

IPSWICH CITY COUNCIL

AGENDA

of the

COUNCIL ORDINARY MEETING

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

> On Thursday, 25 March 2021 At 9.00 am

BUSINESS

- 1. <u>OPENING OF MEETING:</u>
- 2. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- 3. <u>OPENING PRAYER:</u>
- 4. <u>APOLOGIES AND LEAVE OF ABSENCE:</u>
- 5. <u>CONDOLENCES:</u>
- 6. TRIBUTES:
- 7. PRESENTATION OF PETITIONS:

Tabling of petition submitted by Jim Madden MP Member for Ipswich West on behalf of residents of Ipswich requesting Ipswich City Council make application for a South East Queensland Community Stimulus Package Grant for funding to build a fence around Tony Merrell Park at Lechhardt.

- 8. PRESENTATIONS AND DEPUTATIONS:
- 9. PUBLIC PARTICIPATION:
- 10. DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA:
- 11. CONFIRMATION OF MINUTES:

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12. MAYORAL MINUTE:

12.1 Civic Events Policy (to be tabled at the meeting)

13. <u>BUSINESS OUTSTANDING – INCLUDING CONDUCT MATTERS AND MATTERS LYING</u> ON THE TABLE TO BE DEALT WITH:

14. <u>RECEPTION AND CONSIDERATION OF COMMITTEE REPORTS:</u>

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17. <u>QUESTIONS ON NOTICE:</u>

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UNCONFIRMED MINUTES OF COUNCIL ORDINARY MEETING

25 FEBRUARY 2021

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

The meeting commenced at 9.00 am

ATTENDANCE AT COMMENCEMENT	Mayor Teresa Harding (Chairperson); Councillors Jacob Madsen, Sheila Ireland, Paul Tully, Deputy Mayor Marnie Doyle, Andrew Fechner, Russell Milligan and Nicole Jonic	
WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY	Councillor Nicole Jonic	
OPENING PRAYER	Deputy Mayor Marnie D	Doyle
APOLOGIES	Councillor Kate Kunzelmann	
LEAVE OF ABSENCE	Moved by Mayor Teresa Harding: Seconded by Deputy Mayor Marnie Doyle:	
	That a leave of a	
	Kunzelmann.	bsence be granted for Councillor Kate
		NEGATIVE Councillors: Nil

5. CONDOLENCES	Nil
6. TRIBUTES	Nil
7. PRESENTATION OF PETITIONS	Nil
8. PRESENTATIONS AND DEPUTATIONS	Nil
9. PUBLIC PARTICIPATION	Nil
10. DECLARATIONS OF INTEREST COUNCILLOR JACOB MADSEN	In accordance with section 150EQ of the <i>Local Government Act 2009</i> , Councillor Jacob Madsen informed the meeting that he has a declarable conflict of interest in Item 14.6 titled Reception and Consideration of Ipswich Central Redevelopment Committee's Report.
	The nature of the interest is that Councillor Madsen is a member of the Ipswich Trades Hall and Labour Day Committee Executive which manages the Ipswich Trades Hall which is adjacent to the CBD redevelopment works that Council is undergoing. Councillor Jacob Madsen advised that he will leave the meeting
	room (including any area set aside for the public) while this matter is being discussed and voted on.
COUNCILLOR ANDREW FECHNER	In accordance with section 150EQ of the <i>Local Government Act 2009</i> , Councillor Andrew Fechner informed the meeting that he has a declarable conflict of interest in Item 14.6 titled Ipswich Central Redevelopment Committee's Report.
	The nature of the interest is that Councillor Fechner stands to gain a benefit or suffer a loss due to his business interest in both A1A Events Pty Ltd and Bar Heisenberg Pty Ltd which is located in the top of town at 164 Brisbane Street, Ipswich.
	Councillor Andrew Fechner advised that he will leave the meeting room (including any area set aside for the public) while this matter is being discussed and voted on.

11. CONFIRMATION OF MINUTES

11.1 CONFIRMATION OF MINUTES OF ORDINARY MEETING	Moved by Councillor Andrew Fechner: Seconded by Councillor Russell Milligan: That the Minutes of the Ordinary Meeting held on 28 January 2021 be confirmed.		
	AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Madsen Ireland Ireland Tully Doyle Fechner Milligan Jonic The motion was put and carried.		
	Nil SS OUTSTANDING – INCLUDING CONDUCT MATTERS AND ATTERS LYING ON THE TABLE TO BE DEALT WITH		
13.1 UNREASONABLE CUSTOMER CONDUCT POLICY	 Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Andrew Fechner: A. That the policy "Ipswich Libraries – Acceptable Behaviour Policy" as detailed in Attachment 2, as per Recommendation B of Item No. 3 of the Policy and Administration Advisory Committee No. 2018(01) of 13 February 2018, adopted at the Council Ordinary Meeting on 27 February 2018, be repealed. B. That the policy "Ipswich Libraries – Customer Exclusion Policy" as detailed in Attachment 3, as per Recommendation C of Item No. 3 of the Policy and 		

C. That the policy "Unreasonable Customer Conduct" as detailed in Attachment 1, of the report by the Integrity and Complaints Manager dated 15 February 2021, be adopted.

Meeting on 27 February 2018, be repealed.

Administration Advisory Committee No. 2018(01) of 13 February 2018, adopted at the Council Ordinary

	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic The motion was put and		
<u>14. RECE</u>	PTION AND CONSIDERAT	ION OF COMMITTEE REPORTS	
14.1 GROWTH	Moved by Councillor Russell Milligan: Seconded by Deputy Mayor Marnie Doyle:		
INFRASTRUCTURE AND WASTE COMMITTEE		Infrastructure and Waste Committee (01) of 11 February 2021 be noted.	
	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic	NEGATIVE Councillors: Nil	
	The motion was put and carried.		
14.2 GOVERNANCE AND TRANSPARENCY COMMITTEE		Russell Milligan: opt the recommendations of the Transparency Committee Report No.	
	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle	NEGATIVE Councillors: Nil	

Fechner Milligan Jonic

The motion was put and carried.

This block motion adopts all items of the Governance and Transparency Committee No. 2020(01) of 11 February 2021 as listed below, as resolutions of Council:

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 1

That the report of the Governance and Transparency Committee No. 2020(05) of 3 December 2020 be received and noted.

REPORT -GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2020(05) OF 3 DECEMBER 2020

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 2

Α.

ANNUAL MAINTENANCE RENEWAL - 12D MODEL SOFTWARE

- That pursuant to s235 (b) of the *Local Government Regulation 2012* (Regulation) Council resolve it is satisfied that the exception under s235(b) of the Regulation applies and because of the specialised nature of the services which are sought, namely 12D Model Software services and maintenance, it would be impractical or disadvantageous for Council to invite quotes or tenders.
- B. That Council enter into a contract with 12D Solutions Pty Ltd for the 12D Model Software for a period of three (3) years until 30 April 2024, for an estimated total cost of sixty seven thousand and fifty dollars (\$67,050) excluding GST over the full three (3) year period.
- C. That under s257 (1) of the *Local Government Act,* Council delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the contract to be executed by Council, (including all annual renewals), and to do any other acts necessary to implement Council's decision.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 3

A. That Council resolve it is satisfied that the exception in s235(a) of the *Local Government Regulation 2012*

(Regulation) applies and that Zip Heater (Aust) is the EXTENSION OF only supplier reasonably available to it to provide **CONTRACT - 16116** Parts and Services for Zip Heater (Aust) Water Systems **ZIP WATER SYSTEMS** for the following reason: PARTS AND SERVICES 1. Due to the proprietary nature of the Zip Heaters (Aust) Water, they are the only supplier to provide parts and servicing for their proprietary systems, which are installed throughout the Council's Facilities. Β. That Council enter into a contract with Zip Heater (Aust) for the provision of Parts and Services for Zip Heater (Aust) Water Systems for a period of two (2) years with the option to extend for an additional one (1) year. С. 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. **GOVERNANCE AND** Α. That Council having considered the details contained TRANSPARENCY in this report, support the acquisition for strategic **COMMITTEE – ITEM 4**

ACQUISITION OF LAND FOR INF02414 ROAD PURPOSES REDBANK PLAINS ROAD STAGE 3 That Council having considered the details contained in this report, support the acquisition for strategic road purposes, of the area of land identified in Attachment 1 of this report, described as part of Lot 254 on SP283566 located at 389 Redbank Plains Road, Redbank Plains ("the Land") by way of resumption agreement with (" the Landowner"). If Council fail to reach an agreement with the landowner for the acquisition of the land, recommendations B, D and E will apply.

B. That Council resolve to exercise its power as a constructing authority for strategic road purposes, under the *Acquisition of Land Act 1967*, and take the land (by way of resumption) as the area of land being identified in Attachment 1 of this report, described as part of Lot 254 on SP283566 and located at 389 Redbank Plains Road, Redbank Plains and ("the Land").

C. That Council resolve under s257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer to be authorised to negotiate any agreement with the landowner for the amount of compensation payable by Council under any resumption agreement.

