



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

ECONOMIC DEVELOPMENT COMMITTEE

**Held in the Council Chambers
2nd floor – Council Administration Building
45 Roderick Street
IPSWICH QLD 4305**

**On Tuesday, 18 February 2020
At 8:30 am**

<u>MEMBERS OF THE ECONOMIC DEVELOPMENT COMMITTEE</u>	
Interim Administrator Steve Greenwood (Chairperson)	

ECONOMIC DEVELOPMENT COMMITTEE AGENDA

8:30 am on **Tuesday**, 18 February 2020

Council Chambers

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** Item includes confidential papers

ECONOMIC DEVELOPMENT COMMITTEE NO. 1

18 FEBRUARY 2020

AGENDA

1. **QUOTE OR TENDER CONSIDERATION REPORT - PROCUREMENT OF CREATIVE SERVICES**

This is a report concerning the procurement of creative services by the City Events Team to produce a diverse program of annual events that engage the community, promote Ipswich as a destination, drive visitation and positively impact on business and industry.

The procurement of creative services often presents complex procurement situations where it is not possible to obtain three written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Code of Practice.

For such situations, the *Local Government Regulation 2012*, Section 230, allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

The attached Quote or Tender Consideration Plan – Procurement of Creative Services provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) resolve to adopt the Quote or Tender Consideration Plan for Procurement of Creative Services as outlined in the report by the City Events Manager dated 30 October 2019 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

2. **EVENT SPONSORSHIP - IPSWICH TURF CLUB**

This is a report concerning an event sponsorship application by Ipswich Turf Club for support of the Ipswich Cup Race Day in June 2020.

The application is for \$20,000 ex GST and additional in-kind support of star pickets and covers, rammer and rolls of barrier mesh (all to be returned at no cost to council).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the Ipswich Turf Club receive \$20,000 ex GST financial support and additional in-kind support for the Ipswich Cup 2020 Race Day.

3. MAJOR COMMUNITY EVENT SPONSORSHIP - IPSWICH SHOW SOCIETY

This is a report concerning a Major Community Event Sponsorship application by Ipswich Show Society for support of the Ipswich Show in May 2020.

The application is for \$20,000 ex GST and additional in-kind support.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Ipswich Show Society receive \$25,000 ex GST financial support for the 2020 Ipswich Show.

4. **EVENT SPONSORSHIP - WILLOWBANK RACEWAY INC

This is a report concerning an event sponsorship application by Willowbank Raceway for financial support of the Winternationals drag racing event in June 2020.

The application is for \$50,000 ex GST.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Willowbank Raceway receive \$40,000 ex GST financial support for the Winternationals 2020.

5. ****IPSWICH CENTRAL PROGRAM REPORT NO. 21 TO 5 FEBRUARY 2020**

This is a report concerning a monthly update for the Ipswich Central Program of Works.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the report on the Ipswich Central Program Report No. 21 effective to 5 February 2020 be received and the contents noted.

**** Item includes confidential papers**

and any other items as considered necessary.

Doc ID No: A5872828

ITEM: 1

SUBJECT: QUOTE OR TENDER CONSIDERATION REPORT - PROCUREMENT OF CREATIVE SERVICES

AUTHOR: CITY EVENTS MANAGER

DATE: 30 OCTOBER 2019

EXECUTIVE SUMMARY

This is a report concerning the procurement of creative services by the City Events Team to produce a diverse program of annual events that engage the community, promote Ipswich as a destination, drive visitation and positively impact on business and industry.

The procurement of creative services often presents complex procurement situations where it is not possible to obtain three written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Code of Practice.

For such situations, the *Local Government Regulation 2012*, Section 230, allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

The attached Quote or Tender Consideration Plan – Procurement of Creative Services provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

The Plan has been developed in consultation with council's Manager – Procurement and members of the Interim Management Committee.

The Plan includes examples of unique creative services.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) resolve to adopt the Quote or Tender Consideration Plan for Procurement of Creative Services as outlined in the report by the City Events Manager dated 30 October 2019 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

RELATED PARTIES

Richard White, Manager – Procurement, Ipswich City Council.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

The role of the City Events Team in council is to raise the profile of the City of Ipswich as a major event city and leading event destination in Queensland.

To achieve this vision, the City Events Team must attract, support and produce a diverse program of annual events that engage the community, promote Ipswich as a destination, drive visitation and positively impact on business and industry.

Council allocates funds within each annual budget for the City Events Team to produce a number of signature events for the City of Ipswich, including Christmas in Ipswich and Ipswich Festival.

Often the City Events Team must procure unique creative services to deliver these events, available only through one supplier or vendor.

Examples of such circumstances include a specific high profile performer or band, a specific personality or master of ceremonies, a specific arts or creative practitioner, or a specific event organiser or manager.

In some instances it is not possible to obtain three written quotes and it is not practical to call for tenders, as traditionally required under the Ipswich City Council Procurement Code of Practice.

For such situations, the *Local Government Regulation 2012* Section 230 allows a local government to enter into medium or large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

The attached Quote or Tender Consideration Plan – Procurement of Creative Services provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

As stated in the Plan, it is the responsibility of all council officers involved in the process to ensure that negotiations and communication with suppliers or vendors are fair, equitable and transparently recorded.

Furthermore, the procurement must be confirmed by the Procurement Branch, only then can the City Events Manager or designated council officer continue negotiations with the

supplier or vendor. These negotiations will be guided by established industry standards and council's procurement guidelines.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

A detailed risk analysis has been undertaken in the attached Quote or Tender Consideration Plan – Procurement of Creative Services. The overall risk level has been identified as low.

FINANCIAL/RESOURCE IMPLICATIONS

Not applicable.

COMMUNITY AND OTHER CONSULTATION

Council's Manager – Procurement has reviewed the attached Quote or Tender Consideration Plan – Procurement of Creative Services. Minor amendments recommended by the Manager – Procurement have been made to the plan.



CONCLUSION

Often the City Events Team must procure unique creative services to deliver events, available only through one supplier/ vendor and it is therefore not possible to obtain three written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Code of Practice.

For such situations, the *Local Government Regulation 2012* Section 230 allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

It is recommended that Council (Interim Administrator of Ipswich City Council) resolve to adopt the attached Quote or Tender Consideration Plan for Procurement of Creative Services.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Quote Tender Consideration Plan - Creative Services  
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Joanna Jordan

CITY EVENTS MANAGER

I concur with the recommendations contained in this report.

