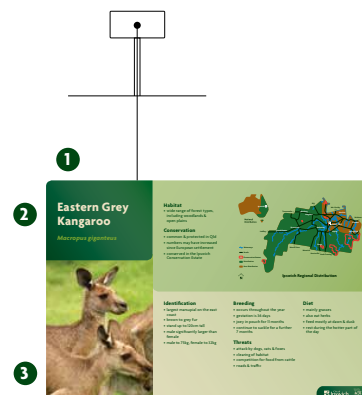
Medium with 15 pt. leading.

All text is left-aligned.

6. Photography and Map

Only one colour photograph, one regional and one national map per sign is to be used.

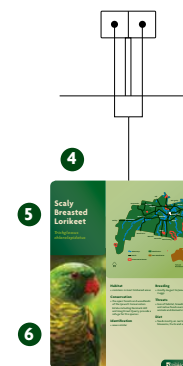
Levels 1 & 2
Drawing: PR_4_A



Lectern Interpretative Sign
has detailed information about park features and monuments.

Animal_Interp_Template.indd

Levels 1 & 2
Drawing: PR_4_B



Bird_Interp_Template.indd

Interpretative/Information Sign

Guidelines for assisting usage of the templates

1. Margin

This panel template uses a margin of 60 mm. All text and pictograms must not infringe on this space.

2. Typography

The headline text must be a minimum of 180 pt. with 180 pt. leading. Body text must be a minimum of 100 pt, and small text must be a minimum of 65pt.

All text must be left aligned.

3. ICC Logotype

Wherever the words "Ipswich City Council" are used in a signage headline, the official logotype must be used.

Ensure that the scale of the logotype is consistent with the scale of the headline type. The logo type must always appear in white in a headline application. The logotype must be leftaligned with the text.

4. Margin

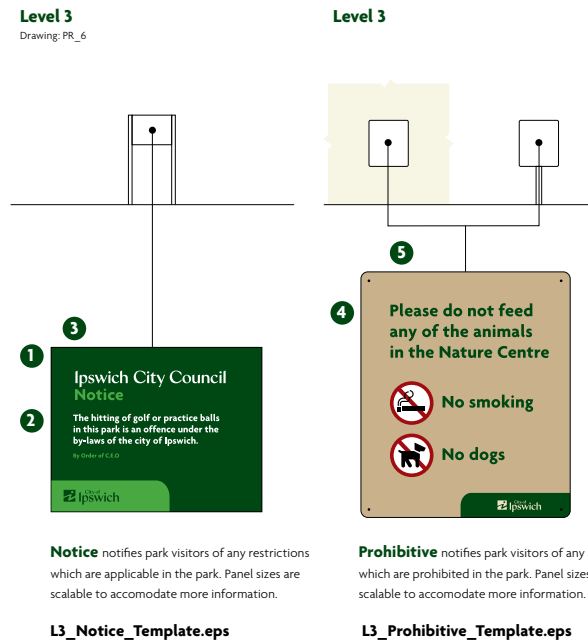
This panel template uses a margin of 80 mm. All text and pictograms must not infringe on this space.

5. Typography

Text must be a minimum of 140 pt. with 155 pt. leading.

All text must be left aligned.

Note: Wall mounted signs can feature rounded corners on their panels.



Natural Areas Signage

Foreword

This manual describes the signage system to be implemented throughout the City of Ipswich, Natural Areas.

The aim of the signage system is to ensure that external signs meet quality standards of aesthetic appeal,

uniformity and simplicity, while being highly functional in providing the information necessary and in

accordance with current BCA regulations and Australian Standards.

This manual is controlled by the City of Ipswich and serves to ensure consistent use when implementing new

signage throughout the Natural Areas.

Due to the future development plans for Ipswich, this manual will be reviewed periodically to maintain

currency and accuracy and to capture changing signage needs.

Introduction

The purpose of the Natural Areas Signage Manual is to provide specific guidance to both Council staff and external suppliers (such as graphic designers and printers) on the use of the City of Ipswich Natural Areas Signage. This includes its visual elements, the application and use of these elements, and the provided templates. The Natural Areas Signage Manual is a stand-alone document to address signage exclusively with Council's natural areas. All signage depicted in this Manual replace the signage designs for the Natural Areas Network (i.e. Conservation Estates, Conservation Reserves and Local Reserves) in the current manual.

This Manual and the examples shown within have been designed as a model and follow the accepted corporate graphics standards. When followed properly, a consistent and successful style will be preserved – a style which provides a distinct visual identity for all signage within the City of Ipswich Natural Areas Network.

Amendments to the Manual

It is understood that this Manual is by nature a living document. It will necessarily evolve to meet new, unforeseen circumstances and contexts. To this end, should the rules specified in the current edition of the Manual not address a particular circumstance or user need, specific guidance should be sought from the Chief Operating Officer of the Works, Parks & Recreation Department. A new rule would as a result, be created.

Update Register

May 2014 First release

September 2015 Update

Scale

Sign diagrams shown in this Manual may not be to scale, unless otherwise specified.

Graphic Standards

Colour Palette and Using the Council Logo Tab device

City of Ipswich Logo Tab

The Logo Tab device is to be used only for Natural Area signage purposes. The Logo Tab is applied to all major identification and interpretative signage, or as specified.

Proportions

It is important to retain a consistent relationship between the size of the Logo Tab and the overall sign.

Field requirements

Always allow generous space around the Logo Tab in all signage applications. No text is to encroach on the space as specified above.

Alignment

Wherever possible, the Logo Tab is to always be positioned on the lower left base of identification signage. However, in certain instances of interpretative signage, it may be deemed that a right alignment of the Logo Tab is more appropriate to the overall design.

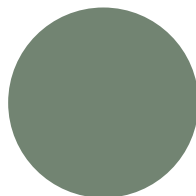
Furthermore, in extreme circumstances where the logo would otherwise be obscured by structural elements such as rivets, it is permissible to extend the tab to avoid logo obstruction.

Colour selection

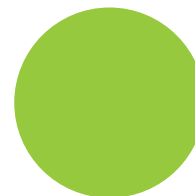
The colour of the Logo Tab is to be consistent with the topology of the natural area.



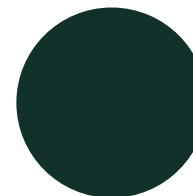
ICC Logo to be present on all major identification and interpretive signage, or as specified.



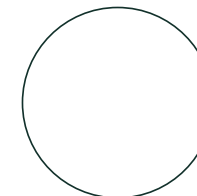
Pantone 5625
ICC Brand Colour
Pale Eucalypt
Paint = Dulux Beech Fern P21/B6
CMYK = 46 - 18 - 44 - 37



Pantone 375 C
Paint = Dulux Effervescent Lime
Vinyl = Arlon Carlon 2100 - Kiwi 79
CMYK = 46 - 0 - 90 - 0
Light Reflectance Value = 61%



Pantone 5467 C
Paint = Dulux Cruel Sea
Vinyl = Arlon Carlon 2100 - Bottle Green 230
CMYK = 86 - 33 - 57 - 92
Light Reflectance Value = 5%



White
Paint = Dulux Vivid White
Vinyl = Arlon Carlon 2100 - White Matt 49
CMYK = N/A
Light Reflectance Value = 95%

Graphic Standards

Typography

Headings/Titles

Agenda Medium is a robust sans serif font which ensures a high degree of legibility across various applications. It is the primary font for the City of Ipswich Natural Areas and is used for all identification and directional signage.

Body copy

Agenda Light is to only be used in instances where large areas of text is necessary i.e. paragraphs of text on interpretative signage.

The above typefaces are also available as italic versions. It is recommended these Italic versions are used sparingly for optimum legibility.

Deciding Text Size

All text should be scaled to suit the application. Use your discretion when deciding upon appropriate sizing. The minimum size at which the fonts are to be used is 10pt. The minimum size is only to be used in select instances where there is a large amount of information displayed within a small area such as the details on interpretative maps.

Line Spacing/Leading

For optimum legibility, it is advised that ample line space/leading be left between each line of text. All titling text on identification signage must retain a 1:1 X-height to leading ratio i.e. text with a size of 200 pt. must be space with 200 pt. leading. The leading for large areas of body text may be more generous, with a X-height to leading ratio that is greater than 1:1. i.e. this paragraph.

Tracking/Letter spacing

For optimum legibility, it is advised that tracking/letter spacing is set to "optical", not "metrics".

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Agenda medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Agenda light

Graphic Standards

Arrows and Pictograms



The arrows above are to be used on all City of Ipswich Natural Areas directional signage



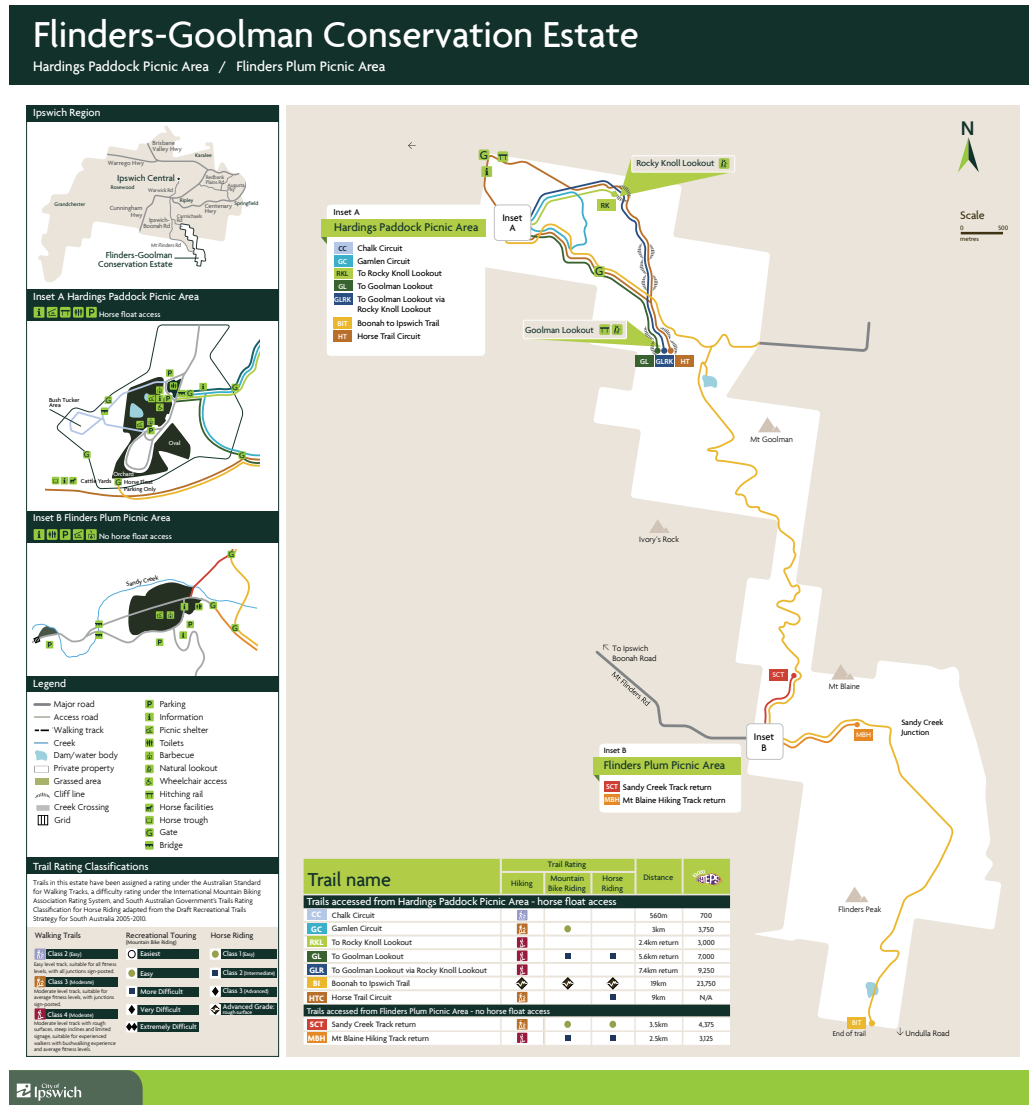
The pictograms and symbols and the corresponding code used within signage in the City of Ipswich Natural Areas.

Graphic Standards

Map design Elements

To ensure consistent wayfinding communication the following mapping style should be used across all Natural Areas signage elements, printed and online material.

Maps used on signage elements should be orientated with a 'Heads up' approach to allow people to better understand walks and where things are. Map should be orientated, where possible, with respect to the environment and direction the user is facing.



NCW-ID-1 Conservation Estate Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

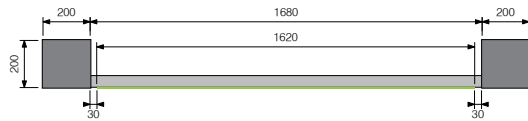
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

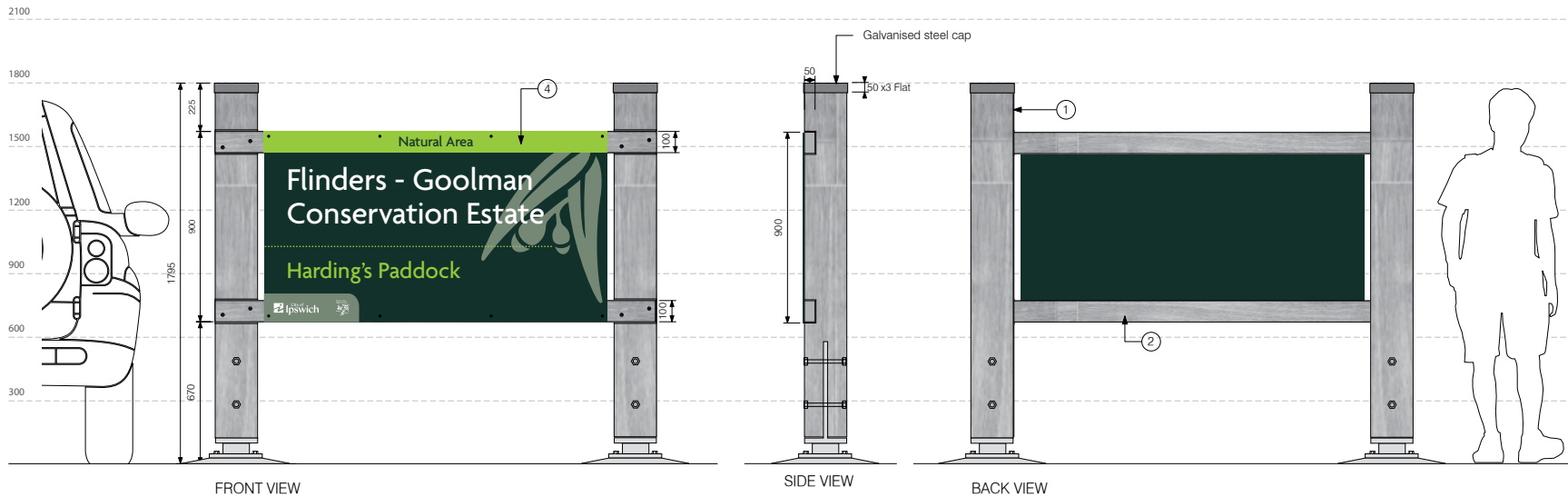
Refer to page 3 of 3 for construction details

Graphics Detail

Refer to page 2 of 3 for graphics detail



TOP VIEW



Typical Elevations
Scale 1:20

NCW-ID-1 Conservation Estate Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

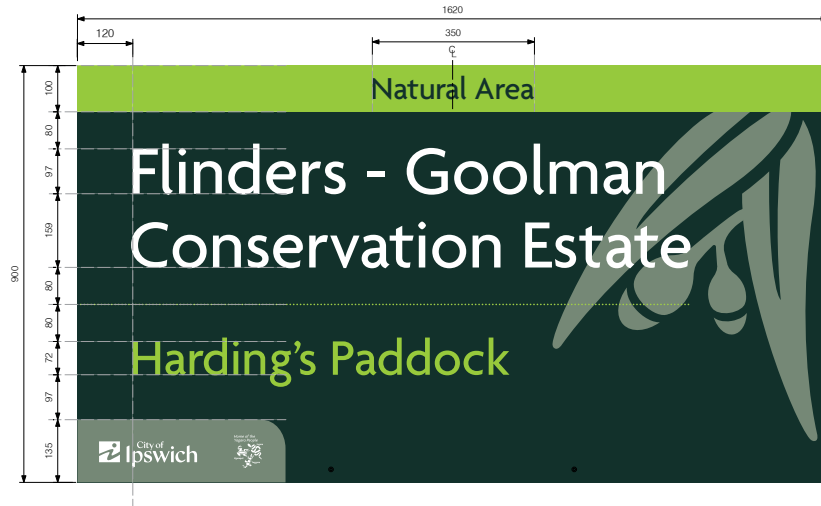
Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

Graphics Detail

FONT
Agenda Medium

SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details

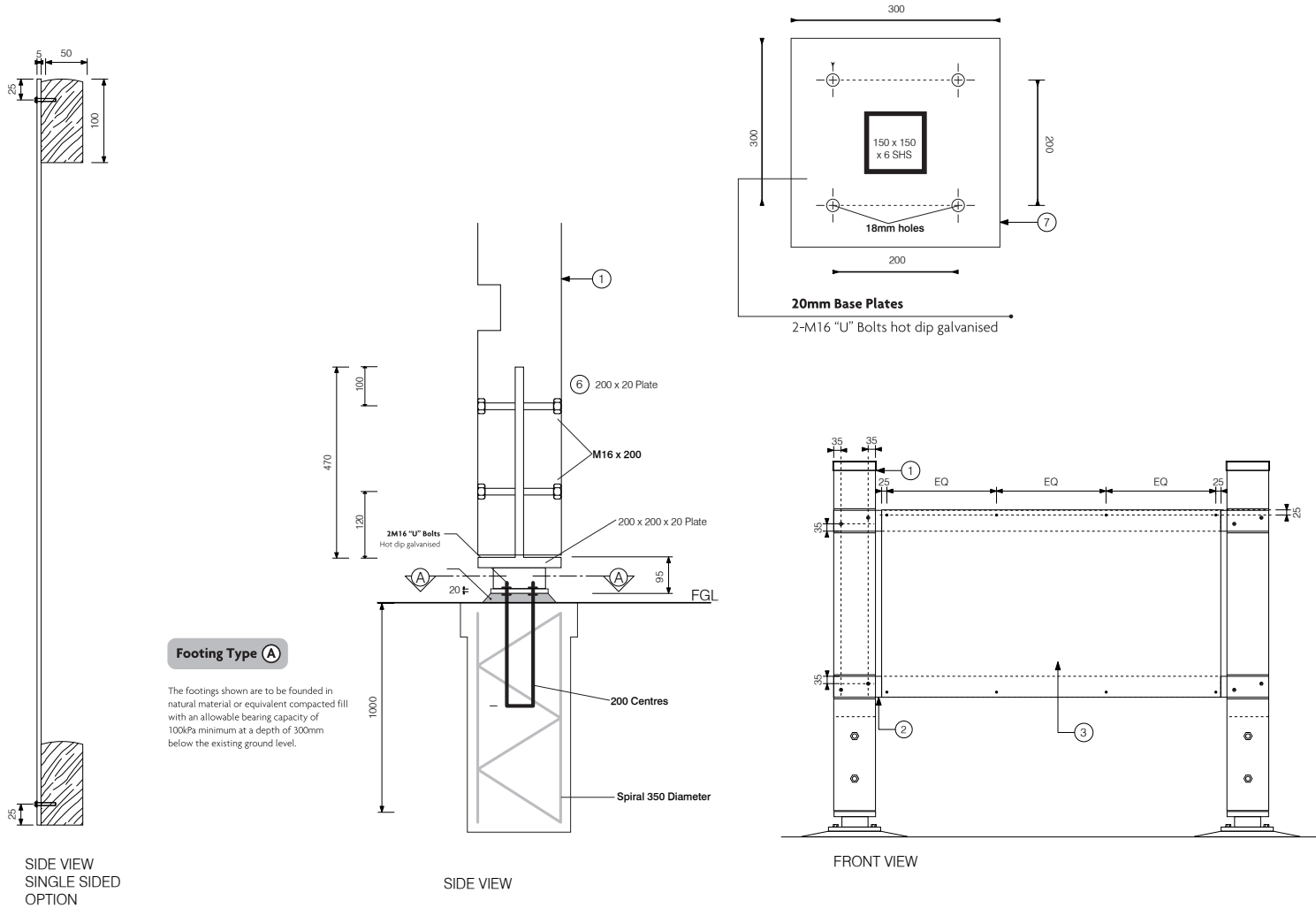


Graphic Layout
Scale 1:10



Typical Graphic Layouts
Scale 1:20

NCW-ID-1 Conservation Estate Identification Sign



Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
 Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
 This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
 • Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.
 • All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
 1. 200mm x 200mm reclaimed Ironbark hardwood timber posts. Graded to RFG1- class 1 durability. Sourced from ICC approved supplier. To be coated with untinted Tanacoat oil or ICC approved equivalent. Rustic and weathered grey finish. 50mm x 3mm galvanised steel cap to top of posts. Screw on side - countersunk wood screws, 12 gage, 25mm.

2. Ironbark studs to match specification of timber posts. Fixed to posts with recessed coach screws. Rounded profile to top of stud to prevent water pooling.

3. 5mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

4. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

5. Sign panel fixed to timber with M5 stainless steel, security style, button head machine screws.

Footings
 6. Timber column to be slotted over welded galvanised steel plate and fixed using zinc alloy plated hexagon flange bolts recessed into timber column.

7. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 1000mm.

NB: All steelwork to be hot dipped galvanised.

Graphics Detail
 Refer to page 2 of 3 for graphics detail. Basic Plate Detail 6mm CFN.

NDI-ID-1 Conservation Reserve Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

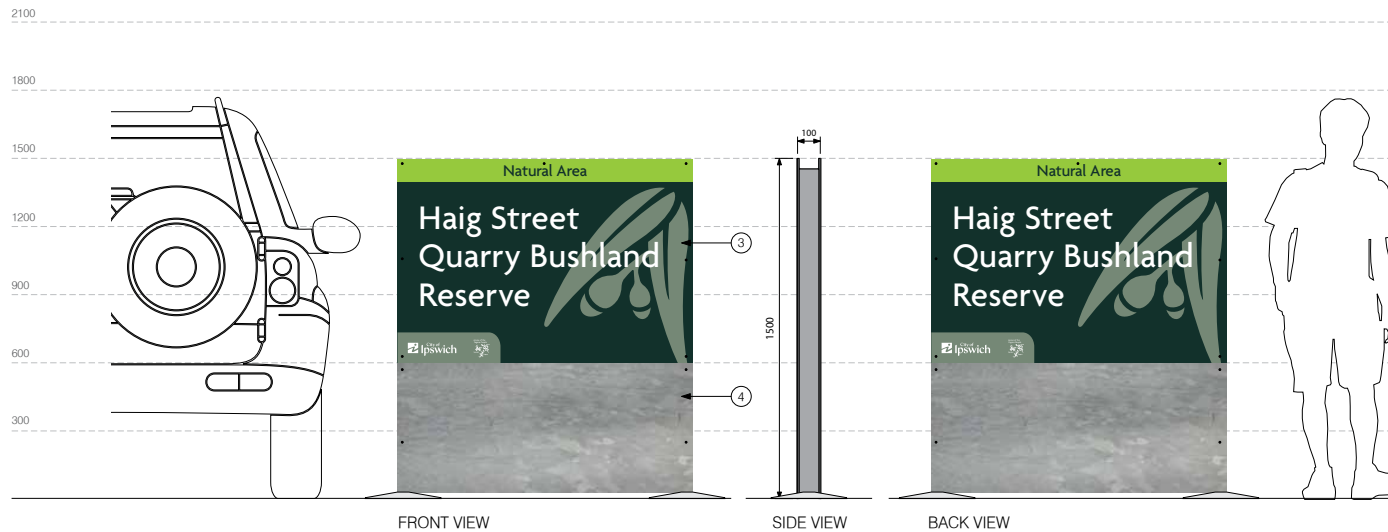
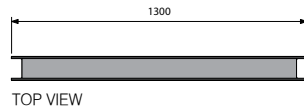
REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 3 of 3 for construction details

Graphics Detail
Refer to page 2 of 3 for graphics details



Graphic Layout

Scale 1:20

NDI-ID-1-A/B Conservation Reserve Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention

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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

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• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 3 of 3 for construction details

Graphics Detail

FONT
 Agenda Medium

SIZE
 As shown on drawing

COLOUR
 Refer to graphic standards for details



OPTION A - 2 LINES OF TEXT



OPTION B - 3 LINES OF TEXT

Graphic Layout

Scale 1:10

NDI-ID-1-A/B Conservation Reserve Identification Sign

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Attention
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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. Galvanised steel parallel flange channel (100 PFC) sign frame. All material to be 100 PFC channel cross members.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre drilled

3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing holes to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. 3mm thick galvanised steel panel fixed to sign frame. 3mm radius on all corners. Fixing points to be pre-drilled. Butt up to aluminium sign panel. Panel to finish 25mm above ground level. Panel height to be coordinated with height of aluminium sign panel.

5. Sign panel fixed to column with M6 zinc alloy plated, security drive post square/phil button head combination machine screw.

Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

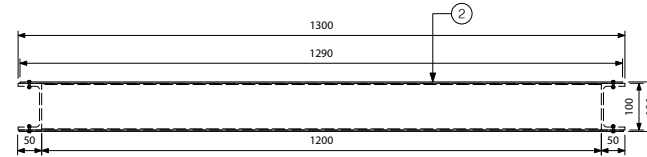
NB: All steelwork to be hot dipped galvanised.

Graphics Detail

Refer to page 2 of 3 for graphics detail.

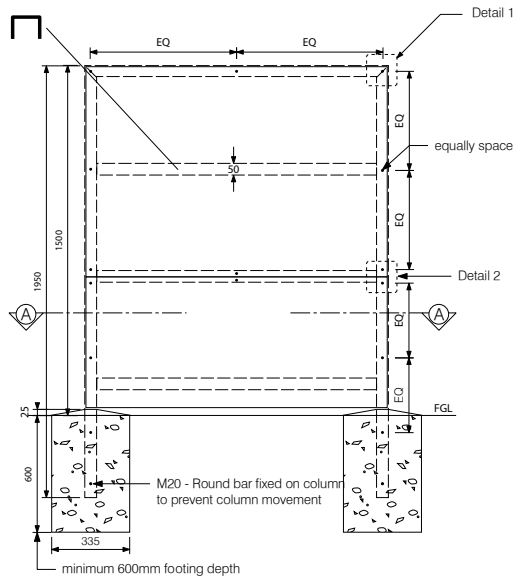


TOP VIEW



Section A-A

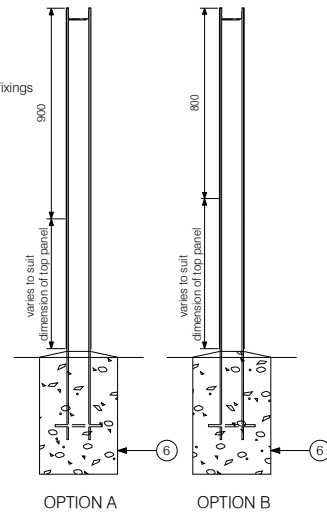
Scale 1:10



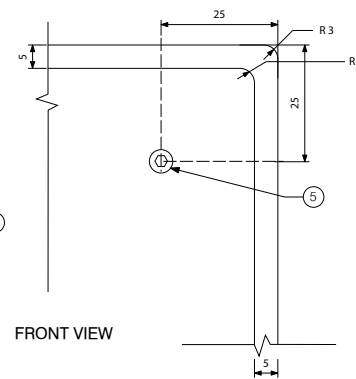
FRONT VIEW

Graphic Layout

Scale 1:20

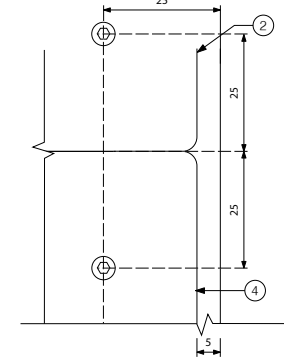


SIDE VIEW



Detail 1

Scale 1:1



FRONT VIEW

Detail 2

Scale 1:1

ID-2 Major External Area Identification Sign

Page 1 of 3

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

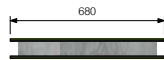
REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

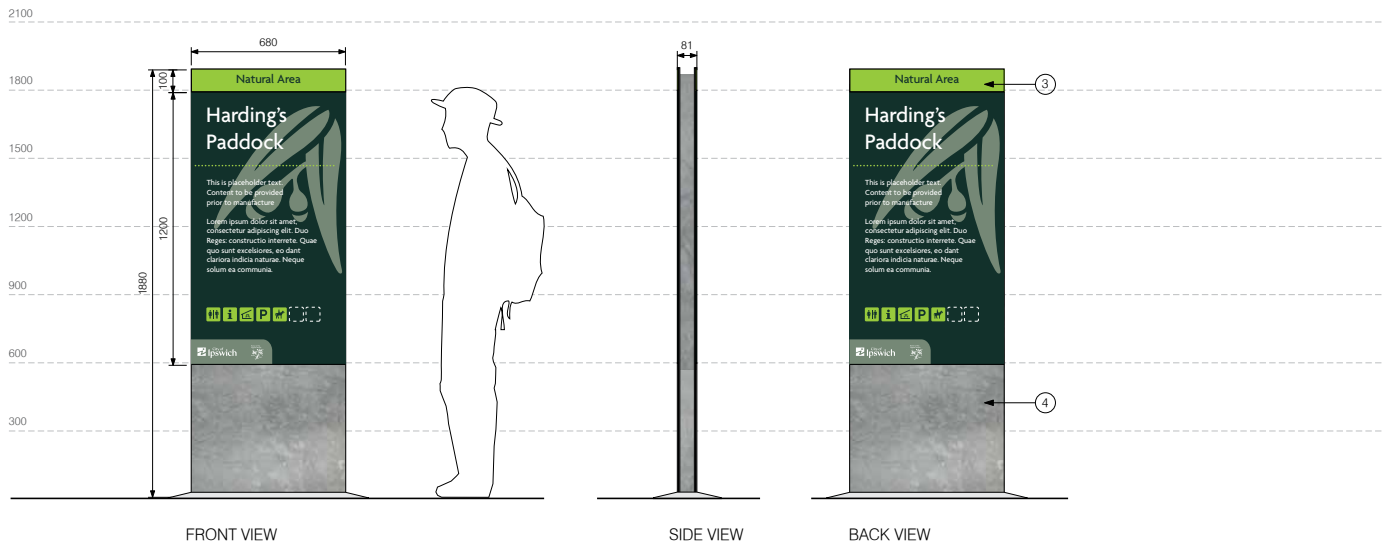
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 3 of 3 for construction details

Graphics Detail
Refer to page 2 of 3 for graphics details



TOP VIEW



Typical Elevation
Scale 1:20

ID-2 Major External Area Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

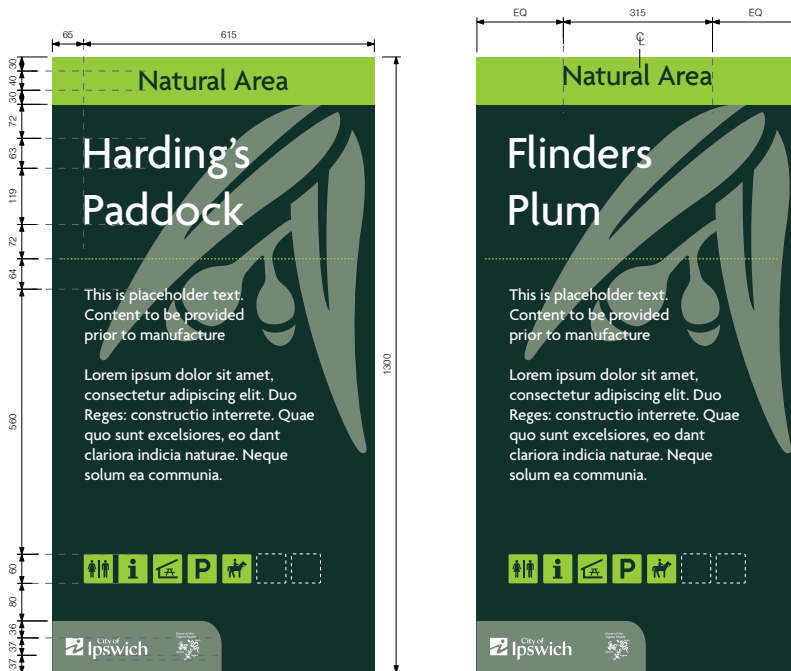
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 3 of 3 for construction details

Graphics Detail
FONT
Agenda Medium

SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details



Typical Graphic Layouts

Scale 1:10

ID-2 Major External Area Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. Galvanised steel parallel flange channel (75 PFC) sign frame. All materials to be 75 PFC cross channel members.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre drilled.

3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing holes to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. 3mm thick galvanised steel panel fixed to sign frame. 3mm radius on all corners. Fixing points to be pre drilled. But up to aluminium sign panel. Panel to finish 25mm above ground level.

5. Sign panel fixed to column with M6 zinc alloy plated, security drive post square/phil button head combination machine screw.

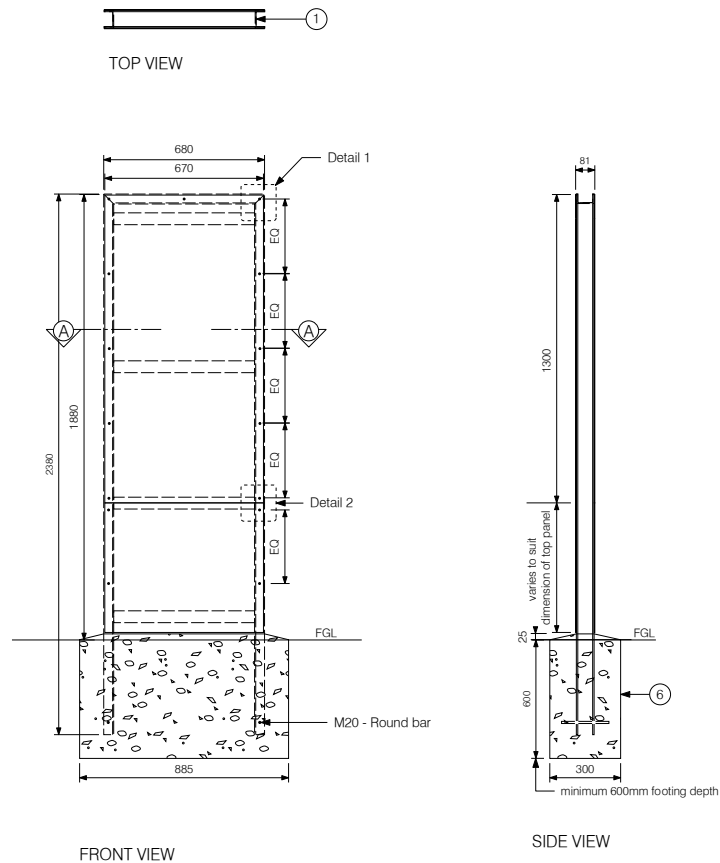
Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

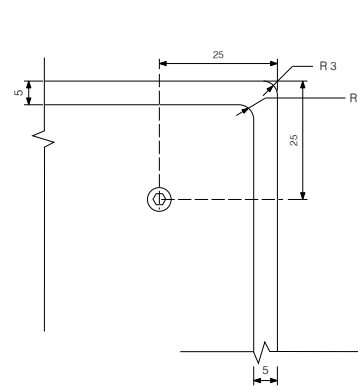
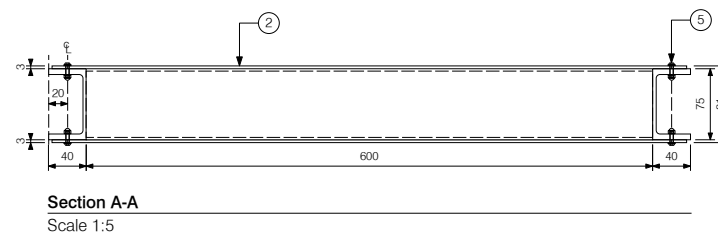
NB: All steelwork to be hot dipped galvanised.

Graphics Detail

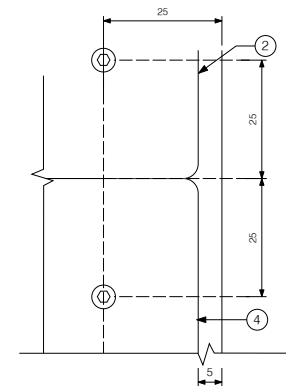
Refer to page 2 of 3 for graphics detail.



Typical Elevation
Scale 1:20



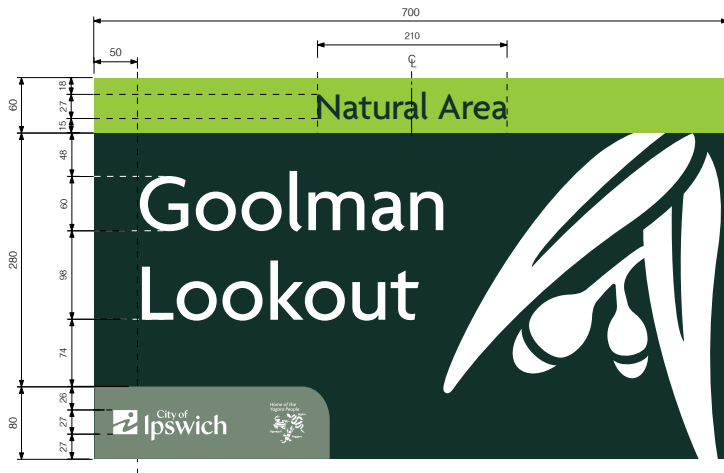
FRONT VIEW
Detail 1
Scale 1:1



FRONT VIEW
Detail 2
Scale 1:1

ID-3 Minor External Area Identification Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.



Typical Graphic Layout
Scale 1:5



Typical Graphic Layout
Scale 1:10

Attention
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REFERENCE DOCUMENTS
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- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

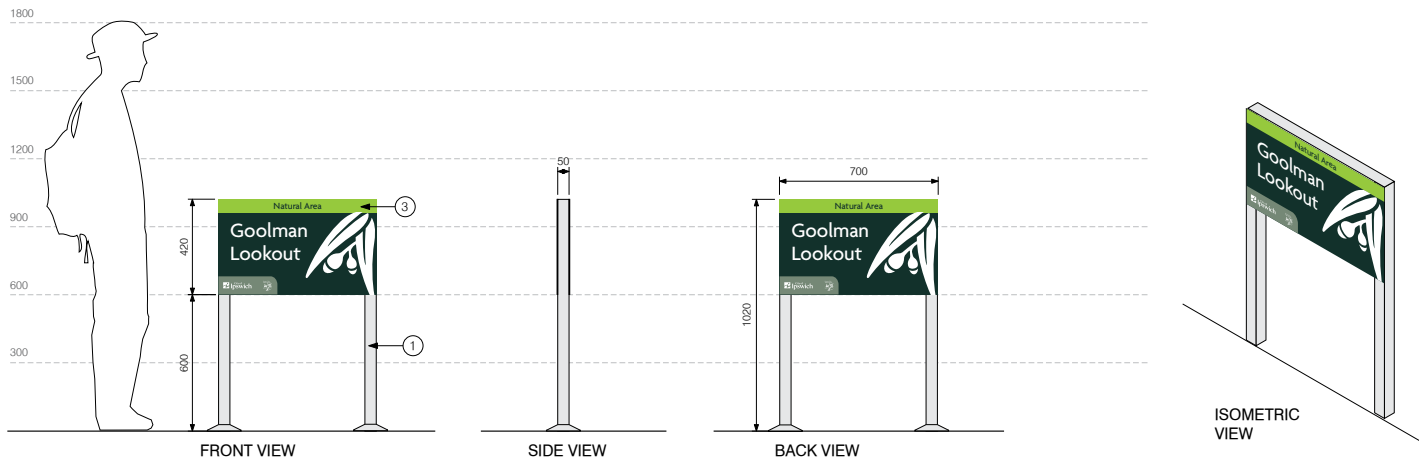
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details

Graphics Detail
FONT
Agenda Medium

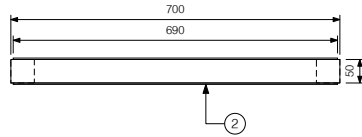
SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details

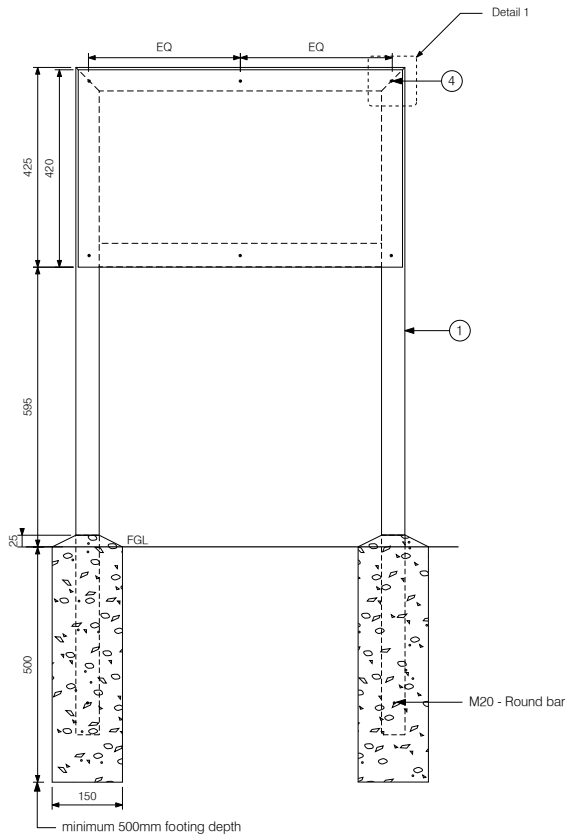


Typical Elevations
Scale 1:20

ID-3 Minor External Area Identification Sign



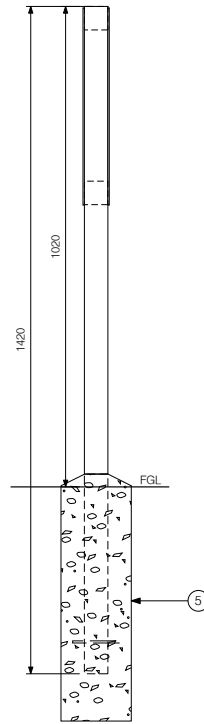
TOP VIEW



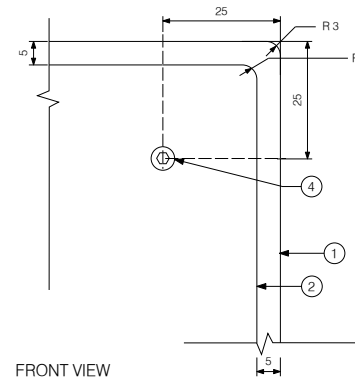
FRONT VIEW

Typical Elevations

Scale 1:10



SIDE VIEW



FRONT VIEW

Detail 1

Scale 1:1

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention

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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. Galvanised steel 50mm x 50mm x 3mm SHS sign frame.
2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing holes to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.
4. Sign panel fixed to column with 6mm stainless steel pop rivets.