- D. That Council resolve under s257(1)(b) of the Local Government Act 2009 to delegate the power to the Chief Executive Officer to be authorised to take the land for strategic road purposes (by way of resumption) described as part of Lot 254 on SP283566 located at 389 Redbank Plains Road, Redbank Plains ("the Land") on behalf of Council, in its capacity as a constructing authority under the Acquisition of Land Act 1967.
- E. That Council be informed of progress in relation to the acquisition of the land.
- A. That Council having considered the details contained in this report support the acquisition for strategic road purposes of the areas of the following properties (shown in Attachments 1-3) ("The Land") by way of Resumption Agreement with the owner ("The Landowner") being:

Part of Lot 12 on RP209507, 67 Mary Street, Blackstone;

Part of Lot 39 on RP110739, 101 Mary Street, Blackstone; and

Part of Lot 1 on RP208883, 11 William Street, Blackstone.

If Council fails to reach an agreement with the landowner for the acquisition of the land, Recommendations C and D will apply.

B. That Council having considered the details contained in this report, support the acquisition of an easement for drainage purposes, of the area of land identified in Attachment 3 ("The Land"), described as Part of Lot 1 on RP208883 located at 11 William Street, Blackstone by way of Resumption Agreement with the owner ("The Landowner").

> If Council fails to reach an agreement with the landowner for the acquisition of the land, Recommendations C and D will apply

C. That Council resolve to exercise its power as a constructing authority for strategic road purposes and drainage purposes, under the *Acquisition of Land Act*

GOVERNANCE AND TRANSPARENCY A COMMITTEE – ITEM 5

ACQUISITION OF LAND AND DRAINAGE EASEMENT FOR INF03206 MARY AND WILLIAM STREETS BLACKSTONE TRAFFIC SIGNALISATION PROJECT 1967, and take the land and/or easement described in Recommendations A and B of this report dated 10 January 2021, by way of resumption.

- D. That Council resolve under s257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer to be authorised to take the land and/or easement on behalf of Council, in its capacity as a constructing authority under the *Acquisition of Land Act 1967*. Council for the following purposes:
 - Strategic road purposes (by way of resumption) as described in Recommendation A; and
 - Easement for drainage purposes (by way of resumption) as described in Recommendation B.
- E. That Council be informed of progress in relation to the acquisition of the land.

GOVERNANCE ANDTRANSPARENCYA.COMMITTEE - ITEM 6

ACQUISITION OF DRAINAGE EASEMENTS FOR INF04089 LOCAL DRAINAGE REHABILITAION PROJECT PRYDE AND HUME STREET, WOODEND That Council having considered the details contained in this report support the acquisition of easement for drainage purposes of the areas of the following properties (shown in Attachment 1-13) ("The Land") by way of Resumption Agreement with the owner ("The Landowner") being:

Part of Lot 2 on RP92778, 6 Hume Street, Woodend; Part of Lot 6 on RP24234, 8 Hume Street, Woodend; Part of Lot 5 on RP24234, 10 Hume Street, Woodend; Part of Lot 4 on RP24234, 12 Hume Street, Woodend; Part of Lot 18 on RP24234, 20 Hume Street, Woodend; Part of Lot 19 on RP24234, 22 Hume Street, Woodend; Part of Lot 20 on RP24234, 24 Hume Street Woodend; Part of Lot 15 on RP24234, 9 Pryde Street, Woodend; Part of Lot 16 on RP24234, 11 Pryde Street, Woodend; Part of Lot 16 on RP24234, 13 Pryde Street, Woodend; Part of Lot 26 on RP24234, 18 Pryde Street, Woodend; Part of Lot 1 on RP92778, 57 O'Sullivan Street Woodend.

If Council fails to reach an agreement with the landowner for the acquisition of the easement,

Recommendations B and D will apply.

- B. That Council resolve to exercise its power as a constructing authority for drainage purposes, under the *Acquisition of Land Act 1967*, and take the easements (by way of resumption) as described in Recommendation A of this report dated 10 January 2021.
- C. That Council resolve under s257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer to be authorised to negotiate any agreement with the landowner for the amount of compensation payable by Council under any resumption agreement.
- D. That Council resolve under s257(1)(b) of the *Local Government Act 2009* to delegate the power to the Chief Executive Officer to be authorised to take the easements for drainage purposes (by way of resumption) as described in Recommendation A of this report dated 10 January 2021 on behalf of Council, in its capacity as a constructing authority under the Acquisition of Land Act 1967.
- E. That Council be informed of progress in relation to the acquisition of the easements.

GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 7

UNREASONABLE CUSTOMER CONDUCT POLICY GOVERNANCE AND TRANSPARENCY COMMITTEE – ITEM 8

Α.

Β.

SMART CITY PROGRAM

- That this matter be deferred for consideration at the next Council Ordinary Meeting scheduled for 25 February 2021, with revision to the wording of the policy to clarify the intent.
- That the report be received and the contents noted.
- That a report on the Smart City Program be provided to the next Governance and Transparency Committee scheduled for 11 March 2021 including:
 - detailed project financial data with a breakdown of costs by project level and category ie consultancies, travel, accommodation and deputations.
 - information incurred by council entities -Ipswich City Enterprises Pty Ltd, Ipswich City Enterprises Investments Pty Ltd, Ipswich City

	 Properties Pty Ltd and Ipswich City Developments Pty Ltd. operational costs and capital costs including the value of these assets. Community outcomes delivered – value that ratepayers have received for the \$4.6 million.
14.3 COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE	Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic: That Council adopt the recommendations of the Community, Culture, Arts and Sport Committee Report No. 2021(01) of 11 February 2021 with the exception of Item 4.
	AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Madsen Ireland Tully Doyle Fechner Milligan Jonic
	The block motion adopts Items 1–3 and 5–7 of the Community, Culture, Arts and Sport Committee No. 2020(01) of 11 February 2021 as listed below as resolutions of Council:
COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE – ITEM 1	That the report of the Community, Culture, Arts and Sport Committee No. 2020(05) of 3 December 2020 be received and noted.
REPORT – COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO 2020(05) OF 3 DECEMBER 2020 COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE – ITEM 2	That Council endorse the \$20,000 program of activity to be delivered as the 2021 Ipswich Art Awards.

2021 IPSWICH ART AWARDS PROGRAM

COMMUNITY, Α. That Council join and participate in the Welcoming CULTURE, ARTS AND Cities Network to the value of \$5,000 for a 12 month SPORT COMMITTEE membership; a national network of cities committed ITEM 3 to nurturing communities where everyone can belong and participate in social, economic and civic life. WELCOMING CITIES Β. That Council endorse the work required to become a **MEMBERSHIP** Welcoming City by undertaking the first three steps in the formal process:

- Commit to Welcome a formal commitment demonstrated by the Mayor's signature and submission of the official Commitment Form;
- Community Welcome develop messaging and communications that highlight unity and shared values, demonstrating that diverse voices are listened to and celebrated;
- Plan for welcome consider existing policies and strategies and identify new opportunities to embed welcoming and inclusion across the organisation and for the community.
- ID A. That Limestone Events Inc. receive \$10,000 ex GST E – cash support for 'The Gathering' 2021.
 - B. That Limestone Events Inc. receive the following inkind support valued at \$12,000 ex GST:
 - Inclusion of a two page feature in Council's seasonal Quarterly Guide;
 - Inclusion on the Council funded Mt Ommaney Billboard promoting 2021 'Ipswich Festivals' initiatives;
 - Erection of (existing) street banners along Brisbane Road to promote the event;
 - Support from two staff from the City Events team during event delivery.

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE –

That the Ipswich Turf Club receive \$20,000 ex GST financial support and additional in-kind support of star

COMMUNITY, CULTURE, ARTS AND A SPORT COMMITTEE – ITEM 5

EVENT SPONSORSHIP - THE GATHERING

ITEM 6 EVENT SPONSORSHIP - IPSWICH CUP	pickets and covers, rammer and rolls of barrier mesh (all to be returned at no cost to council) for the 2021 Ipswich Cup
COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE – ITEM 7 CHRISTMAS WONDERLAND INCOME DISBURSEMENT TO LOCAL CHARITIES	 That Council note that the participating charities will receive the following amounts exclusive of GST: Roderick Street Community Kindergarten - \$5,282.00 Rosewood and District Support Centre Inc T/A Rosewood Community Centre - \$5,030.48 Young Veterans Ipswich - \$5,030.48 The Message of the Cross Indigenous Corporation - \$1,760.67 Ipswich Hospital Foundation - \$16,852.10 Queensland Youth and Families Support Services Inc \$5,282.00
	Item 4 of the Community, Culture, Arts and Sport Committee was considered separately.
COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE – ITEM 4	 A. That the attached report, 'Ipswich City Heart Cab Review' be received and the contents noted. B. That the three (3) recommendations contained within
IPSWICH CITY HEART CABS REVIEW	the report be endorsed by council. Those recommendations being:
	 The current form of the Ipswich City Heart Cabs Program be discontinued;
	 ii. Council officers develop a communication and change management program to effectively discontinue the current form of the Ipswich City Heart Cabs Program; and
	 iii. Council officers investigate opportunities for reallocation of funds to more effectively achieve the outcomes of the Ipswich City Heart Cabs Program.
VARIATION	Councillor Andrew Fechner proposed a variation to Recommendation B (ii) as follows:

That Clause B(ii) be amended by inserting the following words after the word "Program": "including examination and communication of all alternative arrangements for existing users".