Carly Gregory

MANAGER, MARKETING AND PROMOTION

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

14 November 2019

MEMORANDUM

TO: GENERAL MANAGER (COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT)

FROM: CITY EVENTS MANAGER

RE: QUOTE OR TENDER CONSIDERATION PLAN: PROCUREMENT OF CREATIVE SERVICES

The procurement of creative services often presents complex procurement situations where it is not possible to obtain three (3) written quotes nor is it advantageous to call for tenders, as required under the Ipswich City Council Procurement Code of Practice.

For such situations, the Local Government Regulation 2012 Section 230 allows a local government to enter into medium and large contractual agreements, without first inviting written quotes or tenders, through the preparation and adoption of a Quote or Tender Consideration Plan.

This Quote or Tender Consideration Plan provides the information required to comply with the regulation and to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders.

BACKGROUND

The role of the City Events team in council is to raise the profile of the City of Ipswich as a major event city and leading event destination in Queensland.

To achieve this vision, the City Events team must attract, support and produce a diverse program of annual events that engage the community, promote Ipswich as a destination, drive visitation and positively impact on business and industry.

Council allocates funds within each annual budget for the City Events team to produce a number of signature events for the City of Ipswich, including Christmas in Ipswich and Ipswich Festival.

Item 1 / Attachment 1.

Often the City Events team must procure unique creative services to deliver these events, available only through one supplier/ vendor and it is therefore not possible to provide additional comparable written quotes.

Examples of such circumstances are as follows:

1. A specific high profile performer or band (performer) is sought for a stage line-up to appeal to a specific audience demographic. This performer would also be selected for their potential to generate increased ticket sales, attendance, publicity and/or media coverage for the event. Industry standard is that negotiations will be undertaken between the performer's management/agent and council to determine a fee based on the following considerations: the performer's availability; the size and configuration of the performers band or required backing musicians; whether the performer is tour ready or on tour at the time; production, backline, rider, airfare and accommodation requirements; the profile of the event; the performer's position in the line-up of other performers; and the performer's interest to be involved in the event. In some cases, a formal offer will need to be made by council before the performer will confirm their availability and fee. Often counter offers are made by both parties until a resolution is reached.
2. A specific personality or MC (personality) is sought for an event or program to appeal to a specific audience demographic. This personality would also be selected for their potential to generate increased ticket sales, attendance, publicity and/or media coverage for the event or program. Industry standard is that negotiations will be undertaken between the personality's management/agent and council to determine a fee based on the following considerations: the personality's availability; audio-visual, airfare and accommodation requirements; the profile of the event; the personality's role in the event or program; the level of preparation required from the personality; and the personality's interest to be involved in the event. In some cases, a formal offer will need to be made by council before the personality will confirm their availability and fee. Often counter offers are made by both parties until a resolution is reached.
3. An event outcome relies on a strategic partnership with a third-party who will want to influence the selection of a producer, performer, artist and/or other creative provider to ensure the event is delivered to a high standard and their industry credibility is maintained e.g. An Ipswich Festival collaboration with QMusic, a street art project with Brisbane Street Art Festival.
4. A high profile performer, band or artist (performer) is touring across Queensland and is available in Ipswich at a particular time of the year. Generally, when a performer is tour ready or on tour, their fee and on costs are less than a one off engagement. This opportunity may allow an event or project to be built around their availability or could save council significant production and travel costs if they are utilised at an existing event that is timed with their tour.
5. A specific arts, design or creative practice is required to deliver a project or event and it is acknowledged that a particular creative provider (creative) has demonstrated extensive experience and can deliver the desired creative outcome. It is likely the creative will be in high demand and the project may need to be scheduled subject to their availability. Industry standard is that negotiations will be undertaken between the creative and council to determine a fee based on the following considerations: the creative's availability; the profile and timing of the event; the creative's role in the event; the level of preparation required from the creative; and the creative's interest to be involved in the event. In some cases, a formal offer will need to be made by council before the creative will confirm their availability and fee. Often counter offers are made by both parties until a resolution is reached.
6. A specific creative or event expertise is required to build the capacity of an event organiser, local producer, performer or artist (local entity). The main consideration will be the willingness of the experienced creative or event professional to 'mentor' the local entity to

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achieve the desired transfer of skills. It is likely the mentor will be in high demand and the project may need to be scheduled subject to their availability. Industry standard is that negotiations will be undertaken between the mentor and council to determine a fee based on the following considerations: the mentor's availability; the timing of the project; the mentor's role in the capacity building project; the level of skill of the individual or group to be mentored; the level of preparation required from the mentor; and the mentor's interest to be involved in the project. In some cases, a formal offer will need to be made by council before the mentor will confirm their availability and fee. Often counter offers are made by both parties until a resolution is reached.

7. The City Event's team has a particular creative vision for an event and would like to use theming, furniture and props that are unique to one supplier.

With such purchases the 'value for money' proposition is not driven entirely by price but rather by the creative experience of the supplier and/or the creative outcome the service will deliver.

1. The objectives of the plan

Scope

This plan has been prepared to assist council officers to conduct effective procurement of creative services, in order to raise the profile of the City of Ipswich as a major event city and leading event destination in Queensland.

Plan objective

This quote or tender consideration plan is intended to fulfil the following objectives:

1. Support the role of the City Events team to deliver the annual program of city-wide events;
2. Provide an approach for the procurement of creative services; and
3. Guide the City Events Manager and designated council officers in procuring creative services with regard for the five (5) sound contracting principles:
 - a. Open and effective competition;
 - b. Best value for money
 - c. Enhancement of the development of local business and industry;
 - d. Environmental protection; and
 - e. Ethical behaviour and fair dealing.

While this plan provides an exemption for council officers sourcing competitive quotes, all other areas of the process will proceed in accordance with the Ipswich City Council Procurement Code of Practice.

2. How the objectives will be achieved

Process for procurement of Creative Services

1. The City Events Manager and designated officers, will carry the responsibility for the selection of creative services.
2. The procurement of creative services will be in line with the vision to raise the profile of the City of Ipswich as a major event city and leading event destination in Queensland.
3. The identification of creative services will be undertaken by the City Events Manager according to the following criteria:
 - a. Demonstrated experience

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- b. Delivery of similar creative outcomes
 - c. Value for money
 - d. Where relevant, alignment to Council's Arts and Cultural Strategy.
- 4. In addition, the City Events Manager and designated Council Officers will use their expert knowledge of the events and entertainment industry and undertake the necessary research on event trends and/or consult with other industry experts to assess the value proposition of potential creative service procurements as required.
 - 5. The relevant criterion and value proposition should be attached to the Standard Procurement request via MyCouncil clearly stating the application of the resolution in the additional information section of the request or in Justification section of the credit card costing form; IE *'This specific creative service is only available through one supplier and the purchase price is within the reasonable range for a service of this nature.'* Use of the Purchase Card shall be subject to the thresholds defined in the Procurement Code of Practice.
 - 6. Once the procurement has been confirmed by the Procurement Branch, approval to raise a requisition will be provided via MyCouncil. Only then can the City Events Manager or designated council officer continue negotiations with the supplier/ vendor. These negotiations will be guided by established industry standards and council's procurement guidelines.
 - 7. It is the responsibility of all Council Officers involved in the process to ensure that negotiations and communication with suppliers/ vendors are fair, equitable and transparently recorded. All conflicts of interest are to immediately declared via MyCouncil for assessment by the Procurement Branch.