Footings

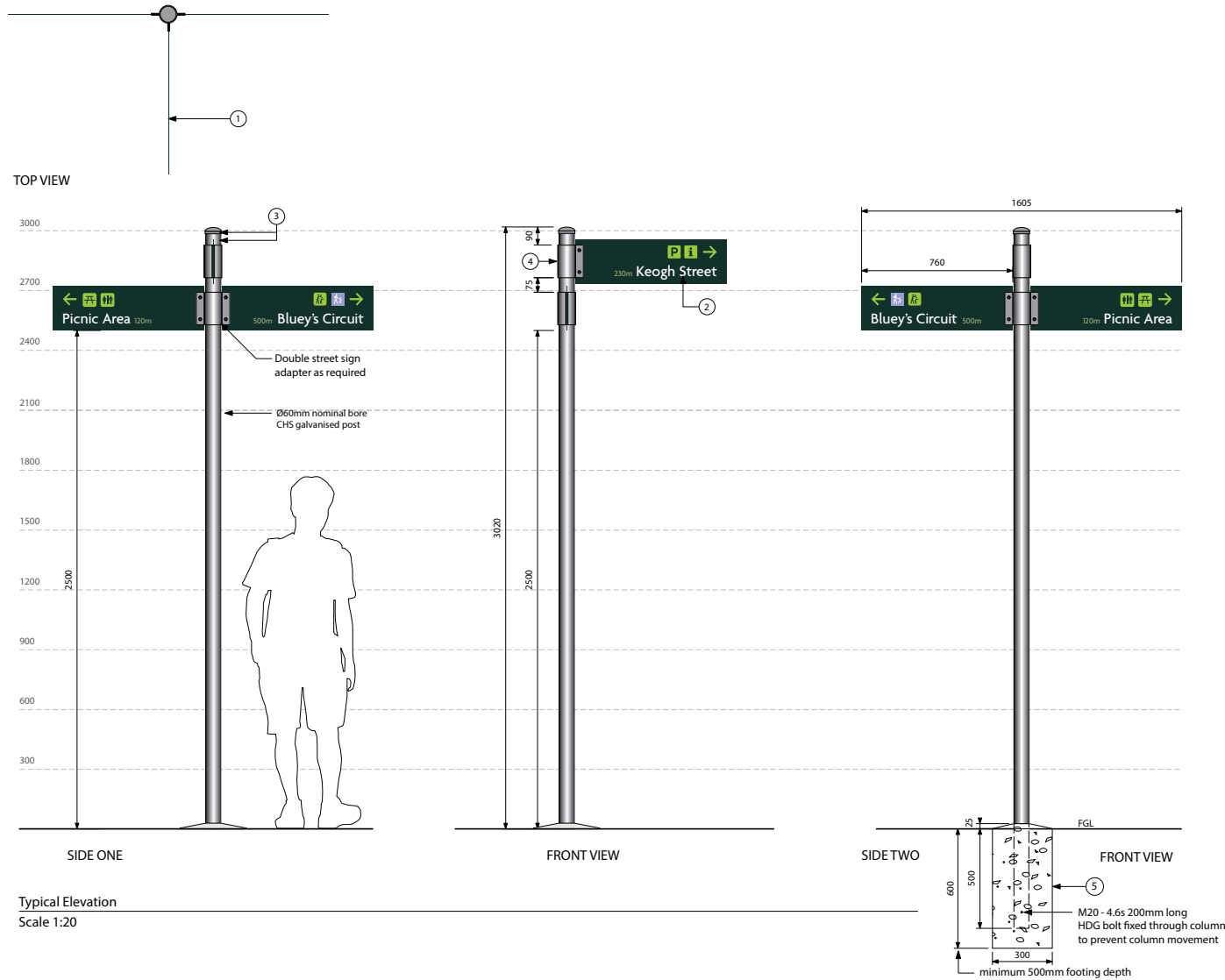
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-estate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

Graphics Detail

Refer to page 1 of 2 for graphics detail.

DR-1 Minor Site Directional Sign



Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

• Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 3mm thick aluminium panel. To be primed and all visible edges 2 pac painted to match. All corners to be pencil round.
2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.
3. Ø60mm nominal bore CHS galvanised posts and cap to match local Council standard street signs.
4. 2 part G-James Street Signage / TD3 bracket to fix sign panel to post. Double street sign adapter as required.
5. Newly installed posts shall be installed a minimum of 500mm in the ground. Minimum 300mm wide post hole.

Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

DR-1 Minor Site Directional Sign

Page 2 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention

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REFERENCE DOCUMENTS

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- Sign Location Plan
- Specification
- Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

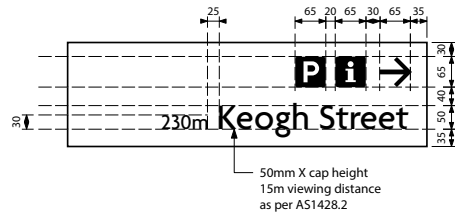
Refer to page 1 of 2 for Construction Details

Graphics Detail

FONT
Agenda Medium

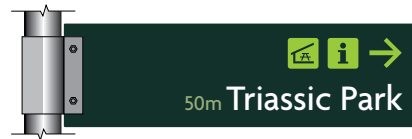
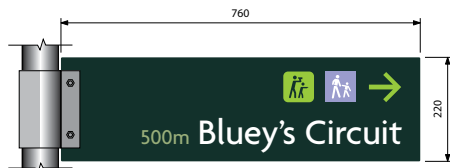
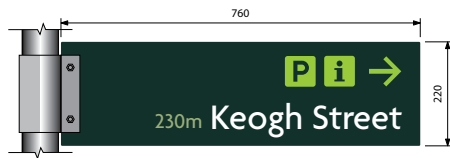
SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details



Graphic Layout

Scale 1:10



Short Panel



Long Panel

For longer destinations use long panel as required. 860mm maximum panel length.

Indicative Graphics

Scale 1:10

DR-2 Trail Marker Sign

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Attention
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REFERENCE DOCUMENTS
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- Sign Location Plan
- Specification
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GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

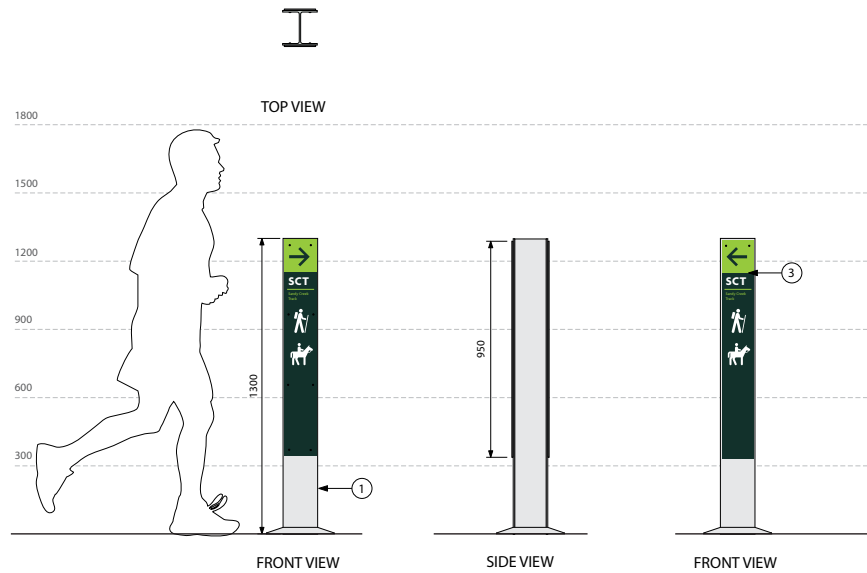
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details

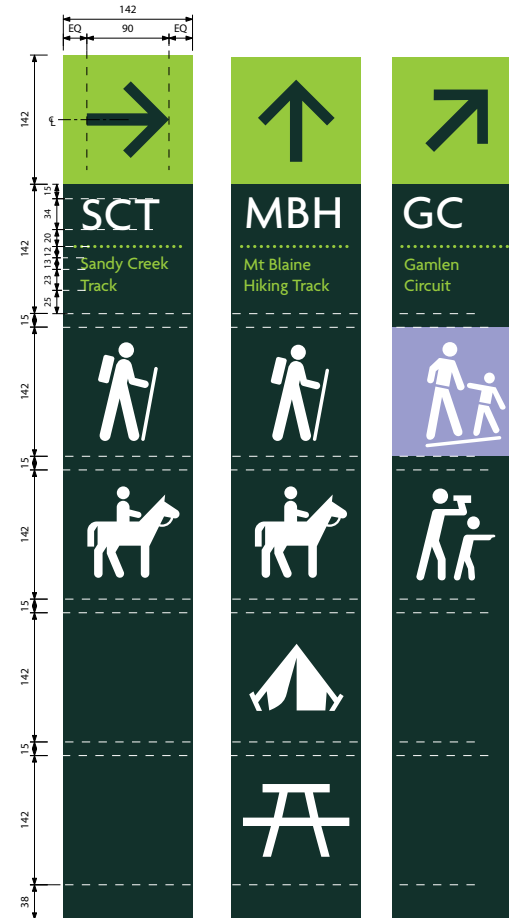
Graphics Detail
FONT
Agenda Medium

SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details



Typical Elevations
Scale 1:20



Typical Graphic Layouts
Scale 1:5

DR-2 Trail Marker Sign

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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. Steel universal column (I50UC 23.4) galvanised.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

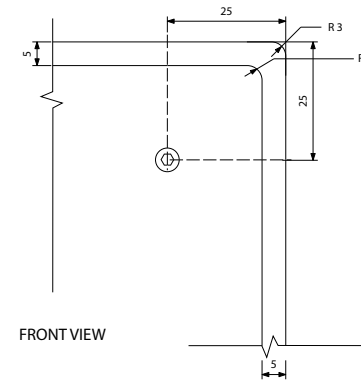
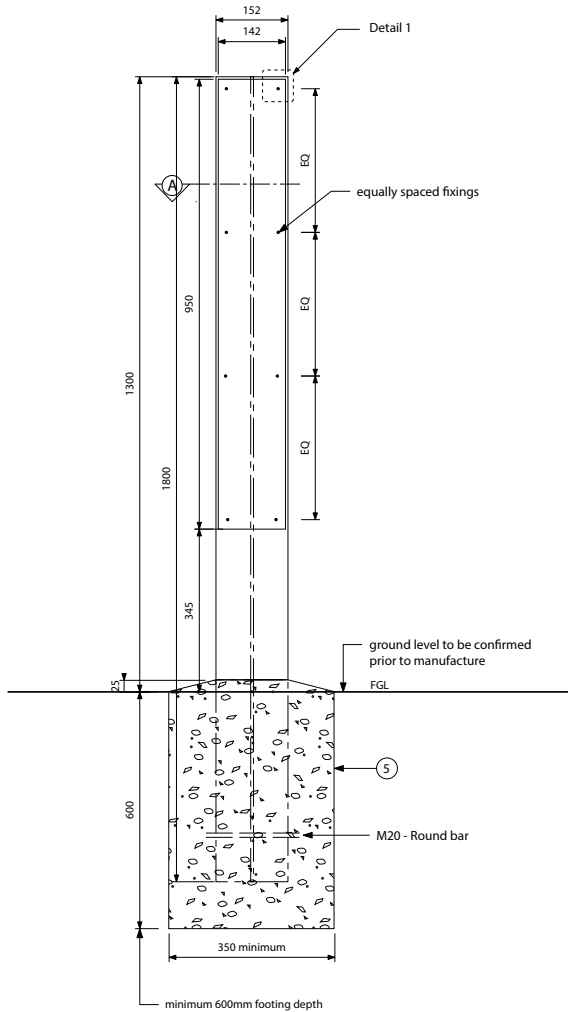
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing holes to prevent damage to print.

4. Sign panel fixed to column with M6 zinc alloy plated, security drive post square/phil button head combination machine screw.

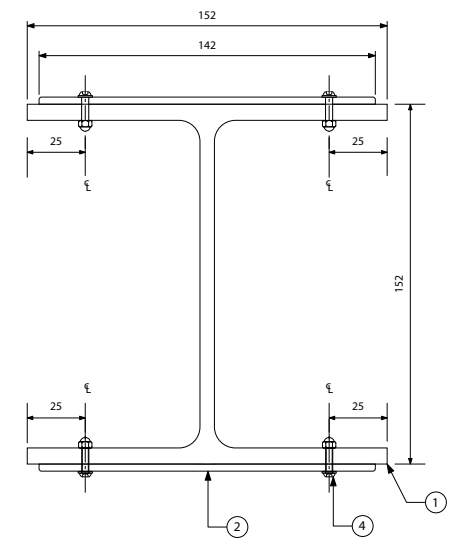
Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

Graphics Detail
Refer to page 1 of 2 for graphics detail.



Detail 1
Scale 1:1



Section A
Scale 1:2

IF-1 Signage Shelter - 4 Bays

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. 1.6mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

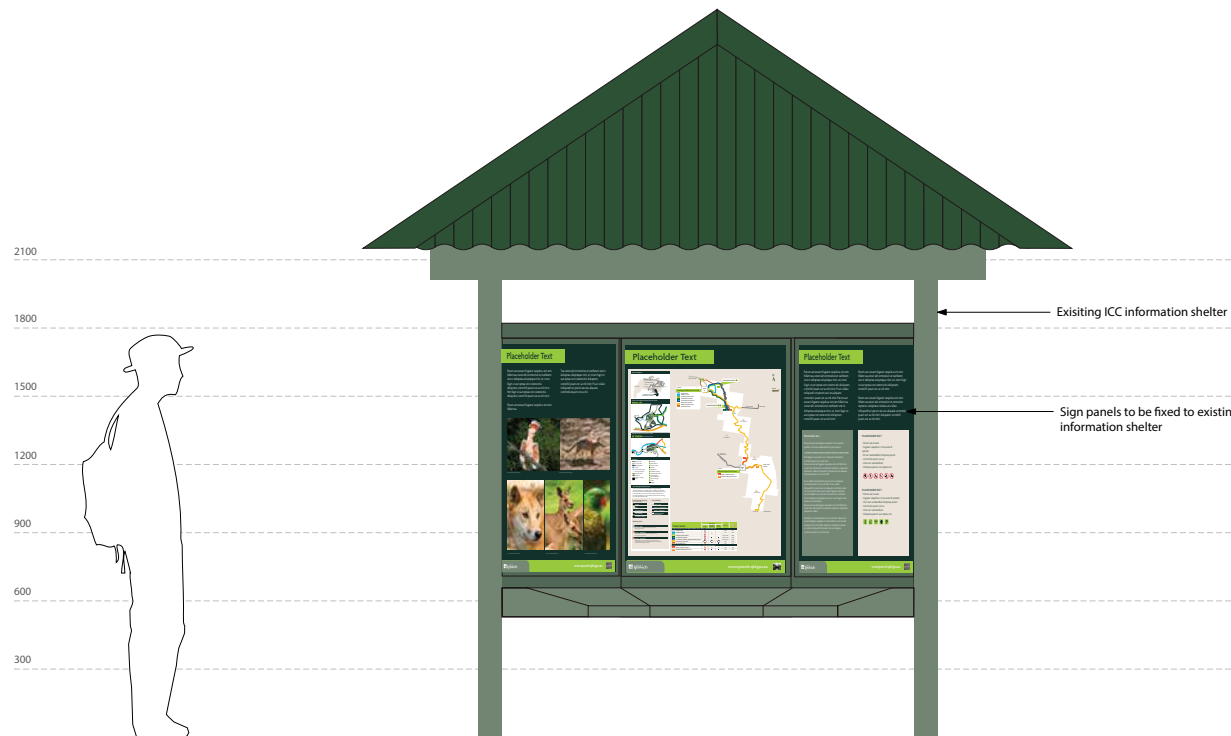
3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

Graphics Detail
FONT
Agenda - Medium
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details



Graphic Layout
Scale 1:20

IF-1 Signage Shelter - 4 Bays

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. 1.6mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

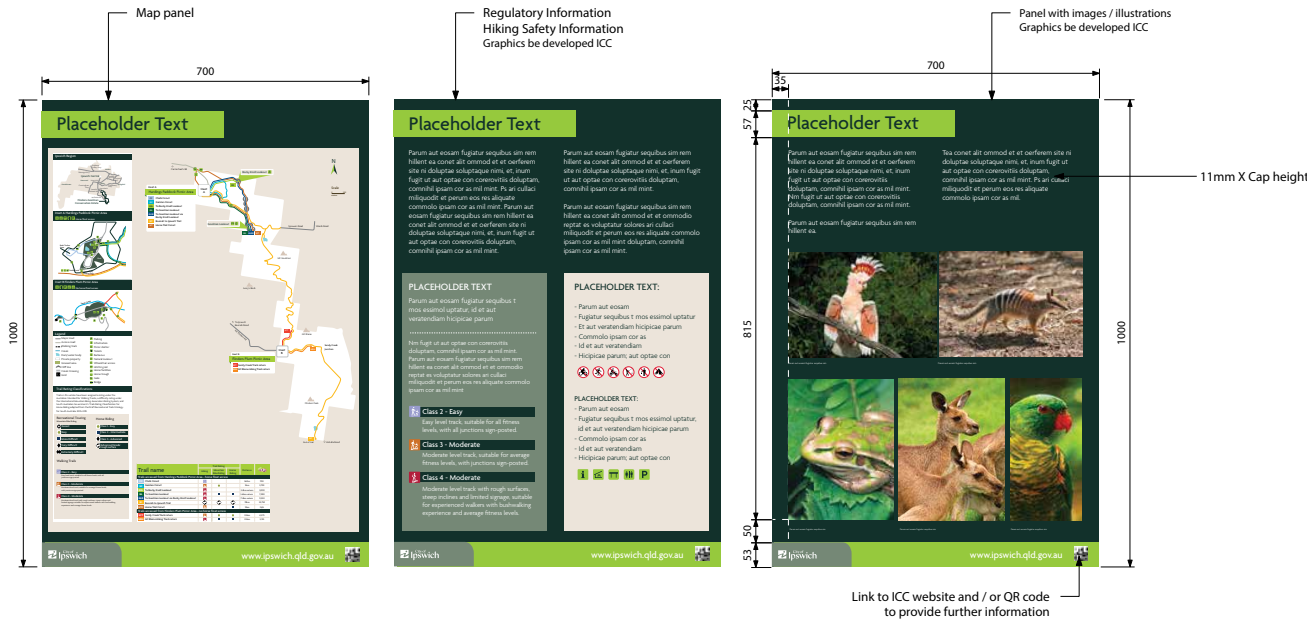
All construction details to be coordinated with signage shelter details

Graphics Detail

FONT
Agenda - Medium
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details



Graphic Layout
Scale 1:10

IF-2 Signage Shelter - 1 Panel

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. 1.6mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

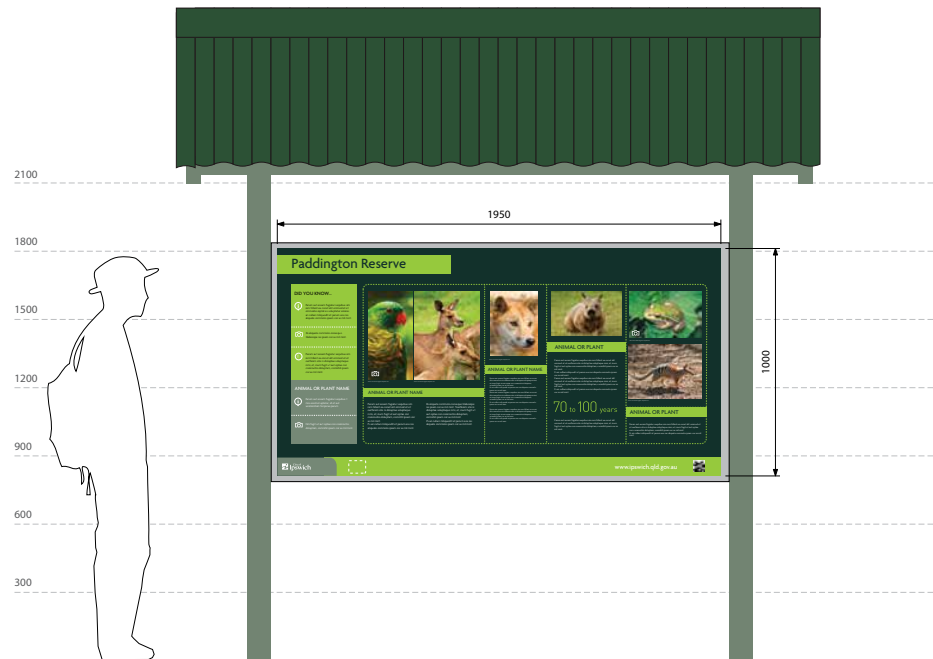
3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

Graphics Detail
FONT
Agenda - Medium
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details



Graphic Layout
Scale 1:20

IF-2 Signage Shelter - 1 Panel

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

CONSTRUCTION DETAILS
1. 1.6 mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

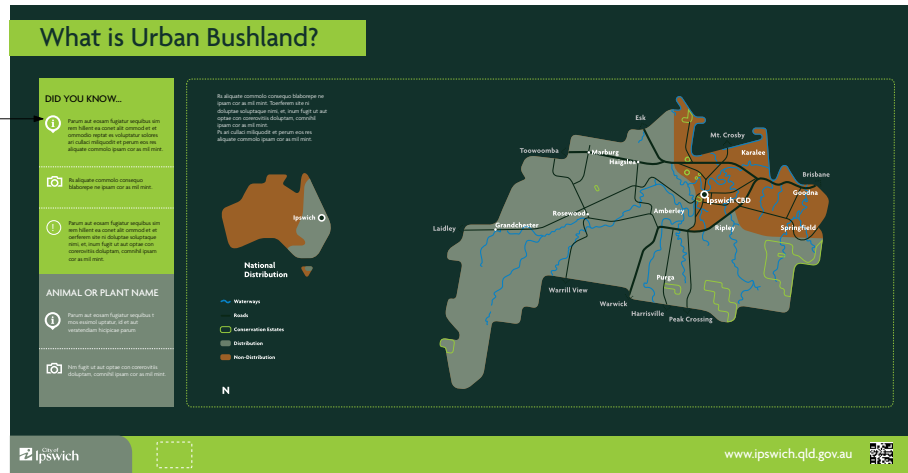
3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

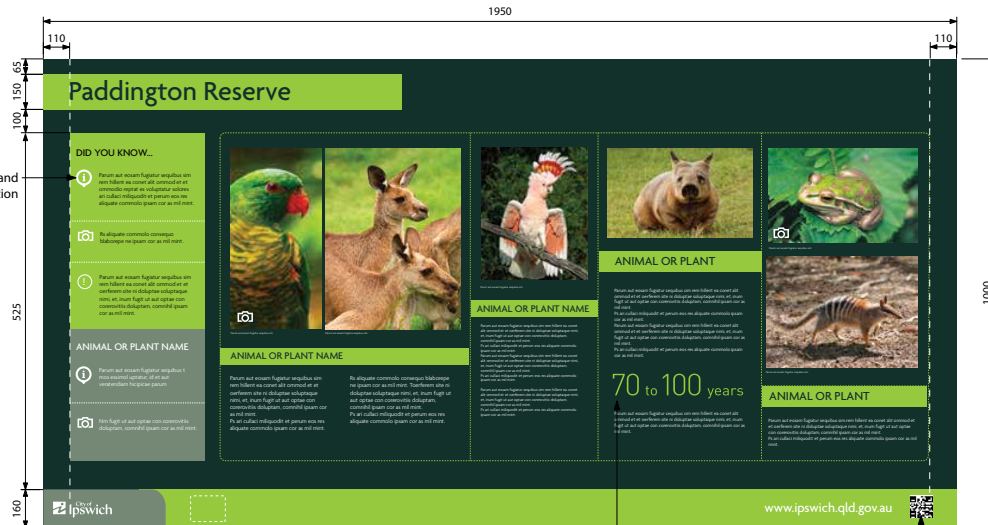
Graphics Detail
FONT
Agenda - Medium
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details



quick facts and important information



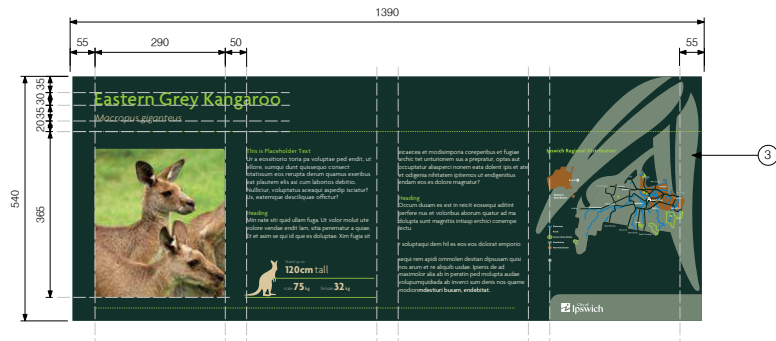
quick facts and important information

Highlight key facts / information

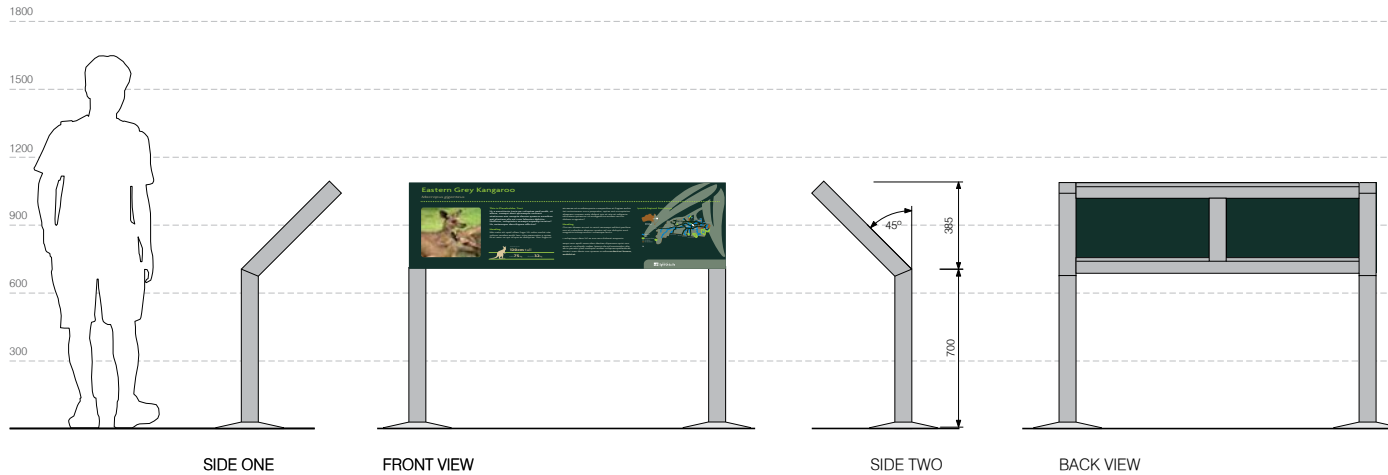
Link to ICC website and / or QR code to provide further information. ICC to develop content

Graphic Layout
Scale 1:10

IF-3a Major Interpretation Sign



Graphic Layout
Scale 1:10



Typical Elevations
Scale 1:20

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details.

Graphics Detail
FONT
Agenda - Medium
Agenda - Light

SIZE
Panel Heading = 28mm X cap height
Body Copy = 9mm X cap height

COLOUR
Refer to graphic standards for details.

IF-3a Major Interpretation Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. Fabricated sign frame. Galvanised steel 75mm SHS posts with 25mm x 75mm RHS cross members. 3mm welded cap to SHS post as required.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

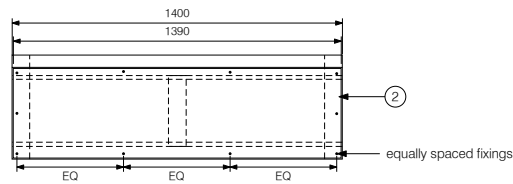
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. Sign panel fixed to column with stainless steel pop rivets.

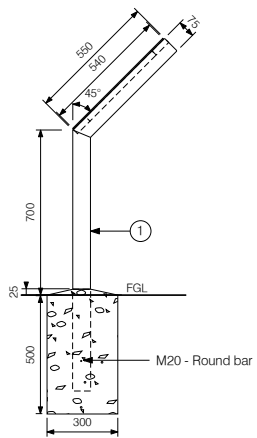
Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

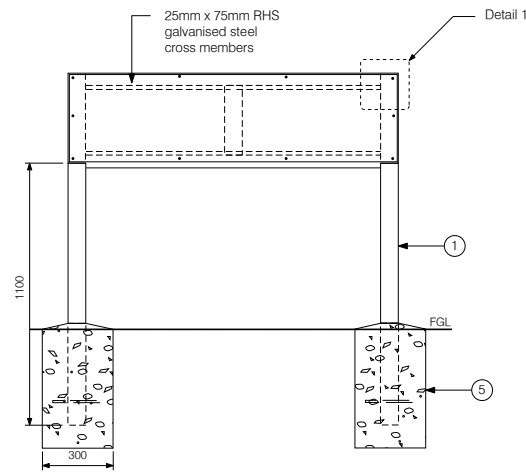
Graphics Detail
Refer to page 1 of 2 for graphics detail.



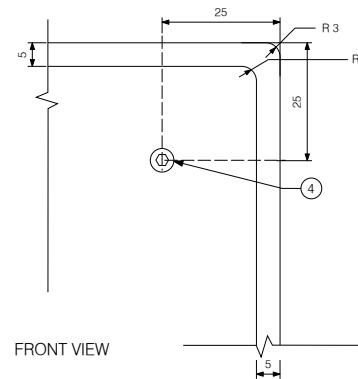
TOP VIEW



SIDE VIEW



FRONT VIEW



FRONT VIEW

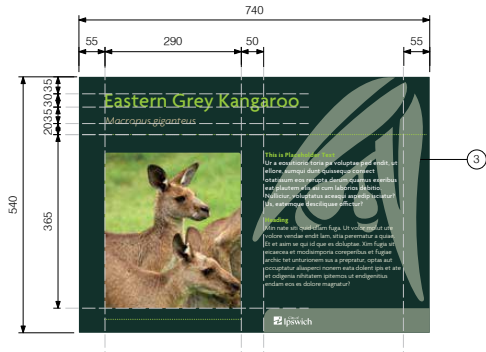
Detail 1

Scale 1:1

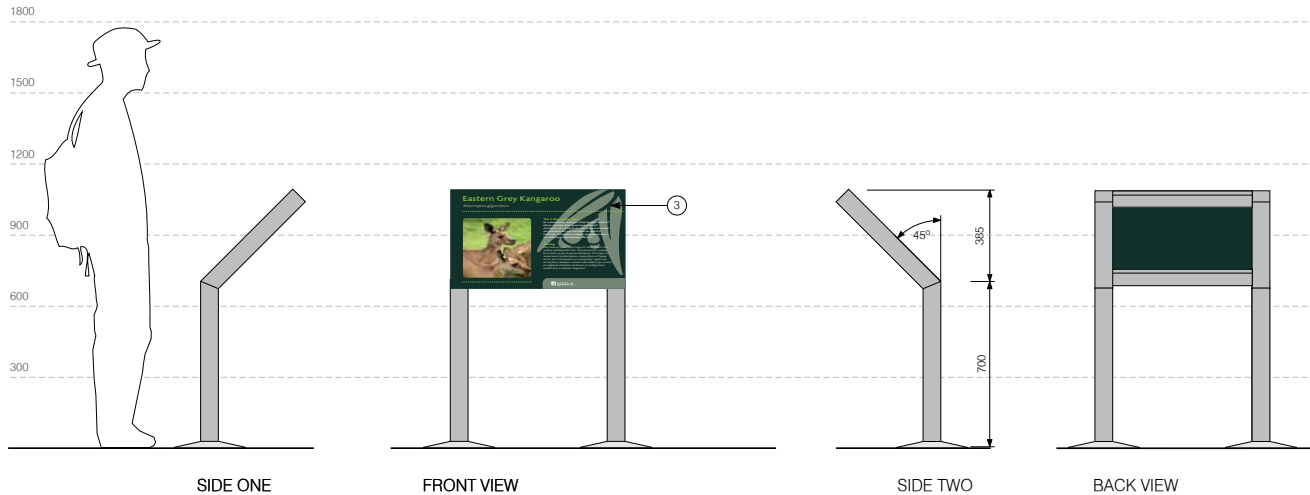
Graphic Layout

Scale 1:20

IF-3b Minor Interpretation Sign



Graphic Layout
Scale 1:10



Typical Elevations
Scale 1:20

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 2 of 2 for construction details.

Graphics Detail

FONT
Agenda - Medium
Agenda - Light

SIZE
Panel Heading = 28mm X cap height
Body Copy = 9mm X cap height

COLOUR
Refer to graphic standards for details.

IF-3b Minor Interpretation Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. Fabricated sign frame. Galvanised steel 75mm SHS posts with 25mm x 75mm x 3.0mm RHS cross members. 3mm welded cap to SHS post as required.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.

3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. Sign panel fixed to column with stainless steel pop rivets.

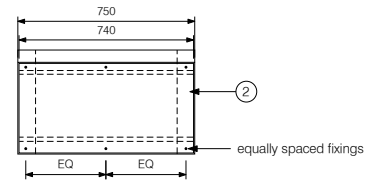
Footings

5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

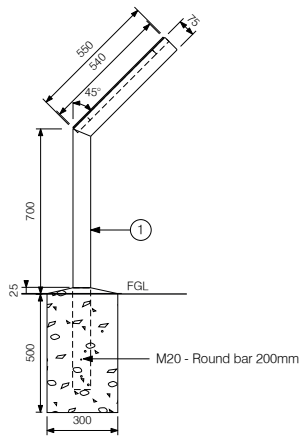
NB: All steelwork to be hot dipped galvanised.

Graphics Detail

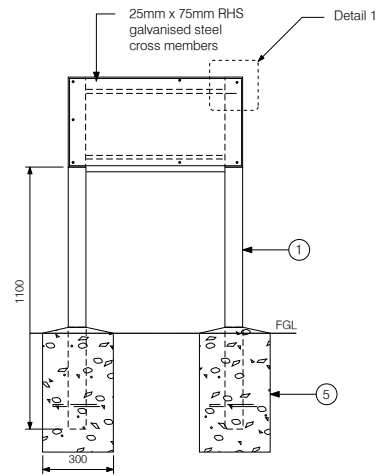
Refer to page 1 of 2 for graphics detail.



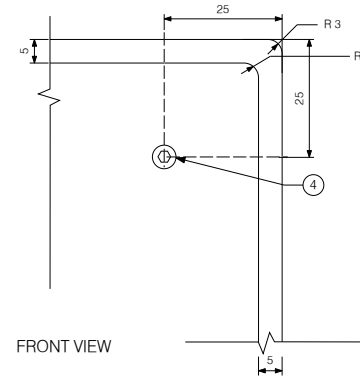
TOP VIEW



SIDE VIEW



FRONT VIEW



FRONT VIEW

Detail 1

Scale 1:1

Construction Details

Scale 1:20

IF-4 Dedication Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

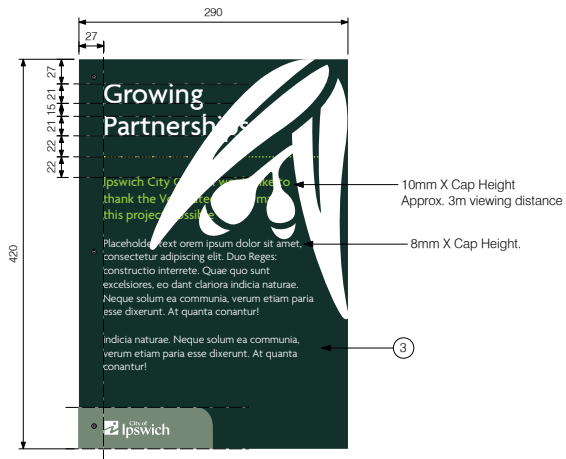
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details.

Graphics Detail
FONT
Agenda - Medium
Agenda - Light

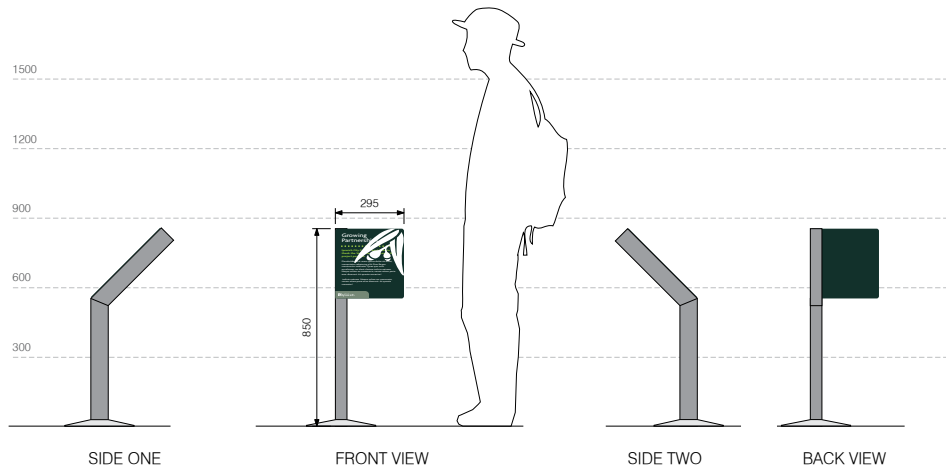
SIZE
As shown

COLOUR
Refer to graphic standards for details.



Graphic Layout

Scale 1:5



Graphic Layout

Scale 1:20

IF-4 Dedication Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention

Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

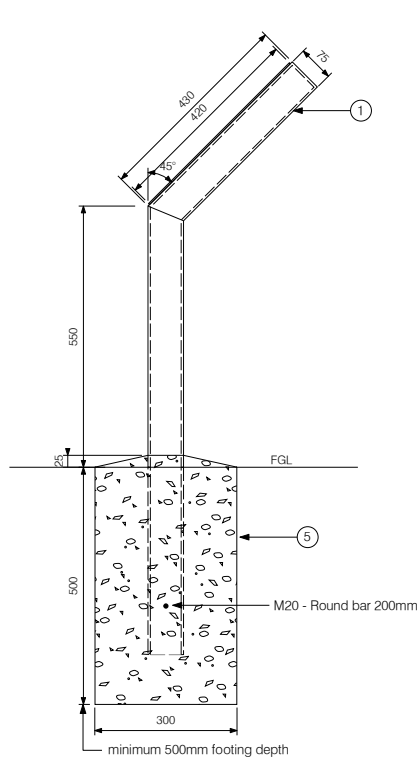
Construction Details

1. Fabricated 50mm x 75mm x 3.0mm RHS galvanised steel sign post. 3mm welded cap to RHS post as required.
2. 5mm thick aluminium sign panels. To be powdercoated and all visible edges painted to match DULUX Cruel Sea. 3mm radius on all corners. Fixing points to be pre-drilled.
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.
4. Sign panel fixed to column with stainless steel pop rivets.
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

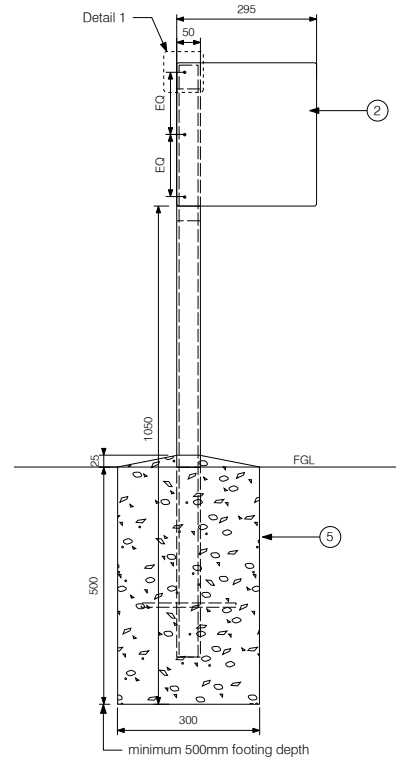
NB: All steelwork to be hot dipped galvanised.

Graphics Detail

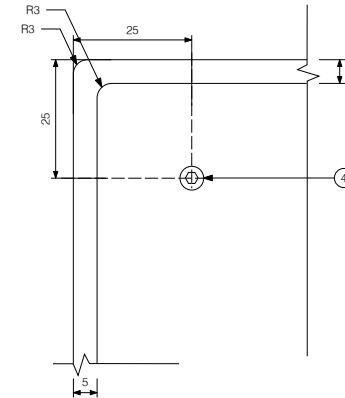
Refer to page 1 of 2 for graphics detail.



SIDE VIEW



FRONT VIEW



FRONT VIEW

Detail 1

Scale 1:1

Construction Details

IF-5 Conservation Estate / Conservation Reserve / Bushland Reserve

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 2 of 2 for Construction Details

Graphics Detail

FONT

Agenda Medium

SIZE

As shown on drawing

COLOUR

Refer to graphic standards for details

IF-5 relates to the following 3 signs:

NCW-IF-5

NDI-IF-5

NLO-IF-5



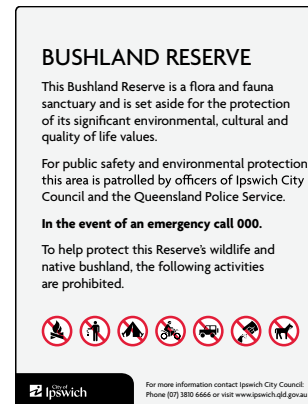
NCW-IF-5

Graphic Layout

Scale 1:5



NDI-IF-5

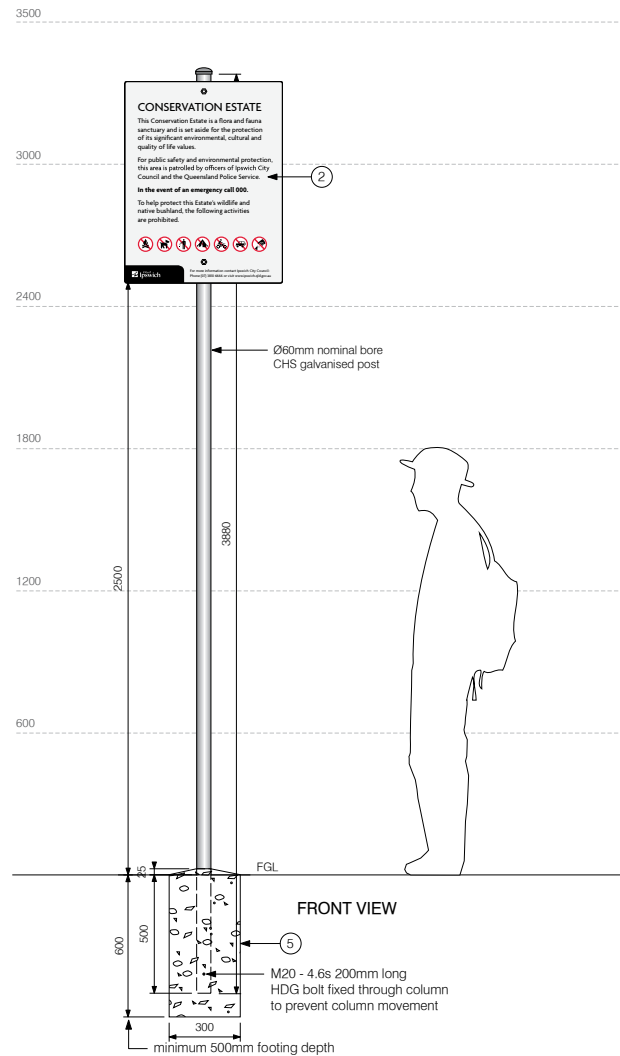


NLO-IF-5

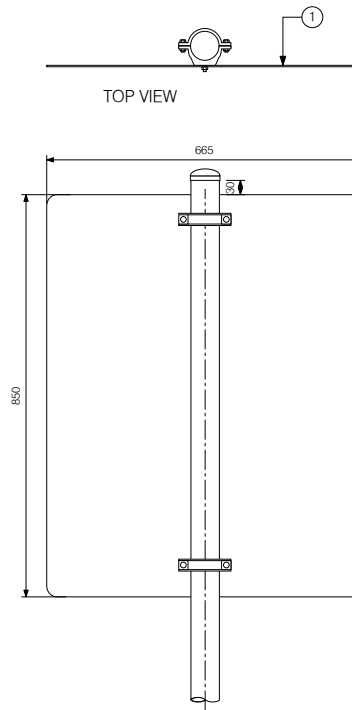
Graphic Layout

Scale 1:10

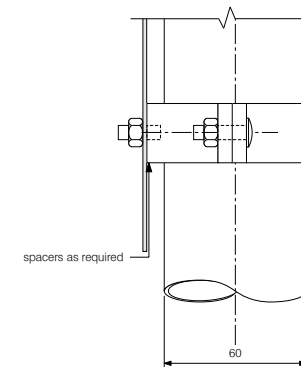
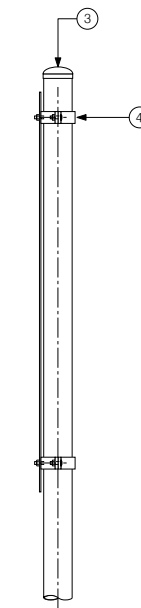
IF-5 Conservation Estate / Conservation Reserve / Bushland Reserve



Typical Elevation
Scale 1:20



Fixing Detail
Scale 1:10



Fixing Detail
Scale 1:2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

• Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.