Moved by Councillor Andrew Fechner: Seconded by Councillor Paul Tully:

- A. That the attached report, 'Ipswich City Heart Cab Review' be received and the contents noted.
- B. That the three (3) recommendations contained within the report be endorsed by council. Those recommendations being:
 - i. The current form of the Ipswich City Heart Cabs Program be discontinued;
 - ii. Council officers develop a communication and change management program to effectively discontinue the current form of the Ipswich City Heart Cabs Program including examination and communication of all alternative arrangements for existing users; and
 - iii. Council officers investigate opportunities for reallocation of funds to more effectively achieve the outcomes of the Ipswich City Heart Cabs Program

AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Madsen Ireland Tully Doyle Fechner Milligan Jonic

The motion was put and carried.

14.4 ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE Moved by Councillor Nicole Jonic: Seconded by Councillor Andrew Fechner:

> That Council adopt the recommendations of the Economic and Industry Development Committee Report No. 2021(01) of 11 February 2021.

	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic	NEGATIVE Councillors: Nil	
	The motion was put and carried.		
	•	s all items of the Economic and ommittee No. 2020(01) of 11 February resolutions of Council:	
ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE – ITEM 1	-	of the Economic and Industry mmittee No. 2020(05) of 3 December and noted.	
REPORT - ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2020(05) OF 3 DECEMBER 2020 ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE – ITEM 2	That the report b	e received and the contents noted	
ECONOMIC AND INDUSTRY DEVELOPMENT ACTIVITY UPDATE			
14.5 ENVIRONMENT AND	Moved by Councillor Rus Seconded by Councillor S	-	
SUSTAINABILITY COMMITTEE	That Council ado	pt the recommendations of the Sustainability Committee Report No.	
	AFFIRMATIVE	NEGATIVE	

ENVIRONMENT AND SUSTAINABILITY COMMITTEE – ITEM 1	Sustainability Committe listed below, as resolut That the report	ts all items of the Environment and ee No. 2020(01) of 11 February 2021 as ions of Council: of the Environment and Sustainability 2020(05) of 3 December 2020 be
REPORT – ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2020(05) OF 3 DECEMBER 2020 ENVIRONMENT AND SUSTAINABILITY COMMITTEE – ITEM 2 QUEENSLAND FIRE AND BIODIVERSITY CONSORTIUM ANNUAL CONTRIBUTION At 9.32 am Councillors	of \$7,874 (excl. letter from the Consortium out through the 202	solve to provide a financial contribution GST), as detailed in the partnership Queensland Fire and Biodiversity lined in Attachment 1, to be funded 20-2021 Enviroplan budget.
previously declared into		w recimer left the meeting room due to a

14.6 IPSWICH CENTRAL REDEVELOPMENT COMMITTEE	Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Nicole Jonic: That Council adopt the recommendations of the Ipswich Central Redevelopment Committee Report No. 2021(01) of 11 February 2021.	
	AFFIRMATIVE Councillors:	NEGATIVE Councillors:

	Harding Nil Ireland Tully Doyle Milligan Jonic
	All Councillors except Councillors Jacob Madsen, Andrew Fechner and Kate Kunzelmann (absent) were present when the vote was taken.
	The motion was put and carried.
IPSWICH CENTRAL REDEVELOPMENT COMMITTEE – ITEM 1	This block motion adopts all items of the Ipswich Central Redevelopment Committee No. 2020(01) of 11 February 2021 as listed below, as resolutions of Council: That the report of the Ipswich Central Redevelopment Committee No. 2020(07) of 3 December 2020 be received and noted.
REPORT – IPSWICH CENTRAL REDEVELOPMENT COMMITTEE NO. 2020(07) OF 3 DECEMBER 2020 IPSWICH CENTRAL REDEVELOPMENT COMMITTEE – ITEM 2	That the Nicholas Street Precinct Executive Report No. 24 to 31 January 2021 be received and the contents noted
NICHOLAS STREET PRECINCT EXECUTIVE REPORT NO. 24 TO 31 JANUARY 2021	
IPSWICH CENTRAL REDEVELOPMENT COMMITTEE – ITEM 3	That the Retail Sub-project Steering Committee Report No. 7 for January 2021 be received and the contents noted.
RETAIL SUB-PROJECT STEERING COMMITTEE REPORT NO. 7 - JANUARY 2021	

At 9.40 am Councillors Jacob Madsen and Andrew Fechner returned to the meeting room.

15. OFFICERS' REPORTS

15.1 RESOLUTION TO CLOSE PUBLIC LAND - 2020-2021 FIRE SEASON FUEL REDUCTION PROGRAM	Moved by Councillor Russell Milligan: Seconded by Deputy Mayor Marnie Doyle:			
	That Council resolve to exercise the power under section 10(1) of Local Law 7 to close public access to areas of Council's Natural Area Estates to enable a planned schedule of hazard reduction burns occurring between 26 February 2021 and 30 September 2021 within three Council conservation estates, being White Rock - Spring Mountain Conservation Estate, Flinders – Goolman Conservation Estate, and Mount Grandcheste Conservation Estate.			
VARIATION	Councillor Sheila Ireland proposed a variation to the motion by the inclusion of Recommendation B as follows:			
	That Staines Memorial College, Fernbrooke State School and the Redbank Plains Community Centre be advised via letter outlining the planned schedule of hazard reduction burns.			
	The mover and seconder of the original motion agreed to the proposed variation.			
	Moved by Councillor Russell Milligan: Seconded by Deputy Mayor Marnie Doyle:			
	sec are pla bet wit Roc Goo	t Council resolve to exercise the power under tion 10(1) of Local Law 7 to close public access to as of Council's Natural Area Estates to enable a need schedule of hazard reduction burns occurring ween 26 February 2021 and 30 September 2021 hin three Council conservation estates, being White k - Spring Mountain Conservation Estate, Flinders – olman Conservation Estate, and Mount ndchester Conservation Estate.		
	Sch adv	t Staines Memorial College, Fernbrooke State ool and the Redbank Plains Community Centre be ised via letter outlining the planned schedule of ard reduction burns.		
	AFFIRMAT Councillors Harding Madsen Ireland Tully Doyle Fechner	_		

	Milligan Jonic				
	The motion was put and carried.				
15.2 PUBLIC MONUMENTS	Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic:				
AND MEMORIALS - ASSESSMENT OF	A. That the report be received and the contents noted.				
APPLICATIONS	 B. That the Public Monuments and Memorials applications, as detailed in Attachments 3 – 8 of the report by the Team Lead (Open Space and Facilities) dated 9 February 2021, be approved to proceed to the next stage of the application process. 				
VARIATION	Deputy Mayor Marnie Doyle proposed a variation to the motion by the inclusion of Recommendation C as follows:				
	C. That a report on the Blackall Monument situated on Denmark Hill and the relocation of the monument to its original place in d'Arcy Doyle Place, including costs to relocate, be provided to the April Council meeting.				
	The mover and seconder of the original motion agreed to the proposed variation.				
	Mayor Teresa Harding proposed that all recommendations being Recommendations A, B and C be moved separately.				
	Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic:				
	A. That the report be received and the contents noted.				
	AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Madsen Ireland Tully Doyle Fechner Milligan Jonic				
	The motion was put and carried.				

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Russell Milligan:

 B. That the Public Monuments and Memorials applications, as detailed in Attachments 3 – 8 of the report by the Team Lead (Open Space and Facilities) dated 9 February 2021, be approved to proceed to the next stage of the application process.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Madsen	
Ireland	
Tully	
Doyle	
Fechner	
Milligan	
Jonic	

The motion was put and carried.

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Nicole Jonic:

C. That a report on the Blackall Monument situated on Denmark Hill and the relocation of the monument to its original place in d'Arcy Doyle Place, including costs to relocate, be provided to the April Council meeting.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Madsen	
Ireland	
Tully	
Doyle	
Fechner	
Milligan	
Jonic	

The motion was put and carried.

At the request of Councillor Sheila Ireland, Mayor Teresa Harding proposed that Recommendations A and B be moved separately.

15.3 TI TREE BIOENERGY PAYMENTS - PROJECT DEVELOPMENT PROCESS AND GOVERNANCE FRAMEWORK	 Moved by Councillor Sheila Ireland: Seconded by Councillor Jacob Madsen: A. That Council endorse the list of prioritised projects for delivery in 2020-2021, using the existing budget of \$120,000 that has been allocated in 2020-2021. 			
	AFFIRMATIVENEGATIVECouncillors:Councillors:HardingNilMadsenIrelandIrelandJonic			
	The motion was put and carried.			
	B. That Council endorse the list of prioritised projects for delivery in 2021-2022, and that a budget allocation of \$320,000 be considered in the operational budget for 2021-2022 to be drawn from the accrued funds of \$1,506,614.			
VARIATION	Councillor Sheila Ireland proposed a variation to Recommendation B with the replacement of the proposed Recommendation B with the following Recommendation:			
	B. That Council list all projects on the Transparency and Integrity Hub with approximate costings for the 2021- 2022 financial year and that the Willowbank Area Residents Group and division 1 and 4 Councillors discuss the decision of the working group before it is considered in the operational budget.			
	Moved by Councillor Sheila Ireland: Seconded by Councillor Jacob Madsen:			
	That Council list all projects on the Transparency and Integrity Hub with approximate costings for the 2021- 2022 financial year and that the Willowbank Area Group and division 1 and 4 Councillors discuss the decision of the working group before it is considered in the operational budget.			
	AFFIRMATIVE NEGATIVE			

	Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic The motion was put and	Councillors: Nil	
15.4 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (ROUND 2) FUNDING ALLOCATION	 Moved by Councillor Russell Milligan: Seconded by Councillor Sheila Ireland: That Council endorse the projects shown in Attachment 1 (Option A), as listed below, for funding under the Local Roads and Community Infrastructure Program (Round 2) at a total cost of \$7.395 million: Laurel Street - Kerb Rehabilitation South Station Road – Road Rehabilitation Kennedy Drive – Road Rehabilitation Trevor Street – Road and Retaining Wall Rehabilitation Bremer Street – ATAP Footpath North Station Road – Road and Retaining Wall Rehabilitation Tivoli Sporting Complex – Baseball Fence Replacement Mount Crosby Road – Footpath Rehabilitation Edward Street – Kerb Rehabilitation 		
	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic	NEGATIVE Councillors: Nil	

The motion was put and carried.