3. How the objectives will be measured

Indicators for measuring the delivery of outcomes and success of use of this quote or tender consideration plan include:

- 1. The City Events Team's procurement of creative services delivers on the five contracting principles
- 2. Events and projects delivered by the City Events team are creative and inspiring
- 3. Community and visitor satisfaction measured through visitor surveys and anecdotal responses
- 4. Amount of positive media coverage and social media engagement at events or following projects

4. Any alternative ways of achieving the objectives and why the alternative ways were not adopted

An alternative would be to contract out entire events to event management entities to deliver, following the former Ipswich Event Corporation model. These entities would have greater flexibility to engage creative services. This has not been deemed an option as council has recently bought event management services into council as the past model was not in the best interests of council.

Therefore, in the current circumstance there are no known efficient or effective methods of achieving the objectives, outside of this contracting plan.

5. The proposed terms of the contract for the goods or services

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The terms of contract for the procurement of creative services will be in accordance with established industry standards and Council's Procurement Code of Practice in respect of payment terms and Council's standard work health and safety requirements. Any non-standard terms will be subject to advice from Legal Branch.

6. A risk analysis of the market from which the goods or services are to be obtained

The following general risks and mitigation strategies have been identified in relation to procurement of creative services. Each proposed purchase should be assessed for specific and detailed risk as an ongoing process.

Financial Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

In very rare circumstances, a creative service may pose a financial risk.

Mitigation:

The terms of contract for the procurement of creative services will be in accordance with established industry standards and Council's Procurement Code of Practice in respect of payment terms and Council's standard work health and safety requirements. Any non-standard terms will be subject to advice from Legal Branch.

Legal/ Governance Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

In very rare circumstances, a creative service may pose a legal or governance risk.

Mitigation:

The terms of contract for the procurement of creative services will be in accordance with established industry standards and Council's Procurement Code of Practice in respect of payment terms and Council's standard work health and safety requirements. Any non-standard terms will be subject to advice from Legal Branch. Decisions will be documented and therefore fully transparent.

Political/ Reputation Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

There is potential political/ reputation risk in selecting a creative service as not all may appeal to the subjective taste of the broad audience.

Mitigation:

The City Events Manager and designated Council Officers will give careful consideration to the selection of creative services and will also keep abreast of prevailing community sentiment and standards and event industry trends.

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Environmental/ Public Health Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

In very rare circumstances, a creative service may pose a risk to the environment or public health.

Mitigation:

Detailed risk assessments are undertaken on all events delivered by the City Events team.

Workplace Health & Safety Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minor	

There may be WH&S risk in relation to the delivery and installation of street art and other creative services.

Mitigation:

Detailed risk assessments are undertaken on all events delivered by the City Events team and these are reviewed and approved by Council's WH&S team. In addition, Council's Procurement Code of Practice requires that suppliers be assessed and approved by Council's WH&S team prior to being contracted to supply products or services.

Service Delivery/ Business Continuity Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There is no perceived delivery/ business continuity risk in relation to the procurement of creative services.

Mitigation: Not required.

Cyber Security, Security & Confidentiality Risk		Risk Level
Likelihood	Rare	Low
Consequence	Minimal	

There is no perceived cyber security, security and confidentiality risk in relation to the procurement of creative services.

Mitigation: Not required.

Doc ID No: A6042603

ITEM: 2
SUBJECT: EVENT SPONSORSHIP - IPSWICH TURF CLUB
AUTHOR: SPONSORSHIP OFFICER
DATE: 4 FEBRUARY 2020

EXECUTIVE SUMMARY

This is a report concerning an event sponsorship application by Ipswich Turf Club for support of the Ipswich Cup Race Day in June 2020.

The application is for \$20,000 ex GST and additional in-kind support of star pickets and covers, rammer and rolls of barrier mesh (all to be returned at no cost to council).

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That the Ipswich Turf Club receive \$20,000 ex GST financial support and additional in-kind support for the Ipswich Cup 2020 Race Day.

RELATED PARTIES

Ipswich Turf Club, whose Committee Members include Wayne Patch, Brian North, Brad Bulow, Dan Bowden, Brian Dwyer, Trent Quinn, Ian Leavers, Denise Hanly and Brett Kitching.

There are no discernible conflicts of interest.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Ipswich Turf Club has submitted an event sponsorship application for the Ipswich Cup 2020 Race Day to be held Saturday 13 June.

Council has been requested to provide support of \$20,000 ex GST, this is consistent with the amount provided by council to the Ipswich Turf Club each year since 2014.

Ipswich Turf Club will utilise the financial support for marketing of the event and trophy expenses.

The City Events Team have completed an assessment of the event sponsorship application using standard procedure, some points worth noting are:

- The Ipswich Cup was first established in 1866
- It is the largest single-day event in Ipswich with an expected attendance of over 20,000 people and approximately 30% coming from outside the Ipswich LGA
- Racing Queensland's Annual Report indicates the Ipswich Cup has the highest attendance of all meetings of the Queensland Racing Winter Carnival
- The Ipswich Cup provides an estimated \$5 million in economic impact to the city – in 2020 council and the Ipswich Turf Club will conduct the first official Event Impact Study to better assess the event's economic and social value
- The Ipswich Cup 2020 will be broadcast nationally and internationally via Channel 7 and the live Sky Racing television network
- In 2020 the Ipswich Cup will feature as part of the Festival of Horsepower, a city-wide month-long program of 'horsepower' events being curated by council and also including Willowbank Raceway, Ipswich Kart Club and Queensland Raceway

Promotional benefits to council include:

- Race naming rights to the listed Eye Liner Stakes
- On-course signage (captured in broadcast coverage) to remain in place year-round
- Barrier fence signage
- Ipswich Cup website promotion and linking
- Ipswich Cup promotional material inclusion (billboards, print and digital advertising)
- Exclusive event experience package for competition use on Discover Ipswich channels
- Use of Ipswich Turf Club on Brisbane Road (subject to availability)

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

Section 109 of the *Local Government Act 2009* provides local governments with the ability to use discretionary funds in accordance with the requirements prescribed under the *Local Government Regulation 2012*.