2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.

3. Ø60mm nominal bore CHS galvanised posts and cap to match local Council standard street signs.

4. Sign bracket to match local Council standard street signs fix sign panel to post.

5. Newly installed posts shall be installed a minimum of 500mm in the ground.

Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

Graphics Detail

Refer to page 1 of 2 for Graphics Details

IF-5 relates to the following 3 signs:

NCW-IF-5

NDI-IF-5

NLO-IF-5

IF-6 Horse Trail Terms of Use

Page 1 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention

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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:

- Sign Location Plan
 - Specification
- Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

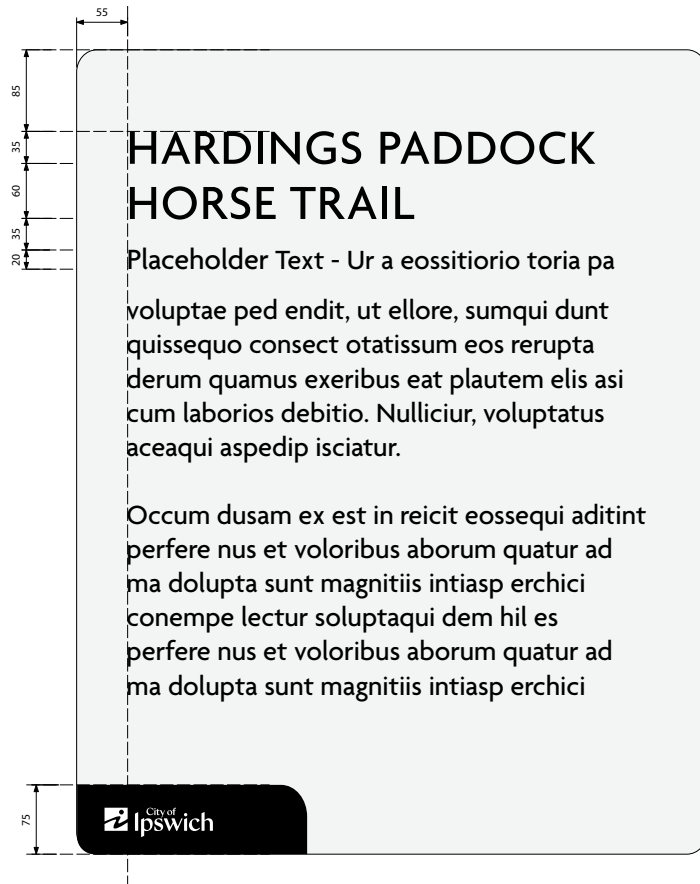
Refer to page 2 of 2 for Construction Details

Graphics Detail

FONT
Agenda Medium.

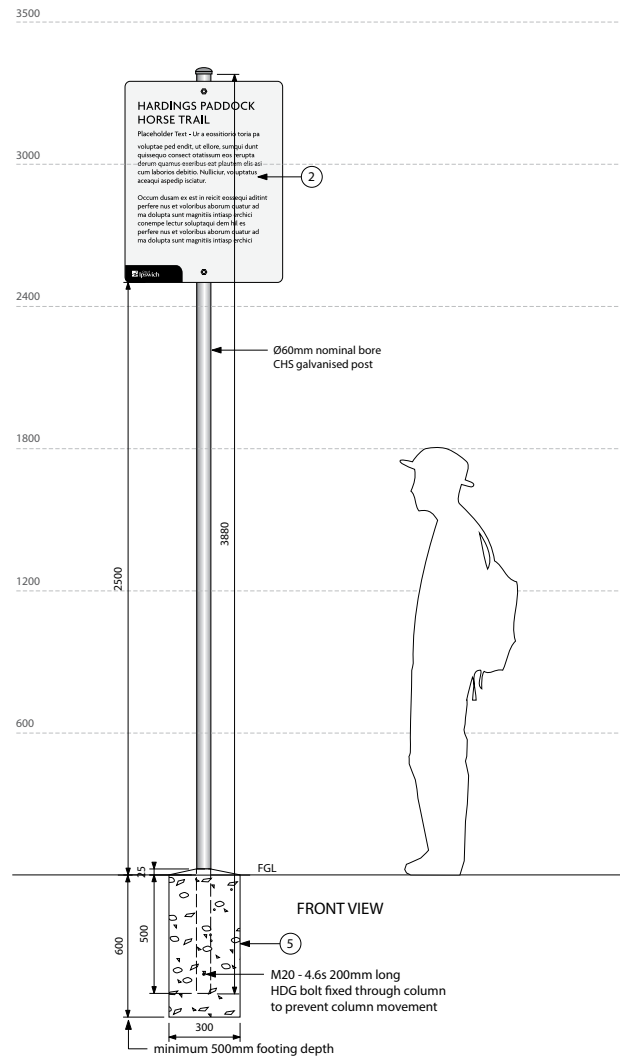
SIZE
As shown on drawing.

COLOUR
Refer to graphic standards for details.

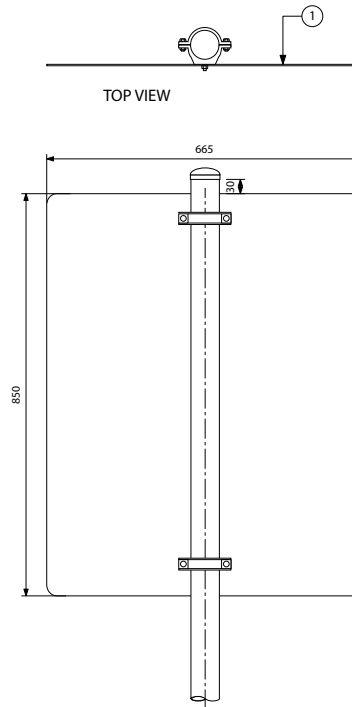


Graphic Layout
Scale 1:5

IF-6 Horse Trail Terms of Use

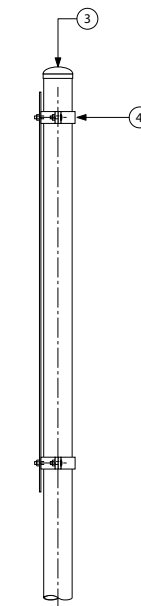


Typical Elevation
Scale 1:20

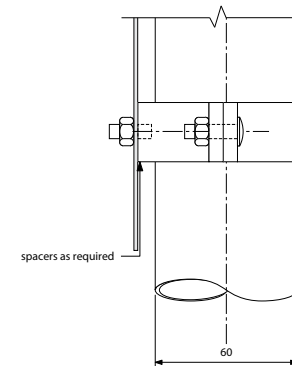


BACK VIEW

Fixing Detail
Scale 1:10



FRONT VIEW



Fixing Detail
Scale 1:2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

• Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.
2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.
3. Ø60mm nominal bore CHS galvanised posts and cap to match local Council standard street signs.
4. Sign bracket to match local Council standard street signs fix sign panel to post.
5. Newly installed posts shall be installed a minimum of 500mm in the ground.

Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

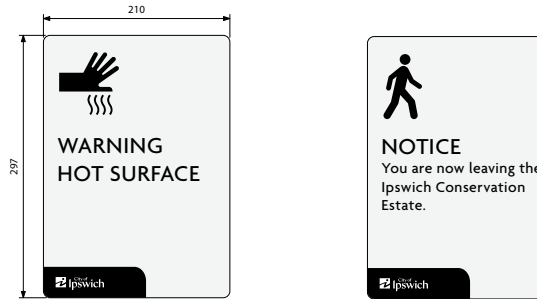
Graphics Detail

Refer to page 1 of 2 for Graphics Details

RG-S Small Regulatory Sign



Typical Graphic Layouts
Scale 1:2



Typical Graphic Layouts
Scale 1:5

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.
2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.

3. Fixed to backing material with suitable anti-theft fixings. Ensure fixings do not obscure pictogram. Use same post and fixing detail as RG-M Medium Regulatory Sign if post fixing is required.

Graphics Detail
FONT
Agenda Medium.

SIZE
As shown on drawing.

COLOUR
Refer to graphic standards for details.

Small Regulatory Signs are suitable for the following sign codes:

- RG-12
- RG-16
- RG-17

NOTE: Layouts are indicative only. All layouts to be approved by ICC Project Manager prior to production

RG-M Medium Regulatory Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 1 of 2 for Construction Details.

Graphics Detail

FONT
Agenda Medium.

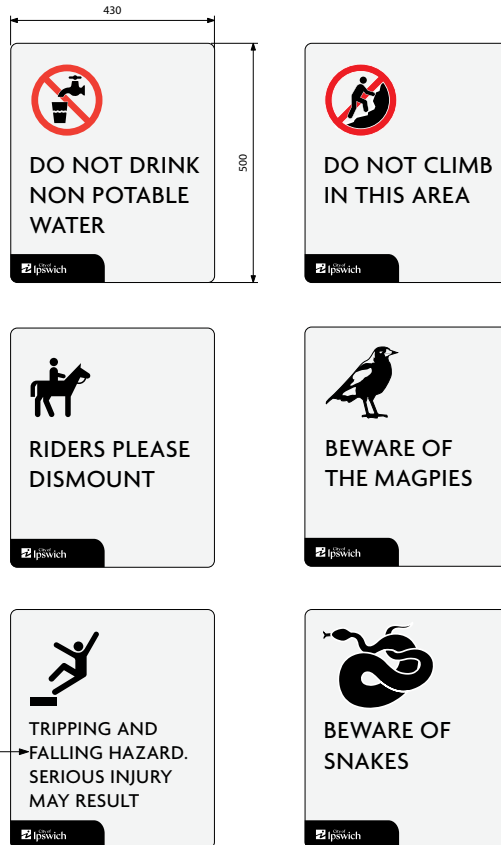
SIZE
As shown on drawing.

COLOUR
Refer to graphic standards for details.

Medium Regulatory Signs are suitable for the following sign codes:

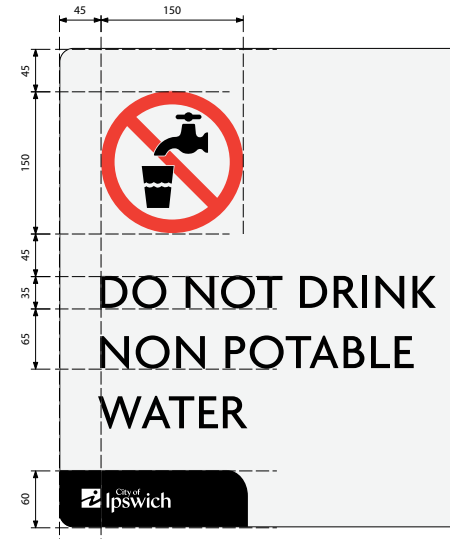
- RG-1
- RG-4
- RG-14
- RG-15

NOTE: Layouts are indicative only.
All layouts to be approved by ICC Project Manager prior to production



For longer messages.
Reduce text size to
minimum 27mm X
cap height

Typical Graphic Layouts
Scale 1:10



Typical Graphic Layouts
Scale 1:5

RG-M Medium Regulatory Sign

Page 2 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
 - Sign Location Plan
 - Specification
 Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

• Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.

2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.

3. Ø60mm nominal bore CHS galvanised posts and cap to match local Council standard street signs.

4. Sign bracket to match local Council standard street signs fix sign panel to post.

5. Newly installed posts shall be installed a minimum of 500mm in the ground.

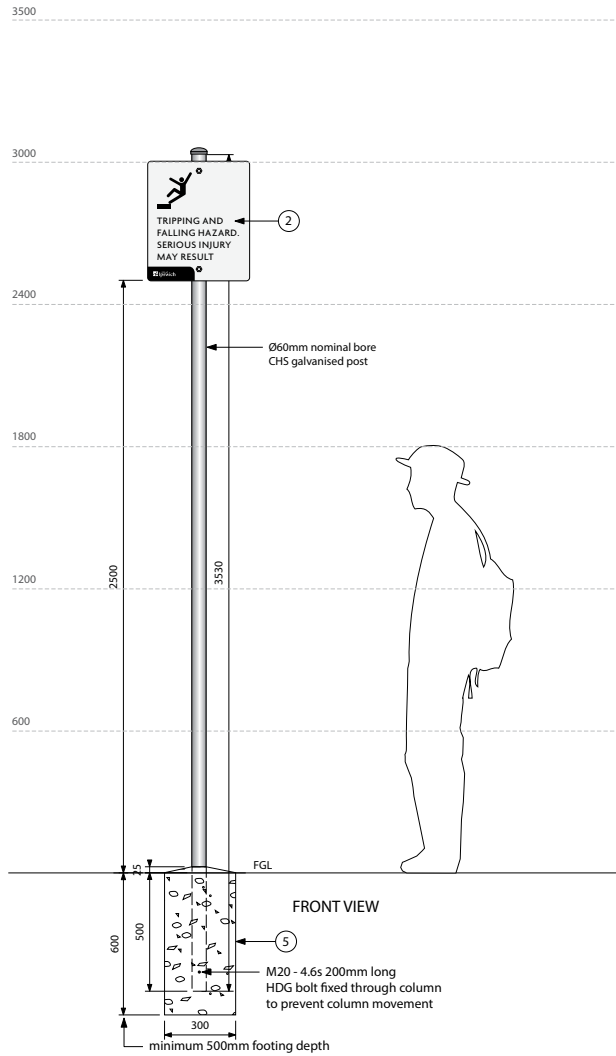
Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

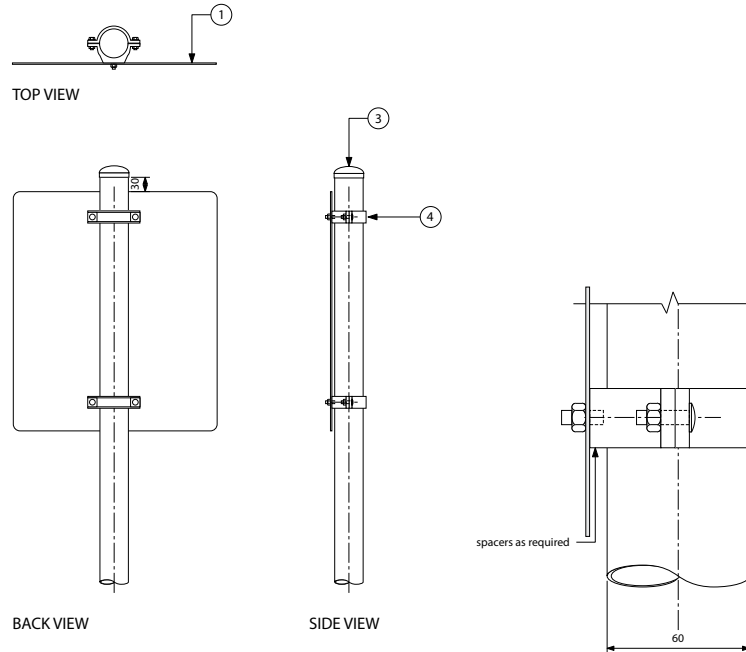
NB: All steelwork to be hot dipped galvanised.

Graphics Detail

Refer to page 2 of 2 for Graphics Details.



Typical Elevation
Scale 1:20



Fixing Detail
Scale 1:10

Fixing Detail
Scale 1:2

RG-L Large Regulatory Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 2 of 2 for Construction Details

Graphics Detail

FONT
Agenda Medium.

SIZE

As shown on drawing.

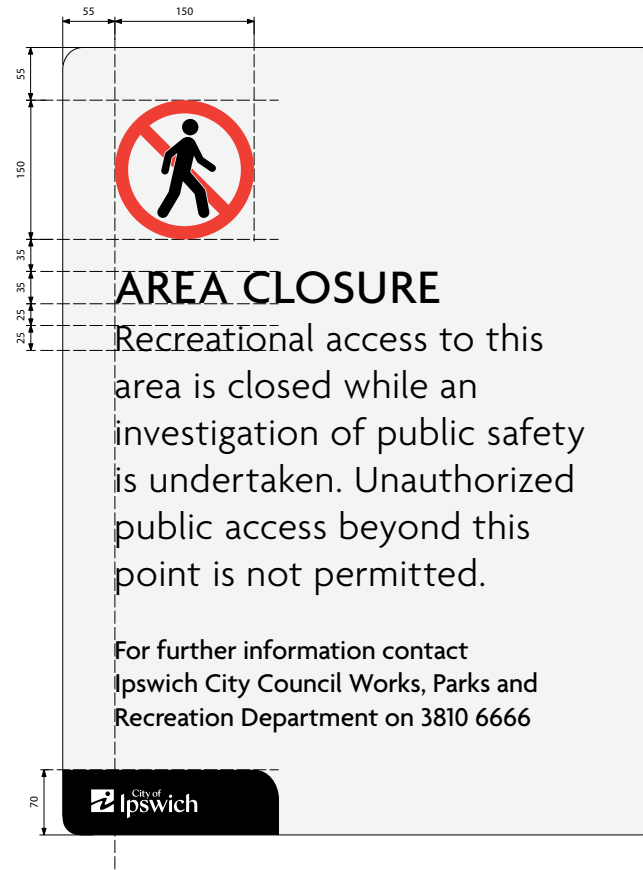
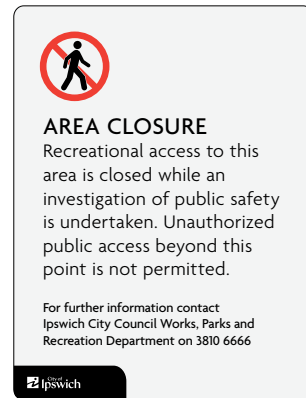
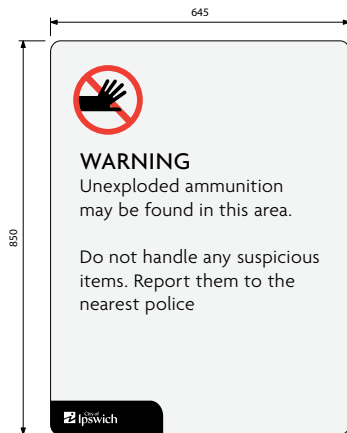
COLOUR

Refer to graphic standards for details.

Large Regulatory Signs are suitable for the following sign codes:

- RG-2
- RG-3
- RG-5
- RG-6
- RG-7
- RG-9
- RG-11
- RG-20

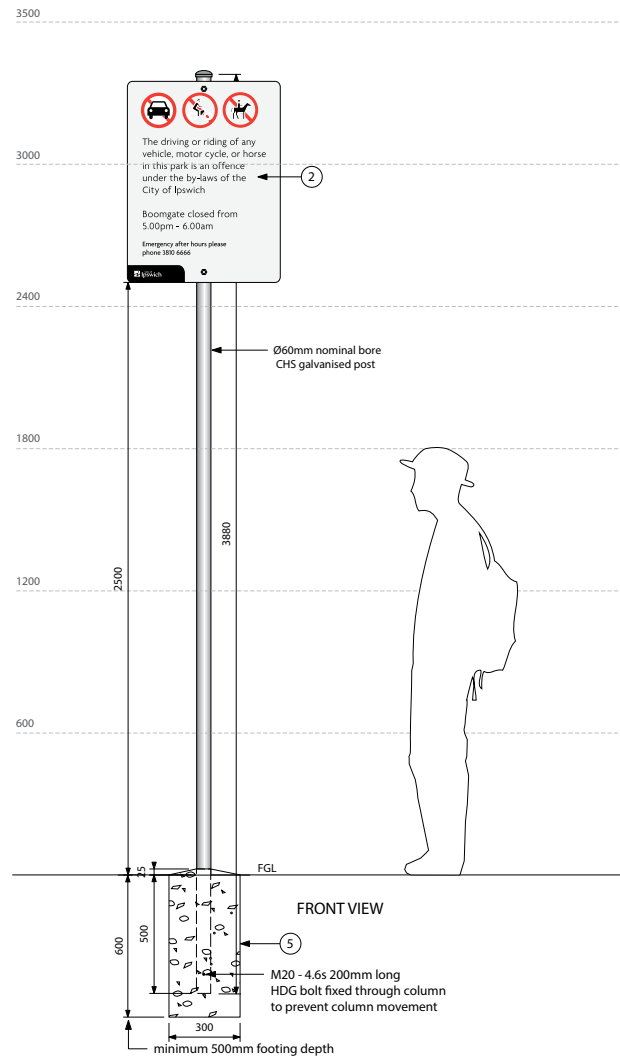
NOTE: Layouts are indicative only.
All layouts to be approved by ICC Project Manager prior to production



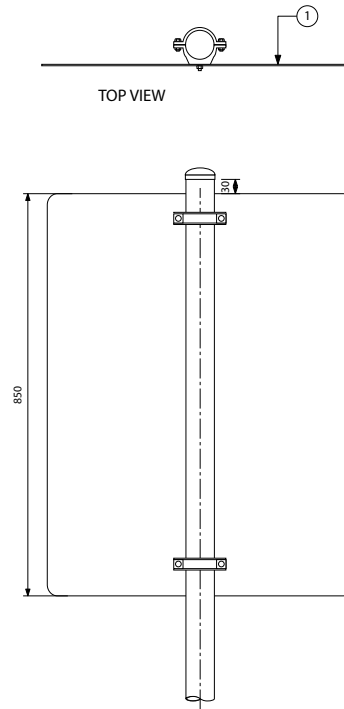
Graphic Layouts
Scale 1:10

Graphic Layout
Scale 1:5

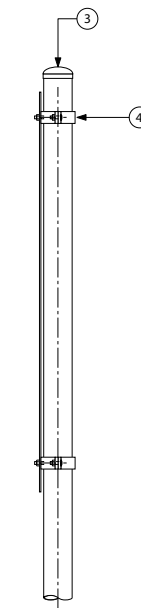
RG-L Large Regulatory Sign



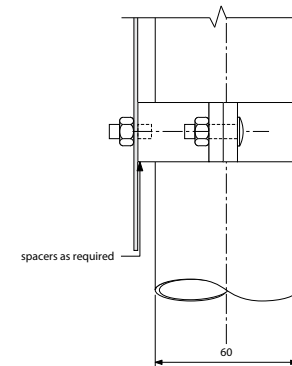
Typical Elevation
Scale 1:20



BACK VIEW
Fixing Detail
Scale 1:10



SIDE VIEW



Fixing Detail
Scale 1:2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

- Refer to General Construction Specification Appendix A.
- All structural members, fixings and/or footings to be confirmed by sign maker's engineer.
- Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.
2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.
3. Ø60mm nominal bore CHS galvanised posts and cap to match local Council standard street signs.
4. Sign bracket to match local Council standard street signs fix sign panel to post.
5. Newly installed posts shall be installed a minimum of 500mm in the ground.

Footings

6. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

NB: All steelwork to be hot dipped galvanised.

Graphics Detail

Refer to page 1 of 2 for Graphics Details

RG-18 Pictogram

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

• Signmaker to confirm all details for approval on shop drawings prior to manufacture.

Construction Details

1. Sign panel to be 1.6mm thick aluminium panel. All corners to be pencil round.

2. Graphics to be full colour digital print onto external grade 5-7 year polymeric vinyl with anti-graffiti polyvinyl fluoride film over.

3. Fixed to backing material with suitable anti theft fixings. Ensure fixings do not obscure pictogram.

Graphics Detail

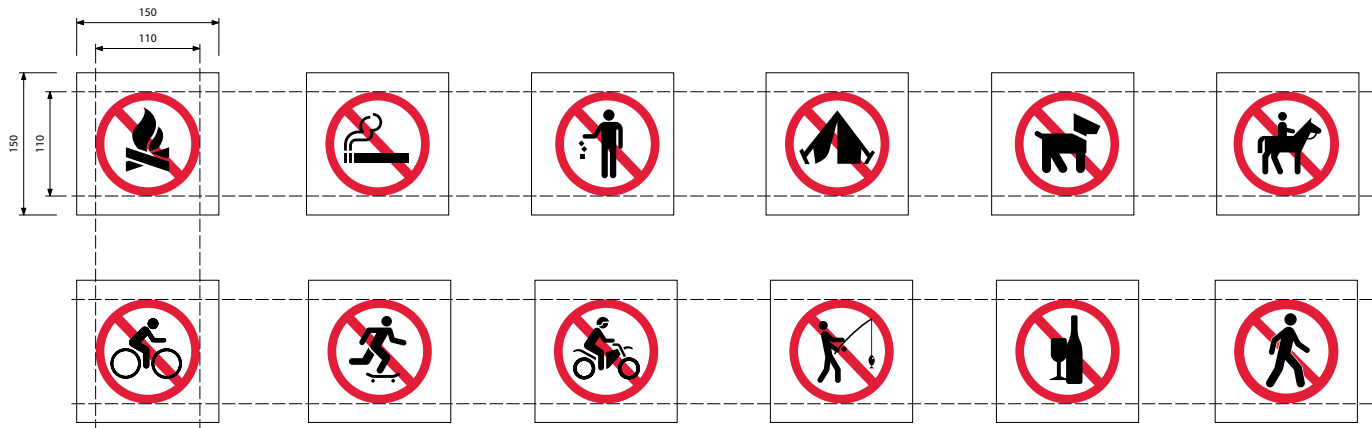
SIZE
As shown on drawing

COLOUR
Refer to graphic standards for details



Typical Location

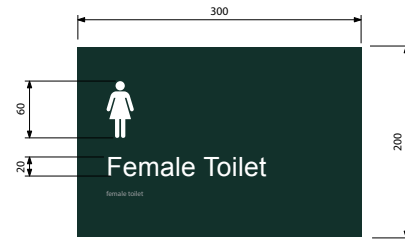
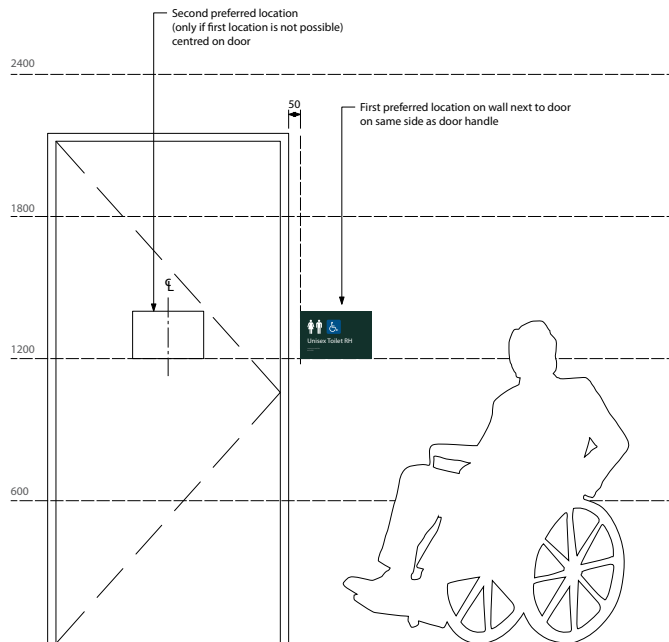
Scale 1:2



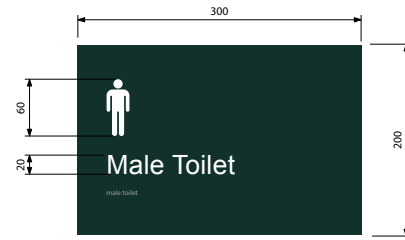
Typical Graphic Layouts

Scale 1:5

RG-19 Toilet Facilities



FEMALE TOILET
Braille translation = female toilet



MALE TOILET
Braille translation = male toilet



UNISEX ACCESSIBLE TOILET
Braille translation = unisex accessible toilet RH
(handing to be confirmed)

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

- All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. 3.0 mm aluminium sign panel with Braille and tactile graphics, 'Pitt & Co', 'Pictobralle' or equivalent. 1mm raised Trezzini graphics and letters, all edges to be rounded.
Grade 1 Braille to BCA and AS1428.1 requirements, ball bearing domes located 8mm below letters. Text and pictograms laser cut and then glued into laser cut shapes in panel surface.

2. The location of the Braille on signage shall be in accordance with Specification D3.6 of the BCA. Refer to Clause 2 of Specification D3.6 of the BCA for the mounting height of Braille Characters.

3. Where there are multiple lines of Braille text, a braille locator shall be provided in accordance with Clause 6 of Specification D3.6 of the BCA

4. Fix sign panel to wall with suitable anti-heft fixings.

- All Braille to be confirmed by sign maker. Note: Braille colour to match sign background.

- Samples are to be provided prior to manufacture.

Graphics Detail
FONT
Arial Regular as per BCA

SIZE
as noted

COLOUR
Dulux Cruel Sea

Appendix – A. General Structural Specification

Construction compliance with the structural guidelines of this document, as outlined in “Form 15 – Compliance Certificate for Building Design or Specifications” shall be deemed to comply with design solutions, with no further structural design review required.

A written statement of ‘as built compliance’ with this brief from a responsible person shall be a condition of practical completion.

The following scope limitations apply to signs covered by this manual:

1. The maximum ultimate strength limit states, wind for the signage is 42 meters per second. In terms of AS 1170 this equates to region B terrain category 2 and 3.
2. The signs are not to be sited on hilltops, the edge of escarpments or attached to other structures such as roofs or retaining walls.
3. Fixings and materials are to have a design life without maintenance of at least 25 years.
4. The signs are not designed to sustain flood or vehicle impact loads.
5. The signs are not designed with the aim of minimising the effects of wilful vandalism.
6. Columns are not to be routinely in a wet environment - i.e. wetlands or water courses.
7. Signage structure shall not form any part of a balustrade or safety barrier.
8. The documented footings are not suitable for sandy sites.
9. The assumed depth of topsoil for footing design is 100mm. Where deeper topsoil is encountered, deepen the footing by a similar amount.

The minimum thickness for steel sections shall be three millimetres. All steelwork shall be hot dip galvanised after fabrication. Steelwork shall have no joints. Electro plated zinc coatings (Duragal or similar) shall not be substituted for galvanised steel.

Aluminium including holes in aluminium sheet are to be electrically isolated from zinc or stainless steel fixings. Use over sized or fibrous sleeved holes and fibrous washers. Fixings in treated timber are to be coated, hot dip galvanised bolts are to be greased before installation. The minimum size of screw to be used is 4.8mm diameter.

All timber used shall be a select grade, arripped and well seasoned. Timber splitting and warping within 12 months of installation shall be replaced at the contractor’s expense. Pressure treated timber shall not be used until the moisture content is less than 20%. Only H grade treated timber or durability class 1 natural timber shall be used.

Footings shall be cast insitu, with concrete of minimum grade N 20 installed into natural ground or controlled fill.

Indigenous Culture Signage

Foreword

This manual describes the signage system to be implemented throughout the City of Ipswich.

The aim of this signage system is to ensure that external signs meet quality standards of aesthetic appeal, uniformity and simplicity, while being highly functional in providing the information necessary and in accordance with current BCA regulations and Australian Standards.

This manual is controlled by the City of Ipswich and serves to ensure consistent use when implementing new Indigenous Culture signage throughout the city.

Due to the future development plans for Ipswich, this manual will be reviewed periodically to maintain accuracy and to capture changing signage needs.

Introduction

The purpose of the Indigenous Culture Signage Manual is to provide specific guidance to both Council staff and external suppliers (such as graphic designers and printers) on the use of the City of Ipswich Indigenous Culture Signage. This includes its visual elements, the application and use of these elements, and the provided templates. The Indigenous Culture Signage Manual is a stand-alone document to address signage exclusively with Council's city areas.

This Manual and the examples shown within have been designed as a model and follow the accepted corporate graphics standards. When followed properly, a consistent and successful style will be preserved – a style which provides a distinct visual identity for all signage within the City of Ipswich.

Amendments to the Manual

It is understood that this Manual is by nature a living document. It will necessarily evolve to meet new, unforeseen circumstances and contexts. To this end, should the rules specified in the current edition of the Manual not address a particular circumstance or user need, specific guidance should be sought from the Chief Operating Officer of the Works, Parks & Recreation Department. A new rule would as a result, be created.

Update Register

May 2016 First release

Scale

Sign diagrams shown in this Manual may not be to scale, unless otherwise specified.

Graphic Standards

Indigenous Culture Colour Palette and Using the Council Logo

City of Ipswich Logo Tab

The combined Logo and Totem Tab device is to be used only for ICC Indigenous Culture signage purposes. The Tab is applied to all Indigenous Culture signage.

Proportions

It is important to retain a consistent relationship between the size of the Logo and Totem Tab and the overall sign.

Field requirements

Always allow generous space around the Logo and Totem Tab in all signage applications. No text is to encroach on the space as specified above.

Alignment

Wherever possible, the Logo and Totem Tab is to always be positioned on the lower left base of identification signage. However, in certain instances of interpretative signage, it may be deemed that a right alignment of the Logo and Totem Tab is more appropriate to the overall design, with the curved corner reflected accordingly.

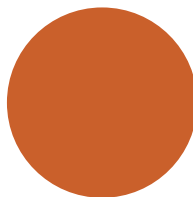
Furthermore, in extreme circumstances where the logo would otherwise be obscured by structural elements such as rivets, it is permissible to extend the Tab to avoid logo obstruction.

Colour selection

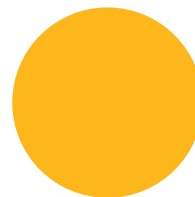
The colour of the Logo and Totem Tab is to be consistent with the Indigenous Culture palette, which has been adapted from Ipswich's local Indigenous murals.



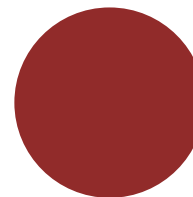
ICC Logo and Totem to be present on all Indigenous Culture signage, as per procedure.



Pantone 7583 C
Paint = Dulux Orangest
Vinyl = Arlon Calon 2100 - Terra Cotta 280
CMYK = 0 - 69 - 98 - 12



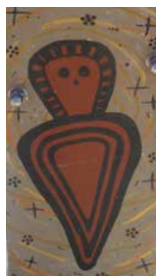
Pantone 1235 C
Paint = Dulux Gold Rush
Vinyl = Arlon Calon 2100 - Yellow 06
CMYK = 0 - 19 - 79 - 0



Pantone 7623 C
Paint = Dulux Red Blooded
Vinyl = Arlon Calon 2100 - Cardinal Red 42
CMYK = 0 - 97 - 87 - 53



Warm Gray 1 C
Paint = Dulux Subdue
Vinyl = Arlon Calon 2100 - Palm Oyster Gray 70
CMYK = 3 - 3 - 6 - 7



Ipswich Mural Reference
Nathanael Bonner (Jagera)
Colleges Crossing Recreation Reserve

Graphic Standards

Typography

Headings/Titles

Agenda Medium is a robust sans serif font which ensures a high degree of legibility across various applications. It is the primary font for City of Ipswich Indigenous Culture signage.

Body copy

Agenda Light is to only be used in instances where large areas of text is necessary i.e. paragraphs of text on interpretative signage.

The above typefaces are also available as italic versions. The Indigenous Culture interpretative signage uses Agenda Medium Italic for its logotype and body text introduction. It is recommended to use italics sparingly for optimum legibility.

Deciding Text Size

All text should be scaled to suit the application. Use your discretion when deciding upon appropriate sizing. The minimum size at which the fonts are to be used is 10pt. The size is only to be used in select instances where there is a large amount of information displayed within a small area such as the details on interpretative maps.

Line Spacing/Leading

For optimum legibility, it is advised that ample line space/leading be left between each line of text. All titling text on identification signage must retain a 1:1 X-height to leading ratio i.e. text with a size of 200 pt must be spaced with 200 pt leading. The leading for large areas of body text may be more generous, with a X-height to leading ratio that is greater than 1:1. i.e. this paragraph.

Tracking/Letter spacing

For optimum legibility, it is advised that tracking/letter spacing be added for all signage applications.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Agenda Medium Italic

*Indigenous
Culture*

Stacked Logotype (portrait sign panel formats)

Indigenous Culture

Inline Logotype (landscape sign panel formats)

Graphic Standards

Indigenous Culture Graphic Elements

Dot Divide

Adapted from the Natural Areas Signage dividing line style, the oversized *Dot Divide* references Ipswich's local indigenous murals, and provides a distinctive element to separate the heading logotype from the sign panel body copy.

The weight and style should be adapted to suit the sign panel dimensions. The sign type *IC-3a* uses a 20 pt rounded stroke weight, and 40 pt dash gap.

Flow Wave

Adapted from Ipswich's local indigenous murals, the *Flow Wave* should be used as an image framing element to soften any hard vertical edges, with a reduced opacity to suit the sign panel's content and image context.

Hand Stencil

Adapted from Ipswich's local indigenous murals, the *Hand Stencil* should be kept life-size where possible, and aligned to the top right of the sign panel.

Used primarily as a background support to the sign panel content, the opacity should always be reduced when complex text and graphics are overlaid.



1.

2.

3.

Ipswich Mural Reference



Dot Divide



Flow Wave



Hand Stencil

1. Dot Divide

Lesley Kanofski (Ugarapul) and Evelyn Dodds (Ugarapul)
Bob Gamble Park — River Heart Parklands

2. Flow Wave

Nathanael Bonner (Jagera)
Colleges Crossing Recreation Reserve

3. Hand Stencil

Rory Bonner (Jagera)
Bob Gamble Park — River Heart Parklands

IC-1 Indigenous Culture – Signage Shelter 4 Bays

Page 1 of 1

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

- Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

- All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. 1.6mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti poly/vinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

Graphics Detail
FONT
Agenda - Medium Italic
Agenda - Light

SIZE
Panel Heading = 37mm X cap height
Body Copy = 11mm X cap height

COLOUR
Refer to graphic standards for details



Typical Elevation
Scale 1:20



Graphic Layout
Scale 1:10

IC-2 Indigenous Culture – Signage Shelter 1 Panel

Page 1 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. 1.6mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

Graphics Detail
FONT
Agenda - Medium Italic
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details



Typical Elevation
Scale 1:20

IC-2 Indigenous Culture – Shelter 1 Panel

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
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- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. 1.6 mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

2. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print.

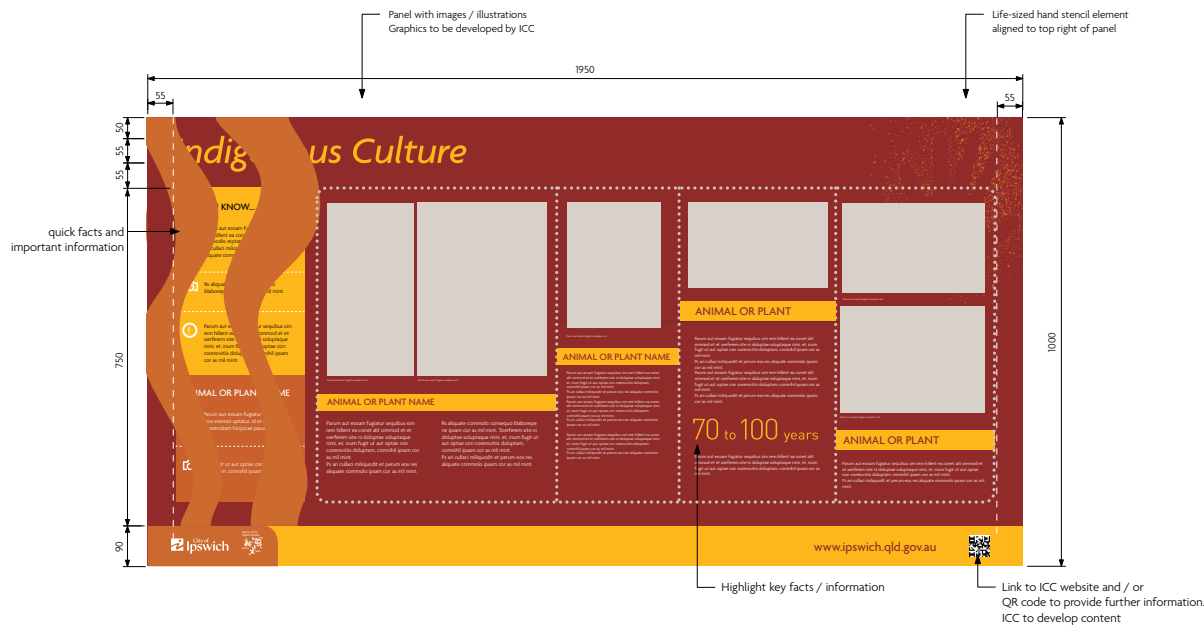
3. Sign panel fixed to column shelter stainless steel, security style, button head machine screws.

All construction details to be coordinated with signage shelter details.

Graphics Detail
FONT
Agenda - Medium Italic
Agenda - Light

SIZE
As shown

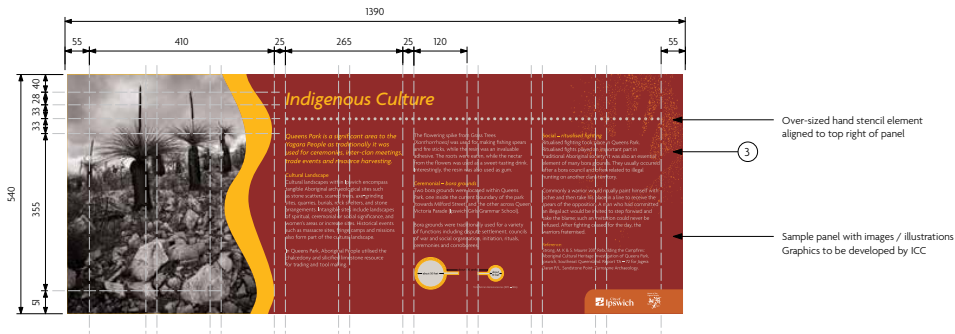
COLOUR
Refer to graphic standards for details



Graphic Layout
Scale 1:10

IC-3a Indigenous Culture – Major Interpretation Sign

Page 1 of 2



Graphic Layout
Scale 1:10

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

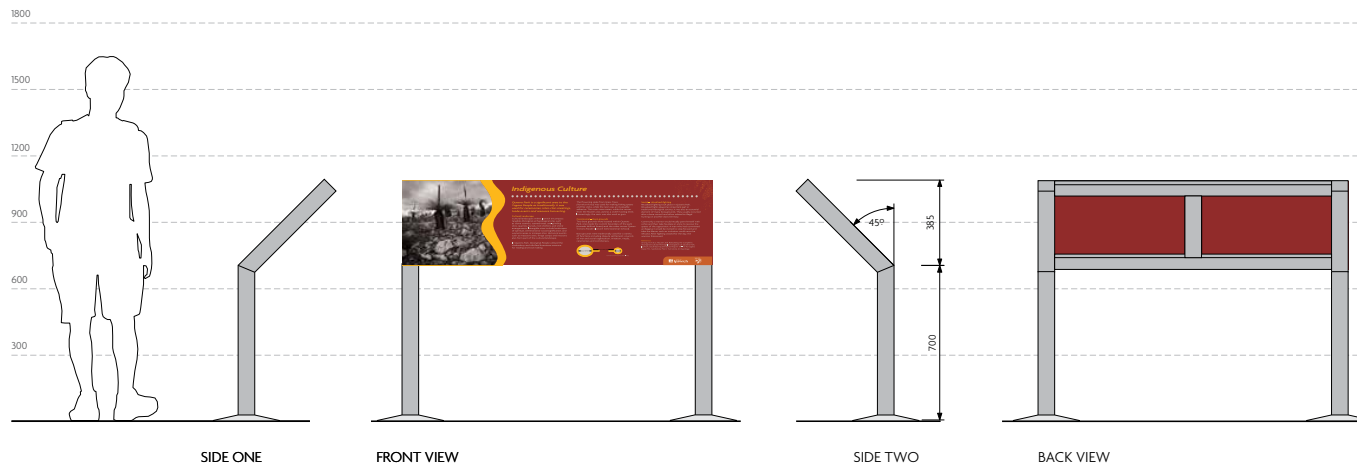
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details.