ADJOURN MEETING	Moved by Mayor Teresa Harding: Seconded by Deputy Mayor Marnie Doyle:				
	That the meeting be adjourned at 10.08 am to reconvene at 10.30 am.				
	The meeting reconvened at 10.30 am.				
15.5	Mayor Teresa Harding proposed that Recommendations A, B and C be moved separately. RECOMMENDATION				
NAMING OF YOUR PLACES AND SPACES - COMMUNITY ENGAGEMENT REPORT	A. That Council determine the name for Laneway 1 – currently referred to as Icon Alley or Smokers' Alley.				
	Moved by Councillor Andrew Fechner: Seconded by Deputy Mayor Marnie Doyle:				
	A. That Council name Laneway 1 - currently referred to as Icon Alley or colloquially as Smokers' Alley as Cribb & Foote Lane (with clarification to be provided to Council on whether the name should include and or &).				
	AFFIRMATIVENEGATIVECouncillors:Councillors:HardingNilMadsenIrelandIrelandJoyleFechnerJonic				
	The motion was put and carried.				
	B. That Council determine the name for the new Children's Library.				
	Moved by Mayor Teresa Harding: Seconded by Deputy Mayor Marnie Doyle:				
	B. That Council name the new Children's Library the Ipswich Children's Library.				
	AFFIRMATIVE NEGATIVE				

	Councillors: Councillors: Harding Nil Madsen Ireland Tully Doyle Fechner Milligan Jonic The motion was put and carried. The motion was put and carried. Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Andrew Fechner: C. That Council finalise the naming of the remaining places and spaces at the March Council meeting.	
	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan Jonic The motion was put and	NEGATIVE Councillors: Nil
15.6 QUARTER 2 - OPERATIONAL PLAN 2020-2021 QUARTERLY PERFORMANCE REPORT	Moved by Deputy Mayo Seconded by Councillor That the report l	
	AFFIRMATIVE Councillors: Harding Madsen Ireland Tully Doyle Fechner Milligan	NEGATIVE Councillors: Nil

Jonic

The motion was put and carried.

15.7 TENDER NO. 15218 -	Moved by Councillor Nicole Jonic: Seconded by Deputy Mayor Marnie Doyle:			
TREVOR STREET, BELLBIRD PARK - ROAD REHABILITATION	 A. That Tender No. 15218 for Trevor Street, Bellbird Park – Road Rehabilitation be awarded to BMD Constructions Pty Ltd (ABN 59 010 126 100). 			
	B. That Council enter into a contract with BMD Constructions Pty Ltd for Trevor Street, Bellbird Park – Road Rehabilitation, for the sum of two million two hundred and forty-one thousand five hundred and forty dollars and seventy-five cents (\$2,241,540.75) excluding GST.			
	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 <i>Local Government Act 2009</i> .			
	AFFIRMATIVENEGATIVECouncillors:Councillors:HardingNilMadsenIrelandIrelandJoyleFechnerJonic			
	The motion was put and carried.			
15.8 TENDER NO. 16063 -	Moved by Councillor Nicole Jonic: Seconded by Councillor Paul Tully:			
CIVIL AND BRIDGE CONSTRUCTION WORKS - SPRINGFIELD PARKWAY AND SPRINGFIELD GREENBANK ARTERIAL, SPRINGFIELD	A. That Tender No. 16063 Civil and Bridge Construction Works – Springfield Parkway and Springfield Greenbank Arterial be awarded to BMD Constructions Pty Ltd (ABN 59 010 126 100).			
	B. That Council enter into a contract with BMD Constructions Pty Ltd for Civil and Bridge Construction Works – Springfield Parkway and Springfield Greenbank Arterial, for the sum of three million eight hundred and nine thousand four hundred and eighty-			

		one dollars and fifty-eight cents (\$3,809,481.58) excluding GST.		
		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 <i>Local Government</i> <i>Act 2009</i> .		
	Note: the financial/resource implications of the officer's report stated the budget was \$20,319,764.00 however the correct budget amount is \$5,025,000.00 which represents a saving of \$1,215,518.42.			
	Attachn 1. Am	lors: g n r n tion was put and nents	NEGATIVE Councillors: Nil carried. Report with updated financial	
15.9 MONTHLY FINANCIAL PERFORMANCE REPORT - JANUARY 2021	Secondo	the period endin accordance with		
	AFFIRM Council Harding Madser Ireland Tully Doyle	lors:	NEGATIVE Councillors: Nil	

Fechner Milligan Jonic

The motion was put and carried.

16. NOTICES OF MOTION

16.1 NOTICE OF MOTION - PROPERTY VALUATIONS	 Moved by Councillor Russell Milligan: Seconded by Deputy Mayor Marnie Doyle:: A. That the Chief Executive Officer be requested to write to the Valuer-General requesting that revised valuations be undertaken for the Ipswich City Council local government area on an annual basis, giving particular consideration to the valuation increases experienced in the significant growth areas across the City. B. That a delegation consisting of the Mayor, Deputy Mayor and another Councillor be arranged with the Valuer-General to discuss the need to undertake annual valuations given the rapid development and projected population increase for Ipswich. 			
	Counc Hardin Madse Ireland Tully Doyle Fechne Milliga Jonic	er	NEGATIVE Councillors: Nil and carried.	
17. QUESTIONS ON NOTICE	Nil			

MEETING CLOSED The meeting closed at 11.25 am.

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

Doc ID No: A6923413

ITEM: 13.1

SUBJECT: DRUG & ALCOHOL POLICY (COUNCILLORS)

AUTHOR: CHIEF EXECUTIVE OFFICER

DATE: 17 MARCH 2021

EXECUTIVE SUMMARY

At the Council Meeting of 10 December 2020, Council resolved to consider options for Drug and Alcohol testing of Councillors in line with the testing proposed for Council Staff.

The resolution of Council was:

That the Chief Executive Officer provide a report to council in March for consideration which outlines all procedures including a draft of the proposed drug and alcohol testing policy to test elected officials for drugs and alcohol in line with the proposed testing of council officers.

Delays with the implementation of a procedure for staff has impeded the progress of the requested implementation. Challenges have arisen following a Human Rights Act impact assessment, some of which may also have implications for Councillors.

RECOMMENDATION/S

- A. That Council note the contents of this report.
- B. That a report be provided to a future meeting of council with a proposed Drug and Alcohol Policy for Councillors that outlines how Councillors can continue to comply with their legislated obligations under the Code of Conduct for Councillors in Queensland.

PURPOSE OF REPORT/BACKGROUND

The intent for Councillors' policy to align with that of staff presents substantial challenges primarily due to the fact that Councillors are not staff and operate under different legislative provisions.

The overarching behavioural standard for Councillors is outlined in the Code of Conduct for Councillors in Queensland. Specifically, behavioural standard 1.5:

Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)

This remains a requirement regardless of any policy position that the council chooses to adopt.

Several of the potential human rights incompatibilities that were identified with the staff process also translates to Councillors. While Council has the scope to manage these impacts for staff, Council has no discretion in these matters for Councillors.

CONSULTATION

A workshop was held with Councillors who are supportive of the intent of the earlier motion of Council. However it was recognised that any regime that is implemented needs to be both legal and practical and more research is needed to be undertaken to develop an effective regime.

CONCLUSION

Further careful consideration of these matters is required along with the completion of a Human Rights impact assessment of any proposed policy prior to being presented to council for a decision.

David Farmer CHIEF EXECUTIVE OFFICER

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

GROWTH INFRASTRUCTURE AND WASTE COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE GROWTH INFRASTRUCTURE AND WASTE COMMITTEE FOR THE COUNCIL

<u>COUNCILLORS' ATTENDANCE:</u> Mayor Teresa Harding (Chairperson); Councillors Paul Tully (Deputy Chairperson), Sheila Ireland, Jacob Madsen, Deputy Mayor Marnie Doyle, Andrew Fechner, Kate Kunzelmann, Russell Milligan and Nicole Jonic

COUNCILLOR'S APOLOGIES: Nil

Chief Executive Officer (David Farmer), Acting General OFFICERS' ATTENDANCE: Manager Infrastructure and Environment (Sean Madigan), General Manager Corporate Services (Sonia Cooper), General Manager Community, Cultural and Economic Development (Ben Pole), General Manager Planning and Regulatory Services (Peter Tabulo), Manager, Community and Cultural Services (Don Stewart), Community Development Manager (Melissa Dower), Indigenous Australian Community Development Officer (Derek Kinchela), Manager, Economic and Community Development (Cat Matson), Chief Financial Officer (Jeff Keech), Waste and Circular Economy Transformation Manager (Brett Davey), Acting Manager, Development Planning (Anthony Bowles), Manager, Compliance (Alisha Connaughton), Manager, Legal and Governance (General Counsel) (Tony Dunleavy), Manager, Procurement (Richard White), Senior Property Officer (Acquisitions and Disposals (Paul Lee), Property Services Manager (Brett McGrath), Manager Infrastructure Strategy (Tony Dileo), Manager Assets and Portfolio Management (Cathy Murray), Media and Communications Manager (Darrell Giles) and Theatre Technician (Harrison Cate)

<u>OTHER ATTENDANCE</u>: Advisor to the Minister (Steve Greenwood)

MEETING ATTENDANCE VIA AUDIO LINK

Councillor Paul Tully requested attendance at the Growth, Infrastructure and Waste committee meeting via audio link.