Section 202 of the *Local Government Regulation 2012* prescribes a number of requirements for a local government making discretionary funds available.

RISK MANAGEMENT IMPLICATIONS

There are no perceived risks in council supporting the Ipswich Cup as it has done without issue since 2014.

Council should be aware of heightened community concerns nationally relating to racing integrity issues following recent reports.

If council decided not to support the Ipswich Cup the event would proceed.

FINANCIAL/RESOURCE IMPLICATIONS

The outlined financial support will be covered by dedicated event sponsorship funding allocated within the 2019-2020 City Events budget. The outlined in-kind support to be provided will be facilitated through council's In-kind Assistance Program.

COMMUNITY AND OTHER CONSULTATION

Meetings have been held with representatives from Ipswich Turf Club prior to and following the submission of the Event Sponsorship Application.

CONCLUSION

The Ipswich Cup is a signature event in the Queensland Winter Racing Carnival and one of Ipswich's major annual events.

Council has supported the Ipswich Cup over many years and contributed to its development and growth.

The City Events Team believes there is still further opportunity for the Ipswich Cup to deliver increased economic and social value, so in 2020 it will be included as a feature in council's new Festival of Horsepower and a formal Event Impact Study will be conducted.

Paula Watkins

SPONSORSHIP OFFICER

I concur with the recommendations contained in this report.

Joanna Jordan

CITY EVENTS MANAGER

I concur with the recommendations contained in this report.

Carly Gregory

MANAGER, MARKETING AND PROMOTION

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"

Doc ID No: A6042817

ITEM: 3
SUBJECT: MAJOR COMMUNITY EVENT SPONSORSHIP - IPSWICH SHOW SOCIETY
AUTHOR: SPONSORSHIP OFFICER
DATE: 4 FEBRUARY 2020

EXECUTIVE SUMMARY

This is a report concerning a Major Community Event Sponsorship application by Ipswich Show Society for support of the Ipswich Show in May 2020.

The application is for \$20,000 ex GST and additional in-kind support.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That Ipswich Show Society receive \$25,000 ex GST financial support for the 2020 Ipswich Show.

RELATED PARTIES

Ipswich Show Society, whose Board Members include Darren Zanow, David Thomas, Luke Barron, Marcia Cruickshank, Michael Lenihan and Ross Young.

There are no discernible conflicts of interest.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

The Ipswich Show Society has submitted a Major Community Event Sponsorship application for the 2020 Ipswich Show to be held Friday, 15 May to Sunday, 17 May 2020.

Council has been requested to provide financial support of \$20,000 ex GST and additional in-kind support including:

- Trimming of trees
- 100 x 240L general waste bins and 600 liners
- 1 x large waste compactor

- 1 x 20m³ cardboard bin
- Road Sweeper pre and post show
- Repair of any bitumen failures/pot holes on the Ipswich Showgrounds
- Assistance with advertising of the Show

In 2018 and 2019 council declined the request to provide additional in-kind support and instead provided a total \$25,000 ex GST financial support to the Ipswich Show Society.

The recommendation is for council to be consistent in its approach and again provide a total \$25,000 ex GST financial support to the Ipswich Show Society in 2020.

The City Events Team have completed an assessment of the event against the Major Community Event Sponsorship criteria and determined that the Ipswich Show meets the required eligibility and will contribute to the following community outcomes:

- High level of community engagement through participation and attendance
- A platform for local community organisations, artists and performers
- Strengthened local business and community connection

Some additional points worth noting are:

- The Ipswich Show was first held in 1873
- It is one of the longest running community shows in Queensland
- Approximately 25,000 people are expected to attend over three days
- In 2020 council and the Ipswich Show Society will conduct the first official Event Impact Study to better assess the event's economic and social value

Promotional benefits to council include:

- Main Arena signage
- Billboard signage on Warwick Road
- Promotional material inclusion (print and digital advertising)
- Website promotion and linking
- Naming rights to agreed events in the Ipswich Show program
- Discover Ipswich activation trailer in a high pedestrian traffic area at the event

The offer of half price entry passes for Ipswich City Council employees was declined as per council's Gifts, Benefits and Hospitality Policy.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

Section 109 of the *Local Government Act 2009* provides local governments with the ability to

use discretionary funds in accordance with the requirements prescribed under the *Local Government Regulation 2012*.

Section 202 of the *Local Government Regulation 2012* prescribes a number of requirements for a local government making discretionary funds available.

RISK MANAGEMENT IMPLICATIONS

There are no perceived risks in council supporting the Ipswich Show as it did without issue in 2018 and 2019.

If council decided not to support the Ipswich Show the event would proceed.

FINANCIAL/RESOURCE IMPLICATIONS

The outlined financial support will be covered by dedicated Major Community Event Sponsorship funding allocated within the 2019-2020 City Events budget

COMMUNITY AND OTHER CONSULTATION

Meetings have been held with representatives from the Ipswich Show Society prior to and following the submission of the application.

CONCLUSION

The Ipswich Show strongly meets the Major Community Event Sponsorship assessment criteria.

Council has supported the Ipswich Show over many years and contributed to its development and growth.

The City Events Team believes there is still further opportunity for the Ipswich Show to deliver increased economic and social value, so in 2020 a formal Event Impact Study will be conducted.

Paula Watkins

SPONSORSHIP OFFICER

I concur with the recommendations contained in this report.

Joanna Jordan

CITY EVENTS MANAGER

I concur with the recommendations contained in this report.

Carly Gregory

MANAGER, MARKETING AND PROMOTION

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

Doc ID No: A6042881

ITEM: 4
SUBJECT: EVENT SPONSORSHIP - WILLOWBANK RACEWAY INC
AUTHOR: SPONSORSHIP OFFICER
DATE: 4 FEBRUARY 2020

EXECUTIVE SUMMARY

This is a report concerning an event sponsorship application by Willowbank Raceway for financial support of the Winternationals drag racing event in June 2020.

The application is for \$50,000 ex GST.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That Willowbank Raceway receive \$40,000 ex GST financial support for the Winternationals 2020.

RELATED PARTIES

Willowbank Raceway, whose Board Members include: Tony Wedlock, Simon Isherwood, Arthur Cummin, Jason Donnelly, Daniel Lake, Daniel Morris and Naomi Duffy.

Council should note that Naomi Duffy is a council staff member, however she has had no involvement in the event sponsorship application assessment or recommendation of this report.

There are no discernible conflicts of interest.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Willowbank Raceway has submitted an event sponsorship application for the Winternationals 2020 to be held Wednesday 3 to Sunday 7 June 2020.

Council has been requested to provide financial support of \$50,000 ex GST, this is an increase of \$20,000 on the amount provided by council to Willowbank Raceway in 2019.