Graphics Detail
FONT
Agenda - Medium Italic
Agenda - Light

SIZE
Panel Heading = 28mm X cap height
Body Copy = 9mm X cap height

COLOUR
Refer to graphic standards for details.



Typical Elevations
Scale 1:20

IC-3a Indigenous Culture – Major Interpretation Sign

Page 2 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A
• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. Fabricated sign frame. Galvanised steel 75mm SHS posts with 25mm x 75mm RHS cross members. 3mm welded cap to SHS post as required.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

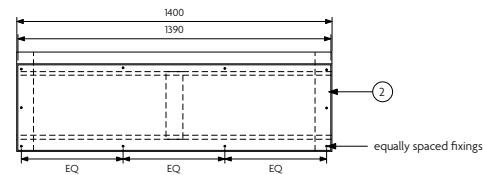
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. Sign panel fixed to column with stainless steel pop rivets.

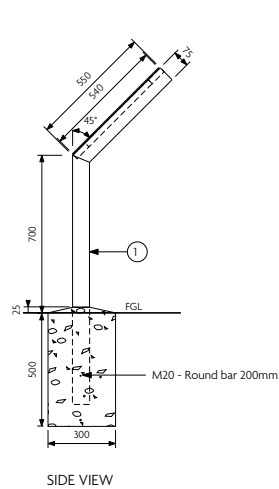
Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

All steelwork to be hot dipped galvanised.

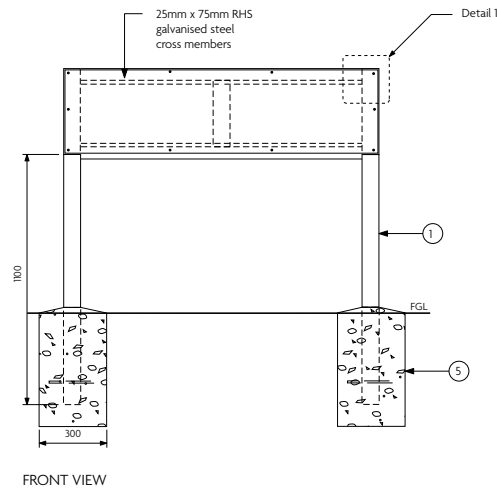
Graphics Detail
Refer to page 1 of 2 for graphics detail.



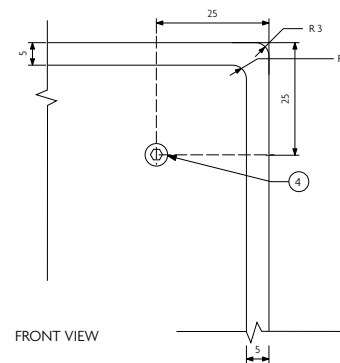
TOP VIEW



SIDE VIEW



FRONT VIEW



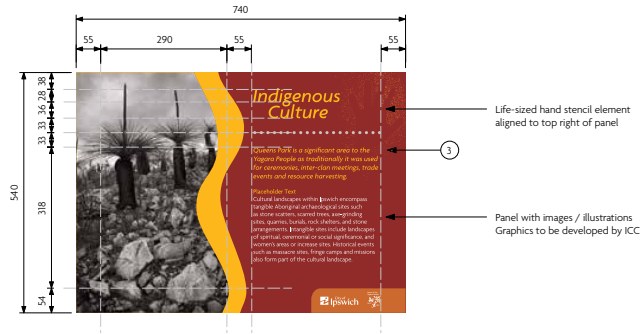
FRONT VIEW

Detail 1
Scale 1:1

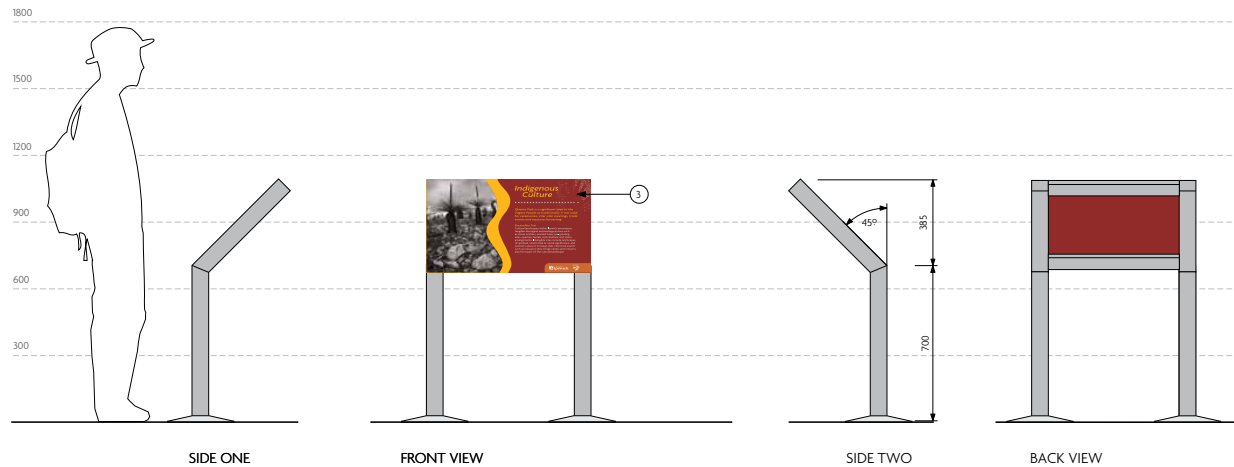
Graphic Layout
Scale 1:20

IC-3b Indigenous Culture – Minor Interpretation Sign

Page 1 of 2



Graphic Layout
Scale 1:10



Typical Elevations
Scale 1:20

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS

This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES

• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or fixings to be confirmed by sign maker's engineer.

Construction Details

Refer to page 2 of 2 for construction details.

Graphics Detail

FONT
Agenda - Medium Italic
Agenda - Light

SIZE

Panel Heading = 28mm X cap height
Body Copy = 9mm X cap height

COLOUR

Refer to graphic standards for details.

IC-3b Indigenous Culture – Minor Interpretation Sign

Page 2 of 2

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
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REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• Refer to General Construction Specification Appendix A

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details

1. Fabricated sign frame. Galvanised steel 75mm SHS posts with 25mm x 75mm x 3.0mm RHS cross members. 3mm welded cap to SHS post required.

2. 3mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

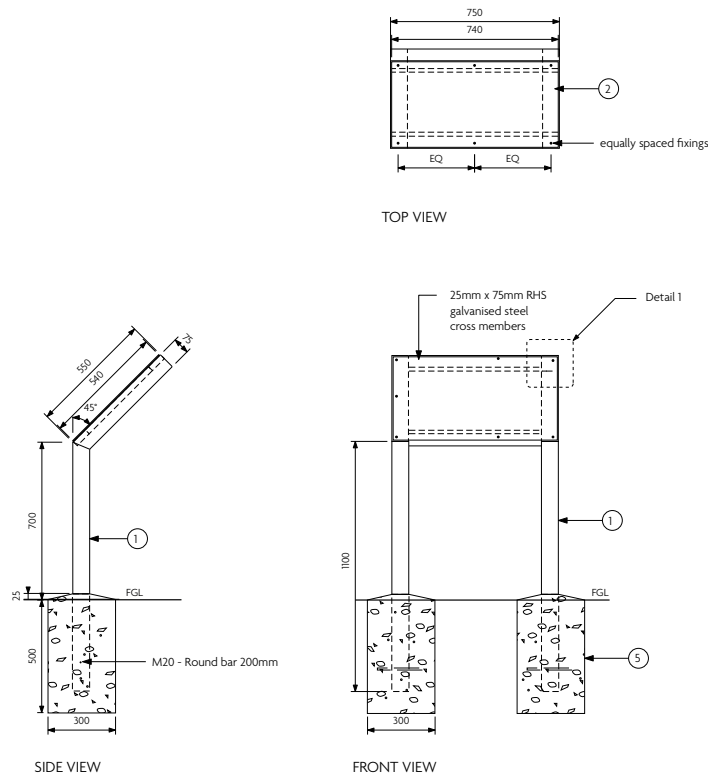
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. Sign panel fixed to column with stainless steel pop rivets.

Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

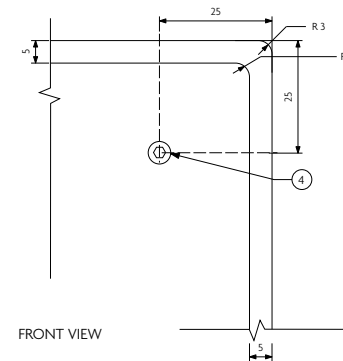
All steelwork to be hot dipped galvanised.

Graphics Detail
Refer to page 1 of 2 for graphics detail.



Construction Details

Scale 1:20

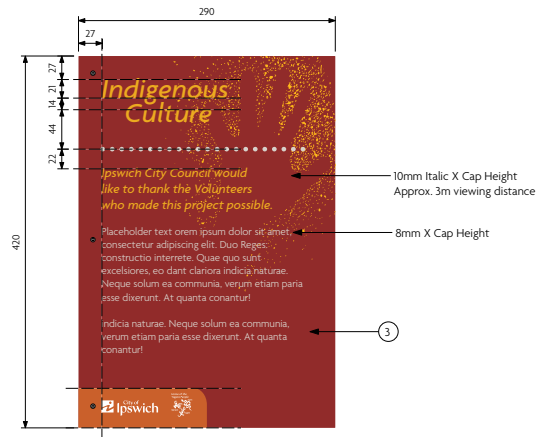


Detail 1

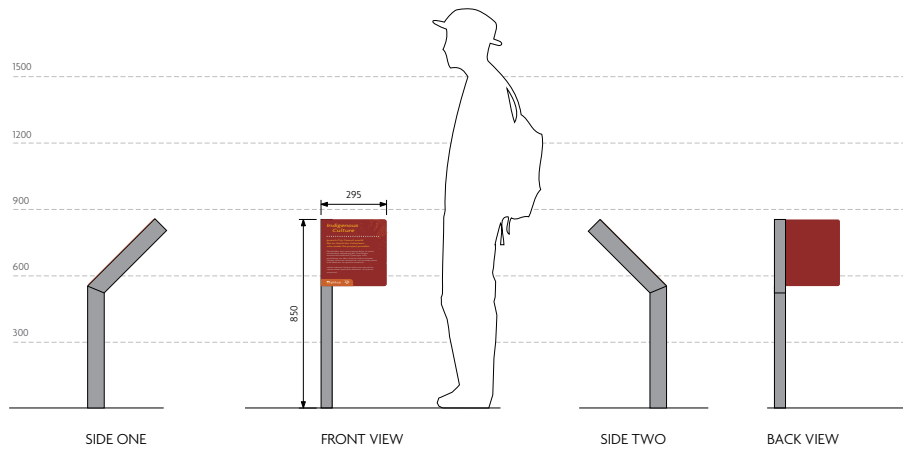
Scale 1:1

IC-4 Indigenous Culture – Dedication Sign

Page 1 of 2



Graphic Layout
Scale 1:5



Typical Elevations
Scale 1:20

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
Refer to page 2 of 2 for construction details.

Graphics Detail
FONT
Agenda - Medium Italic
Agenda - Light

SIZE
As shown

COLOUR
Refer to graphic standards for details.

IC-4 Indigenous Culture – Dedication Sign

Unless otherwise noted all dimensions in millimetres. Use figured dimensions in preference to scaling. Contractor to confirm all dimensions and details on site prior to manufacture.

Attention
Due to this reproduction process the colours shown in this drawing may not exactly represent the final product colour.

REFERENCE DOCUMENTS
This drawing must be read in conjunction with the following documents:
- Sign Location Plan
- Specification
Contact ICC Project Manager for details.

GENERAL CONSTRUCTION NOTES
• Drawings show design intent. Any changes to specification which affects design intent must be approved by ICC.

• All structural members, fixings and/or footings to be confirmed by sign maker's engineer.

Construction Details
1. Fabricated 50mm x 75mm RHS galvanised steel sign post. 3mm welded cap to RHS post as required.

2. 5mm thick aluminium sign panels. To be primed and all visible edges painted to match DULUX Red Blooded. 3mm radius on all corners. Fixing points to be pre drilled.

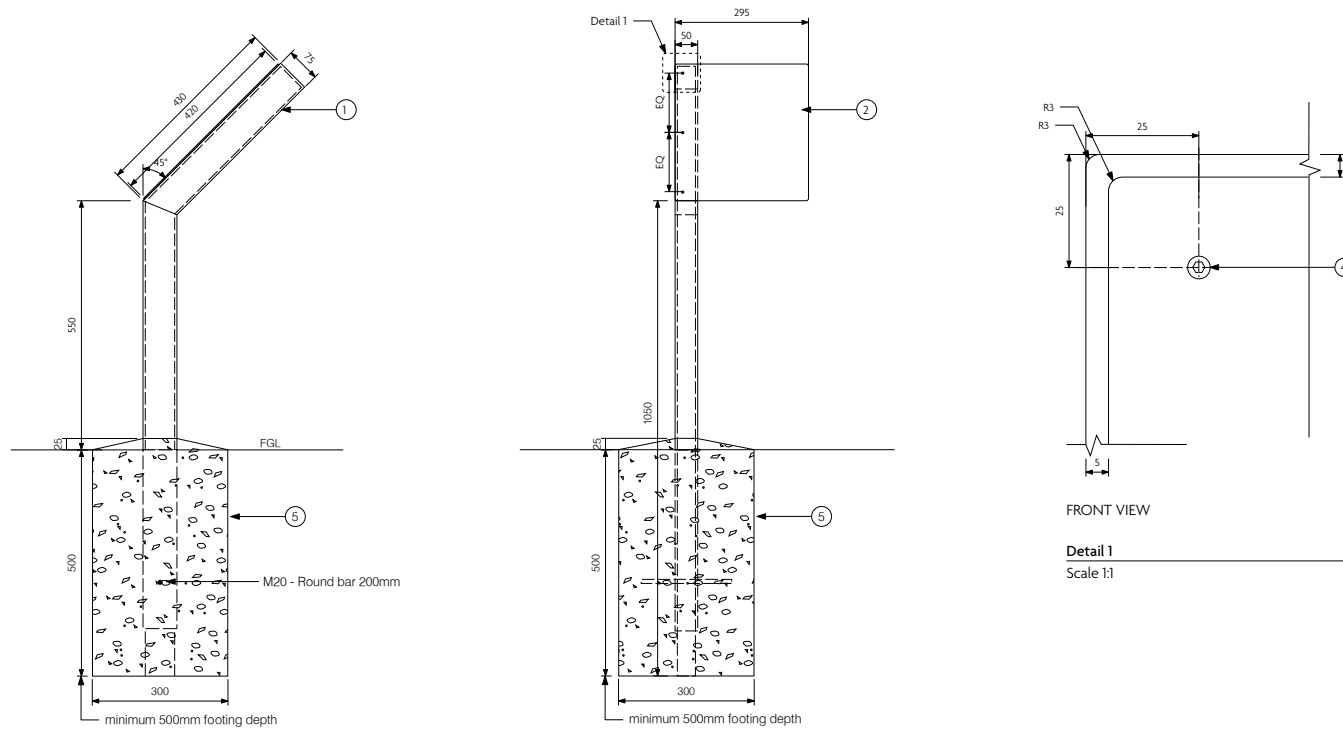
3. Full colour digital print onto external grade 5-7 year polymeric vinyl with anti graffiti polyvinyl fluoride film over. Cut vinyl to match fixing points to prevent damage to print. Vinyl to wrap edges of panel to provide barrier between panels. Cut vinyl to suit corner detail on sign panel.

4. Sign panel fixed to column with stainless steel pop rivets.

Footings
5. Unreinforced concrete footing. All concrete footings shall finish above finished ground level with a 25mm domed crown. Re-instate / make good paving, pavement or ground surface, with no changes of level and no gradients steeper than 1:40. Embed concrete footings a minimum of 500mm.

All steelwork to be hot dipped galvanised.

Graphics Detail
Refer to page 1 of 2 for graphics detail.



Appendix – A. General Structural Specification

Construction compliance with the structural guidelines of this document, as outlined in "Form 15 – Compliance Certificate for Building Design or Specifications" shall be deemed to comply with design solutions, with no further structural design review required.

A written statement of as built compliance with this brief from a responsible person shall be a condition of practical completion.

The following scope limitations apply to signs covered by this manual:

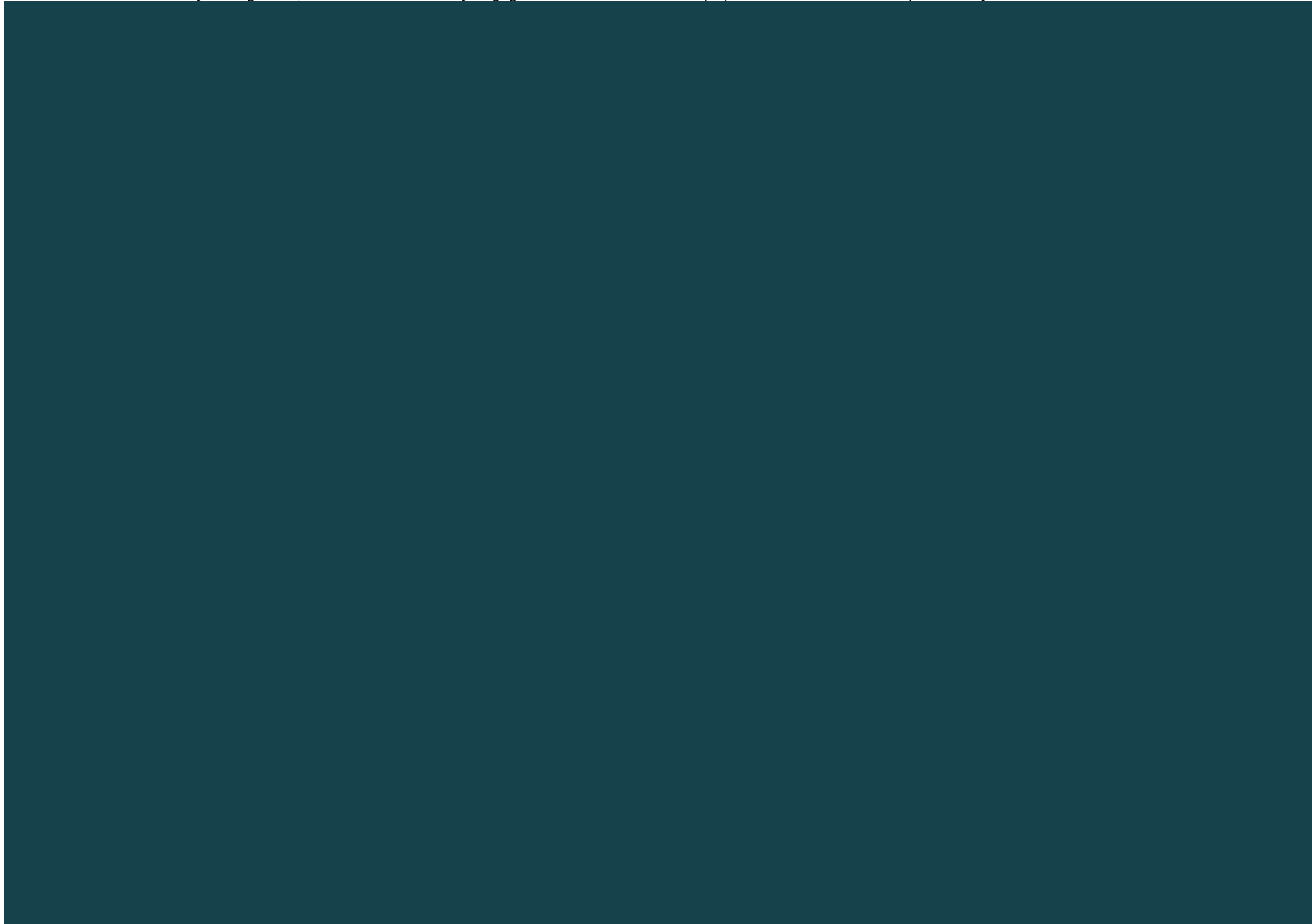
1. The maximum ultimate strength limit state wind for the signage is 42 meters per second. In terms of AS 1170 this equates to region B terrain category 2 and 3.
2. The signs are not to be sited on hilltops, the edge of escarpments or attached to other structures such as roofs or retaining walls.
3. Fixings and materials are to have a design life without maintenance of at least 25 years.
4. The signs are not designed to sustain flood or vehicle impact loads.
5. The signs are not designed with the aim of minimising the effects of wilful vandalism.
6. Columns are not to be routinely in a wet environment- i.e. wetlands or water course.
7. Signage structure shall not form any part of a balustrade or safety barrier.
8. The documented footings are not suitable for sandy sites.
9. The assumed depth of topsoil for footing design is 100mm. Where deeper topsoil is encountered, deepen the footing by a similar amount.

The minimum thickness for steel sections shall be three millimetres. All steelwork shall be hot dip galvanised after fabrication. Steelwork shall have no joints. Electro plated zinc coatings (Duragal or similar) shall not be substituted for galvanised steel.

Aluminium including holes in aluminium sheet are to be electrically isolated from zinc or stainless steel fixings. Use over sized or plastic sleeved holes and plastic washers. Fixings in treated timber are to be coated, hot dip galvanised bolts are to be greased before installation. The minimum size of screw to be used is 4.8mm diameter.

All timber used shall be a select grade, arripped and well seasoned. Timber splitting and warping within 12 months of installation shall be replaced at the contractor's expense. Pressure treated timber shall not be used until the moisture content is less than 20%. Only H grade treated timber or durability class 1 natural timber shall be used..

Footings shall be cast concrete insitu of minimum grade N 20 installed into natural round or controlled fill.



Policy and Administration Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Gary Kellar	

GK: GK

27 February 2018

MEMORANDUM

TO: MAYOR OF IPSWICH
FROM: ACTING CHIEF EXECUTIVE OFFICER
RE: GOVERNANCE POLICY PACKAGE

INTRODUCTION:

This is a report by the Acting Chief Executive Officer dated 27 February 2018 concerning the introduction of a group of policies intended to guide the Councillors and staff of the City of Ipswich in managing their various responsibilities.

BACKGROUND:

Resulting from the Governance review adopted in 2017, several opportunities for improvement and closer alignment to the local government principles were identified to improve current policies and in certain cases introduce new policies to achieve this.

Specifically;

- **Recommendation 1:** Re-introduction of a Code of Conduct for Councillors as a public expression of Council's commitment to ethical governance.
- **Recommendation 2 & 3:** Review of Councillor/Council Officer contact list for provision of information and assistance to Councillors and develop, promote and deliver guidelines and training to Councillors and Council Officers in relation to their respective roles/responsibilities in making and addressing requests for information and assistance. i.e. Acceptable Requests Guidelines
- **Recommendation 15:** Development of guidelines, policy and procedures for Councillors and their administrative assistants, in relation to the assessment and capturing of correspondence likely to be regarded as a public record.

1

In addition, arising from a recent experience involving Councillors being contacted by a tenderer seeking to promote their engagement with Council whilst the tender was still under consideration, the working party formed to implement the governance review considered that a further policy to support the existing procedure dealing with contact between Councillors, Developers and Lobbyists would be desirable.

COMMENTARY:

The proposal is to adopt a suite of four policies aimed at improving the transparent and accountable way Councillors engage with both the community and the organisation. The four policies to be introduced or amended are as follows:

1. Councillor Code of Conduct

The introduction of a Code of Conduct for Councillors should be seen as a public affirmation by the elected members to act in the best interests of the communities they serve. Its aim is to set a standard of ethical behaviour in public office and improve public confidence in elected officials. The draft is based on the previous format adopted by Council, updated by consultation with the Department of Local Government and informed by other good practice models.

2. Councillors' Acceptable Requests Guidelines for Advice or Information Policy (Amended)

Adoption of Acceptable Requests Guidelines is a requirement under the *Local Government Act 2009*. *The current form is in need of amendment as recommended by the recent Governance Review. The draft* amendments have been made to improve the assurance of access by Councillors to accurate, authoritative and timely advice and information. Each Chief Operating Officer has reviewed the proposed arrangements to ensure the most appropriate officers are designated as primary contacts for Councillors.

3. Capture and Retention of Public Records - Mayor and Councillors

In order to meet the requirements of the Public Records Act 2002, this policy formalises the procedures for capturing and maintaining accurate public records.

4. Councillor Contact with Lobbyists, Developers and Submitters

A companion to the existing procedure and in addition to the requirements set out in the *Integrity Act 2009*, this policy aims to give confidence to the community that Councillor contact with developers and lobbyists is undertaken in an ethical and transparent manner. In addition it provides the basis of advice to Councillors on how best to deal with these situations.

BENEFITS TO COMMUNITY AND CUSTOMERS:

These changes to Policy and process will bring an improvement to the transparency of Council’s actions and build further confidence in the community. Expanding on the legislative requirements of the referenced acts should also give further surety to the elected members and the community by providing a reference point on how interactions are undertaken.

ATTACHMENT/S:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

Name of Attachment	Attachment
Councillor Code of Conduct - Amended	 Attachment A.pdf
Councillors’ Acceptable Requests Guidelines for Advice or Information Policy (Current Approved)	 Attachment B.docx
Councillors’ Acceptable Requests Guidelines for Advice or Information Policy (Track Changes)	 Attachment C
Councillors’ Acceptable Requests Guidelines for Advice or Information Policy (Clean Skin) - Amended	 Attachment D.docx
Capture and Retention of Public Records - Mayor and Councillors Policy - Amended	 Attachment E.docx
Councillor Contact with Lobbyists, Developers and Submitters Policy	 Attachment F.docx

RECOMMENDATION:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

- A. That the policy titled “Councillor Code of Conduct”, as detailed in Attachment A to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.
- B. That the policy titled “Councillors Acceptable Requests Guidelines for Advice or Information Policy, as detailed in Attachment B, as per Item 8 of the Policy and Administration Board No. 2013(01) of 5 February 2013, City Management and Finance Committee No. 2013(02) of 12 February 2013 and adopted at Council on 19 February 2013, be repealed.

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.59"

B-C. That the policy titled "Councillors' Acceptable Requests Guidelines for Advice or Information Policy", as detailed in Attachment D to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.

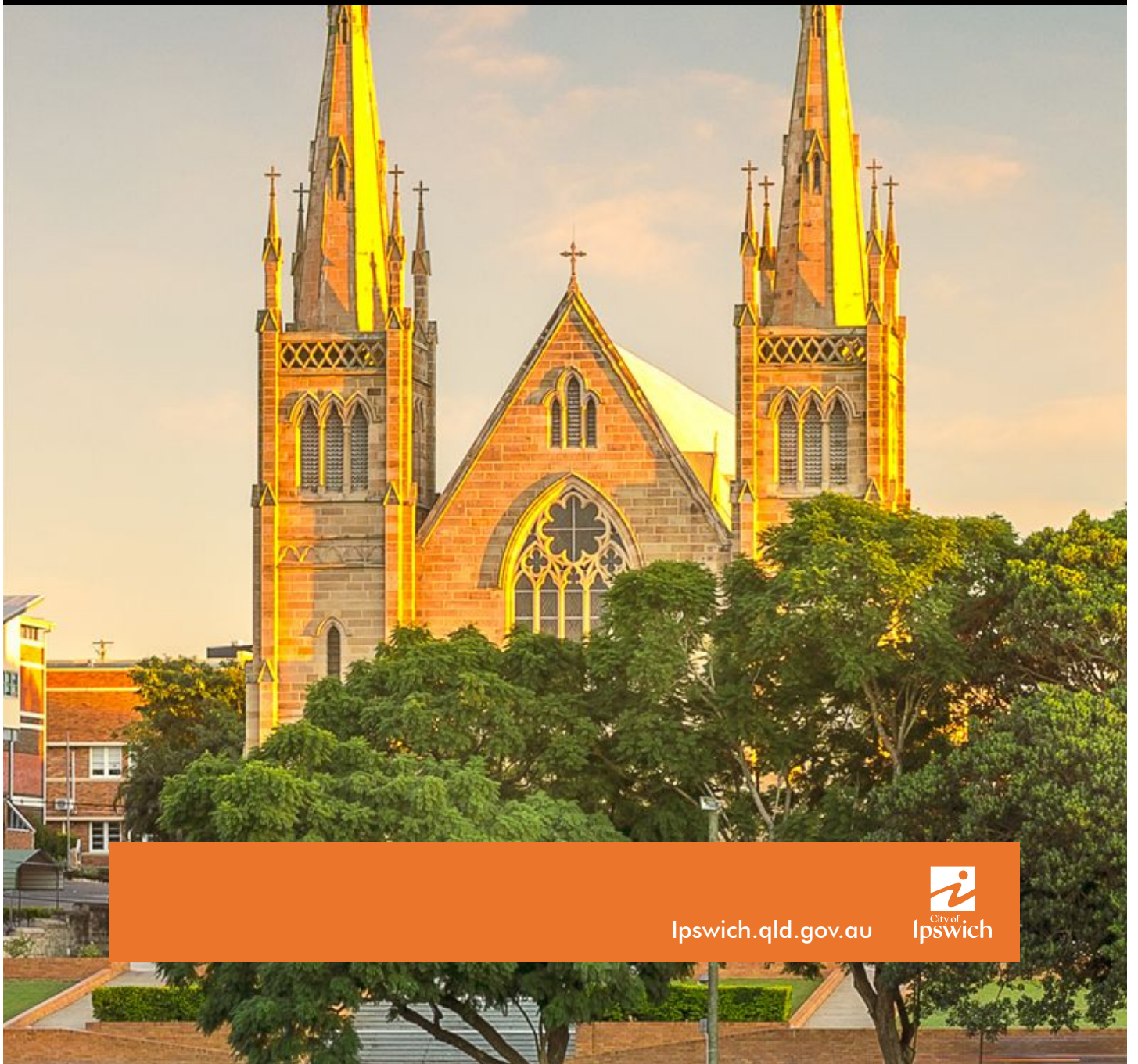
G-D. That the policy titled "Capture and Retention of Public Records - Mayor and Councillors", as detailed in Attachment E to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted, as amended.

D-E. That the policy titled "Councillor Contact with Lobbyists, Developers and Submitters", as detailed in Attachment F to the report by the Acting Chief Executive Officer dated 27 February 2018, be adopted.

Gary Kellar

ACTING CHIEF EXECUTIVE OFFICER

Councillor Code of Conduct



ipswich.qld.gov.au



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- 3. Key Ethical and Behavioural Obligations3
- 4. Interaction with Staff4
- 5. Complaints4

1. Introduction

The Councillor Code of Conduct provides guiding principles for Ipswich City Councillors about their roles, obligations and behavioural standards and demonstrates the Council's commitment to conducting its business with integrity, honesty and fairness. The requirements of this Code are in addition to:

- (a) the laws of the State and Commonwealth;
- (b) the roles, responsibilities and obligations of Councillors as set out in the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld); and
- (c) Council's policies, procedures and protocols.

This Code has been adopted by resolution of Council. Council accordingly considers this Code to be a procedure, as used in section 176(4) of the Local Government Act 2009 (Qld).

2. Legislative Principles and Values

The following legislated principles form the basis of this Code. These apply to all Councillors and provide a framework to guide Councillor behaviour, actions and decision-making.

Section 4(2) of the Public Sector Ethics Act 1994 (Qld) identifies four ethics principles:

- (a) integrity and impartiality;
- (b) promoting the public good;
- (c) commitment to the system of government; and
- (d) accountability and transparency.

Section 4(2) of the Local Government Act 2009 (Qld) sets out the following local government 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.

Along with these principles, the key responsibilities of Councillors under the Local Government Act 2009 (Qld) are:

- (a) To represent current and future interests of the residents as per section 12(1).
- (b) To ensure performance of responsibilities under the Act as per section 12(3)(a)(i).
- (c) Achieve corporate and community plans as per section 12(3)(a)(ii).
- (d) To comply with all laws, which includes other Acts; and Council's laws, policies, procedures and resolutions, as per section 12(3)(a)(iii).
- (e) To provide high quality leadership to the Council and the community as per section 12(3)(b).
- (f) To participate in Council meetings, policy development and decision making as per section 12(3)(c).
- (g) To be accountable to community for Council's performance as per section 12(3)(d).
- (h) To serve the overall public interest of the whole Council area as per section 12(6).
- (i) Not to use information acquired as Councillor to directly or indirectly gain financial advantage as per section 171 (1)(a).
- (j) Not to use information acquired as a Councillor to cause detriment to the Local Government as per section 171 (1)(b).
- (k) Not to release information the Councillor knows, or should reasonably know, is confidential as per section 171(3).

- (l) To keep register of interests up to date as per sections 289 - 292 of the Local Government Regulation 2012 (Qld).
- (m) Not to direct Council staff as per section 170 – noting the special provisions in this section relating to the Mayor.
- (n) To only contact Council staff in accordance with Councillors' Acceptable Requests Guidelines for Advice or Information Policy as per section 170A(4).
- (o) To disclose Material Personal Interest as per section 172.
- (p) To declare conflicts or perceived conflicts of interest as per section 173.
- (q) Not to give false or misleading information, either verbally or in writing as per section 234 (1).
- (r) To comply with Workplace Health and Safety requirements as per the Workplace Health & Safety Act 2011 (Qld) and section 12(3)(a)(iii).

3. Key Ethical and Behavioural Obligations

It is vital that the public has confidence in Council's ability to ensure the good rule and government of its area. Councillors are to conduct themselves in a way that promotes and maintains the public's trust and confidence in Council. The following ethical and behavioural obligations are not an exhaustive list but represent what Council considers to be the key obligations for its Councillors.

Councillors must:

- (a) ensure their personal conduct does not reflect adversely on the reputation of Council;
- (b) demonstrate respect for fellow Councillors, Council employees, Council contractors and members of the public;
- (c) commit to honest, fair and respectful engagement with the community;
- (d) refrain from harassing, bullying or intimidating fellow Councillors, Council employees, Council contractors and members of the public;
- (e) communicate on behalf of the Council only in accordance with adopted Council policy or resolution or where expressly authorised by the Council to make that communication;

- (f) when communicating with the public or the media, not misrepresent the resolved position of the Council on policy or other matters; and
- (g) when communicating with the public or the media, not purport to present their personal views as the collective view of the Council.

4. Interaction With Staff

Councillors should only seek advice or information in accordance with the [relevant legislation and](#) Councillors' Acceptable Requests Guidelines for Advice or Information Policy and the nominated staff that are highlighted in the Organisational Structure. Councillors must also note section 170 of the Local Government Act 2009 (Qld) and the requirement not to direct staff, or attempt to do so as per section 2, part (m) above.

Particular care should be taken by Councillors to frame requests for information or assistance in such a way as to not represent an instruction, or as attempts to exert improper or undue influence over a process or decision, or to frustrate the finalisation of a Council decision or approval process.

This section is in no way intended to restrict informal, cordial interaction and communication between Councillors and employees.

5. Complaints

A complaint about a possible breach of this Code may be submitted to the Chief Executive Officer, who will manage the complaint in accordance with the requirements of the Local Government Act 2009 (Qld).






Ipswich City Council
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PO Box 191, Ipswich
QLD 4305, Australia

Phone (07) 3810 6666
Fax (07) 3810 6731
council@ipswich.qld.gov.au
ipswich.qld.gov.au



Join us online:



	<p align="center">Councillors' Acceptable Requests Guidelines for Advice or Information Policy</p>	<p>Document Number: A3749487</p>
<p>1.1 Objectives</p> <p>To provide a documented process for dealing with formal communication between Councillors and employees. It does not restrict cordial, informal communication between Councillors and employees.</p> <p>This Policy provides the guidelines adopted by Ipswich City Council under section 170(A)(6) of the <i>Local Government Act 2009</i> (the Act).</p>		
<p>Regulatory Authority:</p> <p>170(A) Requests for assistance or information</p> <p>(1) <i>A councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.</i></p> <p>(2) <i>A councillor may, subject to any limits prescribed under a regulation, request the chief executive officer provide information, that the local government has access to, relating to the local government.</i></p> <p><i>Example of a limit prescribed under a regulation— A regulation may prescribe the maximum cost to a local government of providing information to a councillor.</i></p> <p>(3) <i>Subsection (2) does not apply to information—</i></p> <p>(a) <i>that is a record of the regional conduct review panel or the tribunal; or</i> (b) <i>if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or</i> (c) <i>that would be privileged from production in a legal proceeding on the ground of legal professional privilege.</i></p> <p>(4) <i>A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.</i></p> <p>(5) <i>Subsection (4) does not apply to –</i></p> <p>(a) <i>the mayor; or</i> (b) <i>the chairperson of a committee of the council if the request relates to the role of the chairperson.</i></p> <p>(6) <i>The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about –</i></p> <p>(a) <i>the way in which a councillor may ask a local government employee for advice</i></p>		

to help the councillor carry out his or her responsibilities under this Act; and
(b) *reasonable limits on requests that a councillor may make.*

(7) *In this section a **local government employee** includes a person prescribed under a regulation.*

(8) *The chief executive officer must make all reasonable endeavours to comply with a request under subsection (2).*

Maximum penalty for subsection (8)—10 penalty units.

1.2 Policy Statement

A Councillor may, subject to any limits prescribed under a regulation, ask the Chief Executive Officer (CEO) to provide information, that the local government has access to, relating to the local government, with the exception of information:

- (a) that is a record of the regional conduct review panel or the tribunal; or
- (b) if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or
- (c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.

1.3 Scope

This Policy does not restrict direct verbal communication between Councillors and employees for purposes other than Council business. Simple administrative matters are also not restricted eg sending invitations to Councillors and Councillors requesting more information about the invitation, requests for travel by Councillors, request for dates and times of meetings, etc. It should also be noted that employees are from time to time requested to attend Committee, Board and Council meetings and communication at such meetings between Councillors and employees is unrestricted but 'Advice' and 'Information' should be given in accordance with the Act and this procedure.

1.4 Definitions

For the purposes of this Policy the following definitions apply:

Advice Guidelines means:

As referred to in section 170(A)(6) of the Act, this Policy is the "Acceptable Requests Guidelines" adopted by Council resolution.

Councillor matter means:

Matters identifying and pertaining to a Councillor, with the exception of:

- a request by a Councillor for Advice, Information or Council Record about themselves
- social matters, incidental matters or other matters not relating to Ipswich City Council business

Council Record means:

A document (including any written or printed material) or object (including a Council sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or model, painting or other pictorial or graphic work) that is, or has been made or received in the course of official duties by a Councillor or an employee of the Council.

1.5 Councillor Requests for Advice

A Councillor can request “Advice” verbally, via email, or using a departmental “Requests” email address. The “Advice” can be provided verbally or in writing and would generally be an **opinion or recommendation** from a Council employee which assists a Councillor in preparation of their duties, for example:

- a current policy of Council
- where notice has been given that the issue will be considered at a subsequent meeting of Council or one of its Committees
- a matter under consideration or has been considered by Council or a Council established Committee
- the implementation of a policy decision of Council
- a local government power exercised or to be exercised by the CEO or Council employee by delegated authority
- general administrative matters such as divisional allocations, donations, booking Councillor travel, vehicles, Council project work, etc.
- or other matter that assists a Councillor meet their statutory obligations or role as a public representative.

A Councillor can request “Advice” from the CEO, Department Heads, and employees as identified via the individual Department Structure documents - http://intranet/council/organisation_structure.php.

A Councillor may also submit an “Advice” request to a Department’s “Requests” email address and c/c the CEO (where appropriate), Department Head and employees as identified via the individual Department Structure documents - http://intranet/council/organisation_structure.php.

The CEO may amend the structure documents listed on the intranet from time to time to ensure the most accurate and up-to-date information is provided.

Requests for “Advice” submitted to Department “Requests” email addresses are, where possible, to be registered by the relevant Department in Council’s systems, which has monitoring and reporting functionality.

A Councillor request for “Advice” will be finalised in accordance with the Act.

2. Councillor Requests for Information

For this Policy the term “Information” has its natural and ordinary meaning. It can also include Council records such as a document (written or printed material) or an object (eg a

Council sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or model, painting or other pictorial or graphic work), made or received in the course of official duties by a Council employee or a Councillor. In accordance with the Act such "Information" is limited to information that a Council employee has access to, relating to the Ipswich City Council local government area.

Section 170(A)(2) of the Act states that a Councillor may ask the CEO for "Information". To enable the effective and efficient administrative operation of Council, the CEO has delegated this power to certain staff within Council. The delegation is contained in Council's delegation register located on the Corporate Information System and is entitled "Councillor Requests for Information". Only delegated officers can provide "Information" (i.e. Council records) to requesting Councillors.

3. Other Issues To Be Considered When Processing Councillor Advice Or Information Requests

3.1 Requests regarding Councillor Matters

Councillor requests about "Councillor Matters" are to be made to the CEO or Chief Financial Officer (CFO) in writing. If the request is about matters relating to another Councillor, the Councillor the request is about is to be notified of the name of the requestor, the requested information and subsequently of any help or advice given.

In relation to requests about payments to another Councillor or issues the subject of legislation other than the *Local Government Act 2009*, the Councillor to whom the request is about will be notified as stated in the paragraph above.

Requests concerning "Councillor Matters" will be finalised on the basis of existing Council information.

3.2 Keeping the Mayor, Chief Executive Officer and Department Heads Informed

Each Department Head is to determine their own departmental procedure for employees to keep supervisors and themselves aware of Councillor requests for "Advice" and "Information". It is the responsibility of the Department Heads to advise the CEO in a timely manner, and similarly it is the responsibility of the CEO to advise the Mayor in a timely manner, of Councillor Requests for "Advice" and "Information".

3.3 Restricted Distribution

Employees are not to provide a c/c of a response or on forward a response from a Councillor to other Councillors or employees unless they are already part of the communication thread or it becomes necessary to involve the other Councillor/s or employee/s in a consultation or decision making process.

Employees are also not permitted to on forward an email from a Councillor to any other individual or entity including an external organisation, company, consultant or member of the public unless the Councillor has formally requested or approved their email be distributed to the external entity or individual.