DECISION

Moved by Mayor Teresa Harding:

Seconded by Councillor Sheila Ireland:

That in accordance with section 254K of the *Local Government Regulation 2012*, Councillor Paul Tully be permitted to participate in the meeting via audio link.

AFFIRMATIVE Councillors: Harding Tully Ireland Doyle Fechner Kunzelmann Milligan Jonic NEGATIVE Councillors: Nil

Councillor Madsen was not present for the discussion or vote on this matter.

The motion was put and carried.

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

In accordance with section 150EQ of the *Local Government Act 2009*, Councillor Russell Milligan informed the meeting that he has a Declarable Conflict of Interest in Item 10 titled Development Application Recommendation - Material Change of Use - General Industry (shed kit storage with ancillary office and including welding of metal brackets for off-site shed construction) at 262 Haigslea Amberley Road, Walloon.

The nature of the interest is that Councillor Milligan has pre-existing and ongoing personal and business relationships with submitters to the development application. The nature of these relationships is due to previous business and employment engagements. The submitters have not been named as they have requested their identities remain anonymous.

Councillor Russell Milligan advised that he will leave the meeting room (including any area set aside for the public) while this matter is being discussed and voted on.

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>CONFIRMATION OF THE MINUTES OF THE GROWTH, INFRASTRUCTURE AND WASTE</u> <u>COMMITTEE NO. 2021(01) OF 11 FEBRUARY 2021</u>

DECISION

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Kate Kunzelmann:

That the Minutes of the meeting held on 11 February 2021 be confirmed.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Tully Ireland Doyle Fechner Kunzelmann Milligan Jonic

Councillor Madsen was not present for the discussion or vote on this matter.

The motion was put and carried.

OFFICERS' REPORTS

2. BRASSALL BIKEWAY STAGE 6 - CONNECTING STRUCTURE OPTIONS

This is a report concerning Brassall Bikeway Stage 6 and the options to progress the project in regards to the proposed connecting structure from the existing riverbank path at the Riverlink Shopping Centre to the northern end of the Bradfield Bridge.

DECISION

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Russell Milligan:

A. That Option 2: Lift, as outlined in the report by the Senior Transport Planner dated 5 February 2021, be adopted as the preferred way forward to progress the Brassall Bikeway Stage 6 project and be used to inform future planning, detailed design and construction activities.

Councillor Jacob Madsen arrived at the meeting at 9.10 am.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Madsen
Tully	Kunzelmann
Ireland	
Doyle	
Fechner	
Milligan	
Jonic	

The motion was put and carried.

Councillor Andrew Fechner proposed the following as Recommendation D:

D. That Council recognise Bicycle Queensland as a key stakeholder and representative of bicycle user groups and consult with the organisation regarding the citywide bicycle network.

DECISION

Moved by Councillor Andrew Fechner: Seconded by Councillor Russell Milligan:

- B. That the 'order of cost' for Option 2 (refer Recommendation A above), as identified in the report by the Senior Transport Planner dated 5 February 2021, be noted and considered for future investment programming activities.
- C. That upon construction of Option 2 (refer Recommendation A above), data monitoring activities be undertaken on Brassall Bikeway Stage 6 and Option 1: Ramp, as outlined in the report by the Senior Transport Planner dated 5 February 2021, be further investigated if demand warrants.
- D. That Council recognise Bicycle Queensland as a key stakeholder and representative of bicycle user groups and consult with the organisation regarding the citywide bicycle network.

AFFIRMATIVE Councillors: Harding Tully Ireland Madsen Doyle Fechner	NEGATIVE Councillors: Nil
•	

Jonic

The motion was put and carried.

3. IGO FREIGHT ACTION PLAN

This is a report concerning the development of the iGO Freight Action Plan (FAP), a key deliverable of iGO – The City of Ipswich Transport Plan.

DECISION

Moved by Councillor Sheila Ireland: Seconded by Councillor Kate Kunzelmann:

That Council resolve:

- A. That the *iGO Freight Action Plan and Summary Report –* as detailed in Attachments 1 and 2 of the report by the Transport Planner (Transport Planning) dated 22 February 2021, be adopted.
- B. That the outcomes and key messages of the *iGO Freight Action Plan* be communicated to the community.
- C. That the *iGO Freight Action Plan* and Summary Report be sent to the Queensland Department of Transport and Main Roads and the Department of State Development, Infrastructure, Local Government and Planning for acknowledgement and support.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Ireland	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

4. <u>ACQUISITION OF LAND FOR ROAD PURPOSES - SPRINGFIELD PARKWAY SHARED</u> <u>PATH UPGRADE PROJECT</u>

This is a report concerning the acquisition of land for road purposes for the Springfield Parkway Shared Path Upgrade (Project).

"The attachment/s to this report are confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012.*"

DECISION

Moved by Councillor Nicole Jonic: Seconded by Councillor Kate Kunzelmann:

- A. That Council having considered the details contained in this report, support the acquisition for strategic road purposes, of the area of land identified in Attachment 1 of this report, described as part of Lot 2 on RP868448 located at 36-38 Springfield Parkway, Springfield ("the Land") by way of resumption agreement with (" the Landowner"). If Council fail to reach an agreement with the landowner for the acquisition of the land, recommendations B and D will apply as alternative recommendations to A and C.
- B. That Council resolve to exercise its power as a constructing authority for strategic road purposes, under the *Acquisition of Land Act 1967*, and take the land (by way of resumption) as the area of land being identified in Attachment 1 of this report, described as part of Lot 2 on RP868448 located at 36-38 Springfield Parkway, Springfield.
- C. That under s257(1)(b) of the *Local Government Act 2009* Council delegate the power to the Chief Executive Officer to be authorised to negotiate any agreement with the landowner for the amount of compensation payable by Council under any resumption agreement.
- D. That under s257(1)(b) of the *Local Government Act 2009* Council delegate the power to the Chief Executive Officer to be authorised to take the land for strategic road purposes (by way of resumption) described as part Lot 2 on RP868448 located at 36-38 Springfield Parkway, Springfield on behalf of Council, in its capacity as a constructing authority under the Acquisition of Land Act 1967.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Ireland	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

5. <u>CONTRACT EXTENSION - TI TREE BIOENERGY (WASTE DISPOSAL SERVICES)</u>

This is a report recommending the extension of contract 09-10-264-2 Waste Disposal Services with Ti Tree Bioenergy.

The Scope of the 09-10-264-2 Waste Disposal Services Contract is for the provision of waste disposal services for waste generated from Council's weekly kerbside refuse collection services.

The Council endorsed the engagement of Ti Tree Bioenergy for the 09-10-264-2 Waste Disposal Services contract at the Council Ordinary Meeting of 9 November 2010 for a period of ten (10) years with the option to extend for one (1) further term of five (5) years.

The contract commenced on 22 March 2011 for a term of ten (10) years to 21 March 2021.

The actual expenditure during the contract to date is \$9,200,000 over ten (10) years (not inclusive of the Waste Levy).

Council's decision on 9 November 2010 was for an option to extend the contract for a further five (5) years on the terms negotiated by the Chief Executive Officer.

The estimated expenditure for the term of this extension is \$14,000,000 (inclusive of the Waste Levy but excluding GST) for a five (5) year term. Funding is available from within the existing operational budget.

This report recommends to Council that the Chief Executive Officer be authorised to administer the extension option and that the current contract be extended by one (1) further term of five (5) years from 22 March 2021 to 21 March 2026.

DECISION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

That the Chief Executive Officer be authorised to administer a contract extension for five (5) years for a value of up to fourteen million dollars (\$14,000,000) (inclusive of the Waste Levy but excluding GST) for the provision of waste disposal services, Contract No. 09-10-264-2, and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Nil

Harding Tully Ireland Madsen Doyle Fechner Kunzelmann Milligan Jonic

The motion was put and carried.

6. <u>NOTICE OF MOTION RESPONSE - EXEMPTION FOR WASTE COLLECTION FEE - PURGA</u> <u>ABORIGINAL CEMETERY</u>

This is the response to a notice of motion submitted by Councillor Ireland regarding exemption of waste collection fee – Purga Aboriginal Cemetery.

Councillor Ireland gave notice of her intention to move the following motion at the Growth Infrastructure and Waste Committee Meeting of 11 March 2021, being:

That Council investigate providing an exemption for the waste collection fee for the Purga Aboriginal Cemetery located on Carmichaels Road, Purga and provide a report back to the next Growth, Infrastructure and Waste Committee meeting to be held on 11 March 2021.