Willowbank Raceway will utilise the financial support for the increased broadcast production costs associated with a live worldwide internet broadcast of the event.

The City Events Team have completed an assessment of the event sponsorship application using standard procedure, some points worth noting are:

- The Winternationals was first run in 1967
- It is the second largest championship drag racing event in the world
- Over 500 national and international teams participate in the Winternationals
- In 2019, 24,000 people attended the four day event with approximately 91% coming from outside the Ipswich LGA including 25% coming from interstate or overseas
- In 2019, total spend by spectators and participants was \$9.48 million in Queensland and \$6.18 million in Ipswich
- In 2020, the Winternationals will broadcast 40 hours of live content via worldwide internet broadcast
- SBS television will also broadcast six one-hour highlight packages as free-to-air national programs
- Fox Sports Australia will also broadcast six one-hour highlight packages
- In 2020 the Winternationals will feature as part of the Festival of Horsepower, a city-wide month-long program of 'horsepower' events being curated by council and also including Ipswich Turf Club, Ipswich Kart Club and Queensland Raceway

Promotional benefits to council include:

- Ipswich to be incorporated into the official event logo
- Ipswich to be acknowledged as the host city in live broadcast and highlight packages
- Ipswich commercials to be included in live broadcast
- On-track signage (captured in broadcast coverage) to remain in place year-round
- Promotional material inclusion (print and digital advertising)
- Discover Ipswich activation trailer in a high pedestrian traffic area at the event

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

Section 109 of the *Local Government Act 2009* provides local governments with the ability to use discretionary funds in accordance with the requirements prescribed under the *Local Government Regulation 2012*.

Section 202 of the *Local Government Regulation 2012* prescribes a number of requirements for a local government making discretionary funds available.

RISK MANAGEMENT IMPLICATIONS

There are no perceived risks in council supporting the Winternationals as it has done without issue over a number of years.

Council may consider the potential perception and financial risks associated with increasing event sponsorship when its intent is generally to reduce financial support for events as they mature and become sustainable in their own right. As the Winternationals are seeking additional financial support to expand the event and its reach, the recommendation to incrementally increase council support in 2020 is explicable.

If council decided not to support the Winternationals the event would proceed.

FINANCIAL/RESOURCE IMPLICATIONS

The outlined financial support will be covered by dedicated event sponsorship funding allocated within the 2019-2020 City Events budget

COMMUNITY AND OTHER CONSULTATION

Meetings have been held with representatives from Willowbank Raceway prior to and following the submission of the Event Sponsorship Application

CONCLUSION

The Winternationals is an internationally recognised drag racing championship and one of Ipswich's major annual events.

Council has supported the Winternationals over many years and contributed to its development and growth.

Willowbank Raceway have proactively commissioned independent event research to better understand the event's current and potential economic and social value. They are actively working to grow the event and its reach.

In 2020 the Winternationals will also be included as a feature in council's new Festival of Horsepower.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL Independant Market Research
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Paula Watkins

SPONSORSHIP OFFICER

I concur with the recommendations contained in this report.

Joanna Jordan

CITY EVENTS MANAGER

I concur with the recommendations contained in this report.

Carly Gregory

MANAGER, MARKETING AND PROMOTION

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

Doc ID No: A6051505

ITEM: 5

SUBJECT: IPSWICH CENTRAL PROGRAM REPORT NO. 21 TO 5 FEBRUARY 2020

AUTHOR: BUSINESS SUPPORT OFFICER

DATE: 7 FEBRUARY 2020

EXECUTIVE SUMMARY

This is a report concerning a monthly update for the Ipswich Central Program of Works.

RECOMMENDATION/S

That the report on the Ipswich Central Program Report No. 21 effective to 5 February 2020 be received and the contents noted.

RELATED PARTIES

Program Management Partner, Ranbury Management Group – for the Ipswich CBD Transformation Project.

ADVANCE IPSWICH THEME LINKAGE

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

This report includes Monthly Program Report No. 21 effective to 5 February 2020. It is to inform the Committee of the progress of the redevelopment works, including status of design, procurement, programme, potential risks with related mitigation strategies, etc.

FINANCIAL/RESOURCE IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009

COMMUNITY AND OTHER CONSULTATION

Not applicable

CONCLUSION

This report is provided as a monthly update on the Ipswich Central Program of Works.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Summary Report No 21  
	CONFIDENTIAL
2.	Executive Report No 11

Nicole Denman
BUSINESS SUPPORT OFFICER

I concur with the recommendations contained in this report.

Greg Thomas
PROJECT MANAGER

I concur with the recommendations contained in this report.

Sean Madigan
GENERAL MANAGER - COORDINATION AND PERFORMANCE

“Together, we proudly enhance the quality of life for our community”



Nicholas Street, Ipswich Central

Summary Report No.21

To 5th Feb 2020



Endorsed by:

Date: _____

NICHOLASST

IPSWICH CENTRAL

DOCUMENT INFORMATION

Title: Nicholas Street, Ipswich Central
Subtitle: Summary Project Management Report
Date: 5 Feb 2020

VERSION	DATE	OUR REFERENCE
1	5 February 2020	T:\Projects\Ipswich Central\16044-Program Management\9-Reporting\Program & Project Management Reports\2020-02 Feb

AUTHOR, REVIEWER AND APPROVER DETAILS

Prepared by: Ranbury Date: 5/02/2020

Distribution

Ipswich Central Project Steering Committee



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APPENDIX A – SUMMARY PROGRAM

APPENDIX B – SITE PHOTOS



1. Project Summary

1.1 SUMMARY

The program has been updated with data date on 1 Feb 2020. A summary Gantt chart is included at **Appendix A** of this Report which reflects target completion dates as per table below.

Table 1 – Program Status Summary

Ref	Project	Current Status	Target Completion
1.1	Admin Building	In Construction	Q3 2021
1.2	Library	In Construction	Q3 2020
1.3	Civic Plaza	In Construction	Q3 2020
1.4	Car Park Upgrade	In Construction	Q3 2020
1.5	Existing Lift in Food & Bev Bldg	In Construction	Q4 2020
2.1	Commonwealth Hotel (Deconstruction)	Complete	Q3 2018
2.2	Commonwealth Hotel (Stabilisation)	Complete	Q2 2019
2.3	Commonwealth Hotel (Reconstruction & Base-build Works)	Tender Documentation	Q3 2020
3.1	Nicholas St / Union Ave	Complete	Q4 2019
4.1	Metro A (Bells St Link)	Tender Documents (demo & Façade only)	Q3 2020 (façade)
4.2	Metro B (2 Bell Street)	Tender Documents	Q2 2021
4.3	Eats (Food & Bev)	Tender Documents	Q4 2020 (base-build)
4.4	Venue (Entertainment Bldg)	Tender Documents	Q2 2021
5.1	AV Project (Nicholas / Union)	Concept Design	Q1 2021
6.0	Demolition works	Complete	Q2 2018
7.0	Safe City Relocation	Complete	Q2 2018

1.1 PROGRAM AMENDMENTS

Milestone amendments this month include:

- AV Project forecast completion moved from Q3 2020 to Q1 2021. AV projection can't occur until after the Admin Building scaffold comes down and Metro B facades are complete. It may also be appropriate to delay further to coincide with over-all project completion in mid-2021.