Policy Amended: 3 June 2016

Date of Council Resolution: 19 February 2013

Committee Reference and Date: Policy and Administration Board No. 2013(01) of 5 February 2013 - City Management and Finance Committee No. 2013(02) of 12 February 2013

No. of Resolution: 8

Date to be reviewed: 3 June 2018

	<p align="center">Councillors' Acceptable Requests Guidelines for Advice or Information Policy</p>	<p>Document Number: <u>A3749487A4524002</u></p>
<p>1.1 Objectives</p> <p>To provide a documented process. This Policy establishes guidelines for dealing with formal communication between Councillors and employees. It does not restrict cordial, informal communication between Council Officers in relation to the provision of Advice or Information to assist Councillors and employees.</p> <p>This Policy provides the guidelines adopted by Ipswich City Council to carry out their responsibilities under section 170(A)(6) of the Local Government Act 2009 (the Act) and the reasonable limits on requests that a Councillor may make.</p>		
<p>2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <u>Local Government Act 2009</u> • <u>Public Interest Disclosure Act 2010</u> • <u>Information Privacy Act 2009</u> <p>The following provisions of the <u>Local Government Act 2009 (the Act)</u> apply:</p> <p><u>Section 170 Giving directions to local government staff</u></p> <p><u>(1) The mayor may give a direction to the chief executive officer or senior executive employees.</u></p> <p><u>(2) No councillor, including the mayor, may give a direction to any other local government employee.</u></p> <p><u>Section 13(3)(f) Responsibilities of local government employees</u></p> <p><u>Section 13(3)(f) provides that the Chief Executive Officer has a responsibility for complying with requests from Councillors under section 170(A):</u></p> <p><u>(i) For advice to assist the councillor carry out his or her role as a councillor; or</u> <u>(ii) For information, that the local government has access to, relating to the local government.</u></p> <p><u>Section 170(A) Requests for assistance or information</u></p> <p><u>(1) A councillor may ask a local government employee to provide advice to assist the councillor carry out his or her responsibilities under this Act.</u></p>		

- (2) A councillor may, subject to any limits prescribed under a regulation, request the chief executive officer ~~to provide information, that the local government has access to, relating to the local government.~~

Example of a limit prescribed under a regulation—

A regulation may prescribe the maximum cost to a local government of providing information to a councillor.

- (3) Subsection (2) does not apply to information—
- (a) that is a record of the regional conduct review panel or the tribunal; or
 - (b) if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or
 - (c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- (4) A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.
- (5) Subsection (4) does not apply to –
- (a) the mayor; or
 - (b) the chairperson of a committee of the council if the request relates to the role of the chairperson.
- (6) The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about –
- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
 - (b) reasonable limits on requests that a councillor may make.
- (7) In this section a local government employee includes a person prescribed under a regulation.
- (8) The chief executive officer must make all reasonable endeavours to comply with a request under subsection (2).

Maximum penalty for subsection (8)—10 penalty units.

1.23 Policy Statement

~~A It is impractical for all Councillor may, subject to any limits prescribed under a regulation, ask requests for Advice or Information to be directed to the Chief Executive Officer (CEO) to provide information, that the local government has access to, relating to the local government, with the exception of information:~~

- ~~(a) that in addition, it is a record of the regional conduct review panel or the tribunal; or~~

- (b) ~~if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or~~
- (c) ~~that would be privileged from production in a legal proceeding on the ground of legal professional privilege.~~

1.3 — Scope

~~This Policy does not restrict direct verbal communication between appropriate for Councillors and employees for purposes other than to have complete unfettered access to all Council business. Simple administrative matters are also not restricted eg sending invitations to Councillors and Councillors requesting more information about the invitation, requests staff for travel by Councillors, request for dates and times of meetings, etc. It should also be noted that employees are from time to time requested to attend Committee, Board and Council meetings and communication at such meetings between Councillors and employees is unrestricted but ‘Advice’ and ‘Information’ should be given in accordance with the Act and this procedure.~~

1.4 — Definitions

For the purposes of this Policy the following definitions apply:

~~seeking Advice~~ **Guidelines** means:

~~As referred to in section 170(A)(6) of the Act, this Policy is the “Acceptable Requests Guidelines” adopted by Council resolution.~~

Councillor matter means:

~~Matters identifying and pertaining to a Councillor, with the exception of:~~

~~a request by a Councillor for Advice, and Information or Council Record about themselves, so as to avoid:~~

- ~~• social matters, incidental matters or other matters not relating to Ipswich City Council business~~

Council Record means:

~~A document (including any written or printed material) or object (including a Council sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or model, painting or other pictorial or graphic work) that is, or has been made or received in the course of official duties by a Councillor or an employee of the Council.~~

1.5 — Councillor Requests for Advice

~~a) Undue interruption to normal administrative operations;~~

~~b) Provision of inaccurate, erroneous or unauthorised Advice and Information;~~

~~Undue influence being~~

~~A Councillor can request “Advice” verbally, via email, or using a departmental “Requests” email address. The “Advice” can be provided verbally or in writing and would generally be an opinion or recommendation from a Council employee which assists a Councillor in preparation of their duties, for example:~~

- ~~• a current policy of Council~~

- ~~where notice has been given that the issue will be considered at a subsequent meeting of Council or one of its Committees~~
 - ~~a matter under consideration or has been considered by Council or a Council established Committee~~
 - ~~the implementation of a policy decision of Council~~
 - ~~a local government power exercised or to be exercised by the CEO or Council employee by delegated authority~~
- ~~f)c) general on staff administrative matters such as divisional allocations, donations, booking Councillor travel, vehicles, Council project work, etc discretion.~~

~~This policy establishes Acceptable Requests Guidelines enabling the efficient delivery of Advice or other matter that assists a Councillor meet their Information to Councillors.~~

4 Scope

This Policy applies to all Councillors and Council Officers.

Under this policy, The Mayor may seek advice or information at any time.

This Policy does not override an individual Councillor's statutory obligations or role as a public representative in respect of the use of information, nor does it override Council's obligations under the Act or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

~~A Councillor can request "Advice" from the CEO, Department Heads, and employees as identified via the individual Department Structure documents – http://intranet/council/organisation_structure.php.~~

~~A Councillor may also submit an "Advice" request to a Department's "Requests" email address and c/c the CEO (where appropriate), Department Head and employees as identified via the individual Department Structure documents – http://intranet/council/organisation_structure.php.~~

Although the Local Government Act permits Committee Chairpersons to be exempted from Acceptable Request Guidelines when seeking advice or information about the role of the Chairperson, Council's Code of Conduct requires Councillors generally in their role as Committee Chair to observe the intention of the Acceptable Request Guidelines when seeking to access advice or information from Council officers.

5 Request Guidelines

5.1 General

A request for Advice or Information by a Councillor must:

- (a) Be made in accordance with Section 170A of the Act;

- (b) Comply with the law and Council policies, procedures and guidelines;
- (c) Comply with Council's Code of Conduct;
- (d) Not include a request for Advice or Information that would, if disclosed, constitute a breach any confidentiality obligations under legislation (for example, the Information Privacy Act 2009, Crime and Corruption Act 2011, Public Interest Disclosure Act 2010);
- (e) Be made in good faith;

When making requests for Advice or Information Councillors must:

- (a) Be respectful, reasonable and professional their manner;
- (b) Not place or attempt to place any employee in a position that would create a conflict of interest for the Council Officer, or that would compromise the integrity and honest performance of the Council Officer;
- (c) Not direct or pressure Council Officers in relation to their work;
- (d) Not unduly disrupt Council Officer's routine employment obligations or scheduled meal breaks

Councillors must consider any likely cost implications in making requests for Advice or Information. Where the costs of providing the advice or information are likely to be high, the Councillor may make the request only to the Chief Executive Officer, who is authorised by Council to seek to minimise the costs of providing the advice.

A Councillor must assess any risk associated with relying on verbal Advice given by a Council Officer. The Councillor should give consideration as to the level of knowledge, experience and authority of the Council Officer to give the advice and should seek alternative advice from other sources where appropriate.

5.2 Types of Requests

Councillors may request:

- Advice from a Council Officer to assist the Councillor carry out their responsibilities; or
- Information to which Council has access and relating to the Council's business.

Councillors may not access:

- Records of the regional conduct review panel or the tribunal;
- Information contrary to an order of a court or tribunal; or
- Information covered by legal professional privilege where still active.

5.3 How Requests for Advice or Information May be Made

Council has created a “Red Box Structure” that identifies Council Officers from whom Councillors can request Advice or Information. The Chief Executive Officer may amend the “Red Box Structure”

~~The CEO may amend the structure documents listed on the intranet~~ from time to time to ensure the most accurate and up-to-date information is provided.

Each Council departmental “Red Box Structure” contains designated officers whom Councillors may contact directly to obtain Advice and Information about certain topics and/or certain levels of detail. Definitions of relevant topics and levels of detail are provided for each designated officer/position.

5.3.1 Request for Advice and Information

Requests by Councillors for Advice and Information can be made to the Council Officers as identified in the “Red Box Structure” and for the topics and level of detail nominated:

A Councillor for “Advice” submitted to Department may request Advice either:

- (a) Verbally; or
- (b) In writing, directly to the Council Officer; or
- (c) By submitting a request to a Department’s “Requests” email addresses are, address and c/c the Chief Executive Officer (where possible, to be registered by the relevant Department in Council’s systems, which has monitoring and reporting functionality appropriate), Chief Operating Officer and/or the relevant Third Level Manager or Council Officer.

A Councillor

When submitting a request for “Advice” will be finalised in accordance or Information a Councillor must comply with any reasonable requirements of the Act. Council Officer to either:

- (a) Submit their request in writing (e.g. letter, memo, facsimile or email); or
- (b) Clarify the purpose of their request.

5.3.2. Councillor _____ After Hours Requests for Information Advice

For this Policy the term “Information” has its natural and ordinary meaning. It can also include Council records such as a document (written or printed material) or an object (eg a Council sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or model, painting or other pictorial or graphic work), made or received in the course of official duties by a Council employee or a Councillor. In

~~accordance with the Act such “Information” is limited to information that a Council employee has access to, relating to the Ipswich City Council local government area.~~

~~Section 170(A)(2) of the Act states that a Councillor may ask the CEO for “Information”. To enable the effective and efficient administrative operation of Council, the CEO has delegated this power to certain staff within Council. The delegation is contained in Council’s delegation register located on the Corporate Information System and is entitled “Councillor Requests for Information”. Only delegated officers can provide “Information” (i.e. Council records) to requesting Councillors.~~

~~3. Other Issues To Be Considered When Processing Councillor Advice Or Information Requests~~

~~Councillors should refrain from directly contacting Council Officers outside scheduled working hours regarding normal operational matters. Where a matter arises after-hours and is of such urgency that to delay provision of the Advice or Information will bring harm to the Council or damage the reputation of Council, Councillors may contact the Chief Executive Officer or the relevant Chief Operating Officer, who will determine the most appropriate manner for obtaining a response for the Councillor.~~

~~If the matter is of a general operational nature, Councillors are to log a request through Council’s after-hours contact number or email.~~

~~5.3.3 Requests regarding Councillor Matters~~

~~Councillor requests for Advice or Information about “Councillor Matters” are to be made to the CEO or Chief Financial Executive Officer (CFO) in writing. If the request is about matters relating to another Councillor, the Councillor the subject of the request is about is to be notified of the name of the requestor, the requested information Advice or Information and subsequently of any help the Advice or advice Information given.~~

~~In relation to requests about payments to another Councillor or issues the subject of legislation other than the Local Government Act 2009, the Councillor to whom the request is about will be notified as stated in the paragraph above.~~

~~Requests concerning “Councillor Matters” will be finalised on the basis of existing Council information.~~

~~3.2 Keeping the Mayor, Chief Executive Officer and Department Heads Informed~~

~~Each Department Head is to determine~~ 5.4 Responses to Requests

~~5.4.1~~ Timeframe for Responses

~~The Chief Executive Officer, Chief Operating Officer, Third Level Manager or Council Officer should initially respond to a Councillor request within 2 working days. Where the Council Officer is unable to provide the requested advice or information within that~~

timeframe, an acknowledgement or interim response is to be given together with reasons for the delay.

Where a Councillor is dissatisfied with the response of a Council Officer or a refusal to comply with a request, they may escalate their own departmental procedure request to the relevant Chief Operating Officer or the Chief Executive Officer for employees to keep supervisors review.

5.4.2 Provision and themselves aware Recording of Councillor Responses

Responses to requests for "Advice" and " or Information". It is the responsibility of the Department Heads to advise the CEO can be verbal or in a timely manner, and similarly it is the responsibility of the CEO to advise writing. If verbal, Council Officer's should record the Mayor conversation in a timely manner, of Councillor Requests for "file note.

Any written requests for Advice" and " or Information", and responses must be registered in Council's Corporate Document Management System.

3 If a Council Officer is uncertain about responding to a Councillor request for Advice or Information they may refer the matter to their supervisor, Chief Operating Officer or Chief Executive Officer.

5.4.3 Restricted Distribution

Employees Council Officers are not to provide a c/c of copy in other Council Officers to a response or on forward a response from a Councillor to other Councillors or employees Council Officers unless they:

- (a) Those recipients are already part of the communication thread; or #
- (a)(b) It becomes necessary to involve the other Councillor/s or employee/s Council Officers in a consultation or decision making process; or
- (c) Employees For the purpose of informing their supervisor of the request.

Council Officers are also not permitted to on forward an email distribute a request for Advice or Information or a response to a request from a Councillor to any other individual or entity including an external organisation, company, consultant or member of the public to Council, unless the Councillor has formally requested or approved their email the distribution.

The provision of personal information about any individual to Councillors will be provided in accordance with the guidelines concerning private and personal information provided by the Office of Information Commissioner.

Councillors and Council Officers should be aware that any request for Advice or Information and any response may be subject to disclosure if an application for access is made under the Right to Information Act 2009.

5.4.4 Reporting of Request

Each Chief Operating Officer is to determine their own Departmental procedure for Council Officers to keep supervisors and themselves aware of Councillor requests for Advice or Information.

It is the responsibility of the Chief Operating Officer to advise the Chief Executive Officer in a timely manner of any issues concerning the management of Councillor requests for Advice or Information that require CEO intervention.

It is the responsibility of the Chief Executive Officer to advise the Mayor in a timely manner of any issues concerning the management of Councillor requests for Advice or Information that require Mayoral intervention.

5.5 Limits on Requests

Requests must not take the form of an attempt to direct or unduly influence the Chief Executive Officer, Chief Operating Officer or Council Officer to prepare a response in a certain manner.

Council Officers may refuse to respond to requests for information or advice where:

- (a) It is contrary to this Policy;
- (b) Supply of the information would breach section 170(a)(3) of the Act;
- (c) The information relates to a public interest disclosure (as defined in the *Public Interest Disclosure Act 2010*);
- (d) The Advice requested would disclose the employment records of a particular Council Officer, including records contained on a past or present Council Officer's personnel file, and/or personal information collected for payroll purposes (including but not limited to an officer's bank accounts details, child support deductions, tax file number etc);
- (e) The release of the Advice to the Councillor would breach any statutory confidentiality obligations (for example, the Information Privacy Act 2009, Crime and Corruption Act 2001, Public Interest Disclosure Act 2010, Workers' Compensation and Rehabilitation Act 2003).
- (f) The information is not reasonably available to the officer;
- (g) The Council Officer does not feel qualified to provide the requested advice;
- (h) The Council Officer is not satisfied that the information is required to assist the Councillor carry out his or her responsibilities under the Act; or
- (i) The use of resources required to produce the Advice or Information is disproportionate to the reasonable value of the advice or information sought.

In such circumstances the officer concerned must report the refusal to respond to the relevant Chief Operating Officer or Chief Executive Officer. The officer should consult with

their supervisor or Chief Operating Officer prior to advising a Councillor of their intention to refuse the request.

5.6 Use of Information by Councillors

Councillors receiving Advice or Information under this Policy must not:

- release personal information in breach of the *Information Privacy Act 2009* ; and
- release information, that the Councillor knows, or otherwise should reasonably know, is information that is confidential to the Council (s. 171(3) of the Act).

In accordance with Section 171(1) of the Act, Councillors (current or former) must not use information acquired as a Councillor to:

- Gain, directly or indirectly, financial advantage for the themselves or someone else; and/or
- Cause detriment to Council.

5.8 Breaches to the Policy

An allegation of a breach of this Policy by a Councillor will be distributed to the external entity or individual. dealt with in accordance with Section 176-182 of the Local Government Act 2009.

6 Definitions

Acceptable Requests Guidelines are guidelines, adopted by resolution of the local government, about:

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under the Local Government Act 2009; and
- (b) reasonable limits on request that a councillor may make.

Advice means advice to assist a Councillor to carry out his or her responsibilities under the Act and may include the provision of documents or access to documents in Council's possession.

Councillor Matter means matters identifying and pertaining to a Councillor, with the exception of:

- a request by a Councillor for Advice, Information or Council Record about themselves;
- social matters, incidental matters or other matters not relating to Council business.

Council Officer means an employee of Ipswich City Council.

Chief Operating Officer means a Chief Operating Officer, Chief Financial Officer, City Planner and General Counsel and City Solicitor of Ipswich City Council including persons temporarily acting in those positions reporting directly to the Chief Executive Officer.

Information means information, including documents or records held by Council in printed or electronic form, that the Council has access to which relates to the Council.

Personal Information has the meaning defined in the *Information Privacy Act 2009*.

Public Interest Disclosure has the meaning as defined in the *Public Interest Disclosure Act 2010*.

Reasonable requests are request which in the opinion of the Chief Executive Officer will not require excessive or un-warranted use of Council resources.

Third Level Manager means a Branch Manager or Principal Officer that reports directly to a Chief Operating Officer

7 Policy Author

Corporate Services and Risk Manager


Policy Amended: ~~3 June 2016~~ 30 November 2017

Date of Council Resolution: 19 February 2013

Committee Reference and Date: Policy and Administration Board No. 2013(01) of 5 February 2013 - City Management and Finance Committee No. 2013(02) of 12 February 2013

No. of Resolution: 8

Date to be reviewed: ~~3 June 2018~~ THIS WILL BE FILLED IN ONCE THE POLICY HAS BEEN ADOPTED BY COUNCIL

	<p align="center">Councillors' Acceptable Requests Guidelines for Advice or Information Policy</p>	<p>Document Number: A4524002</p>
<p>1 Objectives</p> <p>This Policy establishes guidelines for Councillors and Council Officers in relation to the provision of Advice or Information to assist Councillors to carry out their responsibilities under the <i>Local Government Act 2009</i> (the Act) and the reasonable limits on requests that a Councillor may make.</p>		
<p>2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Public Interest Disclosure Act 2010</i> • <i>Information Privacy Act 2009</i> <p>The following provisions of the <i>Local Government Act 2009</i> (the Act) apply:</p> <p>Section 170 Giving directions to local government staff</p> <p>(1) <i>The mayor may give a direction to the chief executive officer or senior executive employees.</i></p> <p>(2) <i>No councillor, including the mayor, may give a direction to any other local government employee.</i></p> <p>Section 13(3)(f) Responsibilities of local government employees</p> <p>Section 13(3)(f) provides that the Chief Executive Officer has a responsibility for complying with requests from Councillors under section 170(A):</p> <p>(i) <i>For advice to assist the councillor carry out his or her role as a councillor; or</i></p> <p>(ii) <i>For information, that the local government has access to, relating to the local government.</i></p> <p>Section 170(A) Requests for assistance or information</p> <p>(1) <i>A councillor may ask a local government employee to provide advice to assist the councillor carry out his or her responsibilities under this Act.</i></p> <p>(2) <i>A councillor may, subject to any limits prescribed under a regulation, request the chief executive officer to provide information, that the local government has access to, relating to the local government.</i></p> <p><i>Example of a limit prescribed under a regulation—</i></p> <p><i>A regulation may prescribe the maximum cost to a local government of providing information to a councillor.</i></p>		

- (3) *Subsection (2) does not apply to information—*
- (a) *that is a record of the regional conduct review panel or the tribunal; or*
 - (b) *if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or*
 - (c) *that would be privileged from production in a legal proceeding on the ground of legal professional privilege.*
- (4) *A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.*
- (5) *Subsection (4) does not apply to –*
- (a) *the mayor; or*
 - (b) *the chairperson of a committee of the council if the request relates to the role of the chairperson.*
- (6) *The acceptable requests guidelines are guidelines, adopted by resolution of the local government, about –*
- (a) *the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and*
 - (b) *reasonable limits on requests that a councillor may make.*
- (7) *In this section a local government employee includes a person prescribed under a regulation.*
- (8) *The chief executive officer must make all reasonable endeavours to comply with a request under subsection (2).*

Maximum penalty for subsection (8)—10 penalty units.

3 Policy Statement

It is impractical for all Councillor requests for Advice or Information to be directed to the Chief Executive Officer.

In addition, it is not appropriate for Councillors to have complete unfettered access to all Council staff for seeking Advice and Information, so as to avoid:

- a) Undue interruption to normal administrative operations;
- b) Provision of inaccurate, erroneous or unauthorised Advice and Information;
- c) Undue influence being exercised on staff administrative discretion.

This policy establishes Acceptable Requests Guidelines enabling the efficient delivery of Advice or Information to Councillors.

4 Scope

This Policy applies to all Councillors and Council Officers.

Under this policy, The Mayor may seek advice or information at any time.

This Policy does not override an individual Councillor's statutory obligations in respect of the use of information, nor does it override Council's obligations under the Act or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

Although the Local Government Act permits Committee Chairpersons to be exempted from Acceptable Request Guidelines when seeking advice or information about the role of the Chairperson, Council's Code of Conduct requires Councillors generally in their role as Committee Chair to observe the intention of the Acceptable Request Guidelines when seeking to access advice or information from Council officers.

5 Request Guidelines

5.1 General

A request for Advice or Information by a Councillor must:

- (a) Be made in accordance with Section 170A of the Act;
- (b) Comply with the law and Council policies, procedures and guidelines;
- (c) Comply with Council's Code of Conduct;
- (d) Not include a request for Advice or Information that would, if disclosed, constitute a breach any confidentiality obligations under legislation (for example, the Information Privacy Act 2009, Crime and Corruption Act 2011, Public Interest Disclosure Act 2010);
- (e) Be made in good faith;

When making requests for Advice or Information Councillors must:

- (a) Be respectful, reasonable and professional their manner;
- (b) Not place or attempt to place any employee in a position that would create a conflict of interest for the Council Officer, or that would compromise the integrity and honest performance of the Council Officer;
- (c) Not direct or pressure Council Officers in relation to their work;
- (d) Not unduly disrupt Council Officer's routine employment obligations or scheduled meal breaks

Councillors must consider any likely cost implications in making requests for Advice or Information. Where the costs of providing the advice or information are likely to be high, the Councillor may make the request only to the Chief Executive Officer, who is authorised by Council to seek to minimise the costs of providing the advice.

A Councillor must assess any risk associated with relying on verbal Advice given by a Council Officer. The Councillor should give consideration as to the level of knowledge, experience and authority of the Council Officer to give the advice and should seek alternative advice from other sources where appropriate.

5.2 Types of Requests

Councillors may request:

- Advice from a Council Officer to assist the Councillor carry out their responsibilities; or
- Information to which Council has access and relating to the Council's business.

Councillors may not access:

- Records of the regional conduct review panel or the tribunal;
- Information contrary to an order of a court or tribunal; or
- Information covered by legal professional privilege where still active.

5.3 How Requests for Advice or Information May be Made

Council's ~~administrative arrangements include~~ ~~has created~~ a "Red Box Structure" that identifies Council Officers from whom Councillors can request Advice or Information. The Chief Executive Officer ~~may~~ is authorised to maintain and amend the "Red Box Structure" from time to time to ensure the most accurate and up-to-date information is provided.

Each Council departmental "Red Box Structure" contains designated officers whom Councillors may contact directly to obtain Advice and Information about certain topics and/or certain levels of detail. Definitions of relevant topics and levels of detail are provided for each designated officer/position.

5.3.1 Request for Advice and Information

Requests by Councillors for Advice and Information can be made to the Council Officers as identified in the "Red Box Structure" and for the topics and level of detail nominated:

A Councillor may request Advice either:

- (a) Verbally; or
- (b) In writing, directly to the Council Officer; or
- (c) By submitting a request to a Department's "Requests" email address and c/c the Chief Executive Officer (where appropriate), Chief Operating Officer and/or the relevant Third Level Manager or Council Officer.

When submitting a request for Advice or Information a Councillor must comply with any reasonable requirements of the Council Officer to either:

- (a) Submit their request in writing (e.g. letter, memo, facsimile or email); or
- (b) Clarify the purpose of their request.

5.3.2 After Hours Requests for Advice

Councillors should refrain from directly contacting Council Officers outside scheduled working hours regarding normal operational matters. Where a matter arises after-hours and is of such urgency that to delay provision of the Advice or Information will bring harm to the Council or damage the reputation of Council, Councillors may contact the Chief Executive Officer or the relevant Chief Operating Officer, who will determine the most appropriate manner for obtaining a response for the Councillor.

If the matter is of a general operational nature, Councillors are to log a request through Council's after-hours contact number or email.

5.3.3 Requests regarding Councillor Matters

Councillor requests for Advice or Information about Councillor Matters are to be made to the Chief Executive Officer in writing. If the request is about matters relating to another Councillor, the Councillor the subject of the request is to be notified of the name of the requestor, the requested Advice or Information and subsequently of the Advice or Information given.

Requests concerning Councillor Matters will be finalised on the basis of existing Council information

5.4 Responses to Requests

5.4.1 Timeframe for Responses

The Chief Executive Officer, Chief Operating Officer, Third Level Manager or Council Officer should initially respond to a Councillor request within 2 working days. Where the Council Officer is unable to provide the requested advice or information within that timeframe, an acknowledgement or interim response is to be given together with reasons for the delay.

Where a Councillor is dissatisfied with the response of a Council Officer or a refusal to comply with a request, they may escalate their request to the relevant Chief Operating Officer or the Chief Executive Officer for review.

5.4.2 Provision and Recording of Responses

Responses to requests for Advice or Information can be verbal or in writing. If verbal, Council Officer's should record the conversation in a file note.

Any written requests for Advice or Information and responses must be registered in Council's Corporate Document Management System.

If a Council Officer is uncertain about responding to a Councillor request for Advice or Information they may refer the matter to their supervisor, Chief Operating Officer or Chief Executive Officer.

5.4.3 Restricted Distribution

Council Officers are not to copy in other Council Officers to a response or on forward a response from a Councillor to other Councillors or Council Officers unless:

- (a) Those recipients are already part of the communication thread; or
- (b) It becomes necessary to involve the other Councillor/s or Council Officers in a consultation or decision making process; or
- (c) For the purpose of informing their supervisor of the request.

Council Officers are also not permitted to distribute a request for Advice or Information or a response to a request from a Councillor to any other individual or entity external to Council, unless the Councillor has formally requested or approved the distribution.

The provision of personal information about any individual to Councillors will be provided in accordance with the guidelines concerning private and personal information provided by the Office of Information Commissioner.

Councillors and Council Officers should be aware that any request for Advice or Information and any response may be subject to disclosure if an application for access is made under the Right to Information Act 2009.

5.4.4 Reporting of Request

Each Chief Operating Officer is to determine their own Departmental procedure for Council Officers to keep supervisors and themselves aware of Councillor requests for Advice or Information.

It is the responsibility of the Chief Operating Officer to advise the Chief Executive Officer in a timely manner of any issues concerning the management of Councillor requests for Advice or Information that require CEO intervention.

It is the responsibility of the Chief Executive Officer to advise the Mayor in a timely manner of any issues concerning the management of Councillor requests for Advice or Information that require Mayoral intervention.

5.5 Limits on Requests

Requests must not take the form of an attempt to direct or unduly influence the Chief Executive Officer, Chief Operating Officer or Council Officer to prepare a response in a certain manner.

Council Officers may refuse to respond to requests for information or advice where:

- (a) It is contrary to this Policy;
- (b) Supply of the information would breach section 170(a)(3) of the Act;
- (c) The information relates to a public interest disclosure (as defined in the *Public Interest Disclosure Act 2010*);
- (d) The Advice requested would disclose the employment records of a particular Council Officer, including records contained on a past or present Council Officer's personnel file, and/or personal information collected for payroll purposes (including but not limited to an officer's bank accounts details, child support deductions, tax file number etc);
- (e) The release of the Advice to the Councillor would breach any statutory confidentiality obligations (for example, the Information Privacy Act 2009, Crime and Corruption Act 2001, Public Interest Disclosure Act 2010, Workers' Compensation and Rehabilitation Act 2003).
- (f) The information is not reasonably available to the officer;
- (g) The Council Officer does not feel qualified to provide the requested advice;
- (h) The Council Officer is not satisfied that the information is required to assist the Councillor carry out his or her responsibilities under the Act; or
- (i) The use of resources required to produce the Advice or Information is disproportionate to the reasonable value of the advice or information sought.

In such circumstances the officer concerned must report the refusal to respond to the relevant Chief Operating Officer or Chief Executive Officer. The officer should consult with their supervisor or Chief Operating Officer prior to advising a Councillor of their intention to refuse the request.

5.6 Use of Information by Councillors

Councillors receiving Advice or Information under this Policy must not:

- release personal information in breach of the *Information Privacy Act 2009* ; and
- release information, that the Councillor knows, or otherwise should reasonably know, is information that is confidential to the Council (s. 171(3) of the Act).

In accordance with Section 171(1) of the Act, Councillors (current or former) must not use information acquired as a Councillor to:

- Gain, directly or indirectly, financial advantage for the themselves or someone else; and/or
- Cause detriment to Council.

5.8 Breaches to the Policy

An allegation of a breach of this Policy by a Councillor will be dealt with in accordance with Section 176-182 of the Local Government Act 2009.

6 Definitions

Acceptable Requests Guidelines are guidelines, adopted by resolution of the local government, about:

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under the Local Government Act 2009; and
- (b) reasonable limits on request that a councillor may make.

Advice means advice to assist a Councillor to carry out his or her responsibilities under the Act and may include the provision of documents or access to documents in Council's possession.

Councillor Matter means matters identifying and pertaining to a Councillor, with the exception of:

- a request by a Councillor for Advice, Information or Council Record about themselves;
- social matters, incidental matters or other matters not relating to Council business.

Council Officer means an employee of Ipswich City Council.

Chief Operating Officer means a Chief Operating Officer, Chief Financial Officer, City Planner and General Counsel and City Solicitor of Ipswich City Council including persons temporarily acting in those positions reporting directly to the Chief Executive Officer.

Information means information, including documents or records held by Council in printed or electronic form, that the Council has access to which relates to the Council.

Personal Information has the meaning defined in the *Information Privacy Act 2009*.

Public Interest Disclosure has the meaning as defined in the *Public Interest Disclosure Act 2010*.

Reasonable requests are request which in the opinion of the Chief Executive Officer will not require excessive or un-warranted use of Council resources.

Third Level Manager means a Branch Manager or Principal Officer that reports directly to a Chief Operating Officer

7 Policy Author

Corporate Services and Risk Manager


Policy Amended: 30 November 2017

Date of Council Resolution: 19 February 2013

Committee Reference and Date: Policy and Administration Board No. 2013(01) of 5 February 2013 - City Management and Finance Committee No. 2013(02) of 12 February 2013

No. of Resolution: 8

Date to be reviewed: THIS WILL BE FILLED IN ONCE THE POLICY HAS BEEN ADOPTED BY COUNCIL

	<p>Capture and Retention of Public Records - Mayor and Councillors</p>	<p>Version: Document No.: A4472119</p>
<p>1.1 Objectives: To ensure appropriate procedures are in place for dealing with the correspondence and public records received or generated by the Mayor and Councillors.</p>		
<p>1.2 Regulatory Authority: <i>Local Government Act 2009</i> <i>Public Records Act (2002)</i> <i>Information Standard 40 – Record Keeping</i> <i>Information And Communications Technology (ICT) Policy</i> <i>Local Government Sector Retention and Disposal Schedule</i> <i>FCS-49 Recordkeeping procedure</i></p>		
<p>1.3 Policy Statement: Incoming correspondence addressed to the Mayor or a Councillor that is a public record or significant document must be registered in the Council electronic document and records management system (eDRMS) to ensure the proper capture, retention and eventual disposal in accordance with the relevant legislation. Public records or significant documents generated by the Mayor or other Councillor must also be submitted for capture in the eDRMS.</p>		
<p>1.4 Scope: This Policy applies to all correspondence addressed to or from the Mayor and other Councillors. Information received and / or created as part of user’s statutory and normal administrative business transactions, activities and responsibilities. Records can include paper, electronic emails (including email redirected from externally hosted email aliases), images, audio-visual and transcripts. Emails, texts or instant messages communicated using personal accounts, and social media posts, made by Councillors that are public records must be retained and disposed of using the same criteria as all other records. Any correspondence or communications received or generated as personal, party, political or electoral activities are not required to be captured in the eDRMS as they are not considered Corporate Records.</p>		
<p>1.5 Roles and responsibilities: In accordance with <i>Public Records Act 2002</i> (Section 7 - Making and Keeping of Public Records, subsection (2)), the Chief Executive Officer (CEO) is responsible to ensure the Council complies with its requirements under the act.</p>		

This Policy is to be implemented by the Mayor, Councillors and their Staff. All staff however have an obligation under this policy to ensure correspondence and documents of public record involving the Mayor and Councillors are appropriately captured.

Correspondence addressed personally to the Mayor or other Councillor will be directed, unopened, to their Personal Assistant or equivalent administrative support.

Unless other arrangements are made, Personal Assistants or equivalent administrative support will be responsible for opening such correspondence on behalf of the Mayor or relevant Councillor, except where marked "Private" or "Confidential", ensuring any public records or significant documents are registered in the Council electronic document and records management system (eDRMS) and forwarding to an appropriate Council Office for action.

Where mail is addressed to the Mayor or other Councillor and marked "Private" or "Confidential" it will be directed, unopened, to the addressee, who will be responsible for ensuring any public records or significant business documents are passed to their Personal Assistant or equivalent administrative support for registration in the eDRMS and forwarded to an appropriate Council Officer for action.

1.6 Diaries and Working Notes:

Councillors need to be aware of their obligations to deal with public records in accordance with the provisions of the *Public Records Act 2002*. Councillors are to either submit relevant records to the CEO for capture in Council's eDRMS or hold, secure and preserve the record so that it is accessible for the purposes of the *Public Records Act 2002*.

1.7 Definitions:

"Public Record" – original information regarding the following activities are examples of public records for the purposes of the *Queensland Public Records Act (2002)*:

- Decisions regarding facilities, services and enterprises for the local government area;
- The process of formulating, adopting and reviewing the local government's corporate and operational plans; and
- Decision making regarding the goals and policies of the local government and their implementation.

Diaries of the Mayors and other Councillors may also be public records with the exception of personal or party political appointments recorded in the diaries.

Correspondence (including email) received or generated by the Mayors and Councillors in local governments, in the exercise of their statutory, administrative or other public responsibilities, are public records.

Correspondence received or generated by the Mayors and Councillors in the course of undertaking personal, party political and electoral activities are, however, deemed not to be public records.

1.8 Policy Author:


Strategic Client Branch, Finance and Corporate Services Department

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS

No of resolution: BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE

Date to be reviewed: GOVERNANCE ADMIN TEAM

	<p>COUNCILLOR CONTACT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS</p>	<p>Version: Document No.: A4619989</p>
<p>1.1 Objectives: This policy is intended to provide ethical guidance for Councillors when dealing with lobbyists, potential developers or developers who have made a development application.</p> <p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> • <i>Integrity Act 2009</i> • Procedure No: FCS-032 <p>1.3 Policy Statement: Free and open access to Councillors, and Council itself, is vital to efficient and effective local government.</p> <p>Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The public has a clear expectation that such contact is carried out ethically and transparently.</p> <p>It is always the aim of Council to ensure that all decisions are legal, ethical and impartial. Such principles are reflected in section 4 the Local Government Act 2009 (i.e. the “local government principles”) and section 12 of that Act (the responsibilities of councillors).</p> <p>a) MEETING OR EXCHANGING OTHER COMMUNICATION WITH POTENTIAL DEVELOPERS & LOBBYISTS (where no proposal presently before Council) Councillors may encourage responsible and appropriate development in Council’s area. Councillors should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council’s local government area.</p> <p>However, even in dealings with potential developers and lobbyists (for a potential development), councillors: -</p> <ul style="list-style-type: none"> • Must make clear to potential developers and lobbyists that they can provide general information on the application process but cannot give definitive advice about the developer’s or lobbyists chance of success; • May suggest that the developer or lobbyist seek independent professional advice; • If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council staff; • Must not in any way represent the Council’s possible attitude to the potential application. 		

Similarly, in relation to potential submitters to a development application, councillors should not feel inhibited about discussing with potential submitters what is publicly known about a potential development application. Again, councillors: -

- Must make clear to potential submitters that they can provide general information on the application process but cannot give definitive advice about the developer's chance of success;
- May suggest that the submitter seeks independent professional advice;
- Must not in any way represent the Council's possible attitude to the potential application.

In all exchanges of communication with a potential developer, lobbyist (for a potential development) or potential submitter, councillors should keep and maintain a written record of same. This written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. face to face meeting, telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the councillor and a summary of the councillor's response.

b) MEETING OR EXCHANGING OTHER COMMUNICATION WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS AFTER A DEVELOPMENT APPLICATION HAS BEEN LODGED

After a development application has been lodged, if a councillor engages in any meetings, telephone discussions, email or other correspondence or exchange with a developer, lobbyist or submitter where they are seeking the councillor's support or opposition (as the case may be) to a development application, any such response or comment from the councillor must include the following statements: -

- That any opinions expressed by the councillor are personal to the councillor and do not in any way represent the Council's possible attitude to the development application; and
- In relation to Council's possible decision on the application, that the councillor's principal obligation is to serve the public interest by ensuring that his /her decision is: -
 - i. consistent with the planning legislation, Council's planning scheme and policies; and
 - ii. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
 - iii. not influenced by any other irrelevant or inappropriate consideration.

Meetings between councillors and developers, lobbyists or submitters where substantive issues concerning the application are to be discussed, should only occur by arrangement through the office of Council's CEO (or delegate) and only in circumstances where a Council officer (with adequate knowledge of the development application) is also present.

Where development matters arise during the course of an otherwise unrelated meeting, councillors should;

- i. Make all reasonable attempts to include a Council officer with adequate knowledge of the development application in the conversation.
- ii. Offer to arrange a further meeting to discuss the matter, in accordance with the fore mentioned clause.

Councillors must keep a written record summarising the matters discussed during any meeting, telephone discussion, email or other correspondence or exchange. This written record should detail, as a minimum, the date and time of the meeting or exchange, a summary of the matters raised with the councillor and a summary of the councillor's response.

1.4 Scope:

This policy is in addition to the requirements and processes imposed upon councillors and lobbyists by the Integrity Act 2009 (for example, the requirement for lobbyists to be registered before undertaking lobbying activities [1]).

1.6 Definitions:

For the purposes of this policy, the following terms are defined: -

“developer” means an applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.

“development application” means an application for development that requires assessment against the provisions of Council's town planning scheme.

“development approval” means a development application that has been approved by Council.

“lobbyist” has the same meaning as defined in the Integrity Act 2009[2].

“submitter” has the same meaning as defined in the Sustainable Planning Act 2009[3].

1.7 Policy Author: Corporate Services and Risk Manager

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE GOVERNANCE ADMIN TEAM

No of resolution:

Date to be reviewed:

GOVERNANCE ADMIN TEAM

Policy and Administration Advisory Committee	
Mtg Date: 13.03.2018	OAR: Yes
Authorisation: Andrew Roach	

A4672667

21 February 2018

MEMORANDUM

TO: CHIEF FINANCIAL OFFICER

FROM: HUMAN RESOURCES MANAGER

RE: WORKPLACE HEALTH AND SAFETY POLICY UPDATE

INTRODUCTION:

This is a report by the Human Resources Manager dated 21 February 2018 concerning the update of the Workplace Health and Safety Policy (WHS Policy) in line with Ipswich City Council's review cycle.

BACKGROUND:

Ipswich City Council is committed to providing a safe and healthy workplace and to eliminate conditions and hazards that could result in personal injury or ill health. The purpose of this policy and procedure is to establish and maintain health and safety of employees and workplaces by:

1. protecting employees and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work;
2. providing for fair and effective workplace representation, consultation, co-operation;
3. issue resolution in relation to work health and safety;
4. promoting the provision of advice, information, education and training in relation to work health and safety; and
5. providing a framework for continuous improvement.

Council will utilise the WHS Policy to govern its health and safety program.

The WHS Policy had not been reviewed for a number of years and was in need of updating due to the national harmonisation of workplace health and safety law.

ATTACHMENTS:

Name of Attachment	Attachment
Workplace Health and Safety Policy (Original)	Attachment A
Workplace Health and Safety Policy (Tracked Changes)- <u>Amended</u>	Attachment B
Workplace Health and Safety Policy (Cleanskin) - <u>Amended</u>	Attachment C

RECOMMENDATIONS:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

- A. That the policy titled “Workplace Health and Safety Policy”, as detailed in Attachment A, as per resolution No. 4304 of the City Management and Finance Committee No. 2005 of 7 and 9 June 2005 and adopted at Council on 15 June 2005, be repealed.

- B. That the policy titled “Workplace Health and Safety Policy”, as detailed in Attachment C of the report by the Human Resources Manager dated 21 February 2018, be adopted, as amended.

Michael McMahon
HUMAN RESOURCES MANAGER

I concur with the recommendations contained in this report.

Andrew Roach
CHIEF FINANCIAL OFFICER

WORKPLACE HEALTH AND SAFETY POLICY

Purpose:

Ipswich City Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will pursue the highest possible standard of workplace health and safety management in all its operations.


Workplace Health and Safety Policy:

Ipswich City Council is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health. Ipswich City Council will pursue best practice in all aspects and ensure that the Workplace Health and Safety Act and Regulations, Ministerial Notices, relevant Industry Codes of Practice, Australian Standards and Advisory Standards are applied in the workplace. A Workplace Health and Safety Management System will be maintained to achieve the aims of the Policy.

Date of Council Resolution: 15 June 2004

Committee Reference and Date: City Management and Finance Committee (No. 2005(07) of 7 and 9 June 2005

No of Resolution: 4304

	<p><u>WORKPLACE HEALTH AND SAFETY POLICY</u></p>	<p>Version: 2</p> <p>Document No.: A4333359</p>	
<p>1.1 Objectives : Ipswich City Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will endeavour to pursue the highest possible standard of workplace health and safety management in all its operations. values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will pursue the highest possible standard of workplace health and safety management in all its operations Ipswich City Council is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health.</p>			<p>Formatted: Highlight</p> <p>Formatted: Highlight</p>
<p>1.2 Regulatory Authority: Work Health and Safety Act 2011. Work Health and Safety Regulations 2011. Ministerial Notices, relevant Codes of Practice and Australian Standards.</p>			
<p>1.3 Policy Statement: The Ipswich City Council is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health. Ipswich City Council will endeavour to pursue best practice in all aspects and ensure that will pursue best practice in all aspects and ensure that requires its activities conform to the Workplace Health and Safety Act and Regulations, Ministerial Notices, relevant Industry Codes of Practice, and Australian Standards and Advisory Standards are applied in the workplace. A Workplace Health and Safety Management Systems will be maintained to achieve the aims of the Policy. will endeavour to pursue best practice in all aspects and ensure that requires its activities conform to the Workplace Health and Safety Act and Regulations, Ministerial Notices, relevant Industry Codes of Practice, and Australian Standards and Advisory Standards are applied in the workplace. A Workplace Health and Safety Management Systems will be maintained to achieve the aims of the Policy.</p> <p>Ipswich City Council will provide staff with guidelines on, and training in safe work practices as well as information on identification, assessment and control of hazards in the workplace. All staff of Ipswich City Council are to comply with Workplace Health and Safety policies, procedures, guidelines and to conduct themselves in a manner that ensure not only their health and safety but also that of everyone around them.</p> <p>Ipswich City Council will ensure adequate safety levels are achievable by:</p> <ul style="list-style-type: none"> • Mandatory induction training for all new staff and where appropriate, contractors; • Sound workplace planning and operation; • Training based on standard proven work methods and operational and 			<p>Formatted: Highlight</p> <p>Formatted: Highlight</p> <p>Formatted: Highlight</p> <p>Formatted: Highlight</p>

- maintenance procedures;
- The provision of responsible financial support for these activities;
- Enforcement of Statutory and Ipswich City Council safety policies, procedures and guidelines; as necessary.