DECISION

Moved by Councillor Sheila Ireland: Seconded by Councillor Jacob Madsen:

That Council continue to provide a waste collection service for the Purga Aboriginal Cemetery similar to that for Park bins and that no service charge is applied for this service.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Ireland	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

7. WASTE AND CIRCULAR ECONOMY TRANSFORMATION DIRECTIVE -IMPLEMENTATION UPDATE

This is a report concerning an update on the implementation of the Waste and Circular Economy Transformation Directive and a discussion of the next steps for implementation of the directive.

DECISION

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Nicole Jonic:

That the report be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Ireland	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

LEAVE OF ABSENCE

Councillor Sheila Ireland sought a leave of absence for the remainder of the meeting.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Ireland	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	

Jonic

The motion was put and carried.

Councillor Sheila Ireland left the meeting at 9.54 am.

8. LOCAL GOVERNMENT ILLEGAL DUMPING PARTNERSHIP PROGRAM

In 2020, Ipswich City Council was successful in being awarded the maximum grant amount of \$200,000 for the Local Government Illegal Dumping Partnership Program to fund on-ground compliance officers to investigate and prevent illegally dumped waste entering Queensland's environment.

The program has been very successful in identifying offenders with over \$68,000 in fines issued to date since the start of the program and more than 670,000 litres of illegally dumped waste has been removed from the natural environment and disposed of correctly.

DECISION

Moved by Councillor Andrew Fechner: Seconded by Councillor Russell Milligan:

That the report be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

9. RESIDENTIAL SWIMMING POOL SAFETY EDUCATION AND AWARENESS PROGRAM

This is a report concerning the details of the Residential Swimming Pool Safety Education and Awareness Program, first presented to Council in September 2020, in a report updating the outcome of the Proactive Pool Inspection Program. The report in September 2020, provided an overview on contemporary practices with respect to pool safety and awareness regarding childhood drownings and immersion incidents.

The recommendation adopted by Council was that a Residential Swimming Pool Safety Education and Awareness Program be developed and presented to Council for consideration.

DECISION

Moved by Councillor Nicole Jonic: Seconded by Councillor Kate Kunzelmann:

That Council endorse the draft Residential Swimming Pool Safety Education and Awareness Program.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

Councillor Russell Milligan left the meeting at 9.57 am due to a previously declared interest in Item 10.

10. <u>DEVELOPMENT APPLICATION RECOMMENDATION - MATERIAL CHANGE OF USE -</u> <u>GENERAL INDUSTRY (SHED KIT STORAGE WITH ANCILLARY OFFICE AND INCLUDING</u> <u>WELDING OF METAL BRACKETS FOR OFF-SITE SHED CONSTRUCTION) AT</u> <u>262 HAIGSLEA AMBERLEY ROAD, WALLOON QLD 4306</u>

This is a report concerning an application seeking approval for a Material Change of Use - General Industry (Shed Kit Storage with Ancillary Office and including Welding of Metal Brackets for off-site Shed Construction) at 262 Haigslea Amberley Road, Walloon QLD 4306.

Pursuant to the *Framework for Development Applications and Related Activities Policy* the application would normally be considered via delegated authority, however as there were more than 20 properly made submissions received to the proposal following public notification, the application is presented to Council for its consideration.

The proposed development has been assessed with regard to the applicable assessment benchmarks. The proposed development generally complies with the assessment benchmarks or can be conditioned to comply as outlined below.

DECISION

Moved by Councillor Kate Kunzelmann: Seconded by Councillor Andrew Fechner:

That Council approve development application no. 4092/2020/MCU subject to conditions and attachments.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Jonic	

All Councillors except Councillor Sheila Ireland and Councillor Russell Milligan were present when the vote was taken.

The motion was put and carried.

Councillor Russell Milligan returned to the meeting at 10.07 am.

ADJOURN MEETING

Mayor Teresa Harding moved that the meeting be adjourned at 10.07 am to reconvene at 10.30 am.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The meeting reconvened at 10.30 am.

11. IED CAPITAL PORTFOLIO FINANCIAL PERFORMANCE REPORT - JANUARY 2021

This is a report concerning Infrastructure and Environment Department's (IED) capital portfolio financial performance for the period ending 31 January 2021.

DECISION

Moved by Deputy Mayor Marnie Doyle:

Seconded by Councillor Kate Kunzelmann:

That the monthly financial performance report on the Infrastructure and Environment Department's Capital Portfolio Budget for 2020-2021 be received and the contents noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Harding Nil Tully Madsen Doyle Fechner Kunzelmann Milligan Jonic

The motion was put and carried.

12. EXERCISE OF DELEGATION REPORT

This is a report concerning applications that have been determined by delegated authority for the period 21 January 2021 to 25 February 2021.

DECISION

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Andrew Fechner:

That the report be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	
The motion was put	and carried.

13. PLANNING AND DEVELOPMENT COURT ACTION STATUS REPORT

This is a report concerning a status update with respect to current Planning and Environment Court actions associated with development planning applications.

DECISION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

That the report be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	
The motion was put	and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTION TO CONSIDER AN URGENT REPORT

DECISION

Moved by Mayor Teresa Harding:

That the following motion titled "Special Recovery and Reconstruction Taskforce" be dealt with as a matter of urgency.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Harding	Nil
Tully	

Madsen Doyle Fechner Kunzelmann Milligan Jonic

The motion was put and carried.

14. SPECIAL RECOVERY AND RECONSTRUCTION TASKFORCE

Following the devastating Halloween storm event on 31 October 2020, continuing wet weather events and recent community engagement it has become even more evident that residents of the hardest hit areas are still suffering hardship and ongoing issues due to prolonged recovery and reconstruction efforts.

It has been almost 19 weeks since an unprecedented hail storm decimated homes, cars and property in the Springfield Lakes, Springfield, Rosewood, Walloon and Thagoona areas; and residents remain uncertain about their future. According to the Insurance Council of Australia, current insurance claims are estimated to be 39,604 and the damage bill is expected to reach \$1 billion.

The severity of the catastrophic storm and delay in recovery and reconstruction continues to cause significant distress and ongoing hardship for too many Ipswich families, in particular those living in uninhabitable dwellings with extensive roof damage and the ongoing threats of the storm season.

It is evident that this disaster needs further escalation and co-ordination across responsible agencies, stakeholders, industry and community.

DECISION

Moved by Councillor Nicole Jonic: Seconded by Councillor Kate Kunzelmann:

- A. That Council establish a Special Recovery and Reconstruction Taskforce to engage with and co-ordinate key stakeholders to address the ongoing impacts and emerging issues in affected communities. This includes ongoing assessment of impacts and recovery, community engagement, communication and collaboration of all recovery partners and monitoring of recovery progress.
- B. That Council nominate Councillor Nicole Jonic to Chair the Taskforce, supported by the Local Recovery Group and Coordinator.
- C. That Council assess and scope additional relief and support options to further expedite recovery and reconstruction and assist those experiencing severe hardship.

D. That Council authorise waiver of fees to access Council owned and operated waste transfer stations, for residents of impacted areas, to dispose of storm damaged material (excluding commercial, or construction and demolition waste) through a fair and equitable system to be determined by the Chief Executive Officer.

AFFIRMATIVE Councillors: Harding Tully	NEGATIVE Councillors: Nil
Madsen	
Doyle	
Fechner	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.00 am.

The meeting closed at 10.47 am.

GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE GOVERNANCE AND TRANSPARENCY COMMITTEE FOR THE COUNCIL

<u>COUNCILLORS' ATTENDANCE:</u> Councillor Jacob Madsen (Chairperson); Councillors Russell Milligan (Deputy Chairperson), Mayor Teresa Harding, Deputy Mayor Marnie Doyle, Kate Kunzelmann and Nicole Jonic

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (David Farmer), General Manager Corporate Services (Sonia Cooper), Chief Financial Officer (Jeff Keech), Property Services Manager (Brett McGrath), Senior Property Officer (Acquisitions and Disposals)(Paul Lee), Manager Procurement (Richard White), Acting General Manager Infrastructure and Environment (Sean Madigan), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager, Community Cultural and Economic Development (Ben Pole), Manager Economic Development (Cat Matson), Manager, Infrastructure Strategy (Tony Dileo), Manager, Legal and Governance and General Counsel (Tony Dunleavy), Community Development Manager (Melissa Dower), Principal Officer, Program Management Office (Anna Payne), ICT Digital Transformation Manager (Ian Jones), Media and Communications Manager (Darrell Giles), Theatre Technician (Harrison Cate)

OTHER ATTENDANCE: Advisor to the Minister (Steve Greenwood)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

1. <u>SMART CITY PROGRAM OVERVIEW</u>

At the Special Council Meeting of 27 April 2020, Council resolved to adopt a Mayoral Minute by the new Mayor concerning the establishment of the Ipswich City Council Transparency and Integrity Hub.

Recommendation D of that Mayoral Minute was to 'Prepare a report to Council (and for public viewing) on the Smart City Program including detailed project financial data for the past five years and the community outcomes delivered.

In July 2020 as part of the live Ipswich City Council Transparency and Integrity Hub, Council published a summary and detailed financial transactions and records related to the Smart City Program.