Metro B and Venue show the forecast date for completion of tenant fit out works. Base build completion date is approx. 12 weeks prior to this.



2. Design & Construction

2.1 CIVIC PROJECT

The Civic Project scope of works covers the following separable portions:

1. The Administration Building (including integrated fit-out)
2. Library (including fit-out)
3. Civic Plaza
4. Existing Car Park Upgrade
5. Existing Lift (within future 'Eats' building)

The design review process is approaching completion. Architectural construction drawings for all separable portions have been submitted to the Principal at the end of December 2019.

The final round of building services drawings are expected to be submitted in February 2020. A full list of design submissions and current status is included in Appendix C.

Construction of structural work is proceeding according to program. Major milestones achieved in January include installation of the library roof purlins and completion of the Admin Building B2 suspended slab.

The program in Appendix A shows the status of construction and photos in Appendix E supplement this information.

2.2 COMMONWEALTH HOTEL

The tender documents for the reconstruction of the Commonwealth Hotel are currently being prepared. The tender documents are based on reconstruction (ie not extension or fit-out) and aim to conform with the current Development Approval from Council. Forthcoming milestones include:

- Completion of tender documents in Feb 2020;
- Finalisation of the Contractor tender list in Feb 2020 based on the tender consideration plan approved by Council in December 2019;
- Tenderers to complete pricing in March 2020;
- Contract to be awarded in April 2020;

The design team has met with Council's heritage and planning officers and a variety of options will be explored and presented for consideration to either maximise or optimise the extent of fabric to be re-used. As required by the Development Approval the original engineer for the deconstruction has been engaged to advise on the reconstruction methodology.

2.3 NICHOLAS / UNION

Jmac Constructions achieved practical completion on 19/12/2019 of their scope of work. This date was one day prior to their contract completion date and enabled Nicholas Street to be opened to the public prior to the 2019 holiday period.

The final walk-thru for areas being handed over was undertaken with multiple Council stakeholders and a comprehensive defects list was compiled. Jmac have been issued this defect list and are addressing these defects in accordance with the requirements of the contract.

Jmac met on site with their design team 15/1 to review lessons learned and discuss road curb issues identified by the project team. Several items of post-completion works are proposed to proceed (eg additional road marking, additional bollards) and the final contract value will be settled after this work is complete.

NICHOLAS

IPSWICH CENTRAL

2.4 RETAIL

A Tender Consideration Plan has been approved by Council to enable Hutchinson Builders as the existing head contractor for the Civic Project to undertake the delivery of the Retail Project as a variation. This includes providing 'open book' pricing of subcontract work.

Pricing has been received and reviewed by the project cost consultant RLB. The scope of work as currently proposed includes:

- Metro A- Bells Street Link (facades only with an add-alternate price for demolition)

- Metro B – 2 Bell Street

- Eats – Food & Beverage Building

- Venue – Entertainment Building

- Audio Visual projection onto retail facades

In order to maintain price and program validity this variation will need to be formally instructed to proceed by mid-February. Progress of the retail project is dependent on Council agreeing to this variation proceeding pursuant to receipt of an executed lease for the Venue building.

2.5 AV PROJECT

The AV work is currently included as a provisional sum within the retail variation due to the integral nature of the work. The current design allows for projectors located on Eats, Civic Plaza and Admin Building projecting images onto Metro B and potentially Metro A facades.

2.6 DEMOLITION WORK

Demolition work was completed in 2018 and included lot creation to facilitate construction of the Admin Building and adjacent Civic Project elements. The demolition work has reduced the risk and program duration of the Civic Project. This phase of work is now concluded, and site possession has been transferred from the Demolition team to the Construction team of Hutchinson Builders.

2.7 SAFE CITY RELOCATION

The Safe City Relocation project has been completed.



3. Safety & Environment

3.1 PUBLIC SAFETY

Refer to the Hutchinson Monthly Report for further details on the Civic Project and Appendix E for the project's safety consultant summary.

Major public safety initiatives for January 2019 include the expansion of the sidewalk bridge on Bremer Street to protect the public during work to the Civic Plaza area. This scaffold and sidewalk bridge is expected to be in place until April 2020.

On Friday 31/1/2020 a worker on site was injured. The event is being investigated by Hutchinson and Work Safe are expected to visit site. Relevant details will be provided in future correspondence.

3.2 SAFETY IN DESIGN

A safety-in-design workshop was held on Friday 11 October and was attended by nominated staff representatives of Ipswich City Council in their capacity as end users and maintainers of the building. The workshop has created a risk register that will be monitored and updated through the design and construction work.

3.3 ENVIRONMENT

No incidents to report.

3.4 SAFETY CONSULTANT

GCG has been appointed as Safety Consultant covering all projects in Nicholas Street. Their scope of work includes:

- Review and comment on Contractors Safety Management Plan
- Attendance at Safety-InDesign workshop
- Monthly inspection and reporting
- Attendance as required during the course of construction to inspect critical issues
- Design review of safe access submission

The monthly safety review on site has been completed for January 2019 however at time of this report is not available. Therefore, Appendix F includes the December report. Attendees at the safety walk included:

Antony Stafford	GCG
Luke Hinds	Hutchinson Builders
Julian Gougard	Hutchinson Builders
C. Love	Hutchinson Builders
Koby Slater	ICC
Dorryn Gentle	ICC
Kan Chan	Ranbury



4. Marketing & Leasing

(unchanged from previous month)

4.1 RETAILER ENGAGEMENT

The Stakeholder Relations team continues to work with the traders and building owners located in the redevelopment 'impact zone' by providing detailed project updates, ongoing marketing and media support and activation.