Ipswich City Council recognises that the success of Council's Workplace Health and Safety Management System depends on the commitment and cooperation of all staff and Contractors. Participation and consultation with staff will take place through the Health, Safety and Environment Committees and Board.

Ipswich City Council is also committed to ensuring the health and safety of visitors and members of the public who come onto Council's premises and workplaces or are affected by Council's activities.

1.4 Scope: Ipswich City Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will pursue the highest possible standard of workplace health and safety management in all its operations.

1.5 Roles and responsibilities: The following persons have duties under the WHS Act to ensure health and safety and to manage risks:

Officers Exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to:

- gain an understanding of the hazards and risks associated with the operations of the business or undertaking, and
- ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.


Duties of workers

While at work, a worker must—

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

1.7 Policy Author: Workplace Health and Safety Manager

Date of Council resolution:	
Committee Reference and date:	THIS WILL BE FILLED IN ONCE THE POLICY HAS
No of resolution:	BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE
Date to be reviewed:	GOVERNANCE ADMIN TEAM

	<p><u>WORKPLACE HEALTH AND SAFETY POLICY</u></p>	<p>Version: 2 Document No.:</p>
<p>1.1 Objectives : The Ipswich City Council <u>values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will endeavour to pursue the highest possible standard of workplace health and safety management in all its operations. Ipswich City Council</u> is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health.</p>		
<p>1.2 Regulatory Authority: Work Health and Safety Act 2011. Work Health and Safety Regulations 2011. Ministerial Notices, relevant Codes of Practice and Australian Standards.</p>		
<p>1.3 Policy Statement: The Ipswich City Council is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health. Ipswich City Council <u>will endeavour to pursue best practice in all aspects and ensure that</u> requires its activities to conform to the “Work Health and Safety Act and Regulations”, Ministerial Notices, relevant Codes of Practice and Australian Standards.</p> <p>Ipswich City Council will provide staff with guidelines on, and training in safe work practices as well as information on identification, assessment and control of hazards in the workplace. All staff of Ipswich City Council are to comply with Workplace Health and Safety policies, procedures, guidelines and to conduct themselves in a manner that ensure not only their health and safety but also that of everyone around them.</p> <p>Ipswich City Council will ensure adequate safety levels are achievable by:</p> <ul style="list-style-type: none"> • Mandatory induction training for all new staff and where appropriate, contractors; • Sound workplace planning and operation; • Training based on standard proven work methods and operational and maintenance procedures; • The provision of responsible financial support for these activities; • Enforcement of Statutory and Ipswich City Council safety policies, procedures and guidelines; as necessary. <p>Ipswich City Council recognises that the success of Council’s Workplace Health and Safety</p>		

Management System depends on the commitment and cooperation of all staff and Contractors. Participation and consultation with staff will take place through the Health, Safety and Environment Committees and Board.

Ipswich City Council is also committed to ensuring the health and safety of visitors and members of the public who come onto Council's premises and workplaces or are affected by Council's activities.

1.4 Scope: Ipswich City Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will pursue the highest possible standard of workplace health and safety management in all its operations.

1.5 Roles and responsibilities: The following persons have duties under the WHS Act to ensure health and safety and to manage risks:

Officers Exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to:

- gain an understanding of the hazards and risks associated with the operations of the business or undertaking, and
- ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Duties of workers

While at work, a worker must—

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

1.7 Policy Author: Workplace Health and Safety Manager

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS
No of resolution: BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE
Date to be reviewed: GOVERNANCE ADMIN TEAM

Policy and Administration Advisory Committee	
Mtg Date: 13 March 2018	OAR: YES
Authorisation: Andrew Roach	

JK:JK
A4688761

27 February 2018

MEMORANDUM

TO: ACTING CHIEF EXECUTIVE OFFICER

FROM: CHIEF FINANCIAL OFFICER

RE: QUEENSLAND URBAN UTILITIES PARTICIPATION RETURN POLICY

INTRODUCTION:

This is a report by the Chief Financial Officer dated 27 February 2018 concerning a request from Queensland Urban Utilities (QUU) for approval to amend its Participation Return Policy (return policy).

BACKGROUND:

QUU has engaged with its Participating Local Governments on an adjustment to its Participation Return Policy which is centred on ensuring that the Participation Return Policy allows for QUU's long term financial sustainability, as well as providing Participating Local Governments with stable returns on our investment in QUU.

The letter from QUU requesting to amend its return policy and outlining the proposed wording of the new policy, is set out in Attachment A.

QUU has undertaken a review of the capital structure and return policy with the desired outcomes of:

- Enabling ongoing active management of its capital structure;
- Long term financial sustainability and maintain credit rating of a minimum of A-;
- Providing short term certainty to shareholders for sustainable and stable dividends; and
- Achieving an appropriate return on equity.

The current return policy was set as a prescriptive calculation (85% of Profit, adjusted for non-cash donated assets) in the Participation Agreement. This provides no flexibility for the Board to adjust returns to shareholders in order to achieve an optimal capital structure for a commercial entity.

The proposed Participation Return Policy has been structured to provide a glide path to achieve a target capital structure over 10 years through increasing dividends while maintaining an A- credit rating from QTC.

It is proposed that a Floor Return would be included in the Corporate Plan and represent the minimum dividend for years 1 and 2 of the Corporate Plan. The Board will also have the ability to pay an additional return if profitability is greater than the corporate plan forecast. The additional return will be capped at a Ceiling Return set annually in the corporate plan. QUU have confirmed that these proposed changes will not impact prices.

PricewaterhouseCoopers (PwC) was engaged by QUU to provide an independent review (Attachment C) to the QUU Board and Participating Local Governments in relation to the proposed Participation Return Policy. The summary of PwC's review (per Attachment C) states:

"In summary, our analysis has demonstrated that the New Participation Return Policy will provide the Board with more power to control its capital structure and forecast planning. This in turn allows for higher and more stable participation returns to be paid to Participating Local Governments in years of expected ("base case") financial performance. It also means that participation returns can be adjusted in years where financial requirements are expected to be higher (e.g. higher capital expenditure with no additional revenue) to ensure that Participating Local Governments are not required to make capital contributions.

We believe that this increased flexibility will enhance the Board's ability to control the key credit metrics of QUU, ensuring that it will maintain, at a minimum, a desired credit rating of A-. In addition, the New Participation Return Policy will also provide the Board with increased control over the level of gearing and capital structure, meaning that QUU will have the ability to achieve a lower cost of capital and increased overall financial sustainability."

CONCLUSION:

The intent of the proposed participation return amendment is to allow QUU to achieve an end-state capital structure similar to what was agreed to when QUU was first established, whilst providing stable and growing returns to shareholders.

The Floor Return will provide certainty for budgeting purposes in the short term and the Ceiling Return allows for a capped upside to the Floor Return, however has less upside than the current policy.

ATTACHMENTS:

Name of Attachment	Attachment
Letter from QUU re Participation Return Policy Amendment	Attachment A
Letter from QUU re Participation Return Policy Amendment Acknowledgement	Attachment B
CONFIDENTIAL ATTACHMENT	
Letter from PricewaterhouseCoopers (PwC) to Participating Local Governments	Attachment C

RECOMMENDATION:

- A. That Ipswich City Council, as a shareholder of Queensland Urban Utilities, agree to the amendment to the Participation Returns Policy as per the proposed wording outlined in Attachment A to the report of the Chief Financial Officer dated 27 February 2018.
- B. That the Chief Executive Officer be authorised to sign the approval of the requested amendment on behalf of Ipswich City Council as per Attachment B to the report of the Chief Financial Officer dated 27 February 2018.

Andrew Roach
CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Gary Kellar
ACTING CHIEF EXECUTIVE OFFICER



Office of the Chief Executive Officer
Level 2, 15 Green Square Close
Fortitude Valley QLD 4006

GPO Box 2765
Brisbane QLD 4001

22 February 2018

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

Dear Mr Kellar

Participation Return Policy Amendment

Queensland Urban Utilities (QUU) has recently engaged with its Participating Local Governments, on an adjustment to its Participation Return Policy (Return Policy). The engagement centred on ensuring that the Return Policy allowed for QUU's long term financial sustainability, as well as providing Participating Local Governments with stable returns on their investment in QUU.

The outcome of these engagements was the development of an adjusted Return Policy, which targets a specific credit rating as well as providing certainty around future Participation Return payments.

To provide comfort to QUU's Board and to QUU's Participating Local Governments that the adjusted Return Policy achieves the outcomes required, an independent review was undertaken of the proposed changes. The attached document is a summary of the independent review undertaken on the proposed changes to the Return Policy. This review supports the intent of the policy changes.

Return Policy Approval

The Participation Agreement between QUU and its Participating Local Governments states at clause 8.1(a), that the QUU Board is not able to approve a change to the Return Policy without a special majority of Participating Local Governments signing a document stating that they are in favour of QUU making such changes.

QUU's understanding of the Participation Agreement is that a change to the Participation Return Policy does not require a formal Council resolution; however QUU recommends that Participating Local Governments seek the appropriate approval to agree to the adjusted Participation Return Policy.

ABN 86 673 835 011

QUU is therefore seeking approval from its Participating Local Governments to adopt the changed Return Policy by the authorised delegate of Council signing the approval block on the duplicate of this letter which would give effect to the proposed changes.

Proposed Wording for the New Return Policy

Ipswich City Council agrees to the Authority making the changes to its Participation Return Policy set out in this letter as per Clause 8.1 of the Participation Agreement dated 25 June 2010:

“The Authority and its five Participating Local Governments are committed to maintaining the Authority’s credit rating at a minimum of A- over the forward forecast periods whilst ensuring ongoing, stable and growing Participation Returns (Returns).

The first two years forecast Returns, as set by the Board in any Corporate Plan, are to be considered the minimum amount that the Authority will commit to paying, i.e. the Floor Return for each relevant year. The Board will have the ability to pay an Additional Return if profitability is greater than the Corporate Plan forecast. The Additional Return will be capped at an amount determined in each Corporate Plan to ensure that total Returns do not exceed the Ceiling Return, which is set by the Board and noted in each Corporate Plan.

In determining the Ceiling Return, the Board must take into consideration that:

- *the Authority is committed to maintaining, at a minimum, an A- credit rating; and*
- *stability of future Return cash flow forecasts in the relevant Corporate Plan.*

The Floor Return will be paid in two parts, 50% will be paid on the last Business Day of January of the relevant Corporate Plan financial year (Interim Floor Return) and the remaining 50% (Final Floor Return) will be paid on the last Business Day of September of the following financial year.

Any Additional Return will be determined following the finalisation of the Authority’s financial results and be paid on the last business day of January of the financial year in which the financial results are tabled by the Minister in the Legislative Assembly of Queensland.

Notification of any Additional Return payment will be provide to Participating Local Governments no later than 30 calendar days prior to the payment of the Additional Return.

The Authority and its Participating Local Governments acknowledge that the payment of the Floor and Additional Returns may be effected by Clause 2.2 of the Intercreditor Deed between the Authority, Queensland Treasury Corporation and Participating Local Governments. Additionally the Floor or Additional Returns may not be paid if the payment will result in the Authority breaching its loan covenants or it contravening section 254T of the Corporations Act 2001.

Policy Force Majeure Clause

The Authority shall not be in breach of its obligations under the Participation Agreement (including this Participation Return Policy) or incur any liability to any party to the Participation Agreement for any losses or damages of any nature whatsoever incurred or suffered (otherwise than under any express indemnity in the Participation Agreement) if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure Event except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred.

The Authority can only rely on a Force Majeure Event if they have, prior to, during and after the Force Majeure Event, taken all reasonable steps to mitigate its loss and any expected losses or damages of the Participants.

Relevant Definitions:

Additional Return: *means the amount of the difference between the total Return paid and the total Floor Return for the relevant year. The maximum Additional Return is equal to the Ceiling Return, Less the Interim Floor Return, and Less the Final Floor Return. The calculation to determine the Additional Return will be as follows:*

START	Reported Net Profit After Tax
LESS	Donated Assets net of Depreciation adjustments
MULTIPLIED	by 85%
LESS	Floor Return
EQUALS	Additional Return Calculated
LESS	Any adjustments required to ensure that the Ceiling Return is not exceeded
EQUALS	Additional Return

Authority: *means the Central SEQ Distributor-Retail Authority established under the Distribution and Retail Restructuring Act.*

Board: *means the Board Members of the Authority from time to time.*

Business Day: *means a day on which banks are open for general banking business in Brisbane, other than a Saturday, Sunday or public holiday.*

Ceiling Return: *means the maximum Return that can be paid to Participating Local Governments in relation to the relevant Financial Year's financial performance and will include the Floor Return and any Additional Return. The Ceiling Return will be determined in each relevant Corporate Plan.*

Final Floor Return: *means 50% of the Floor Return paid on the last business day of September of the following financial year in which the return was accrued.*

Financial Year: *means the twelve months starting at the beginning of July and ending at the end of June.*

Floor Return: means the amount of Return specified in the Corporate Plan for each relevant financial year. A Floor Return will be set for each of the first two financial years of the relevant Corporate Plan period.

Force Majeure Event: means an event beyond the control of the Authority, which prevents it from complying with any of its obligations under this Agreement, including but not limited to:

- act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
- riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors;
- acts or threats of terrorism; or
- other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts, which in each case directly causes either party to be unable to comply with all or a material part of its obligations under this Agreement.

Interim Floor Return: means 50% of the Floor Return paid on the last business day of January of the relevant Corporate Plan financial year.

Minister: means at a relevant time the Queensland State Government minister with responsibility for the administration of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (Qld).


Participating Local Government: means Brisbane City Council, Ipswich City Council, Lockyer Valley Regional Council, Scenic Rim Regional Council and Somerset Regional Council.

Participation Return: means distributions to each Participating Local Government in accordance with this policy.

Relevant Corporate Plan: means the current Corporate Plan approved and adopted by the Board of Queensland Urban Utilities."

Should you wish to discuss this matter further please call Ruth Coulson, Chief Financial Officer on 07 3855 6101.

Yours sincerely



TRACEY MOORE
Acting Chief Executive Officer
Queensland Urban Utilities

cc. Andrew Roach, Chief Financial Officer



Office of the Chief Executive Officer
Level 2, 15 Green Square Close
Fortitude Valley QLD 4006

GPO Box 2765
Brisbane QLD 4001

22 February 2018

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

Dear Mr Kellar

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- act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
- riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors;
- acts or threats of terrorism; or
- other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts, which in each case directly causes either party to be unable to comply with all or a material part of its obligations under this Agreement.

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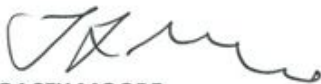
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Participation Return: means distributions to each Participating Local Government in accordance with this policy.

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Should you wish to discuss this matter further please call Ruth Coulson, Chief Financial Officer on 07 3855 6101.

Yours sincerely



TRACEY MOORE
Acting Chief Executive Officer
Queensland Urban Utilities

cc. Andrew Roach, Chief Financial Officer

Dated day of 2018

SIGNED for and on behalf of **Ipswich City Council** by its duly authorised delegate in accordance with the *Local Government Act 2009 (Qld)*

Name of Witness

Name of Delegate

Signature of Witness

Signature of Delegate

Policy Administration Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Sean Madigan	

BD:BD
A4684411

1 March 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)
FROM: STRATEGIC POLICY AND SYSTEMS MANAGER
RE: LOCAL LAW MAKING PROCESS POLICY

INTRODUCTION:

This is a report by the Strategic Policy and Systems Manager dated 1 March 2018 concerning the development of a Local Law Making Process Policy for Council.

BACKGROUND:

Section 29 (1) of the *Local Government Act 2009* states that:

A local government may decide its own process for making a local law to the extent that the process is not inconsistent with this part.

Until now this process has not been documented. **Attachment A** defines the process in a policy for Council to make local laws which includes the making of:


- (i) each local law that incorporates a model local law; and
- (ii) each local law that is a subordinate local law; and
- (iii) each other local law; and
- (iv) an interim local law.

The development of the draft policy included the research of other Council’s local law making process policies to ensure a level of consistency is being applied. The draft was reviewed and revised by Council’s Legal Services Branch.

CONCLUSION:

Section 29 (1) of the *Local Government Act 2009* states that a local government may decide its own process for a making a local law. That process is now defined in the “Local Law Making Process” Policy in Attachment A of this report.

ATTACHMENT/S:

Name of Attachment	Attachment
“Local Law Making Process” Policy	 Attachment A

RECOMMENDATION:

That the policy titled “*Local Law Making Process*” as detailed in Attachment A of the report by the Strategic Policy and Systems Manager dated 1 March 2018 be adopted.


Barbara Dart
STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendation contained in this report.

Daniel Best
GENERAL COUNSEL AND CITY SOLICITOR

I concur with the recommendation contained in this report.

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

	LOCAL LAW MAKING PROCESS POLICY	Version: Document No.:
<p>1.1 Objectives: The objective of this policy is to define the process for making a local law.</p>		
<p>1.2 Regulatory Authority:</p> <ul style="list-style-type: none"> ▪ <i>Local Government Act 2009</i> ▪ <i>Legislative Standards Act 2002</i> <p>1.3 Policy Statement: For the purposes of Section 29(1) of the <i>Local Government Act 2009</i>, the local government resolves to adopt a process for making each local law of Council as detailed below.</p> <p>1.4 Scope: This policy:</p> <p>(a) applies to the making of—</p> <ul style="list-style-type: none"> (i) each local law that incorporates a model local law; and (ii) each local law that is a subordinate local law; and (iii) each other local law; and (iv) an interim local law. 		
<p>1.5 Policy Details:</p> <p><u>MAKING A LOCAL LAW THAT INCORPORATES A MODEL LOCAL LAW</u></p> <p>The process (model local law making process) stated in this resolution must be used to make a local law that incorporates a model local law into the local laws of the local government.</p> <ul style="list-style-type: none"> ▪ Step 1 - By resolution, propose to incorporate the model local law. ▪ Step 2 - If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. ▪ Step 3 - If there is an existing local law about a matter in the model local law that 		

would be inconsistent with the matter in the model local law—

a. amend or repeal the existing local law so that there is no inconsistency.

- **Step 4** - By resolution, incorporate the model local law.
- **Step 5** - Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.
- **Step 6** - As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centre's and available on Council's website.
- **Step 7** - Within 14 days after the notice is published in the gazette, give the Minister—
 - a. a copy of the notice; and
 - b. a copy of the local law in electronic form; and
 - c. if the local law contains 1 or more anti-competitive provisions—
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- **Step 8** - Update the register of local laws.

MAKING A LOCAL LAW ("OTHER LOCAL LAW MAKING PROCESS")

The process (other local law making process) stated in this resolution must be used to make a local law (a proposed local law) other than—

- (a) a local law that incorporates a model local law; or
- (b) an interim local law; or
- (c) a subordinate local law.

- **Step 1** — By resolution, Council proposes to make the proposed local law.
- **Step 2** — Consult with relevant government entities about the overall State interest in the proposed local law.
- **Step 3** — Consult with the public about the proposed local law for at least 21 days (the consultation period) by—
 - a. publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and

- b. displaying the consultation notice in a conspicuous place at the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
 - c. making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
 - d. making a copy of the proposed local law available on Council's website; and
making copies of the proposed local law available for purchase at the local government's public office during the consultation period.
- The consultation notice must state the following—
 - a. the name of the proposed local law; and
 - b. the purpose and general effect of the proposed local law; and
 - c. the length of the consultation period and the first and last days of
 - d. the period; and
 - e. that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period stating—
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.
 - If the local government decides, by resolution, that the proposed local law only amends an existing local law to make a minor change, the local government may proceed to step 6 without satisfying step 3 or step 5.
 - **Step 4** — If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.
 - **Step 5** — Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it —
 - a. is the written submission of any person about the proposed local law; and
 - b. states—
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds; and
 - c. is given to the local government on or before the last day of the

consultation period.

- **Step 6** - By resolution, decide whether to—
 - a. proceed with the making of the proposed local law as advertised; or
 - b. proceed with the making of the proposed local law with amendments; or
 - c. make the proposed local law as advertised; or
 - d. make the proposed local law with amendments; or
 - e. not proceed with the making of the proposed local law.
- If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again —
- consult with the public at step 3; and
- accept and consider every submission properly made to the local government at step 5.
- For the avoidance of doubt, if an amendment changes an anticompetitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anticompetitive provisions for the amended anti-competitive provision.
- **Step 7** — Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.
- **Step 8** — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council’s Customer Service Centre’s and available on Council’s website.
- **Step 9** — Within 14 days after the notice is published in the gazette, give the Minister—
 - a. a copy of the notice; and
 - b. a copy of the local law in electronic form; and
 - c. if the local law contains 1 or more anti-competitive provisions—
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- **Step 10**— Update the local government’s register of its local laws.

MAKING AN INTERIM LOCAL LAW

The process (interim local law making process) stated in this resolution must be used to make an interim local law (which is a local law that will only have effect for 6 months or less).

- **Step 1** — By resolution, Council proposes to make the proposed interim local law and its expiry date.
- **Step 2** — Consult with relevant government entities about the overall State interest in the proposed local law.
- **Step 3** — If the proposed interim local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.
- **Step 4** - By resolution, decide whether to—
 - a. make the proposed interim local law with or without amendments; or
 - b. not proceed with the making of the proposed interim local law.
- **Step 5** — Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.
- **Step 6** — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council's Customer Service Centre's and available on Council's website.
- **Step 7** — Within 14 days after the notice is published in the gazette, give the Minister—
 - a. a copy of the notice; and
 - b. a copy of the local law in electronic form; and
 - c. if the local law contains 1 or more anti-competitive provisions—
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- **Step 8** — Update the local government's register of its local laws.

MAKING A SUBORDINATE LOCAL LAW

A subordinate local law must be made using the following process. The local government

may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may undertake steps 1 to 4 of the subordinate local law making process before the proposed authorising law is made if—

- a. in making the proposed authorising law, the local government has to satisfy—
 - the model local law making process; or
 - the other local law making process; and
- b. if the proposed authorising law is made under the other local law making process—

The notice about the subordinate local law under step 2 of the subordinate local law making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law making process is published.

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this resolution may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the *Local Government Regulation 2012*—

- the identification guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website; and
- the public interest test procedures are a document made by the department and available for inspection on the department's website.
- **Step 1** — Council, by resolution, proposes to make the proposed subordinate local law.
- **Step 2** — Public consultation is undertaken about the proposed subordinate local law for at

least 21 days (the consultation period) by—

- a. publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the Ipswich local government area; and
- b. displaying the consultation notice in a conspicuous place in the local government's public office for the consultation period; and
- c. making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and
- d. making a copy of the proposed local law available on Council's website; and

- e. making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.
- The consultation notice must state the following—
 - a. the name of the proposed subordinate local law; and
 - b. the name of—
 - the local law allowing the proposed subordinate local law to be made; or
 - if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and
 - c. the purpose and general effect of the proposed subordinate local law; and
 - d. the length of the consultation period and the first and last days of the period; and
 - e. that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating—
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.
- If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make a minor change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.
- **Step 3** — If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.
- **Step 4** — Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it—
 - a. is the written submission of any person about the proposed subordinate local law; and
 - b. states—

- the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds; and
 - c. is given to the local government on or before the last day of the consultation period.
- **Step 5** — By resolution, decide whether to—
 - a. proceed with the making of the proposed subordinate local law as advertised; or
 - b. proceed with the making of the proposed subordinate local law with amendments; or
 - c. make the proposed subordinate local law as advertised; or
 - d. make the proposed subordinate local law with amendments; or
 - e. not proceed with the making of the proposed subordinate local law.
- If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again —
 - a. consult with the public at step 2; and
 - b. accept and consider every submission properly made to the local government at step 4.
- For the avoidance of doubt, if an amendment changes an anticompetitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anticompetitive provisions for the amended anti-competitive provision.
- **Step 6** — Let the public know that the subordinate local law has been made, by publishing a notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- **Step 7** — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at Council’s Customer Service Centre’s and available on Council’s website.
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- a. a copy of the notice; and
- b. a copy of the subordinate local law in electronic form; and
- c. if the subordinate local law contains 1 or more anti-competitive provisions—
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.
- **Step 9** — Update the local government’s register of its local laws.

1.6 Definitions

Local Law has the same meaning as defined in Section 26 of the *Local Government Act 2009*.

Subordinate Local Law has the same meaning as defined in Section 26 of the *Local Government Act 2009*.

Model Local Law has the same meaning as defined in Section 26 of the *Local Government Act 2009*.

Other Local Law Making Process means any other type of local law making process, with the exception of the following local law making processes: (a) a local law that incorporates a model local law; (b) an interim local law; (c) a subordinate local law.

Interim Local Law has the same meaning as defined in Section 26 of the *Local Government Act 2009*.

Minor change means an amendment that will not change the policy intent and includes changes to the name of an Act or a spelling/grammatical error.

1.7 Policy Author: Chief Operating Officer - Health, Security and Regulatory Services Department

Date of Council resolution:

Committee Reference and date: THIS WILL BE FILLED IN ONCE THE POLICY HAS
No of resolution: BEEN ADOPTED AT FULL COUNCIL BY THE CORPORATE
Date to be reviewed: GOVERNANCE ADMIN TEAM

Policy and Administration Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Sean Madigan	

bd:bd
A4697737

2 March 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)
GENERAL COUNSEL AND CITY SOLICITOR

FROM: STRATEGIC PLANNING AND SYSTEMS MANAGER

RE: LOCAL LAW MAKING PROCESS – AMENDMENTS RELATED TO ENTERTAINMENT VENUE

INTRODUCTION:

This is a report by the Strategic Policy and Systems Manager dated 2 March 2018 concerning amendments to local laws relating to entertainment venues.

BACKGROUND:

In a report (**Attachment A**) to the December 2017 Council meeting the below recommendations were approved:

- A. *That the recommendations of the Entertainment Venue Councillor Working Group outlined in the report by the Strategic Policy and Systems Manager dated 16 November 2017, be approved.*
- B. *That the recommendations of the Entertainment Venue Councillor Working Group be implemented when the following Ipswich City Council Local Laws are reviewed next:*
 - 1. *Local Law 3 (Commercial Licensing) 2013*
 - 2. *Subordinate Local Law 3 (Commercial Licensing) 2013.*

In summary, the amendments required are:

1. Amendments to Local Law 3 (Commercial Licensing) 2013

- a. Schedule 2, Part 2 definition of Entertainment Venue to be amended.

2. Amendments to Subordinate Local Law 3.1 (Commercial Licensing) 2013

- a. Insert a new Schedule that defines what an entertainment venue is for the purposes of the law.

This report is now seeking the commencement of the amendments as provided in Council’s Local Law Making Process Policy.

Consideration has been given to any anti-competitive provisions in the proposed local law and subordinate local law for the purposes of drafting the proposed laws and this report, this step has been completed. It has been determined that the following exclusions contained in step 2 of the “National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws guidelines” are applicable:

- 1. being implemented to ensure accepted public health and safety standards are met.

A recommendation has been made in this report for Council to resolve to apply these exclusions so that further assessment and public interest consultation processes are not required to be undertaken for the following reason:

- Council in its amendments is narrowing the scope for what has to be regulated by an entertainment venue licence and has determined that lower risk venues (captured currently by licence requirements) will no longer be required to do so. Public health and safety for all venues will be met through a combination of existing State and local laws where only those higher risk venues will require yearly licensing.


The amendments and subsequent commencement will align with Council’s licence period. Fees and Charges for the 2018-2019 financial year will be proposed in a separate report to Council at a later date. All current Entertainment Venue Licence holders will be advised on the review and that advice on whether they require a licence will be sent out in June.

Council resolution to commence local law making process	27 March 2018
Concurrent State Interest Checks and Public Consultation for minimum of 21 days (Note: State Interest Check only relates to Local Law – not subordinate local law)	22 April 2018
Consideration of feedback	
Council resolution to make local law	29 May 2018
Commencement of amendments	1 July 2018

CONCLUSION:

As per previous reports to Council amendments are required to Council’s local laws relating to Entertainment Venues. This report is now seeking a resolution to commence the local law making process.

ATTACHMENTS:

Name of Attachment	Attachment
Approved Report from December 2017 Council meeting.	 Attachmer

RECOMMENDATION:

- A. That Council propose to make amendments to *Local Law No.3 (Commercial Licensing) 2013 and Subordinate Local Law 3.1 (Commercial Licensing)* as described in Attachment A to the report by the Strategic Policy and Systems Manager dated 2 March 2018.
- B. That the Chief Executive Officer be authorised to consult with the Department of Local Government, Racing and Multicultural Affairs about the overall State interest in *Local Law No.3 (Commercial Licensing) 2013* in accordance with Section 29A(3) of the *Local Government Act 2009*.
- C. That Council note that compliance with the ‘National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws’ as required by Section 38 of the *Local Government Act 2009* has occurred and apply the following exclusions from further assessment of anti-competitive provisions and public interest consultation processes:
 - a. the local law is being implemented to ensure accepted public health and safety standards are met.
- D. That the Chief Executive Officer be authorised to undertake public consultation with regard to the proposed *Local Law No.3 (Commercial Licensing) 2013 and Subordinate Local Law 3.1 (Commercial Licensing)* in accordance with section 29A of the *Local Government Act 2009*.

Barbara Dart
STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendation contained in this report.

Daniel Best
GENERAL COUNSEL AND CITY SOLICITOR

I concur with the recommendation contained in this report.

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

Health, Security and Community Safety Committee	
Mtg Date: 28.11.17	OAR: YES
Authorisation: Sean Madigan	

BD:BD

16 November 2017

MEMORANDUM

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

FROM: STRATEGIC POLICY AND SYSTEMS MANAGER

RE: ENTERTAINMENT VENUE COUNCILLOR WORKING GROUP RECOMMENDATIONS

INTRODUCTION:

This is a report by the Strategic Policy and Systems Manager dated 16 November 2017 concerning outcomes of a Council Working Group review of entertainment venue licensing.

BACKGROUND:

In mid-2015 a Councillor Working Group (CWG) was formed to review entertainment venue licensing. A review was conducted by the CWG and recommendations are provided in this report. The Entertainment Venue CWG was run parallel with another CWG for Footpath Dining. The aim was to provide recommendations from both CWG's to Council for consideration at the same time. However, the Footpath Dining CWG recommendations are yet to be finalised. Therefore the entertainment venue CWG recommendations which were finalised earlier in 2017 are provided now so that progression can be made without further delay.

The Entertainment Venue CWG members were Mayor Antonioli (then Cr Antonioli); Cr Paul Tully and Cr David Morrison.

CWG REVIEW:

In undertaking the review the Entertainment Venue CWG considered:

1. Objectives of the current local laws regarding entertainment venues (protection of health, safety and amenity); and

2. What other legislation covered elements of entertainment venues eg food, liquor, public health, environmental protection (noise, odour, lighting etc). That is, if Council didn't have a local law then how would Council enforce nuisance and health issues should they arise?
3. Benchmarking of other Councils in terms of how they regulated entertainment venues (7 Councils were assessed: Brisbane; Logan; Toowoomba; Redlands; Gold Coast and Bundaberg. Only Brisbane City Council regulates entertainment venues)
4. Current licences issued for venues by Council (total of 80) – yearly inspections are conducted as part of their licence requirements:
 - Low Risk: 11 (Gaming & amusement parlours, gyms, indoor sports)
 - Medium Risk: 23 (Community halls, cinemas, other venues no liquor licensing)
 - High Risk: 46 (outdoor entertainment venue and any venue with liquor licensing)
5. Number of complaints that were received by Council. There are no problem codes associated specifically for entertainment venues. Complaints received relate to food safety which are captured by the Food Act licensing requirements – a separate licence.

CWG RECOMMENDATIONS

In considering the above, the Entertainment Venue CWG recommended to continue to licence entertainment venues but would reduce the scope of what would be captured, that is **propose circumstances and venues where an Entertainment Venue Licence would be required based on risk:**

- Any venue that has a liquor licence and has live entertainment with amplified music unless determined a **low risk*** by an Authorised Person. If it is determined a low risk activity then no licence is required; and
- Identified event venues: Willowbank Raceway; Queensland Raceway; Halls where entertainment goes beyond 10pm; Ivory's Rock Conference and Event Centre; Ipswich Turf Club and Showgrounds (Ipswich, Rosewood, Marburg).

***Low risk** is where the amplified music is not the primary activity inside the building or other circumstances where the authorised officer believes there is no risk to the surrounding environment.

- *For example*, there is a small band playing while guests eat dinner in the same location of the venue
- *For example*, a band plays every now and then in a licensed bar area at the venue but is not a regular event and dining is not available in the same area when the band is playing (eg a hotel that has bands/entertainment every Friday and/or Saturday night)

Based on the current entertainment licences issued, if the above recommendations were approved this would mean potentially half of those venues who currently require a licence wouldn't anymore. Whilst there may be a reduction in licence revenue for entertainment venues there is also a reduction in expenses for Council in administering and inspecting those venues.

FURTHER CONSIDERATIONS:

If the above recommendations were approved this would require primarily amendments to Council's local laws. Attachment A contains the proposed amendments but in summary would be:

1. **Amendments to Local Law 3 (Commercial Licensing) 2013**
 - a. Schedule 2, Part 2 definition of Entertainment Venue changed
2. **Amendments to Subordinate Local Law 3.1 (Commercial Licensing) 2013**
 - a. Insert a new Schedule that defines what an entertainment venue is for the purposes of the law.
3. **Realignment of current Fees and Charges** to fit the new fee categories of entertainment venues.


The local law making process for the above would require State Interest Checks and public consultation as per the *Local Government Act*.

If approved, the recommendations of the Entertainment Venue CWG would be implemented when Local Law 3 and Subordinate Local Law 3 (Commercial Licensing) are reviewed next.

CONCLUSION:

The Entertainment Venue Councillor Working Group has reviewed entertainment venue licensing. Outcomes and recommendations have been provided for consideration which include continuation of licensing of certain venues and circumstances. The recommendations would require amendments to Council local laws and its fees and charges.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A: Proposed amendments to Local Laws	 Attachmer

RECOMMENDATION:

- A. That the recommendations of the Entertainment Venue Councillor Working Group outlined in the report by the Strategic Policy and Systems Manager dated 16 November 2017, be approved.

- B. That the recommendations of the Entertainment Venue Councillor Working Group be implemented when the following Ipswich City Council Local Laws are reviewed next:
 - 1. *Local Law 3 (Commercial Licensing) 2013*
 - 2. *Subordinate Local Law 3 (Commercial Licensing) 2013.*

Barbara Dart

STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendations contained in this report.

Sean Madigan

CHIEF OPERATING OFFICER

(HEALTH, SECURITY AND REGULATORY SERVICES)

Entertainment Venue Councillor Working Group

Working Group Members:

- Cr Paul Tully
- Cr Andrew Antonioli
- Cr David Morrison

Draft Recommendations from Working Group:

- 1. Amendments to Local Law 3 (see following page for further detail)**
 - a. Schedule 2, Part 2 definition of Entertainment Venue
- 2. Amendments to Subordinate Local Law 3.1 (see following pages for further detail)**
 - a. Insert new Schedule that defines what an entertainment venue is for the purposes of the law.

1. **Council's Local Law 3 (Commercial Licensing)**

Proposal

Schedule 2, Part 2 will define an entertainment venue as:

entertainment venue means a venue that is defined by the subordinate local law

Current

The current definition is this:

entertainment venue means a place that is open to the public for entertainment whether or not a charge for admission is made and whether or not the person who controls admission reserves a right to refuse admission but does not include a shop.

Examples:

a cinema;

a theatre;

a concert hall;

a billiard saloon;

an electronic games centre;

an indoor sports centre (including bowling alley);

an art gallery;

a museum;

a bazaar or flea market (on a non-permanent nature);

a fair ground.

2. Council's Subordinate Local Law 3.1 (Commercial Licensing)

****New Section to be added after Section 33**

34 Entertainment Venue Licences

- 1) For the purposes of section 5(1)(Requirement for a Licence) of the authorising law, the venues set out in Column 1 of Schedule 6 require a licence.

*****New Schedule to be inserted**

Schedule 6 Entertainment Venues Licences

(Section 34)

Column 1
Circumstances and Venues Where a Licence is required
Any venue that has a liquor licence and has live entertainment with amplified music unless determined a low risk* by an Authorised Person. If it is determined a low risk activity then no licence is required.
Willowbank Raceway
Queensland Raceway
Halls where entertainment goes beyond 10pm
Ivorys Rock Conference and Event Centre
Ipswich Turf Club
Showgrounds (Ipswich, Rosewood, Marburg)

***Low risk** is where the amplified music is not the primary activity inside the building or other circumstances where the authorised officer believes there is no risk to the surrounding environment.

- *For example*, there is a small band playing while guests eat dinner in the same location of the venue
- *For example*, a band plays every now and then in a licensed bar area at the venue but is not a regular event and dining is not available in the same area when the band is playing (eg a hotel that has bands/entertainment every Friday and/or Saturday night).

Policy and Administration Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Sean Madigan	

bd:bd
A4696504

2 March 2018

MEMORANDUM

TO: CHIEF OPERATING OFFICER (HEALTH, SECURITY AND REGULATORY SERVICES)
CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)
GENERAL COUNSEL AND CITY SOLICITOR

FROM: STRATEGIC POLICY AND SYSTEMS MANAGER

RE: PROPOSAL TO MAKE NEW LOCAL LAW
LOCAL LAW 9 (WASTE MANAGEMENT) 2018

INTRODUCTION:

This is a report by the Strategic Policy and Systems Manager dated 2 March 2018 concerning the making of a new local law for waste management.

BACKGROUND:

Under the provisions of Section 7 of the *Waste Reduction and Recycling Regulation 2011*, Councils have the authority to designate a waste collection area. Under the provisions of Chapter 5A of the *Environmental Protection Regulation 2008*, Councils have the ability to provide waste services. When these two legislative powers are applied Councils have sole rights to provide services within a designated area.

Due to industry pressure the relevant provisions to designate a waste collection area have a sunset clause which the State Government has recently extended to 1 July 2018.

The Waste industry have actively sought the removal of the authority as they view it as removing their ability to compete in this market. While the industry have indicated that this only relates to commercial services, the total removal of the provisions could possibly open up domestic services to a property by property competitive market. This will impact on Councils ability to provide cost effective services.

While the majority of Councils have used this authority solely for domestic services, in some instances Councils have also used this to designate commercial areas. For instance Gold Coast City Council have designated high density holiday accommodations areas.

At a Local Government Association of Queensland (LGAQ) forum in 2017 on the matter King and Company Solicitors strongly recommended that Councils move down the path of adopting a local law that generally replicate the provisions of Chapter 5A of the *Environmental Protection Regulation 2008* and Section 7 of the *Waste Reduction and Recycling Regulation 2011*. It was the view that by undertaking this approach Councils can retain the ability to designate waste areas in their Local Government Area (LGA).

Gold Coast City Council have recently successfully adopted a Local Law. Their adopted local law will provide Council with a reasonable template to move forward with drafting. Ipswich City Council's draft *Local Law 9 (Waste Management) 2018* is attached (**Attachment A**).

This report is now seeking resolution for the local law making process to begin so that it can commence before 1 July 2018. An additional recommendation made in this report requests that Council delegate authority to the Chief Executive Officer to seek written agreement from the chief executive of the Department of Transport and Main Roads for the Local Law as per section 66(5) of the *Transport Operations (Road Use Management) Act 1995*. This consent must be obtained before the Local Law is made in order for the Local Law to apply to declared roads in Councils local government area. This is necessary for Council to enforce compliance for waste collection services occurring along state controlled roads.

Consideration has also been given to any anti-competitive provisions in the proposed local law. It has been determined that the following exclusions contained in step 2 of the "National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws guidelines" are applicable:

1. intended as legitimate measures to combat the spread of pests and disease
2. being implemented to ensure accepted public health and safety standards are met.

A recommendation has been made in this report for Council to resolve to apply these exclusions so that further assessment and public interest consultation processes are not required to be undertaken. The assessment has determined this based on the following reasons:

- The local law largely replicates Chapter 5A of the *Environmental Protection Regulation 2008*
- Waste collection is one of the primary health and safety roles of council
- A waste collection service is not only relevant to community health through the frequent removal and proper disposal of waste but also relevant to community safety due to the risk posed by the heavy vehicles required to perform such a service and the need for those collection vehicles to access pedestrian areas, such as driveways and footpaths.


The Local Law making process will be carried out as per Council's Local Law Making Process Policy. Key dates below:

Council resolution to commence local law making process	27 March 2018
Concurrent State Interest Checks and Public Consultation for minimum of 21 days	22 April 2018
Consideration of feedback	
Council resolution to make local law	29 May 2018
Commencement of Local Law 9 (Waste Management) 2018	Will commence upon resolution above

CONCLUSION:

State legislation giving Councils the power to designate their own waste collection areas will expire on 1 July 2018. This could potentially open up domestic waste collection services to a property by property competitive market. Local Government Association and legal recommendations are for Councils to create their own local laws to designate waste collection areas to enable cost effective services to continue. Gold Coast City Council has already adopted a local law. A draft local law is now presented to commence the local law making process for Ipswich City Council.

ATTACHMENT

Name of Attachment	Attachment
Draft Local Law 9 (Waste Management) 2018 - Amended	 Attachment A

RECOMMENDATION:

[Amended Policy and Administration Advisory Committee No. 2018\(02\) of 13 March 2018](#)

- A. That Council propose to make *Local Law No.9 (Waste Management) 2018* as detailed in the report by the Strategic Policy and Systems Manager dated 2 March 2018, as amended.
- B. That the Chief Executive Officer be authorised to consult with the Department of Environment and Heritage Protection about the overall State interest in *Local Law No.9 (Waste Management) 2018* in accordance with Section 29A(3) of the *Local Government Act 2009*.
- C. That Council note that compliance with the ‘National Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws’ as required by Section 38 of the *Local Government Act 2009* has occurred and apply the following exclusions from further assessment of anti-competitive provisions and public interest consultation processes:
 - a) the local law is intended as legitimate measures to combat the spread of pests and disease; and
 - b) the local law is being implemented to ensure accepted public health and safety standards are met.

- D. That the Chief Executive Officer be authorised to undertake public consultation with regard to the proposed *Local Law No.9 (Waste Management) 2018* in accordance with section 29A of the *Local Government Act 2009*.
- E. That the Chief Executive Officer be authorised to seek the written agreement from the chief executive of the Department of Transport and Main Roads in accordance with section 66(5) of the Transport Operations (Road Use Management) Act 1995 regarding the making of Local Law No.9 (Waste Management) 2018.

Barbara Dart
STRATEGIC POLICY AND SYSTEMS MANAGER

I concur with the recommendations contained in this report.

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

I concur with the recommendations contained in this report.

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

I concur with the recommendations contained in this report.

Daniel Best
GENERAL COUNSEL AND CITY SOLICITOR

| 1

Local Law No. 9
(Waste Management) 2018

Ipswich City Council Local Law No. 9 (Waste Management) 2018

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Ipswich City Council
Local Law No. 9(Waste Management)
2018

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DRAFT

4
Ipswich City Council
Local Law No. 9 (Waste Management) 2018

Ipswich City Council Local Law No. 9(Waste Management) 2018

Part 1 Preliminary

1 Short title

This local law may be cited as *Local Law No. 9 (Waste Management) 2018*.