In February 2021, the Governance and Transparency Committee requested:

'That a report on the Smart City Program be provided to the next Governance and Transparency Committee including:

- Detailed project financial data with a breakdown of costs by project level and category ie consultancies, travel, accommodation and deputations
- Information incurred by council entities Ipswich Enterprises Pty Ltd, Ipswich City Enterprises Investments Pty Ltd, Ipswich City Properties Pty Ltd and Ipswich City Developments Pty Ltd
- Operational costs and capital costs including the value of these assets
- Community outcomes delivered –value that ratepayers have received for the \$4.6 million'

A report has been prepared in line with the Governance and Transparency Committee's decision and is presently being reviewed to ensure it meets the expectations.

It is recommended that this report is submitted to the March Council meeting once feedback on the report has been received and incorporated.

RECOMMENDATION

Moved by Mayor Teresa Harding: Seconded by Councillor Kate Kunzelmann:

That a report on the Smart City Program be provided to the Council Ordinary meeting scheduled for 25 March 2021.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:

Nil

Madsen Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

CONFIRMATION OF MINUTES

2. <u>REPORT - GOVERNANCE AND TRANSPARENCY COMMITTEE NO. 2021(01) OF</u> <u>11 FEBRUARY 2021</u>

This is the report of the Governance and Transparency Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Mayor Teresa Harding: Seconded by Councillor Russell Milligan:

That the report of the Governance and Transparency Committee No. 2021(01) held on 11 February 2021 be received and noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Madsen Nil Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

OFFICERS' REPORTS

3. AMENDMENTS TO DELEGATION TO CHIEF EXECUTIVE OFFICER

This is a report concerning the adoption of two (2) new powers under the *Local Government Act 2009* and the repeal of two (2) powers under the *Local Government Regulation 2012*. The amendments sought are suggested legislative updates from the Local Government Association of Queensland (LGAQ) to minor changes to current legislation used by local governments.

LGAQ provided suggestions for the delegation of powers from Council to the CEO, but for this Council there are only two outstanding legislative powers, which have not already been delegated.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Mayor Teresa Harding:

- A. That under s257(1)(b) of the *Local Government Act 2009*, Council resolve to delegate to the Chief Executive Officer (CEO), the powers contained and detailed in Attachment 1 of the report dated 10 February 2021 by the Governance Project Officer.
- B. That the powers listed in Attachment 2 which have previously been delegated from Council to the Chief Executive Officer be repealed.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Madsen	Nil
Milligan	
Harding	
Doyle	
Kunzelmann	
Jonic	

The motion was put and carried.

4. PROCUREMENT: 12D SYNERGY MANAGEMENT SOLUTION

This is a report seeking a resolution by Ipswich City Council (Council) to engage 12D Synergy Pty Ltd for the implementation of the 12D Synergy management solution to support our current 12D Model software. This is proprietary software that has been sourced through a one supplier quote process in February 2020.

A resolution of Council is sought to allow for the procurement of this solution with 12D Synergy Pty Ltd for an initial 14 month term, with 2 x 12 month optional extensions taking the full term to 30/04/2024. The estimated total cost is seventy eight thousand, two hundred and thirty dollars (\$78,230.00) excluding GST over the full three (3) year period. This figure also includes the 3% CPI rise for the annual hosting component for years 2 and 3.

RECOMMENDATION

Moved by Councillor Russell Milligan:

Seconded by Councillor Kate Kunzelmann:

- A. That pursuant to s235(b) of the *Local Government Regulation 2012* (Regulation) Council resolve it is satisfied that the exception under s235(b) of the Regulation applies and because of the specialised nature of the services which are sought, namely 12D Synergy management solution, it would be impractical or disadvantageous for Council to invite quotes or tenders.
- B. That Council enter into a contract with 12D Synergy Pty Ltd for the 12D Synergy Management Solution for a period of three (3) years until 30 April 2024, for an estimated total cost of seventy eight thousand, two hundred and thirty dollars (\$78,230.00) excluding GST over the full three (3) year period. This figure also includes the 3% CPI rise for the Annual Hosting component for years 2 and 3.
- C. That under s257(1) of the *Local Government Act 2009,* Council delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the contract to be executed by Council, (including all annual renewals), and to do any other acts necessary to implement Council's decision.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Madsen	Nil
Milligan	
Harding	
Doyle	
Kunzelmann	
Jonic	

The motion was put and carried.

5. <u>REPEAL OF PREVIOUS COUNCIL DECISION FOR SURRENDER OF EXISTING LEASE AND</u> <u>NEW LEASE TO THE AUSTRALIAN RED CROSS SOCIETY</u>

This is a report requesting the repeal of a previous decision of the Governance and Transparency Committee, Item No. 3 on the 3 December 2020 and adopted at the Council Ordinary meeting of 10 December 2020 concerning the proposed termination of the existing lease to the Australian Red Cross Society over premises located in the Humanities Building, 56 South Street, Ipswich and the establishment of a new lease to the Australian Red Cross Society (Red Cross) in Council's City Plaza Building located at 2 Bell Street, Ipswich to alternative premises located at 143 Brisbane Street, Ipswich.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Councillor Russell Milligan:

- A. That the previous decision of Council, as per Item No. 3 of the Governance and Transparency Committee on 3 December 2020 and adopted at the Council Ordinary meeting of 10 December 2020, be repealed.
- B. That Council resolve to terminate the existing Lease with Australian Red Cross
 Society (Lease No. 601143245 as registered on Title) in Council's Humanities
 Building located at 56 South Street, Ipswich and described as Lot 2 on CP864211.
- C. That Council apply the exception under section 236(1)(b)(ii) and 236(2) of the Local Government Regulation 2012 (Qld) (Regulation) and dispose of the valuable non-current asset located at Level 2, 143 Brisbane Street, Ipswich and described as part of Lot 2 on RP50109 ("the land") directly and by leasehold interest to The Australian Red Cross as a 'Community Organisation'.
- D. That Council enter into a new Lease with the Australian Red Cross Society located on Level 2, 143 Brisbane Street, Ipswich and described as Lot 2 on RP50109 for a ten (10) year term on a nominal rental of one dollar (\$1.00) per annum, if demanded.
- E. That pursuant to section 257(1) of the *Local Government Act 2009*, Council delegate the power to the Chief Executive Officer to authorise, negotiate and finalise the terms of the Lease, to be executed by Council and to do any other acts necessary to implement Council's decision.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Madsen	Nil
Milligan	
Harding	
Doyle	
Kunzelmann	
Jonic	

The motion was put and carried.

6. <u>IVOLVE PROJECT UPDATE</u>

This report provides an overview of the iVolve Project, an update of progress to date and the quarterly project controls report.

RECOMMENDATION

Moved by Deputy Mayor Marnie Doyle: Seconded by Councillor Nicole Jonic:

That the report be received and the contents noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Madsen Nil Milligan Harding Doyle Kunzelmann Jonic

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.00 am.

The meeting closed at 11.11 am.

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE FOR THE COUNCIL

COUNCILLORS' ATTENDANCE:	Councillor Andrew Fechner (Chairperson); Councillors Kate
	Kunzelmann (Deputy Chairperson), Mayor Teresa Harding,
	Jacob Madsen, Nicole Jonic and Sheila Ireland (Observer)

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE:Chief Executive Officer (David Farmer), General Manager
Community, Cultural and Economic Development (Ben
Pole), General Manager Corporate Services (Sonia Cooper),
Manager, Economic and Community Development (Cat
Matson), Community Development Manager (Melissa
Dower), Indigenous Australian Community Development
Officer (Derek Kinchela), Acting General Manager
Infrastructure and Environment (Sean Madigan), General
Manager Planning and Regulatory Services (Peter Tabulo),
Chief Financial Officer (Jeff Keech), Property Services
Manager (Darrell Giles) and Theatre Technician (Harrison
Cate)

OTHER ATTENDANCE: Advisor to the Minister (Steve Greenwood)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>REPORT - COMMUNITY, CULTURE, ARTS, AND SPORT COMMITTEE NO. 2021(01) OF</u> <u>11 FEBRUARY 2021</u>

This is the report of the Community, Culture, Arts and Sport Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Mayor Teresa Harding:

That the report of the Community, Culture, Arts and Sport Committee No. 2021(01) held on 11 February 2021 be received and noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Fechner Nil Kunzelmann Harding Madsen Jonic

The motion was put and carried.

OFFICERS' REPORTS

2. <u>NEW LEASE OVER RIVERVIEW COMMUNITY CENTRE, 138 OLD IPSWICH ROAD,</u> <u>RIVERVIEW</u>

This is a report concerning the proposed new lease over 138 Old Ipswich Road, Riverview, described as Lot 3 on RP139403 (Attachment 1) between Ipswich City Council (Council) and Queensland Youth Family Support Services Inc. (QYFSS).

In accordance with Council's Community Facilities and Operating Model Policy (Attachment 2), it is recommended that a lease be entered into with QYFSS as the successful respondent to the Expression of Interest for the tenure and management of the Riverview Community Centre.

"The attachment/s to this report are confidential in accordance with section 275(1)(g) of the *Local Government Regulation 2012.*"

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Councillor Nicole Jonic:

A. That Council resolve pursuant to section 236(2) of the *Local Government Regulation 2012* (the Regulation) that the exemptions under sections 236(1)(b)(ii) of the Regulation apply to the disposal of the leasehold interest located at 138 Old Ipswich Road, Riverview and described as Lot 3 on RP139403 ("the land"), by way of a leasehold arrangement between Council and Queensland Youth Family Support Services Inc for a consideration sum of \$1.00 per annum, if demanded (excluding GST).