During December 2019 and January 2020, the Stakeholder Relations team delivered the following initiatives:

- Meetings with private building owners in Nicholas Street to discuss new window branding campaign and information on how to engage with Ranbury's leasing team
- Invitation for building owners to take part in the Façade Improvement Incentive Scheme – ICC will match building owner's contribution dollar-for-dollar up to the value of \$15,000/building for exterior improvements
- Invitation to the quarterly CBD Business briefing which covers both the Nicholas Street redevelopment and wider Ipswich Central updates on Tuesday 3 March 2020
- Activation – Nicholas Street activation planning for major food truck events to kick off 29 Feb 2020
- Daily social media posts – mix of trader products, Christmas messaging and redevelopment updates – scheduled posts for every day over Christmas/New Year period to ensure consistent messaging
- Ongoing assistance with individual trader marketing and promotions
- Weekly project updates to traders, building owners and internal stakeholders
- New postcards printed to reinforce 'We're Open' messaging
- Invitation to engage via Shape Your Ipswich digital platform

4.2 SOCIAL MEDIA ENGAGEMENT

Platform	Date range	Reach	Engagement	Comment
Facebook	01/12/2019 – 13/01/2020	54,687	6,031 (11%)	-
Instagram	05/11 – 04/12	12,139	477 (3%)	*No update from last month