2 Objects

The object of this local law is to protect the public health, safety and amenity related to waste management by—

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
 - (i) harm to human health or safety or personal injury; or
 - (ii) property damage or loss of amenity; or
 - (iii) environmental harm or environmental nuisance.

3 Relationship to other laws

- (1) This local law is—
 - (a) in addition to and does not derogate from laws about the management of waste; and

to be read with *Local Law No. 1 (Administration) 2013*.
 - (b)
- (2) For the purposes of *Environmental Protection Regulation 2008*, section 81ZC, this local law replaces *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments).

4 Definitions

The dictionary in the Schedule (Dictionary) of this local law defines the particular words used in this local law.

Part 2 Waste management

Division 1 Designation of areas for general or green waste collection

5 Designation of areas

The local government may—

- (a) designate areas within its local government area in which the local government may conduct general waste or green waste collection; and
- (b) decide the frequency of general waste or green waste collection in the designated areas.

Division 2 General waste

Subdivision 1 Storage of general waste

6 Owner or occupier of premises to supply waste containers

- (1) The owner or occupier of premises must—
 - (a) subject to subsection (2), supply enough standard general waste containers at the premises as
 - (i) are necessary to contain the general waste produced at the premises; or
 - (ii) are prescribed by subordinate local law; or
 - (b) supply at the premises, enough waste containers, other than standard general waste containers, as
 - (i) if required by the local government—are necessary to contain the general waste produced at the premises; or
 - (ii) are prescribed by subordinate local law.

Examples of ways the local government may require waste containers for paragraph (1)(b)(i)—

by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the owner or occupier, or a development approval for the premises

Maximum penalty — 20 penalty units.

- (2) However, subsection (1)(a) does not apply if the local government supplies to the premises the number of standard general waste containers the local government reasonably considers is required at the premises.
- ~~(3) If the local government supplies a standard general waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government.~~
- ~~(4) However, subsection (3) does not prevent the local government from supplying a standard general waste container to premises without cost to the owner or occupier of the premises.~~

7 Requirements for storing general waste in waste containers

- (1) The occupier of premises must—
- (a) store general waste produced as a result of the ordinary use or occupation of the premises in
- (i) a standard general waste container; or
- (ii) if another type of waste container is prescribed by subordinate local law or required by the local government — that type of container; and
- (b) keep each waste container clean and in good repair; and
- (c) ensure that each waste container is securely covered, except when the waste is being placed in, or removed from, the container or the container is being cleaned.

Maximum penalty — 20 penalty units.

- (2) A person must not—
- (a) place any of the following in a waste container—
- (i) a liquid, semi-liquid or moist substance, unless the substance is securely wrapped or contained to prevent the substance leaking from the wrapper or container; or
- (ii) material that is smouldering or aflame; or
- (iii) matter or a thing that is alive; or
- (iv) a thing prescribed in a subordinate local law as not to be placed in a waste container; or
- (b) remove or disturb the cover of a waste container, except when placing waste in or cleaning the container; or

- (c) use or damage a waste container so that it is not weatherproof or serviceable or cannot be securely covered; or
- (d) disturb or otherwise interfere with the contents of a waste container.

Maximum penalty — 20 penalty units.

- (3) The occupier of the premises must not allow a person to place a thing in a waste container in contravention of subsection (2)(a).

Maximum penalty — 20 penalty units.

- (4) It is a defence in a proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

8 General requirements for keeping waste containers at serviced premises

- (1) Subject to subsection (2), the occupier of serviced premises must ensure that a waste container supplied for the premises is kept—

- (a) if the local government requires the container to be kept at a particular place at the premises — at the place (the **waste container storage place**); or

Examples of ways the local government may require waste containers to be kept at a particular place—

by a resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier, or a development approval for the premises

- (b) if a subordinate local law requires the container to be kept at a particular place at the premises —at the place (also a **waste container storage place**); or
- (c) if paragraphs (a) and (b) do not apply —at ground level close to the rear alignment of a building at the premises.

Maximum penalty — 20 penalty units.

- (2) Subsection (1) does not prevent the occupier of the serviced premises from placing a waste container in a place outside the premises for the collection of general waste from the container, if—

- (a) the local government has arranged to collect waste from the container at the place; and
- (b) the container is in the place for no longer than—
 - (i) the period, if any, allowed under a local law of the local government; or

- (ii) 24 hours before or after the scheduled collection day for the collection of the waste in the container.

Example of a place outside serviced premises—

the kerb adjacent to the serviced premises

- (3) If the local government has arranged for the collection of general waste from a waste container at serviced premises, the occupier of the premises must ensure there is unobstructed access to the container for removal of the waste.

Maximum penalty for subsection (3) — 20 penalty units.

- (4) It is a defence in the proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

9 Other requirements for storing general waste at particular serviced premises

- (1) This section applies to any of the following persons (each a **prescribed person**) for serviced premises, other than a single detached dwelling—

- (a) the owner or occupier of the premises;
- (b) if a prescribed ERA is carried out at the premises — the holder of the environmental authority for the prescribed ERA.

- (2) The prescribed person must ensure that the waste container storage place for the premises is supplied with—

- (a) if required by the local government ~~—~~ each of the following ~~—~~

- (i) either—

(A) an elevated stand at a level required by the local government for holding all waste containers; or

(B) an imperviously paved area, drained as required by the local government, where all waste containers can be placed;

- (ii) a hose cock and hose in the vicinity of the stand or paved area;

- (iii) a suitable enclosure for the area where the waste containers are kept; and

Examples of ways the local government may require a prescribed person to comply with subsection (2)(a) —

by resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the prescribed person, or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law ~~—~~ facilities and structures for the placement, storage and cleaning of waste containers as prescribed by subordinate local law.

Maximum penalty for subsection (2) — 20 penalty units.

Subdivision 2 Removal of general waste

10 Local government may give notice about removal of general waste

- (1) This section applies where the local government has arranged for the removal of general waste produced at a premises.
- (2) The local government may give the occupier of the premises a written notice stating—
- (a) the days (each a *scheduled collection day*) on which the waste is to be collected; and
- (b) the location (*collection location*) where the waste container is to be placed for collection of the waste ; and
- (c) the time by which the waste container is to be placed in the collection location for collection of the waste; and
- (d) the time by which the waste container is to be removed from the collection location.

11 Depositing or disposal of general waste from premises other than serviced premises

- (1) This section applies if general waste is produced at a premises, other than serviced premises.
- (2) The local government may—
- (a) give a written approval to the owner or occupier of the premises for depositing or disposing of the waste; and
- (b) impose conditions on the approval, including, for example, conditions about—
- (i) the place for depositing or disposing of the waste; or

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Ipswich City Council
Local Law No. 9 (Waste Management) 2018

- (ii) the method of depositing or disposing of the waste.
- (3) A person must not deposit or dispose of the waste unless the person deposits or disposes of the waste—
 - (a) at a waste facility; or
 - (b) in accordance with—
 - (i) an approval under subsection (2) for disposal of the waste; and
 - (ii) if the approval has been given on conditions — the conditions of the approval.

Maximum penalty for subsection (3) — 20 penalty units.

Division 3 Storage and treatment of industrial waste

12 Requirements for storing industrial waste

- (1) The occupier of premises where there is industrial waste must—
 - (a) if required by the local government—
 - (i) supply at the premises the number of industrial waste containers required by the local government for storing the waste at the premises safely, efficiently and without causing a nuisance; and
 - (ii) keep the waste containers at the particular place at the premises required by the local government; and
 - (iii) keep each waste container clean and in good repair; and

Examples of ways the local government may require compliance with subsection (1)(a) —

by resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier, or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law — comply with each requirement prescribed by subordinate local law, about each of the following—
 - (i) the supply at the premises of industrial waste containers for storing the waste at the premises;
 - (ii) keeping the waste containers at a particular place at the premises;

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(iii) keeping each waste container clean and in good repair.

Maximum penalty — 20 penalty units.

- (2) The local government may supply industrial waste containers at the premises if the occupier does not supply at the premises the number of industrial waste containers which are
- (a) required by the local government under subsection (1)(a); or
 - (b) prescribed by subordinate local law under subsection (1)(b).
- (3) If the local government supplies an industrial waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the occupier of the premises to the local government.

13 Requirement to treat industrial waste for disposal

The occupier of premises where there is industrial waste must

- (a) if required by the local government, treat the waste to a standard approved by the local government—
 - (i) for disposal of the waste at a waste facility; or
 - (ii) for transport to, and disposal of the waste at, a waste facility; and

Examples of ways the local government may require an occupier to treat industrial waste for disposal —

by resolution of the local government, or a decision of a delegate of the local government, written notice of which is given to the occupier, or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law —
 - † comply with each requirement, prescribed by subordinate local law, about the treatment of industrial waste
 - (i) for disposal of the waste at a waste facility; and
 - (ii) for transport to, and disposal of the waste at, a waste facility.

Maximum penalty — 40 penalty units.

Part 3 Waste receipt and disposal

14 Unlawful disposal of waste at waste facility

- (1) A person must not deposit the following waste at a waste facility

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- (a) liquid or semiliquid waste;
- (b) hot ash;
- (c) material that is smouldering or aflame;
- (d) material that can spontaneously combust;
- (e) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;
- (f) an explosive;
- (g) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction;
- (h) waste prescribed by subordinate local law.

Maximum penalty — 20 penalty units.

- (2) Subsection (1) does not apply to waste deposited with the consent of
 - (a) the person who—
 - (i) is the registered suitable operator for the facility; or
 - (ii) holds an environmental authority for the facility; or
 - (b) the person in charge of the facility.

15 Restrictions on burning waste at waste facility

A person must not set fire to, or burn, waste at a waste facility other than—

- (a) under an environmental authority; or
- (b) under a development condition of a development approval; or
- (c) under the *Fire and Emergency Services Act 1990*.

Maximum penalty — 20 penalty units.

16 Restrictions on use of waste facility

- (1) A person must not, without the consent of a waste facility's owner or operator—
 - (a) enter the facility other than to deposit waste; or

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- (b) remain on the facility after depositing waste; or
- (c) interfere with waste at, or remove waste from, the facility.

Maximum penalty — 10 penalty units.

- (2) Subsection (1) does not apply to—
 - (a) the facility’s owner or operator; or
 - (b) an authorised person; or
 - (c) a person who acquires from a waste facility, with the consent of the local government—
 - (i) recyclable waste, for example, mulch or green waste; or
 - (ii) 1 or more items of waste which are made available for sale or disposal by the local government, for example, at a “tip shop”.

17 Person to comply with directions and give information

- (1) This section applies to a person who transports waste to a waste facility.
- (2) The person must—
 - (a) comply with all relevant and reasonable directions contained in any sign displayed at the facility by a facility person; and
 - (b) comply with all reasonable instructions about dealing with the waste at the waste facility which are given by—
 - (i) the person in charge of the facility; or
 - (ii) a facility person; and
 - (c) if asked by a facility person — give information to the facility person about the type and amount of waste being delivered to the facility; and
 - (d) if asked by a facility person | give information to the facility person that provides satisfactory evidence of the identity and residential address of the person.

Maximum penalty — 10 penalty units.

- (3) In this section, for a waste facility, *facility person* means each of the following|
 - (a) the operator of the waste facility;

- (b) the owner of the waste facility;
- (c) if the local government is the operator or the owner of the facility| the local government.

Part 4 Subordinate local laws

18 Subordinate local laws

The local government may, by subordinate local law, specify—

- (a) a thing that is specified to be waste pursuant to the Schedule (Dictionary) of this local law; and
- (b) requirements about the necessity to supply standard general waste containers at premises under section 6(1)(a); and
- (c) requirements about the supply at premises of waste containers, other than standard general waste containers, to contain the general waste produced at the premises under section 6(1)(b); and
- (d) another type of waste container for the storage of general waste produced as a result of the ordinary use or occupation of premises under section 7(1)(a); and
- (e) a thing that a person must not place in a waste container under section 7(2); and
- (f) requirements about the keeping of the waste container supplied for premises at a particular place at the premises under section 8(1)(b); and
- (g) requirements about the supply of facilities and structures for the placement, storage and cleaning of waste containers under section 9(2)(b); and
- (h) requirements about the supply at premises of industrial waste containers for storing industrial waste at the premises and other requirements about waste containers for the storage of industrial waste under section 12(1)(b); and
- (i) requirements about the treatment of industrial waste under section 13(b); and
- (j) waste that a person must not deposit at a waste facility under section 14(1).

Part 5 Application of Local Law No. 1 (Administration) 2013

19 Application of Local Law No. 1 (Administration) 2013 to this local law

(1) To avoid any doubt, the provisions of *Local Law No. 1 (Administration) 2013* apply to this local law, including (but not limited to) the following parts of *Local Law No. 1 (Administration) 2013*—

- (a) Part 4 (Powers of council officers); and
- (b) Part 3 (Legal proceedings).

Note—

Part 4 (Powers of council officers) of *Local Law No. 1 (Administration) 2013* sets out the powers of the local government to deal with a contravention of a local law (including this local law) and the steps that the local government may take to remedy any non-compliance.

Part 3 (Legal Proceedings) of *Local Law No. 1 (Administration) 2013* contains a number of provisions which clarify the liability of persons for actions taken contrary to a local law (including this local law).

This local law must be read with any relevant provisions of *Local Law No. 1 (Administration) 2013*.

(2) If there is a conflict between a provision of this local law and *Local Law No. 1 (Administration) 2013*, the provision in this local law will prevail to the extent of any inconsistency.

Part 6 Transitional provisions

20 Continuation of chapter 5A requirements

- (1) This section applies if a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments), is replaced by a provision of this local law.
- (2) In this section, **prescribed provision** means a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments) which is replaced by a provision of this local law.
- (3) If the local government has made a requirement under a prescribed provision prior to the commencement of this local law, the requirement applies for the provision of this local law which replaced the prescribed provision from the commencement of this local law.

Example—

The local government may require that a waste container supplied for serviced premises be kept at a particular place at the premises by development approval for the premises under *Environmental Protection Regulation 2008*, section 81ZH(1). *Environmental Protection Regulation 2008*, section 81ZH(1) is a prescribed provision which is replaced by section 8

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Local Law No. 9 (Waste Management) 2018

(General requirements for keeping waste containers at serviced premises). A requirement under the prescribed provision made prior to the commencement of this local law would apply for section 8 of this local law from the commencement of this local law.

Schedule Dictionary

section 3

authorised person means a person authorised by the local government pursuant to *Local Law No. 1 (Administration) 2013* to exercise the powers of an authorised person under this local law.¹

collection location means a place at, or adjacent to, premises at which a standard general waste container associated with the premises can be easily accessed by a general waste collection vehicle without causing obstruction.

commercial premises means any of the following types of premises—

- (a) a hotel, motel, caravan park, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;
- (f) a church, or other building, used as a place of worship, or for religious purposes.

commercial waste means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.

development approval has the meaning given in the *Planning Act 2016*.

domestic premises means any of the following types of premises—

- (a) a single unit private dwelling;
- (b) premises containing 2 or more separate flats, apartments or other dwelling units;
- (c) rooming accommodation, lodging house or guest house.

domestic waste means waste, other than domestic clean-up waste, green

¹ Section 21 (Appointment) of *Local Law No. 1 (Administration) 2013* provides that the chief executive officer may appoint a person to be an authorised person and to exercise the powers of an authorised person.

waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.

environmental authority has the meaning given in the *Environmental Protection Act 1994*.

environmental harm has the meaning given in the *Environmental Protection Act 1994*.

environmental nuisance has the meaning given in the *Environmental Protection Act 1994*.

general waste means|

- (a) waste other than regulated waste; and
- (b) for part 2, any of the following|
 - (i) commercial waste;
 - (ii) domestic waste;
 - (iii) recyclable waste.

green waste means grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.

industrial waste means—

- (a) interceptor waste; or
- (b) waste other than the following—
 - (i) commercial waste;
 - (ii) domestic clean-up waste;
 - (iii) domestic waste;
 - (iv) green waste;
 - (v) recyclable interceptor waste;
 - (vi) recyclable waste;
 - (vii) waste discharged to a sewer.

industrial waste container means a container of a type approved by the local government for storing industrial waste at premises in the local government's area.

interceptor means a device used to intercept a substance in sewage, waste water or trade waste and prevent its discharge into a sewer, septic tank, waste water disposal system or other treatment device.

Examples of interceptors—

- neutralising interceptors for neutralising acidic and alkaline substances
- grease interceptors for collecting and solidifying fat, grease and similar matter
- oil interceptors for collecting oil and petroleum products
- silt interceptors for collecting soil, sand, gravel and other sedimentary solids

interceptor waste means matter, other than recyclable interceptor waste, intercepted by, and held in, an interceptor.

manufacturing process means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.

occupier of premises means the person who has the control or management of the premises.

owner of premises means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.

premises includes domestic premises, government premises, industrial premises and commercial premises.

prescribed ERA has the meaning given in the *Environmental Protection Act 1994*.

prescribed person see section 9(1).

recyclable interceptor waste means matter that is, or is intended to be, removed from a grease interceptor and taken elsewhere for processing into a non-toxic, non-hazardous and usable substance for sale.

recyclable waste, means clean and inoffensive waste that is declared by the local government to be recyclable waste for the area of the local government.

Examples of waste that may be declared to be recyclable waste—

glass bottles, plastic containers, paper, cardboard, steel and aluminium cans, and green waste

regulated waste has the meaning given in the *Environmental Protection Regulation 2008*.

rooming accommodation has the meaning given in the planning scheme of the local government.

scheduled collection day see section 10(2).

serviced premises means—

- (a) premises which are in an area designated by the local government as an area in which the local government may conduct general waste collection under
 - (i) *Waste Reduction and Recycling Regulation 2011*, section 7; or
 - (ii) section 5; and
- (b) premises for which the local government has required the owner or occupier of the premises to arrange for removal of general waste from the premises.

standard general waste container—

- (a) means a container of a type approved by the local government for storing domestic waste, commercial waste or recyclable waste at premises in the local government's area; and
- (b) for the avoidance of doubt, includes 1 or more containers each of which is approved by the local government for storing, at premises in the local government's area
 - (i) 1 or more or multiple types of commercial waste; or
 - (ii) 1 or more or multiple types of recyclable waste.

Example for paragraph (b)—

The local government may approve 1 container for storing recyclable waste which is green waste and 1 container for storing recyclable waste other than green waste.

waste, has the meaning given in the *Environmental Protection Act 1994*, and includes any thing that is specified to be waste under a subordinate local law.

waste container storage place see section 8(1).

waste facility—

- (a) for part 2, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste; and

- (b) for part 3, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste, but only if the local government is the lessee, occupier, operator or owner of the facility.

Policy and Admin Advisory Committee	
Mtg Date: 13.03.18	OAR: YES
Authorisation: Sean Madigan	

KG:KG

1 March 2018

MEMORANDUM

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

FROM: MANAGER (ANIMAL MANAGEMENT OPERATIONS)

RE: DOGS QUEENSLAND – MEMBER REGISTRATION FEES

INTRODUCTION:

This is a report by the Manager (Animal Management Operations) dated 1 March 2018 concerning registration fees for Dog's Queensland members in Ipswich.

BACKGROUND:

The Canine Control Council (Queensland) Limited (CCCQ) operates as Dogs Queensland. The objects of the company are included in 'Attachment A', its constitution. Dogs Queensland is a non-government entity. Members are subject to application and renewal fees through the association, which is not a statutory body, and does not act under specific legislation though its members are subject to relevant heads of power such as the *Animal Management (Cats and Dogs) Act 2008* and the *Animal Care and Protection Act (2001)* in the same manner as any dog owner.

Dogs Queensland have over 200 members in the Ipswich area and have consistently communicated a preference for breeder permits to be regulated at Local Government level which has not historically been supported by Council. Dogs Queensland members applying for permits had traditionally triggered a commercial application on the basis that breeding activities constituted a commercial activity. Over time, Council has worked with the organisation and its members to assess applications on merit, including the intensity of breeding activities, number and breed of dogs, land size, and other relevant conditions. The aforementioned assessment provides for some members to achieve compliance under a non-standard permit rather than fulfil requirements of a commercial kennel licence.

A Dogs Queensland member with a Commercial Kennel Licence in Ipswich is entitled to a 50% discount on registration fees, currently there is no other discount applicable. Dogs Queensland argues that their members are responsible dog owners, but generally have entire dogs due to overarching requirements relative to showing and obedience as well as breeding and therefore are disadvantaged under the current registration fee structure.

Corporate records support that Dogs Queensland members rarely come to Council's attention through customer complaint.

The following benchmarking of Dogs Queensland registration fees and discounts was undertaken in 2017:

LGA	Fee/Category*
Logan	No separate fee category - \$142.00
Toowoomba	No separate fee category - \$97.00
Scenic Rim	\$51.00 (same as standard desexed dog rate)
Somerset	No separate fee category - \$71.00
Moreton	No separate fee category - \$135.00
Brisbane	\$65.00 (50% discount)
Gold Coast	No separate fee category - \$114.00
Sunshine Coast	\$69.00
Fraser Coast	No separate fee category - \$125.00
Cairns	No separate fee category \$125.00
Townsville	No separate fee category - \$92.00
Mackay	No separate fee category - \$75.00
Rockhampton	\$56.75 (50% discount)
Gladstone	No separate fee category - \$85.00
Bundaberg	\$54.00
Lockyer Valley	No separate fee category \$105.00

* Based on an entire dog with any applicable 'pay by due date' incentive or discount applied.

OPTIONS:

Part 2, Chapter 3 of the *Animal Management (Cats and Dogs) Act 2008* provides that the registration fee must be fixed to give a desexing initiative, which we currently achieve through fees and charges. To remain compliant with the provision, any discount or independent fee applied to Dogs Queensland members should not be lower than the normal or pensioned desexed rates, regardless of the reasons or purposes for which those members keep entire dogs.

Option 1:

In reviewing registration categories there are parallels drawn from working dog and farm dog registrations with the exception that working dogs are exempt under the Act. The farm dog category was included as a provision for rural landowners who were reliant on dogs for working purposes but were unable to comply with the definition of a working dog. Farm dogs tend to be entire and used for occasional breeding. Currently Council fixes the registration fee at \$70.00 for an entire farm dog (pay by due date), and \$27.00 for desexed

farm dogs (pay by due date). This fee also broadly aligns with the pensioner fee for an entire dog and is less than 50% of the normal entire dog rate.

Option 2:


Set the fee at 50% of the applicable registration rate for Dogs Queensland members.

Option 3:

Maintain status quo, provide no discount to Dogs Queensland members.

Note: Options 1 and 2 will require changes to the Dog Registration Policy.

ATTACHMENT:

Name of Attachment	Attachment
Attachment A – CCCQ Constitution	 Attachment A

RECOMMENDATION:

Amended Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

- A. That a formal advice be issued to Dogs Queensland for distribution to their members clarifying Council’s requirements with respect to animal permits and commercial kennel licencing;
- B. That Council ~~consider~~ approve Option 2 for the provision of a discount off entire dog registration fees for compliant Dogs Queensland members, ~~particularly options 1 and 2~~ as outlined in the report by the Manager (Animal Management Operations) dated 1 March 2018.
- C. That ~~if Option 1 or 2 is approved,~~ an amended Dog Registration Policy be submitted to the next Policy and Administration Advisory Committee for adoption.

Kylie Goodwin
MANAGER (ANIMAL MANAGEMENT OPERATIONS)

I concur with the recommendations contained in this report.

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



CANINE CONTROL COUNCIL (QUEENSLAND) LTD

CONSTITUTION

14 JUNE 2017

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CONSTITUTION OF THE CANINE CONTROL COUNCIL (QUEENSLAND) LTD

CORPORATIONS ACT 2001 COMPANY LIMITED BY GUARANTEE

1 Replaceable Rules excluded

1.1 The Replaceable Rules contained in the Act do not apply to the Company.

2 Definitions and interpretations

2.1 In this Constitution:

- (1) headings are for convenience only and shall not affect the interpretation;
- (2) unless a contrary intention appears, words importing the singular include the plural and vice versa;
- (3) words importing the masculine gender include the female gender and vice versa;
- (4) a word or meaning that is not defined in this constitution, but is defined in the *Corporation's Act 2001* has, if the context permits, the meaning given by the Act; and
- (5) unless a contrary intention appears:

“Act”	The <i>Corporations Act 2001</i> (Cth) including any amendment or re-enactment, or any legislation passed in substitution for it.
“Affiliated Body”	A Club, Society or Company of natural persons engaged in the practice of breeding purebred dogs or a Company approved by the CCCQ Ltd as an affiliated body and where the context so admits, includes an associate affiliate under clause 33.3(8).
“Affiliated All Breeds Club”	A club for all breeds, including All Breeds Clubs participating in any of the Disciplines, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“Affiliated Breed Club”	A club for a single breed, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“Affiliated Group or Multi Breeds Club”	A club for a single dog group or multiple breeds, affiliated with the CCCQ Ltd as listed in the Dog World magazine, a successor or an equivalent publication.
“ANKC”	The Australian National Kennel Council Limited ACN 151 544 679.
“Annual General Meeting”	A General Meeting of the Members convened annually in accordance with clauses 45 and 46 of this Constitution.
“Application for Membership”	Includes applications for re-admission to membership.

“Attorney”	An attorney as defined in clause 58.
“Auditor”	Any person appointed for the time being to perform the duties of an auditor of the Company.
“Ballot”	A form of voting, poll or polling which may be conducted by mail, facsimile or any other electronic method suitable for conducting the vote or poll.
“Board”	The Board of Directors.
“Board of Directors”	The Directors of the CCCQ Ltd as elected in accordance with this Constitution.
“Breeder”	In relation to a dog, means the registered owner of the dam of a litter of puppies at the time of the birth of that litter PROVIDED that for such purposes, a person shall be deemed to be the owner of the dam to the exclusion of the registered owner if at the time of the birth of the litter:- <ol style="list-style-type: none"> (1) the dam is in the possession or control of such person and has been lent or leased to such person for breeding; (2) notice of the loan or lease verified by submission of a Transfer of Ownership by the registered owner of the dam has been lodged with the CCCQ Ltd prior to the date of birth of such dog; (3) further information as may be required has been furnished prior to the date of birth of such dog; and (4) the appropriate fee has been paid by such person to the CCCQ Ltd prior to the date of birth of such dog.
“Business Day”	A day that is not a Saturday, Sunday or a public holiday or bank holiday in the place where the Company has its registered office.
“Canine Controlling Body”	Any body recognised as such by the Board.
“CCCQ Ltd”	The Canine Control Council (Queensland) Limited.
“Central Register”	The central register of prefixes kept by the ANKC.
“Code of Ethics”	The Code of Ethics of the CCCQ Ltd made by the Board under clause 63.4 and as amended from time to time and published in the Dog World magazine
“Committee”	A Committee, Sub-Committee or Working Party of the CCCQ Ltd other than the Board as appointed in accordance with clause 44.
“Company”	The Canine Control Council (Queensland) Limited.
“Conformation Discipline”	Any Conformation Show or Event.
“Conformation Show or Event”	A dog show or event in which a Judge familiar with a specific dog breed evaluates individual purebred dogs for how well the dogs conform to the established breed type for their breed, as described in a breed’s individual ANKC breed standard.
“Constitution”	This Constitution of the Company.
“Days”	Means calendar days and includes a Saturday, Sunday or public holiday where the Company has its registered office.

“Director”	A duly elected member of the Board of the CCCQ Ltd, eligible to be a member of the Board in accordance with clause 25.3.
“Discipline”	Includes both Conformation and Sports disciplines.
“Disqualified Member”	A Member disbarred from membership in accordance with clause 19, who must reapply for membership at the end of the period of the disqualification.
“Dog”	Includes both sexes where the context reasonably permits.
“Dogs Queensland”	The business or trading name of the CCCQ Ltd as referred to in clause 3.2.
“Dog World magazine”	The official monthly magazine of the CCCQ Ltd distributed to all financial Members.
“Election”	The process of voting using ballot papers, which includes: (1) sending Members the ballot papers and each nominee’s résumé (where it is available); and (2) the counting of the completed, returned eligible ballot papers as set out in this Constitution.
“Exhibit”	(i) used as a noun means a dog entered for exhibition at a Show or Trial; and (ii) used as a verb includes the verb “to show” and “to exhibit” or “to show” includes “to compete”.
“Exhibition”	Includes any Championship Show, Open Show, Endurance Test, Earthdog Test, Field Trial, Obedience Trial, Obedience Sweepstake, Tracking Trial, Agility Trial, Herding Trial, Dances with Dogs, Flyball, Puppy Match or Training Event, assessment event or any other canine activity approved by the CCCQ Ltd.
“Exhibitor”	A person in whose name an exhibit is entered for exhibition in a show but where the context reasonably permits, shall be deemed to include a person by whom such exhibit is displayed or handled or the person in whose charge the exhibit is whilst on the showground or exhibition ground.
“Fees”	Includes membership fees and moneys payable in respect of the registration of or in respect of any entry of a dog in the records of the CCCQ Ltd and shall include charges made by the CCCQ Ltd with respect to an inspection of a dog or of books or records of a Member.
“Financial Year”	Means 1 January to 31 December.
“Foundation Members”	Those persons who are named as Members in the application for registration of the Company.
“General Meeting”	Any meeting of the Members convened as either an Annual General Meeting or Special General Meeting in accordance with clauses 45 to 47 of this Constitution.
“Junior Vice President”	Any Director appointed to perform the duties of Junior Vice President of the Company in accordance with clause 26 and any Director appointed to act temporarily as Junior Vice President.
“Member”	Any current Member of the CCCQ Ltd registered in accordance with the relevant clauses of this Constitution.

“Person”	Means natural persons, companies, corporations, partnerships, institutions, bodies and entities (whether incorporated or not).
“President”	Any Director appointed to perform the duties of President of the Company in accordance with clause 26 and any Director appointed to act temporarily as President.
“Prefix”	A breeder’s prefix appearing in the central register of ANKC prefixes.
“Prize”	Includes any award, whether in the form of a certificate, a card, a ribbon, a rosette, a sash, a monetary payment, a trophy or otherwise.
“Purebred dog”	A dog that is recognised as a separate breed by the ANKC for which a separate register shall be kept.
“Register”	The Canine Register or General Register kept by the Council for the purpose of recording dogs considered by Council as eligible for exhibition and admitted to registration in accordance with the Rules.
“Register of Members”	The register of Members to be kept pursuant to the Act and this Constitution.
“Resolution”	An ordinary resolution passed by more than fifty-percent (50%) of the number of Members personally present at a meeting of Members and eligible to vote and voting on the resolution.
“Rules”	The Rules of the CCCQ Ltd made by the Board under clause 63 and as amended from time to time and published in the Queensland Dog World magazine.
“Scrutineers”	Either: (1) a current Ordinary Member or Honorary Life Member, not currently a member of the Board or nominated for election in the current election year; or (2) a person engaged through the Australian Electoral Commission or equivalent organisation for this purpose.
“Secretary”	Any person appointed to perform the duties of Secretary of the Company in accordance with clause 22 and any person appointed to act temporarily as Secretary.
“Senior Vice President”	Any Director appointed to perform the duties of Senior Vice President of the Company in accordance with clause 26 and any Director appointed to act temporarily as Senior Vice President.
“Show”	(1) used as a noun beginning with a capital “S”, includes any exhibition at which dogs are judged or at which dogs compete and at which prizes are awarded; (2) used as a verb, includes the verb to exhibit and vice versa and to exhibit or show includes to compete.
“Sign”	Includes signing by authorised electronic signature.
“Special General Meeting”	A General Meeting of the Members, other than an Annual General Meeting, called in accordance with clause 47.
“Special Resolution”	A resolution passed by at least seventy-five percent (75%) of Members present.

“Sports Disciplines”	Includes the disciplines of Obedience, Agility, Retrieving & Field, Herding, Endurance Test, Tracking, Track & Search, Earthdog Tests, Sled Sports, Dances with Dogs, Lure Coursing and Drafting and any future disciplines adopted by the ANKC.
“State”	The State of Queensland.
“Sub-Committee”	A Committee convened under the powers of any other Committee to perform the tasks and with the authority given by the Committee to it.
“Writing”	Includes any means of communicating words in visible form. Words importing the male gender shall, where the context reasonably admits, include the female and neuter gender and the singular number shall include the plural.
“Zone”	Means Zone 1, Zone 2 or Zone 3 as defined in clause 72 of this Constitution.

3 Name and business address

- 3.1 The name of the Company is the Canine Control Council (Queensland) Limited.
- 3.2 The trading name of the Company shall be Dogs Queensland and this shall be registered as a business name in Australia.
- 3.3 The office of the Company shall be 3/134 Constance Street, Fortitude Valley, 4006 or such other office as shall be determined from time to time by the Board of the CCCQ Ltd.

4 Objects

- 4.1 The objects of the Company shall be:
 - (1) to be the governing canine body for the State;
 - (2) to maintain membership of the National Canine Body and to enhance and promote its standing within that body;
 - (3) to promote and encourage the development and responsible breeding of healthy purebred registered dogs throughout the State;
 - (4) to promote and encourage the recreation, sport, exhibition and training of the CCCQ Ltd registered dogs throughout the State;
 - (5) to promote and encourage the training of all dogs throughout the State;
 - (6) to promote the development and improvement of the health and welfare of purebred registered dogs throughout the State;
 - (7) to promote and encourage membership of the CCCQ Ltd with its attendant advantages and privileges;
 - (8) to promote and develop policies and regulations that shall be used as a quality benchmark for dog breed standards ensuring that the welfare and health of dogs remains paramount;

- (9) to promote, develop and maintain close working relationships with all levels of Government (Commonwealth, State and Local) to ensure the best interests of Members and the registered dogs of the CCCQ Ltd are protected and enhanced;
- (10) to promote, develop and maintain close working relationships with other organisational bodies and other stakeholder groups with similar objectives to ensure the best interests of Members and the registered dogs of the CCCQ Ltd are protected and enhanced;
- (11) to promote and encourage public interest and participation in the CCCQ Ltd sanctioned exhibitions and events;
- (12) to promote and encourage scientific research into canine related health issues both in Queensland and interstate;
- (13) to act as the control of the CCCQ Ltd registered dog related activities throughout Queensland including:
 - (i) to administer Rules for the conduct and regulation of all the CCCQ Ltd exhibitions and events;
 - (ii) to keep a register of purebred dogs and their ownership;
 - (iii) to keep a register of all breeder prefixes;
 - (iv) to administer rules relating to purebred dogs;
 - (v) to grant or withhold affiliation to bodies with similar objectives referred to as affiliated bodies;
 - (vi) to administer certificates, awards, championships and titles;
 - (vii) to assist in the prevention of illegal or dishonest practices in relation to dog related activities in Queensland; and
 - (viii) to facilitate the operation of independent registers for Sports Disciplines including registers for non-purebred dogs;
- (14) to promote and encourage development of knowledge and skills relating to canine activities.

5 Powers

- 5.1 The CCCQ Ltd has the powers of an individual and a body corporate but does not have the power to issue shares.
- 5.2 Despite clause 5.1, the powers of the CCCQ Ltd are ancillary to and exercisable only to pursue the objects of the CCCQ Ltd set out in clause 4.
- 5.3 For the purpose of carrying out its objects, the CCCQ Ltd may:
 - (1) enter into contracts;
 - (2) acquire, hold, deal with and dispose of real and personal property;
 - (3) charge for the services and the facilities it provides;

- (4) enter into arrangements with any Government or Authority for purposes incidental to the objects of the CCCQ Ltd;
- (5) appoint and employ such managers, clerks, secretaries, servants and agents as are necessary to carry out the objects of the CCCQ Ltd;
- (6) construct, improve, maintain, manage and alter any houses, buildings, grounds, works or fixtures which are utilised for the purposes of the CCCQ Ltd;
- (7) invest any funds of the CCCQ Ltd which are not immediately required for the purposes of the CCCQ Ltd;
- (8) print and publish any newsletters, periodicals or other documents as are necessary or desirable to promote the activities of the CCCQ Ltd and to provide information to Members and to the public more generally;
- (9) teach, train, instruct and examine persons in matters which further any one or more of the objects of the CCCQ Ltd;
- (10) promote and foster educational or scientific research which furthers any one or more of the objects of the CCCQ Ltd;
- (11) accept gifts, donations and testamentary dispositions, conditional or unconditional, whether outright as the beneficiary or as beneficiary of a trust or otherwise;
- (12) execute any trusts, charitable or otherwise, which in the opinion of the Board are calculated to further any one or more of the objects of the CCCQ Ltd;
- (13) establish relations with affiliate Companies or Societies whether in Queensland or elsewhere and to facilitate and cultivate exchanges with them;
- (14) conduct lectures, examinations, courses, seminars and field days and such other forms of educational activities to further the objects of the CCCQ Ltd;
- (15) to the extent permitted by law, to act as a controlling body for all dog-related activities so as to ensure efficient operations within the dog community;
- (16) make Rules for the administration and general management of the operations and affairs of the CCCQ Ltd including, but not limited to, the conduct of canine exhibitions under the auspices of the CCCQ Ltd or affiliated bodies;
- (17) publish a Code of Ethics, having application to Members of the CCCQ Ltd.
- (18) levy fees, borrow or raise money in any manner which the Board considers necessary, prudent or convenient;
- (19) lease or otherwise acquire interests in land to the extent that the Board considers this to be necessary to further the objects of the CCCQ Ltd;
- (20) purchase, hire, lease or dispose of any plant, equipment or machinery to enable the carrying out of the objects of the CCCQ Ltd; and
- (21) otherwise do all things necessary or convenient to carrying out the objects of the CCCQ Ltd.

6 No distribution to Members

- 6.1 No portion of the income or property of the CCCQ Ltd may be paid directly or indirectly by way of dividend, bonus or otherwise to the Members of the CCCQ Ltd.

7 Limited Liability

- 7.1 The Liability of Members is limited.

8 Guarantee

- 8.1 Every Member of the CCCQ Ltd undertakes to contribute an amount not exceeding one-dollar (\$1.00) to the property of the CCCQ Ltd in the event of its being wound up while the Member is a Member or within one (1) year after the Member ceases to be a Member, if required for payment:

- (1) of the debts and liabilities of the CCCQ Ltd (contracted before the Member ceases to be a Member);
- (2) of the costs, charges and expenses of winding up; and
- (3) for the adjustment of the rights of the contributories among themselves.

9 Number of Members

- 9.1 The number of Members for which the CCCQ Ltd proposes to be registered is unlimited.

10 Membership

- 10.1 The Members of the CCCQ Ltd are:

- (1) the Foundation Members; and
- (2) any other persons the Directors admit to membership in accordance with this Constitution.

11 Classes of Members

- 11.1 Membership of the CCCQ Ltd shall consist of the following classes:

- (1) Ordinary Member;
- (2) Joint Member;
- (3) Junior Member;
- (4) Non-Resident Ordinary Member;
- (5) Non-Resident Junior Member;
- (6) Honorary Life Member; and
- (7) such other classes of Member as may from time to time be allowed under the Rules of the CCCQ Ltd.

- 11.2 Ordinary Membership is open to any natural person who:
- (1) is eighteen (18) years of age or older;
 - (2) pays the required fees;
 - (3) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members; and
 - (4) is resident in the State.
- 11.3 Joint Membership is open to any two (2) people resident at the same address who are otherwise entitled to Ordinary Membership.
- 11.4 Junior Membership is open to any natural person who:
- (1) is over seven (7) years of age and under eighteen (18) years of age;
 - (2) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members; and
 - (3) is a resident of Queensland.
- 11.5 Non-Resident Ordinary and Junior Membership is open to any person who:
- (1) is an Ordinary or Junior Member of an interstate or overseas Canine Control Authority affiliated with the CCCQ Ltd;
 - (2) pays the required fees to attain the Non-Resident membership status; and
 - (3) has complied with the Constitution, Code of Ethics and Rules regulating the admission of Members.
- 11.6 Despite anything in this Constitution to the contrary, a Non-Resident Ordinary Member or a Junior Member under clause 11.5 and a Resident Junior Member under clause 11.4:
- (1) has the right to receive notices of and attend and be heard at any General Meeting; but
 - (2) has no right to vote at any General Meeting.
- 11.7 Honorary Life Membership is determined by the Board and may be granted to a Member who:
- (1) is nominated for Honorary Life Membership under the Rules of the CCCQ Ltd;
 - (2) has rendered outstanding or special services to the CCCQ Ltd;
 - (3) will be entitled to the same rights and privileges as an Ordinary Member; and
 - (4) will not be required to pay membership fees.
- 11.8 The number of Members for each class shall be unlimited.

12 New membership

- 12.1 An application for membership must be:

- (1) in writing;
- (2) signed by the Applicant;
- (3) in a form prescribed by the Board; and
- (4) accompanied by the prescribed membership fee.

13 Membership fees

- 13.1 The membership fee for each class of membership:
- (1) is the amount prescribed by the Board from time to time; and
 - (2) may constitute a joining fee, an annual subscription fee and such other fees as the Board prescribes from time to time.
- 13.2 The Board shall publish a scale of charges for each class of membership in the Dog World Magazine.
- 13.3 The membership fee is payable yearly in advance.
- 13.4 For new Members, the membership fee, including any joining fee, is payable at the time of making any application for membership and must be received as a condition of being admitted as a Member.
- 13.5 For existing Members, the membership fee is payable on or before 1 January each year.

14 Admission and rejection of new Members

- 14.1 The Board must consider an application for membership at the next Board Meeting after the CCCQ Ltd receives:
- (1) the application for membership; and
 - (2) the prescribed membership fee for the class of membership.
- 14.2 The Board must decide at the meeting whether to accept or reject the application for membership.
- 14.3 Upon the acceptance or rejection of an application for any class of membership the Secretary must, as soon as practicable, give the applicant notice in writing of the Board's decision and in the case of rejection, written reasons for such rejection together with notice of the right of an appeal under clause 18.
- 14.4 Upon acceptance of an application for membership, the new Member shall be deemed to have agreed to be bound by the Constitution and the Rules of the CCCQ Ltd.

15 Privileges of membership

- 15.1 Subject to the restrictions and limitations prescribed by or pursuant to the Constitution and Rules, the privileges of a Member shall be:
- (1) the right to attend and vote at the Annual General Meeting and any Special General Meeting of the CCCQ Ltd;

- (2) A Member who is not a resident of the State shall not be entitled to the privileges granted by clauses 15.1(3) and 15.1(4) or to hold any office or to be elected to the Board or appointed to any Committee;
- (3) the right to submit his or her name as a candidate for appointment as a Judge;
- (4) the right to register such dogs bred or purchased by him or her as are eligible for such registration;
- (5) the right to stand for election to the Board of Directors; and
- (6) the right to compete for any prize available for competition by Members of the CCCQ Ltd.

16 Resignation of membership

- 16.1 A Member may resign as a Member of the CCCQ Ltd at any time by giving notice in writing to the Secretary.
- 16.2 A resignation shall take effect at the time specified in the notice, once the notice is received by the Secretary.

17 Termination of membership

- 17.1 The Board may terminate a Member's membership if the Member:
 - (1) is convicted of an indictable offence or summary offence resulting in a term of imprisonment or an offence involving cruelty to animals;
 - (2) has membership fees in arrears for a period not less than three (3) months;
 - (3) fails to comply with any of the provisions of this Constitution or the Rules of the CCCQ Ltd; or
 - (4) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the CCCQ Ltd.
- 17.2 Before the Board terminates a Member's membership, the Board must give the Member notice in writing of the proposed decision and invite the Member to show cause why his or her membership should not be terminated.
- 17.3 If, after considering all representations made by the Member, the Board decides to terminate the Member's membership under clauses 17.1(3) or 17.1(4), the Secretary must give the Member written notice of the decision and of the Member's right to lodge an appeal under clause 18. No right of appeal will attach to a decision to terminate the Member's membership made under clauses 17.1(1) or 17.1(2).

18 Appeal to the Appeal Panel regarding a decision to reject, suspend, disqualify or terminate membership

- 18.1 Each year, the Board of Directors shall appoint:
 - (1) a Legal Chairperson List which shall comprise persons who are lawyers of more than ten (10) years post admission experience, including retired eminent lawyers or other person deemed by the Board of Directors to have comparable experience, who may or may not have a current or former association with the CCCQ Ltd; and

- (2) a Dogs Queensland Specialist Member List which comprises persons with specialist knowledge of one or more of the CCCQ Ltd discipline areas and / or canine matters more generally but will not include current Members of the Board. Each year, the Executive of each of the Clubs affiliated with the CCCQ Ltd shall be requested to nominate Members of the CCCQ Ltd to be appointed to this list. The final composition of this list will be determined by the Board.
- 18.2 A person whose application for membership has been rejected or whose membership has been suspended, disqualified or terminated (**Appellant**) may give the Secretary written notice of the person's intention to appeal the decision.
- 18.3 A notice of intention to appeal must be given to the Secretary:
 - (1) in the prescribed form; and
 - (2) within fourteen (14) days of being notified of the decision to reject, suspend, disqualify or terminate the person's membership.
- 18.4 The Appellant must lodge a formal appeal in accord with the Dogs Queensland Appeal Procedure within fourteen (14) days of the notice of intention to appeal. Then, the Secretary must appoint an Appeal Panel.
- 18.5 The Appeal Panel will comprise one (1) person from the Legal Chairperson List and two (2) persons from the Dogs Queensland Specialist Member List. The three (3) persons comprising this Panel will have a decision-making role. In each appeal instance, the Secretary must nominate the next person on the Legal Chairperson list and the next two (2) persons from the Dogs Queensland Specialist Member List. If a potential conflict of interest is identified, or the person is excused for another reason, the next person on the relevant list is to be nominated by the Secretary.
- 18.6 Within seven (7) days of nominating the Appeal Panel, the Secretary must notify the Appellant of the persons comprising the Appeal Panel. Within seven (7) days of receiving notice from the Secretary, the Appellant may have the initial and once only right to reject any or all Members of the Appeal Panel, in which event the Secretary must appoint the next person or persons on the relevant list and within seven (7) days, notify the Appellant of the revised Appeal Panel.
- 18.7 Before the appeal is determined, the Appellant must be given a full and fair opportunity to submit evidence to the Appeal Panel. Thereafter, the Respondent be provided with such evidence and may submit rebuttal evidence detailing reasons for the decision to reject, suspend, disqualify or terminate membership. The Appeal Panel will be guided by the principles of procedural fairness and natural justice in determining the appeal.
- 18.8 The decision of the Appeal Panel shall be final except where the Board of Directors is advised and subsequently determine the decision of the Appeal Panel is unconstitutional, wrong in law or a denial of natural justice, then such decision of the Appeal Panel will be vacated and the matter determined *de novo*.
- 18.9 The Secretary shall advise the Appellant in writing of the decision of the Appeal Panel as soon as practicable.

19 Conduct of Members

- 19.1 A Member shall strictly observe and act in accordance with the Constitution, Rules and Code of Ethics of the CCCQ Ltd; and
- 19.2 Without limiting clause 19.1, a Member must not engage in any conduct that could reasonably be considered to be: contrary to the spirit and intent of the Constitution, Rules

and Code of Ethics or any other code, resolution policy or direction of the CCCQ Ltd or any Committee.

- 19.3 Failure of a Member to adhere to clauses 19.1 or 19.2 may result in a warning, a fine, suspension and/or termination of membership.

20 Register of Members

20.1 The Board must keep a register of Members of the CCCQ Ltd.

20.2 The register of Members must include the following particulars of each Member:

- (1) the full name of the Member;
- (2) the postal or residential address of the Member;
- (3) the date of admission as a Member;
- (4) the class of membership;
- (5) the date of death or date of resignation of a Member;
- (6) details about the termination or reinstatement of membership; and
- (7) any other particulars as may be determined by the Board from time to time.

20.3 Each Member must notify the Secretary in writing of any change in the person's name, address, phone number, facsimile number or electronic mail address within one (1) month after the change.

21 Inspection of the Register of Members

21.1 The register shall be open for inspection during normal business hours on a Business Day, in accordance with the requirements set out in this clause 21.

21.2 The Directors or the Members, by a resolution passed at a general meeting, may authorise a Member to inspect the Register of Members of the Company.

21.3 In order to review, inspect or make copies of the Register of Members an application in the prescribed form must be presented to the Secretary, and:

- (1) a Member may make the application without payment of a fee; but
- (2) a member of the public must pay a fee set by the Board up to the amount prescribed by law.

21.4 Notwithstanding clause 21.1, the Board, on receipt of an application in accordance with clause 21.3 may withhold information on the Register of Members (other than the Member's full name, address and date of entry as a Member) if the Board has reasonable grounds for believing that this information ought not to be disclosed.

21.5 A Member, other than a Director, does not have the right to inspect any document of the CCCQ Ltd, other than the Register of Members and the minute books for the meetings of its Members, except as provided by law or authorised by the Directors or by the Members.

21.6 A person must not, without the authorisation of the Board:

- (1) use information obtained from the Register of Members to contact or send material to another Member (past or current) for political, religious, charitable or commercial purposes; or
- (2) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact or to send material to another Member (past or current) for political, religious, charitable or commercial purposes.

22 Appointment and removal of Secretary

- 22.1 The Board must appoint a person to act as Secretary from time to time.
- 22.2 The Secretary may also be employed as General Manager of the CCCQ Ltd under a contract of employment approved by the Board.
- 22.3 The Secretary may be a Member of the CCCQ Ltd or any other suitably qualified person.
- 22.4 The Secretary may be remunerated on such terms as the Board determines.
- 22.5 If the Secretary is employed or remunerated as Secretary or General Manager, then the Secretary must not nominate for election as a Board member.
- 22.6 By accepting the appointment as Secretary, the Secretary agrees to strictly observe and act in accordance with the Constitution, Rules and Code of Ethics of the CCCQ Ltd.
- 22.7 The Secretary must:
 - (1) reside in Queensland; and
 - (2) attend all General Meetings, Special General Meetings and meetings of the Board unless excused on reasonable grounds.

23 Functions of Secretary

- 23.1 Where the Secretary is also the General Manager, the Secretary's functions include, but are not limited to:
 - (1) calling meetings of the CCCQ Ltd, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the CCCQ Ltd;
 - (2) keeping minutes, including all decisions and actions, of each meeting;
 - (3) keeping copies of all relevant correspondence and other documents;
 - (4) maintaining the Register of Members of the CCCQ Ltd;
 - (5) managing the office of the CCCQ Ltd; and
 - (6) such duties and powers as may be delegated to the Secretary of the CCCQ Ltd by the Board from time to time.
- 23.2 Where the Secretary is not also the General Manager the person will discharge all the responsibilities in clause 23.1 with the exception of clause 23.1(5).

24 Other Officers

24.1 The Board may appoint other officers as required to fulfil duties and responsibilities on terms approved by the Board including a:

- (1) General Manager;
- (2) Treasurer; or
- (3) Chief Financial Officer,

25 Membership of the Board of Directors

25.1 The Board shall consist of twelve (12) Directors:

- (1) a minimum of one (1) Director must have his / her primary place of residence within Zone 1;
- (2) a minimum of one (1) Director must have his / her primary place of residence within Zone 2; and
- (3) a minimum of one (1) Director must have his / her primary place of residence within Zone 3.

25.2 All Directors must be elected in accordance with this Constitution unless appointed to fill a casual vacancy.

25.3 Any current Ordinary or Honorary Life Member of the CCCQ Ltd of at least five (5) years standing, including equivalent membership of an interstate Canine Controlling Body, may stand for election as a Board member provided that the Member:

- (1) is eighteen (18) years of age or older;
- (2) has not been convicted of an indictable offence or summary offence resulting in a term of imprisonment or an offence involving cruelty to animals;
- (3) is eligible to be a Director of a company in accordance with the *Corporations Act 2001* (Cth);
- (4) is not an undischarged bankrupt under the *Bankruptcy Act 1966* (Cth) or the corresponding law of an external territory or of another country;
- (5) has not executed a deed of arrangement under Part X of the *Bankruptcy Act 1966* (Cth) or the corresponding law of an external territory or of another country;
- (6) does not have creditors who have accepted a composition under the Part X of the *Bankruptcy Act 1966* (Cth) or a corresponding law of an external territory or another country and a final payment has not been made under the composition; and
- (7) is not an employee of the CCCQ Ltd.

26 Election of the President, Senior Vice President and Junior Vice President

26.1 In addition to such officers as may be appointed under clause 24.1, the officeholders of the Company shall include:

- (1) One (1) President;
- (2) One (1) Senior Vice President; and
- (3) One (1) Junior Vice President.

26.2 The Board will elect a President, Senior Vice President and Junior Vice President from amongst the Board to hold office for a period of two (2) years in the relevant election year at the first meeting of the Board following the AGM in that year.

In the event of a tie in any of the above positions, the successful candidate shall be determined by the toss of a coin.

27 Composition of the Board of Directors

27.1 There will be three (3) positions on the Board allocated to the candidates from Zone 1, Zone 2 and Zone 3 respectively who gain the highest number of votes.

27.2 The remaining nine (9) positions on the Board will be allocated to the candidates receiving the highest number of votes. This is subject to the proviso that positions on the Board will be limited to three (3) Members from any one (1) Affiliated Breed Club. In the event that more than three (3) persons from the one (1) Affiliated Breed Club would have been otherwise eligible for appointment to the Board, the positions will be limited to the three (3) highest vote winning candidates from that Affiliated Breed Club. For the purpose of determining the status of an Affiliated Breed Club Member, membership of the Affiliated Breed Club at any time during the two (2) year period prior to the election will qualify the person as an Affiliated Breed Club Member.

27.3 In the event that no nomination is received from one (1) or more of any of the Zones, then the vacancies will be filled from the field of candidates. Positions on the Board will be allocated to the candidates receiving the highest number of votes.

27.4 At each election, six (6) members of the Board will retire and the successful six (6) candidates gaining the highest number of votes, subject to clauses 27.1 and 27.2, will be elected.

27.5 Subject to compliance with clause 25.3, retiring members of the Board will be eligible to stand for re-election at subsequent elections.

27.6 Elections shall be held on a biennial basis.

27.7 All Members elected to the Board in accordance with this Constitution shall hold office from the close of the Annual General Meeting for a four (4) year period.

28 Election of the Board of Directors

28.1 Only Ordinary Members and Honorary Life Members shall be eligible to vote for members of the Board.

28.2 The election of new members of the Board shall take place by a Ballot of eligible Members.

28.3 At least sixty (60) days before the beginning of the Election, the Board must appoint a Returning Officer and at least two (2) Scrutineers for the Election.

28.4 The duties of the Returning Officer shall be as follows:

- (1) to prepare a current electoral roll of Members eligible to vote;

- (2) to conduct the Election in accordance with the Constitution and any relevant Rules;
- (3) to maintain the secrecy of the Ballot;
- (4) to not disclose the outcome of the Election to any person other than the Secretary or a Board member authorised to receive the result;
- (5) to make a certified reconciliation of the ballot papers received, unused or spoiled, if appropriate;
- (6) to certify that the Ballot was conducted in accordance with the Constitution and Rules of the CCC Ltd;
- (7) to declare the result by signing a certificate in the presence of the Chairperson; and
- (8) to hold the ballot papers securely for six (6) months after the Election and then destroy all ballot papers unless otherwise directed.

28.5 The duties of the Scrutineers shall be as follows:

- (1) to act as an impartial and objective observer of the counting of the ballot papers by the Returning Officer;
- (2) must be present when the ballot papers are sorted and counted; and
- (3) may check any possible irregularities without causing unreasonable interference or delay.

29 Pre-Election process

- 29.1 In the relevant years, the Secretary shall advise Members which six (6) or more members of the Board are retiring and, where appropriate, whether the vacancy relates to a Zone 2 or Zone 3 representative, and the Secretary shall advertise for nominations to fill those positions on the Board.
- 29.2 The advertising for nominations shall occur at least sixty (60) days before the beginning of the Election and shall specify the date by which nominations must be received which can be no more than twenty-eight (28) days after the advertisement.
- 29.3 The nominations shall be in writing and signed by the nominee and two (2) other Members supporting the nomination and shall include class of membership, status, place of residence and a brief résumé by the nominee (**Nomination**).
- 29.4 Nominations must be received by the Secretary by 5:00pm on the specified date.
- 29.5 The Secretary shall provide the names of all eligible candidates to the Returning Officer at least thirty (30) days before the beginning of the Election.
- 29.6 The names, relevant Zone and résumé of all eligible nominees shall be published by the CCCQ Ltd at least thirty (30) days before the beginning of the Election as defined in clause 29.2.
- 29.7 Should there be insufficient Nominations or Nominations no greater than the number of vacancies to be filled then such candidates shall be declared to be duly elected without the need for an Election.

30 Conducting the Election

- 30.1 The Returning Officer shall prepare a ballot list containing the names of all eligible candidates in alphabetical order together with directions for voting and shall specify the date by which the ballot papers must be received.
- 30.2 The Election shall begin at least sixty (60) days prior to the Annual General Meeting by sending to the Members the ballot papers and résumés of the eligible nominees.
- 30.3 Ballot papers must be received by the Returning Officer no later than 5:00pm on the specified date.
- 30.4 The counting of the ballot papers must take place at least thirty (30) days before the Annual General Meeting;
- 30.5 Voting shall take place on the basis of "first past the post";
- 30.6 The Returning Officer shall count the ballots in the presence of the Scrutineers and will determine the result;
- 30.7 A tie in the votes for any position will be determined by the drawing of lots.
- 30.8 If the Directors retiring include either or both of the Zone 2 and Zone 3 representatives the following process will be undertaken:
 - (1) the candidate resident in Zone 2 or Zone 3 receiving the highest number of votes of any candidate in that Zone will be elected as the Director representing that Zone;
 - (2) the remaining candidates receiving the highest number of votes will fill the remaining vacant positions on the Board with the proviso that at least one (1) Director must reside in Zone 1;
 - (3) in the event that no nominations are received from Zone 2 and / or Zone 3 then the vacancies will be filled from the pool of candidates in accordance with clause 30.8(2); and
 - (4) in the event that the retiring Directors do not include the Zone 2 and / or Zone 3 representative then the candidates receiving the highest number of votes will fill the vacant positions on the Board.
- 30.9 The result of the Election shall be declared by the Returning Officer to the President who will announce the result no later than at the next Annual General Meeting.
- 30.10 No Election shall be invalidated by reason of the fact that a particular Member does not receive his or her ballot paper or because a shorter timeframe is allowed than is otherwise specified under this Constitution.

31 Resignation, removal or vacation of office of Director

- 31.1 A Director may resign from the Board by giving written notice of resignation to the Secretary.
- 31.2 The resignation takes effect at:
 - (1) the time the notice is received by the Secretary; or
 - (2) a later time, as is stated in the notice, the later time.

- 31.3 The Board may determine that a Director has ceased to comply with the requirements of being a Board member if the Director:
- (1) becomes bankrupt or suspends payment or compounds with his or her creditors;
 - (2) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (3) is not present at three (3) consecutive meetings and does not have special leave of absence;
 - (4) ceases to be qualified as a Director under clause 25.3;
 - (5) becomes disqualified from being a Director under the Act or any order made under the Act;
 - (6) is removed from office in accordance with clause 31.6; or
 - (7) resigns from office in accordance with clause 31.1.
- 31.4 If the Board determines that one (1) of their number has ceased to comply with the requirements for being a Board member under clause 25.3 or should otherwise be removed from office, then the Board may call a Special General Meeting to determine whether the Board member should be removed or a Special General Meeting requested pursuant to clause 47.1(2).
- 31.5 Before a vote of Members is taken about removing the Director from office, the Board member must be given a full and fair opportunity to address the meeting and to show cause why he / she should not be removed from office.
- 31.6 If more than fifty percent (50%) of Members present at a Special General Meeting determine that a Director ought to be removed, then the Board member ceases forthwith from the position.
- 31.7 A Director of the Board has no right of appeal against his removal at a Special General Meeting but may stand at the next election if otherwise eligible.

32 Vacancies on the Board

- 32.1 If a casual vacancy occurs on the Board, the continuing members of the Board may appoint another Member of the CCCQ Ltd to fill the vacancy until the next election.
- 32.2 If the casual vacancy is for the Zone 2 or Zone 3 Director, continuing members of the Board must appoint a Member whose primary residence is in the relevant Zone to fill the vacancy until the next election.
- 32.3 If a casual vacancy occurs in the office of President, Senior Vice President or Junior Vice President, the continuing Board members may appoint another Board member to the position of President, Senior Vice President or Junior Vice President.
- 32.4 A casual vacancy shall occur if a Director of the Board or a Director holding the position of President, Senior Vice President or Junior Vice President, as the case may be:
- (1) dies;
 - (2) becomes of unsound mind or is otherwise permanently incapable of acting;

(3) resigns or retires, in writing to the Secretary, from the Board or the position of President, Senior Vice President or Junior Vice President, as the case may be;

(4) is removed from office under clause 31.

32.5 The continuing members of the Board may act despite a casual vacancy on the Board.

32.6 However, if the number of Directors is less than the number fixed under this Constitution as a quorum of the Board, the continuing Directors may act only to:

(1) increase the number of Directors to the number required for a quorum; and/or

(2) call a General Meeting of the CCCQ Ltd.

33 Functions of the Board

33.1 Subject to this Constitution or a resolution of the Members of the CCCQ Ltd, the Board has the general control and management of the administration of the affairs, property and funds of the CCCQ Ltd.

33.2 The Board has authority to interpret the meaning of the Constitution and the Rules of the CCCQ Ltd to the extent permitted by law.

33.3 The Board may exercise the powers of the CCCQ Ltd to:

(1) borrow, raise or secure the payment of amounts in a way the Members of the CCCQ Ltd decide;

(2) secure the amounts mentioned in clause 33.3(1) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the CCCQ Ltd in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the property of the CCCQ Ltd, both present and future;

(3) purchase, redeem or pay off any securities issued;

(4) mortgage or charge the whole or part of its property;

(5) issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the CCCQ Ltd;

(6) provide and pay off any securities issued;

(7) invest in a way the Members of the CCCQ Ltd may from time to time decide; and

(8) determine the Affiliated Bodies.

33.4 Apart from the payment of reasonable out-of-pocket expenses, Directors of the Board will not be entitled to any form of remuneration for work performed.

34 Meetings of the Board

34.1 The Board may meet and conduct its proceedings as it considers appropriate.

34.2 The Board must meet at least ten (10) times each Financial Year to exercise its functions.

34.3 The Board must decide how a meeting is to be called.

- 34.4 Notice of a meeting is to be given in a manner to be decided by the Board.
- 34.5 The Board may hold meetings or permit a Director to take part in its meetings by using any technology that reasonably allows the Director to hear and take part in discussions as they happen.
- 34.6 Questions before the Board shall be resolved by a majority of votes and, in the case of an equality of the votes, the question will be decided in the negative.
- 34.7 No Director of the Board may participate in a discussion and a decision where that person has a conflict of interest.
- 34.8 It shall be deemed that a Director has a conflict of interest if:
- (1) the Director has an interest in a commercial activity by which he or she directly or indirectly profits from the business of the CCCQ Ltd; or
 - (2) the Board of Directors, by majority, determines that the Director has a conflict of interest.
- 34.9 The President shall preside as Chairperson of any meeting of the Board of Directors.
- 34.10 If there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the Board of Directors meeting, then the Senior Vice President will preside as Chairperson at the meeting. If the Senior Vice President is similarly not present, then the Junior Vice President will preside as Chairperson at the meeting. If the Junior Vice President is similarly not present, Board members may choose one (1) of their number to Chair the meeting.

35 Quorum for an adjournment of a meeting of the Board

- 35.1 At a Board meeting, seven (7) Board members shall constitute a quorum.
- 35.2 If there is no quorum within thirty (30) minutes after the time fixed for a Board meeting called on the request of members of the Board, the meeting lapses.
- 35.3 If there is no quorum within thirty (30) minutes after the time fixed for a Board meeting called other than on the request of the members of the Board:
- (1) the meeting is to be adjourned for at least one (1) day; and
 - (2) the members of the Board who are present are to decide the day, time and place of the adjourned meeting and request the Secretary to inform the absent members of the Board of the day, time and place of the rescheduled meeting.
- 35.4 If, at an adjourned meeting there is no quorum within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.

36 Special meeting of the Board

- 36.1 If the Secretary receives a written request signed by at least four (4) Directors, the Secretary must call a Special Meeting of the Board by giving each Director notice of the meeting within fourteen (14) days after the Secretary receives the request.
- 36.2 If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.

36.3 A request for a Special Meeting must state:

- (1) why the Special Meeting is called; and
- (2) the business to be conducted at the meeting.

36.4 The notice of a Special Meeting must state:

- (1) the day, time and place of the meeting; and
- (2) the business to be conducted at the meeting.

36.5 A Special Meeting of the Board must be held within fourteen (14) days after notice of the meeting is given to the Directors.

37 Prohibition on Director being present or voting at Board meetings

37.1 Except where permitted by the Act, a Director who has a material personal interest in a matter that is being considered by the Board:

- (1) must not be counted in a quorum;
- (2) must not vote on the matter; and
- (3) must not be present while the matter is being considered at the meeting.

38 Director to disclose interests

38.1 A Director who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the CCCQ Ltd must, as soon as practicable after the relevant facts have come to the Director's knowledge, declare the nature of the interest at a meeting of the Board or by written notice to the Secretary of the CCCQ Ltd.

38.2 A Director who holds any office or possesses any property by which, whether directly or indirectly, duties or interests might be created in conflict with his or her duties or interests as Director, must declare at a Board meeting or by written notice to the Secretary of the CCCQ Ltd the fact and the nature, character and extent of the conflict.

38.3 For the purpose of clauses 38.1 and 38.2, a Director's interest or any conflict must be disregarded if it arises from, or relates to:

- (1) a guarantee to be given by the Director (or persons including the Director or by a body corporate of which the Director is a member or officer) in respect of a loan to the CCCQ Ltd; or
- (2) the position of the Director as a Director of a related body corporate.

39 Effect of interest in contract

39.1 Subject to the Act, if a Director has an interest in a contract with the CCCQ Ltd (other than as a Member), or a conflicting interest or duty in relation to any other matter being considered by the Directors and the Director discloses the nature and extent of the interest or duty at a meeting of the Board or by written notice to the Secretary of the CCCQ Ltd:

- (1) the contract may be entered into; and

- (2) if the disclosure is made before the contract is entered into:
 - (i) the Director may retain benefits under the contract even though the Director has an interest in a contract;
 - (ii) the CCCQ Ltd cannot void the contract merely because of the existence of the interest; and
 - (iii) the Director is not disqualified from the office of Director.

39.2 For the purpose of clause 39.1, contract includes an arrangement, dealing or other transaction.

40 Standing notice of Directors' interest

40.1 A Director who has an interest in a matter may give the other Directors standing notice of the nature and extent of the interest in the matter. The notice may be given at any time and whether or not the matter relates to the affairs of the CCCQ Ltd at the time the notice is given.

40.2 A notice under clause 36.1 above may be given:

- (1) at a Board meeting (either orally or in writing); or
- (2) to the other Directors individually in writing.

40.3 If the standing notice is given to the other Directors individually in writing:

- (1) the notice is effective when it has been given to every Director; and
- (2) the notice must be tabled at the next Board meeting after it is given.

40.4 The Director must ensure that the nature and extent of the interest is recorded in the minutes of the meeting at which the standing notice is given or tabled.

41 Minutes of Board meetings

41.1 The Secretary must ensure that full and accurate minutes of all questions, matters, resolutions and other proceedings of each Board meeting are entered into a minute book.

41.2 To ensure the accuracy of the minutes, the minutes of each Board meeting must be signed by the Chairperson verifying their accuracy.

41.3 A summary of the minutes of each Board meeting will be made available to the Members of the CCCQ Ltd. Matters determined by the Board to be confidential will not be included in the minutes made available to Members.

42 Circulating Resolutions

42.1 The Directors may pass a Resolution without a Board meeting being held if all the Directors entitled to vote on the Resolution (except a Director absent from Australia who has not left a facsimile number, email address or other contact details acceptable to the Directors, at which he / she may be given notice) sign a document containing a statement that they are in favour of the resolution set out in the document.

42.2 Separate copies of a document may be used for signing by Directors if the wording of the Resolution and statement is identical in each copy.

- 42.3 The Resolution is passed when the last Director signs.
- 42.4 A facsimile or email addressed to or received by the CCCQ Ltd and purporting to be signed or sent by a Director for the purpose of this clause 42 must be treated as a document in writing signed by that Director.

43 Technology meeting of Directors

- 43.1 A Board meeting may be held using telephone or, if consented to by all Directors, other technology. The consent may be a standing one. A Director may only withdraw the consent within a reasonable period before the meeting.
- 43.2 If a Board meeting is held using any technology and all the Directors take part in the meeting, they must be treated as having consented to the use of the technology for that meeting.
- 43.3 The following provisions apply to a technology meeting:
 - (1) each of the Directors taking part in the meeting must be able to hear and be heard by each of the other Directors taking part in the meeting; and
 - (2) at the commencement of the meeting, each Director must announce his / her presence to all the other Directors taking part in the meeting.

44 Delegation of powers to a Committee or Employee

- 44.1 The Board may appoint Committees consisting of Members of the CCCQ Ltd to assist the Board in the conduct of the affairs of the CCCQ Ltd.
- 44.2 If the Board has not appointed a Chairperson, the Committee may elect a Chairperson for its meetings.
- 44.3 If the Chairperson is not present within fifteen (15) minutes after the time fixed for a meeting, the Members present may choose one (1) of their number to be Chairperson of the meeting.
- 44.4 No Member of the Committee shall be entitled to remuneration for any work performed.
- 44.5 A question arising at a Committee meeting shall be determined by a majority vote of the Members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 44.6 With the exception of this power of delegation, the Board may delegate any of its powers to a Committee and the Committee shall exercise its powers in accordance with the limited authority granted to it.

45 Annual General Meetings

- 45.1 Each AGM must be held:
 - (1) at least once a year; and
 - (2) within five (5) months after the end date of the reportable financial year of the CCCQ Ltd.
- 45.2 The Secretary is to give notice of an AGM of the CCCQ Ltd on the direction of the Board.

46 Business to be conducted at AGM

- 46.1 The following business must be conducted at an AGM:
- (1) receiving the report of the Board for the previous year;
 - (2) receiving the annual financial accounts duly certified by the Auditor;
 - (3) the appointment of an auditor for the next Financial Year;
 - (4) the declaration of the results of any election of members of the Board in an election year; and
 - (5) any other item of business submitted in writing by a Member to the Secretary not less than fourteen days (14) days prior to the date fixed for the AGM.

47 Special General Meetings

- 47.1 The Secretary must call a Special General Meeting (**SGM**) upon:
- (1) being directed to call the meeting by the Board; or
 - (2) being given a written request signed by a Member holding at least 5 percent (5%) of the votes that may be cast at the General Meeting.
- 47.2 A request for a SGM must state:
- (1) why the SGM is being called; and
 - (2) the business to be conducted at the meeting.
- 47.3 A SGM must be held within two (2) months after the date the Secretary receives a request for a SGM in accordance with this clause 47. The reason for the SGM must be made available to all Members at the time of calling of the SGM.
- 47.4 If the Secretary is unable or unwilling to call a SGM within two (2) months, then the President must call the meeting.

48 Notice of all General Meetings

- 48.1 The Secretary must give at least twenty-one (21) days' notice of the General Meeting to each Member of the CCCQ Ltd.
- 48.2 If the Secretary is unable or unwilling to give notice of the meeting, the President must give notice of the meeting.
- 48.3 The notice of a General Meeting must set out the place, date and time for the meeting and, if the meeting is to be held in two (2) or more places, the technology that will be used.
- 48.4 A notice of a General Meeting must state the business to be conducted at the meeting. If a Special Resolution is to be proposed at the meeting, the notice is to set out an intention to propose the Special Resolution and its content.
- 48.5 A notice of a General Meeting must contain a statement that the Members have a right to appoint a proxy;

- 48.6 The accidental omission to give notice of any General Meeting or the non-receipt of the notice by any person entitled to receive notice of a General Meeting does not invalidate the proceedings or any resolution passed at the meeting.

49 Quorum for, and adjournment of, General Meetings

- 49.1 The quorum for a General Meeting shall be the number of members of the Board plus one (1).
- 49.2 No business may be conducted at a General Meeting unless there is a quorum of Members when the meeting proceeds to business.
- 49.3 If there is no quorum within thirty (30) minutes after the time fixed for a General Meeting, the meeting lapses.
- 49.4 The Chairperson may, with the consent of the majority present at a meeting where there is a quorum, adjourn the meeting to a time and place to be determined by the Chairperson.
- 49.5 If the meeting is adjourned, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 49.6 The Secretary is not required to give Members notice of an adjournment or of the business to be conducted at the adjourned meeting unless a meeting is adjourned for at least thirty (30) days.
- 49.7 If a meeting is adjourned for at least thirty (30) days, then notice of the adjourned meeting is to be given in the same way as notice of any General Meeting.

50 Procedure at General Meetings

- 50.1 A Member may take part and vote in a General Meeting in person, by proxy, by attorney or by using any technology that reasonably allows the Member to hear and to take part in the meeting.
- 50.2 A Member who participates in any of the ways in clause 50.1 is taken to be present at the meeting.
- 50.3 At each General Meeting:
- (1) the President shall preside as Chairperson;
 - (2) if there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the Senior Vice President shall chair the meeting or otherwise the Members present must elect one (1) of their number to be Chairperson of the meeting; and
 - (3) the Chairperson must conduct the meeting in a proper and orderly way.

51 Voting at General Meetings

- 51.1 At a General Meeting, each question, matter or resolution, other than a Special Resolution must be decided by a majority of votes of the Members present.
- 51.2 On a show of hands, a declaration by the Chair is conclusive evidence of the result. Neither the Chair nor the minutes need to state the number or proportion of the votes recorded in favour or against.

- 51.3 Each Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the question is decided in the negative.
- 51.4 A Member is not entitled to vote at a General Meeting if the Member's annual subscription is in arrears at the date of the meeting.
- 51.5 The method of voting shall be decided by the Board.
- 51.6 However, if at least twenty percent (20%) of the Members present demand a secret ballot, voting must be by secret ballot.
- 51.7 If a secret ballot is held, the Chairperson must appoint two (2) Members to conduct the secret ballot in the way the Chairperson decides.
- 51.8 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.
- 51.9 Unless otherwise required by this Constitution or the Act, all resolutions of the CCCQ Ltd are ordinary resolutions which are passed by more than fifty percent (50%) of the votes cast by Members entitled to vote on the resolutions.

52 Technology

- 52.1 The CCCQ Ltd may hold a meeting of its Members at two (2) or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.
- 52.2 While using technology to conduct a meeting, voting by show of hands shall not be permitted, unless the technology allows for both audio and visual technology to be used at the same time throughout the duration of the meeting.
- 52.3 Each meeting using technology shall be conducted in accordance with procedures for the use of technology prescribed by the Board which shall set out such things as:
- (1) who shall be responsible to conduct the meeting in each venue;
 - (2) the keeping of the attendance roll of the Members;
 - (3) the distribution of relevant documents and voting papers (when required);
 - (4) how to conduct a vote by show of hands (if applicable), by poll and by proxy; and
 - (5) appointment of a scrutineer at each venue to count the votes and to report on the outcome to the Chairman of the meeting.

53 Proxies

- 53.1 A Member who is entitled to attend and cast a vote at a meeting of the Company's Members may appoint another Member as the Member's proxy to attend and vote for the Member at the meeting.
- 53.2 A proxy to attend and vote for a Member has the same rights as the Member:
- (1) to speak at the meeting;
 - (2) to vote (but only to the extent allowed by the appointment); and
 - (3) to join in a demand for a poll.

- 53.3 If a proxy is only for a single meeting, it may be used at any postponement or adjournment of that meeting, unless the proxy states otherwise.
- 53.4 A proxy's authority to speak and vote for a Member at a meeting is suspended while the Member is present at the meeting.
- 53.5 A proxy may be revoked at any time by notice in writing to the CCCQ Ltd.
- 53.6 A Member is limited to exercising a total of five (5) proxies for other Members at any meeting of Members.
- 53.7 The Secretary can hold an unlimited number of proxies for Members at any meeting of Members.

54 Appointing a proxy

- 54.1 An appointment of a proxy is valid if it is signed or otherwise electronically authenticated (as referred to in *Regulation 2G.2.01 of the Corporations Regulations 2001*) by the Member making the appointment and contains the following information:
 - (1) the Member's name and address and membership number;
 - (2) the name of the CCCQ Ltd;
 - (3) the proxy's name and membership number; and
 - (4) the meetings at which the appointment may be used.

An appointment may be a standing one.
- 54.2 An un-dated appointment is taken to have been dated on the day it is given to the CCCQ Ltd.
- 54.3 An appointment may specify the way the proxy is to vote on a particular resolution. If it does;
 - (1) the proxy need not vote on a show of hands, but if the proxy does so, the proxy must vote that way;
 - (2) if the proxy has two (2) or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands;
 - (3) if the proxy is the Secretary, the proxy must vote on a poll and must vote that way; and
 - (4) if the proxy is not the Secretary, the proxy need not vote on a poll, but if the proxy does so, the proxy must vote that way.
 - (5) As a Member, this clause 54.3 does not affect the way that the person can cast any votes the person holds as a Member.
- 54.4 An appointment does not have to be witnessed.
- 54.5 A later appointment revokes an earlier one if both appointments could not be validly exercised at the meeting.

55 Form of proxy sent out by the CCCQ Ltd

- 55.1 A form of proxy sent out by the CCCQ Ltd may be in a form determined by the Directors but must:
- (1) enable the Member to specify the manner in which the proxy must vote in respect of a particular resolution; and
 - (2) leave a blank space for the Member to fill in the name of the Member primarily appointed as proxy.
- 55.2 The form may provide that if the Member leaves it blank as to the person primarily appointed as proxy or if the Member or Members named as proxy fails or fail to attend, the Secretary of the meeting is appointed proxy.
- 55.3 Despite clause 56.1, an instrument appointing a proxy may be in the following form or in a form that is as similar to the following form as the circumstances allow:

The CCCQ Ltd
ACN

I/We, _____ of _____, being a Member/
Members of the Company, appoint _____ of _____ or, in his or
her absence, _____ of _____ as my/our proxy to
vote for me/us on my/our behalf at the *Annual General/*General Meeting of the
Company to be held on _____ and at any adjournment of that meeting.

† This form is to be used *in favour of/*against the resolution.

Signed on

* Strike out whichever is not desired.

† To be insert if desired

56 Receipt of proxy documents

- 56.1 For an appointment of a proxy for a meeting of the Members of the CCCQ Ltd to be effective, the following documents must be received by the Secretary at least forty-eight (48) hours before the meeting;
- (1) the proxy's appointment; and
 - (2) if the appointment is signed or otherwise authenticated by the appointor's attorney, the authority under which the appointment was signed or authenticated or a certified copy of the authority.
- 56.2 If a meeting of the Members of the CCCQ Ltd has been adjourned, an appointment and any authority received by the CCCQ Ltd at least forty-eight (48) hours before the resumption of the meeting are effective for the resumed part of the meeting.

The CCCQ Ltd receives an appointment or authority when it is received at any of the following:

- (1) the registered office of the CCCQ Ltd;

- (2) a facsimile number at the registered office of the CCCQ Ltd; or
- (3) a place, facsimile number or electronic mail address specified for the purpose in the notice of meeting; or

An appointment of a proxy is ineffective if:

- (1) the CCCQ Ltd receives either or both the appointment or authority at a facsimile number or electronic address; and
- (2) a requirement (if any) in the notice of meeting that:
 - (i) the transaction be verified in a way specified in the notice; or
 - (ii) the proxy produces the appointment and authority (if any) at the meeting;is not complied with.

57 Validity of proxy vote

57.1 Unless the CCCQ Ltd receives written notice of one (1) of the following matters before the start or resumption of the meeting at which the proxy votes, a vote cast by the proxy will be valid, even if;

- (1) the appointing Member dies;
- (2) the Member is mentally incapacitated;
- (3) the Member revokes the proxy's appointment; or
- (4) the Member revokes the authority under which the proxy was appointed by a third party;

before the proxy votes.

57.2 A proxy is not revoked by the Member attending and taking part in the meeting unless the Member actually votes at the meeting on a resolution for which the proxy is proposed to be used.

58 Attorney of Member

58.1 An attorney for a Member may do whatever the Member could do personally as a Member, but if the attorney is to vote at a meeting of Members or a class of Members, the instrument conferring the power of attorney or a certified copy of it must be produced to the CCCQ Ltd at least forty-eight (48) hours before the meeting, in the same way as the appointment of a proxy. The attorney would be restricted to acting as an attorney for just one (1) Member at a meeting of Members.

59 Voting at meetings of Members

59.1 Subject to clauses 60 and 61, at any General Meeting of Members, each Ordinary Member and each Honorary Life Member present has one (1) vote on a show of hands and on a poll.

59.2 The vote may be exercised in person or by proxy, or attorney.

60 Voting disqualification

60.1 A Member is not entitled to vote at a General Meeting if:

- (1) the annual subscription of the Member is more than one (1) month in arrears at the date of the meeting or the postponed or adjourned meeting; or
- (2) in the instance of a person who is a nominated representative or proxy, the annual subscription of the proxy Member is more than one (1) month in arrears at the date of the meeting or the postponed or adjourned meeting.

61 Objections to right to vote

61.1 A challenge to a right to vote at a meeting of Members:

- (1) may only be made at the meeting; and
- (2) must be determined by the Chair, whose decision is final.

61.2 A vote not disallowed following the challenge is valid for all purposes.

62 Minutes of General Meetings

62.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings for each General Meeting are entered into a minute book.

62.2 To ensure the accuracy of the minutes, the minutes of each General Meeting must be signed by the Chairperson of the meeting or the Chairperson of the next General Meeting, to verify their accuracy.

62.3 If asked by a Member of the CCCQ Ltd, the Secretary must, within twenty-eight (28) days after the request is made, make the minutes for a particular general meeting available for inspection by a Member at a mutually agreed time and place.

63 Rules and Code of Ethics

63.1 The Board may make Rules for the conduct of Shows and Exhibitions, the regulation of other activities of the CCCQ Ltd and dealing with conduct of Members.

63.2 The Board may amend or repeal any of the Rules as the Board deems appropriate.

63.3 The Members of the CCCQ Ltd may set aside a Rule by passing a Special Resolution at a Special General Meeting.

63.4 The Board may make and from time to time amend, repeal or add to a Code of Ethics for Members for responsible dog ownership and for the conduct of Members and Judges.

64 Common seal

64.1 The Board must ensure that the CCCQ Ltd has a common seal.

64.2 The Common Seal must be:

- (1) kept securely by the Board; and

(2) used only under the authority of the Board.

65 Financial year

65.1 The financial year of the CCCQ Ltd shall be the twelve (12) months ending at 31 December each calendar year.

66 Documents

66.1 The Board must ensure the safe custody of the books, documents, instruments of title and securities of the CCCQ Ltd.

67 General financial matters

67.1 The funds of the CCCQ Ltd must be kept in an account or accounts in the name of the CCCQ Ltd in one or more financial institutions to be decided by the Board.

67.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the CCCQ Ltd.

67.3 All amounts received by the CCCQ Ltd must be deposited into an account approved under clause 67.1 as soon as practicable after receipt.

67.4 A payment by the CCCQ Ltd of more than an amount determined by the Board or a finance committee appointed by the Board must be made by cheque or Electronic Funds Transfer.

67.5 If a payment of less than an amount determined by the Board or a finance committee appointed by the Board is made by cheque, then the cheque must be signed by both the Secretary and another person or two (2) persons, both of whom must be authorised by the Board to operate on the bank account of the CCCQ Ltd.

67.6 If a payment of more than an amount determined by the Board or a finance committee appointed by the Board is made by cheque, then the cheque must be signed by at least one (1) of the President, Senior Vice President, Junior Vice President or Treasurer of the Board and by one (1) other person authorised by the Board to operate on the bank account of the CCCQ Ltd.

67.7 Cheques other than cheques for wages, allowances or petty cash recoupment must be crossed not negotiable.

67.8 The CCCQ Ltd must keep a petty cash account and the Board must decide the amount to be kept in petty cash.

67.9 The Board or a finance committee appointed by the Board must approve all expenditure and may approve an annual budget for the CCCQ Ltd.

67.10 Any expenditure in excess of an amount determined in accordance with clause 67.9 must be approved by the Board.

67.11 As soon as practicable after the end of each Financial Year the Board must ensure that financial statements for the last Financial Year are prepared in accordance with the requirements of the Act.

67.12 The Board may delegate any of the Secretary's duties to an employed accountant or bookkeeper as the Board so determines.

67.13 Subject to the Act, a suitably qualified company auditor must be appointed.

68 Amendments to the Constitution

68.1 Subject to the Act, this Constitution may be amended only if:

- (1) a Special Resolution is passed at a General Meeting that a proposed constitutional amendment be put to Members for a vote; and
- (2) seventy-five percent (75%) of all Members who vote, vote in favour of the proposed amendment at a subsequent ballot.

69 Indemnity and insurance

69.1 To the extent permitted by the Act, the CCCQ Ltd indemnifies every person who is or has been an officer of the Company against all losses, liabilities, costs, charges and expenses incurred by that person in his or her capacity as an officer of the Company. This indemnity includes, without limitation:

- (1) a liability for negligence; and
- (2) a liability for reasonable legal costs on a solicitor client basis including in respect of civil or criminal proceedings except to the extent prohibited by section 199A(3) of the Act.

69.2 The indemnity does not extend to and is not an indemnity against any amount in respect of which the indemnity would otherwise be illegal, void or unenforceable or not permitted by law and does not operate in respect of any liability of the officer to the extent that liability is covered by insurance.

70 Income and property

70.1 The income and property of the CCCQ Ltd whensoever derived shall be applied solely towards the promotion of the objects of the CCCQ Ltd set out in clause 4 and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit or gain to the individual Members of the CCCQ Ltd.

70.2 Notwithstanding clause 70.1, nothing herein shall prevent:

- (1) payment of reasonable and proper remuneration for services rendered to the CCCQ Ltd by any employee or contractor of the CCCQ Ltd provided that such person is not a Board member; and
- (2) payment of any reasonable out of pocket expenses preapproved by the Board.

71 Winding up

71.1 If upon the winding up or dissolution of the CCCQ Ltd there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall be paid to or distributed to ANKC Ltd (provided that, at that time, it has similar objects to the CCCQ Ltd) or to another entity with similar objects to the CCCQ Ltd that is not carried on for the profit or gain of its Members, as determined by the Members.

72 State Zones

72.1 For the purposes of this Constitution, the State shall be divided into three (3) Zones.

72.2 The Zones shall be defined as follows:

- (1) Zone 1: The area from the QLD/NSW border to the latitude 26.18 degrees South, including Gympie;
- (2) Zone 2: The area north of latitude 26.18 degrees South to latitude 21 degrees South; and
- (3) Zone 3: The area north of latitude 21 degrees South to the northern most part of the State.

11. COUNCIL CULTURAL CHANGE PROGRAM – LINE OF SIGHT

With reference to a verbal report by the Chief Operating Officer (Health, Security and Regulatory Services) providing an explanation of the Council Cultural Change Program – Line of Sight.

RECOMMENDATION

That the report be received and noted.