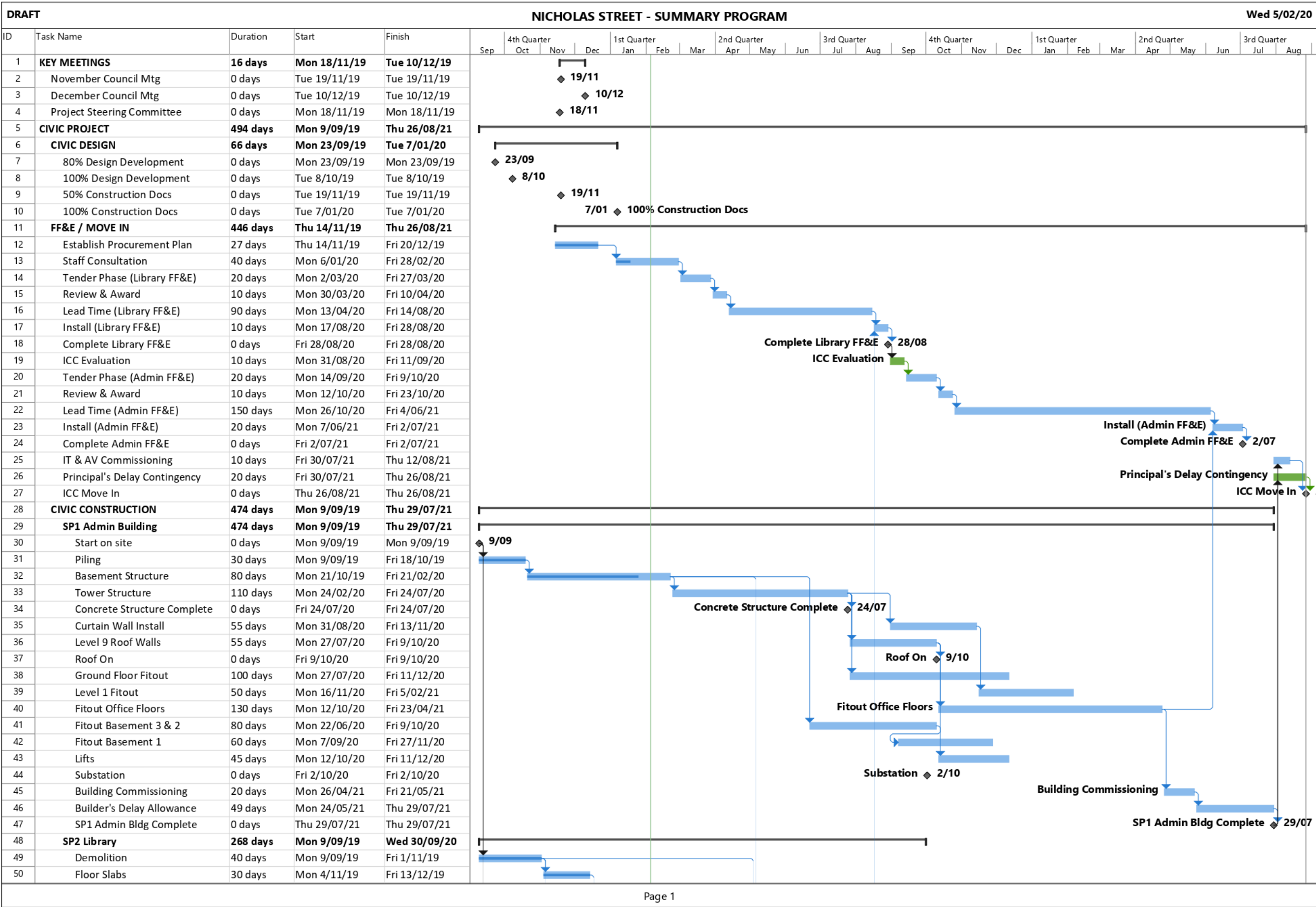
4.3 COMMUNITY ENGAGEMENT

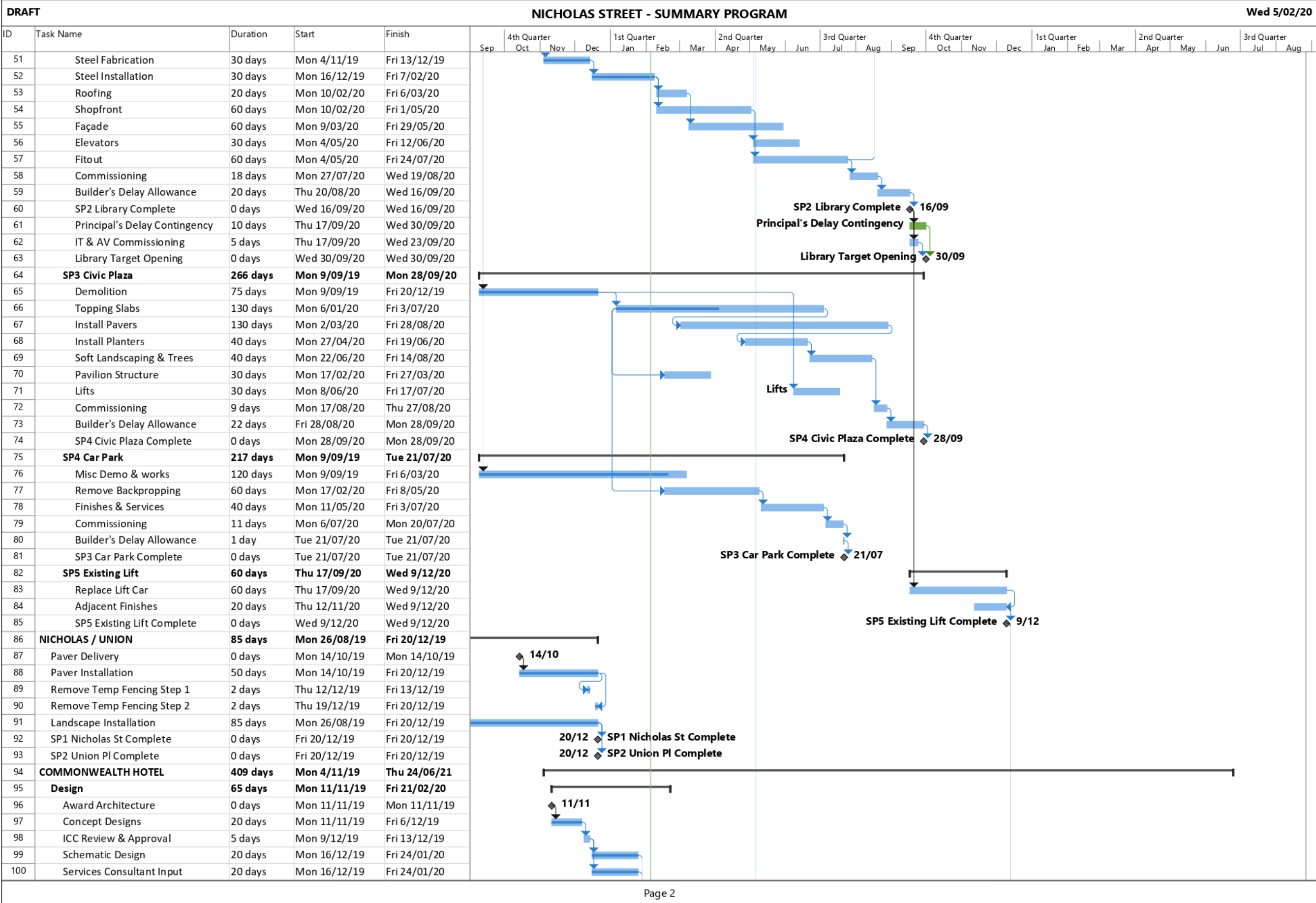
The upcoming community engagement activities include:

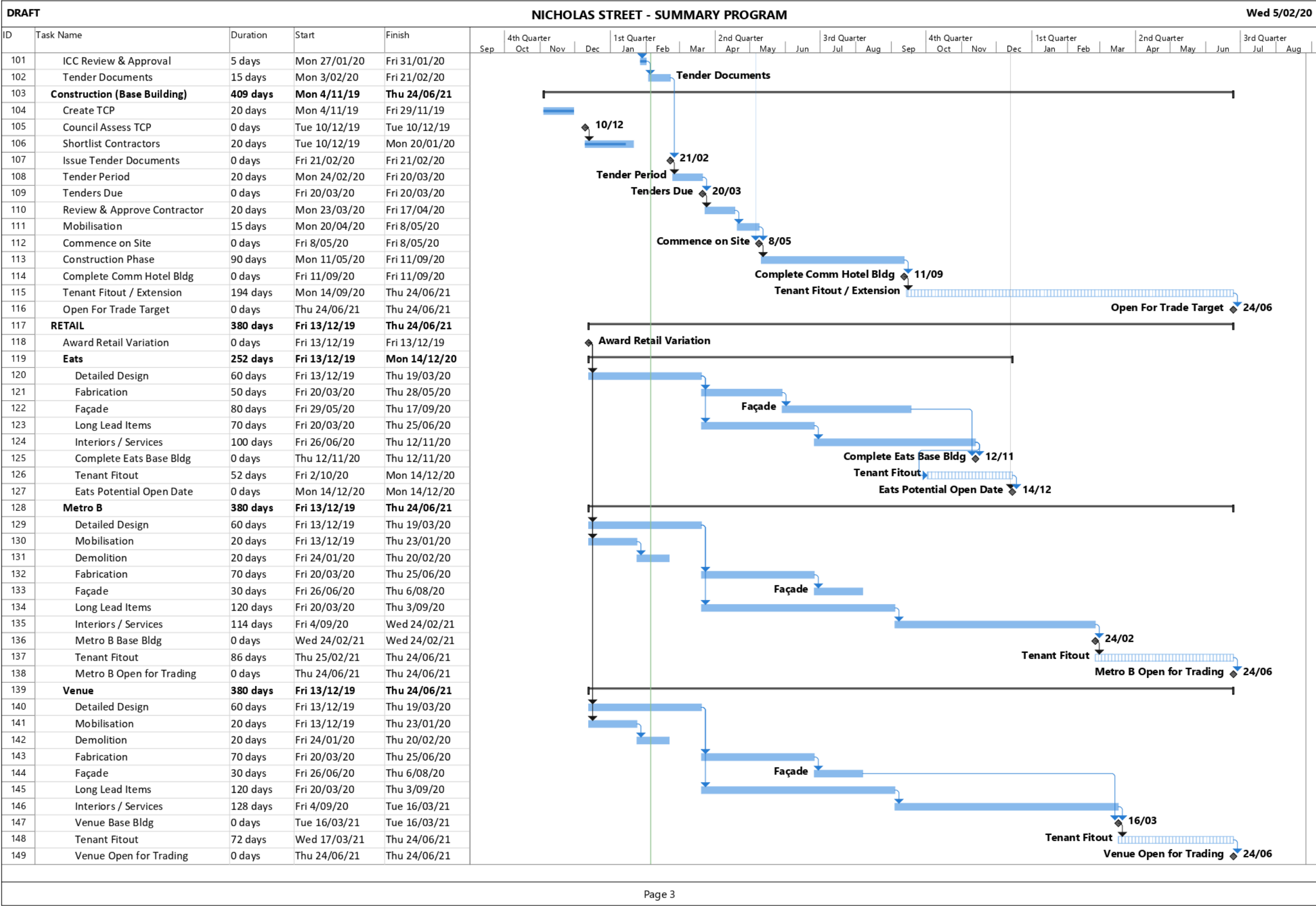
- Invitation to the quarterly CBD Business briefing which covers both the Nicholas Street redevelopment and wider Ipswich Central updates on Tuesday 3 March 2020
- Activation – Nicholas Street activation planning for major food truck events to kick off 29 Feb 2020



APPENDIX A – SUMMARY PROGRAM









APPENDIX B – SITE PHOTOS

APPENDIX B – SITE PHOTOS

Admin Building: Basement carparks construction in progress



Civic Plaza & Library: Steel Roof Framing Installation.



APPENDIX B – SITE PHOTOS

Nicholas Street: Nicholas Street fully opened to public



Civic Car Park: Structural work continuing in the public car park.