- B. That Council enter into a lease with Queensland Youth Family Support Services Inc. ("the tenant") for a period of three (3) years.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the Lease to be executed by Council and to do any other acts necessary to implement Council's decision in accordance with section 13(3) of the *Local Government Act 2009*.

NEGATIVE
Councillors:
Nil

The motion was put and carried.

3. DRAFT COMMUNITY DEVELOPMENT STRATEGY (2021 - 2026)

This is a report concerning the draft Community Development Strategy 2021-2026. It outlines the proposed community development approach and presents the document for endorsement (Attachment 1).

As the closest of the three levels of government to the community, Ipswich City Council (Council) plays a significant role in supporting communities through the community development function.

The draft Community Development Strategy is a strategic and aspirational document designed to outline and guide the work of the Community Development Section over the next five years. It aligns with Council's strategic priorities with a focus on strengthening community resilience and building on community strengths to help shape the future of Ipswich.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Mayor Teresa Harding:

That the Community Development Strategy be endorsed by Council as the strategic and aspirational framework which guides the work of the Community Development section.

AFFIRMATIVE NEGATIVE

Councillors: Councillors: Fechner Nil Kunzelmann Harding Madsen Jonic

The motion was put and carried.

4. INDIGENOUS ACCORD 2020 - 2025 MILESTONE REPORT

This is a report concerning the Indigenous Accord 2020-2025 (Accord).

The Accord forms the basis for a shared journey between Indigenous and Non-Indigenous peoples in Ipswich. It contains targeted and specific activities and sets the agenda for cooperation, collaboration and partnership between Ipswich City Council and the Aboriginal and Torres Strait Islander communities.

This report provides an update on the Accord milestones achieved in the July 2020 - February 2021 period.

RECOMMENDATION

Moved by Councillor Kate Kunzelmann: Seconded by Mayor Teresa Harding:

That the report titled 'Indigenous Accord Milestone Report - March 2021' be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Fechner	Nil
Kunzelmann	
Harding	
Madsen	
Jonic	

The motion was put and carried.

NOTICES OF MOTION

PROPOSAL TO CONSIDER NOTICES OF MOTION AT COUNCIL ORDINARY MEETING

The Chairperson, Councillor Andrew Fechner moved that Notice of Motion Items 5 and 6 be considered at the next Council Ordinary Meeting.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Mayor Teresa Harding:

That Notice of Motion Items 5 and 6 be considered at the next Council Ordinary meeting.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Fechner	Nil
Kunzelmann	
Harding	
Madsen	
Jonic	

The motion was put and carried.

The following Notice of Motion is to be considered at the next Council Ordinary Meeting.

5. NOTICE OF MOTION - CUSTOMER SERVICE

This is a notice of motion submitted by Councillor Sheila Ireland concerning the Customer Service request system within Council.

Councillor Sheila Ireland gave notice of his intention to move the following motion at the Community, Culture, Arts and Sport Committee Meeting of 11 March 2021.

MOTION

- A. That Council take immediate action to ensure that customers have visibility over the progress, status and outcome of any service request that has been submitted utilising the existing 'My Ipswich' service.
- B. That a report be provided to a future Community, Culture, Arts and Sport Committee meeting no later than May 2021 outlining how Council is currently performing against adopted standards, what steps have been taken to rectify the above issue and any other steps that can be taken to improve the service and transparency of operations Council provides to the community.

Further information to support Notice of Motion:

Councillors are continuing to receive feedback from ratepayers and residents of the city that they are not being kept informed on the progress or current status of service requests they have submitted to council. Council needs to take steps to ensure that the organisation is adhering to its customer service policy at all times. Customers of Ipswich City Council have the right to be aware of the progress, status and outcome of requests raised.

The following Notice of Motion is to be considered at the next Council Ordinary Meeting.

6. NOTICE OF MOTION - CIVIC CELEBRATIONS

This is a notice of motion submitted by Councillor Sheila Ireland concerning Civic Celebrations.

Councillor Sheila Ireland gave notice of her intention to move the following motion at the Community, Culture, Arts and Sport Committee Meeting of 11 March 2021:

<u>MOTION</u>

- A. That Council form a Civic Celebrations function to undertake and support events across the city that bring together community members and celebrate our achievements and significant events.
- B. That the events this function should undertake include:
 - i. Australia Day Awards
 - ii. Anzac Day Ceremony Support
 - iii. Remembrance Day support
 - iv. VP Day support
 - v. Citizenship Ceremonies
 - vi. Achievers and Volunteers Celebration Day
 - vii. Dignitary Visits
 - viii. Keys to the city
 - ix. Freedom of Entry
 - x. Other selected celebratory seasonal community events
- C. That expected costing for each proposed event including resourcing be provided to allow for this program to be considered during budget deliberations.

Further information to support Notice of Motion:

Council has a role to play in improving and supporting community interactions through times of civic celebration both required and discretionary. Following a period of interim administration, many important activities that brought the community together were not continued or continued in a way that did not capture the significance of the occasion and appropriately harness the community spirit. This motion proposes to shift the council to become more involved in the community again by listening, learning and celebrating our successes and city achievements.

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.23 am.

The meeting closed at 11.49 am.

ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE FOR THE COUNCIL

COUNCILLORS' ATTENDANCE:	Councillor Nicole Jonic (Chairperson); Mayor Teresa Harding, Councillors Jacob Madsen (Deputy Chairperson), Kate Kunzelmann and Andrew Fechner
COUNCILLOR'S APOLOGIES:	Nil
<u>OFFICERS' ATTENDANCE:</u>	Chief Executive Officer (David Farmer), General Manager Community, Cultural and Economic Development Manager (Ben Pole), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager Corporate Services (Sonia Cooper), Acting General Manager Infrastructure and Environment (Sean Madigan), Chief Financial Officer (Jeff Keech), Manager Economic and Community Development (Cat Matson), Coordinator – Local Business and Investment (Ralph Breadon), Media and Communications Manager (Darrell Giles) and Theatre Technician (Harrison Cate)
OTHER ATTENDANCE:	Advisor to the Minister (Steve Greenwood)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>REPORT - ECONOMIC AND INDUSTRY DEVELOPMENT COMMITTEE NO. 2021(01) OF</u> <u>11 FEBRUARY 2021</u>

This is the report of the Economic and Industry Development Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Mayor Teresa Harding:

That the report of the Economic and Industry Development Committee No. 2021(01) held on 11 February 2021 be received and noted.

AFFIRMATIVE Councillors: Madsen Harding Kunzelmann Fechner Jonic NEGATIVE Councillors: Nil

The motion was put and carried.

OFFICERS' REPORTS

2. UPDATE ON FOOD TRUCK FRIENDLY COUNCIL PROCESS IMPROVEMENTS

This is a report concerning the policy and process change work that has been, and is being done to support Ipswich Council being 'Food Truck Friendly'.

Substantial policy and process improvements have been discussed, mapped and are being implemented in relation to:

- 1. Pre-approved food truck sites
- 2. Transparent and consistent assessment guidelines for food truck site approval
- 3. A streamlined application process
- 4. Shortening the approval time from several weeks to 48 hours or less

The estimated cost to implement the process improvements is approximately \$22,000 and will be allocated from the 2020-2021 Economic Development - Local Business Growth budget.

RECOMMENDATION

Moved by Councillor Nicole Jonic: Seconded by Councillor Andrew Fechner:

That the report be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:

Nil

Madsen Harding Kunzelmann Fechner Jonic

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 12.00 pm.

The meeting closed at 12.06 pm.

ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE FOR THE COUNCIL

COUNCILLORS' ATTENDANCE:	Councillor Russell Milligan (Chairperson); Mayor Teresa Harding, Councillors Andrew Fechner (Deputy Chairperson), Jacob Madsen and Kate Kunzelmann
COUNCILLOR'S APOLOGIES:	Nil
OFFICERS' ATTENDANCE:	Chief Executive Officer (David Farmer), Acting General Manager Infrastructure and Environment (Sean Madigan), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager Community, Cultural and Economic Development (Ben Pole), Manager Environment and Sustainability (Kaye Cavanagh), Natural Environment and Land Manager (Phil Smith), Team Leader (Strategic Catchment and Conservation Planning)(Tim Shields), Manager Procurement (Richard White), Chief Financial Officer (Jeff Keech), Chair – Retail Sub-Project Sub Committee (James Hepburn), Engagement Manager (Allison Grant), Manager Economic and Community Development (Cat Matson), Media and Communications Manager (Darrell Giles) and Theatre Technician (Harrison Cate)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>REPORT - ENVIRONMENT AND SUSTAINABILITY COMMITTEE NO. 2021(01) OF</u> <u>11 FEBRUARY 2021</u>

This is the report of the Environment and Sustainability Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

That the report of the Environment and Sustainability Committee held on 11 February 2021 be received and noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Milligan Nil Fechner Harding Madsen Kunzelmann

The motion was put and carried.

OFFICERS' REPORTS

2. <u>PROPOSAL FOR RESILIENT RIVERS BREMER RIVER CATCHMENT OFFICER HOSTED AS</u> <u>A PARTNERSHIP BETWEEN SCENIC RIM AND IPSWICH CITY COUNCIL</u>

This is a report concerning a formal partnership with Scenic Rim Regional Council and the South East Queensland Council of Mayors CoMSEQ through the Resilient Rivers Initiative (RRI), to financially support the establishment of a *Bremer River Catchment Management Officer* role.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Jacob Madsen:

- A. That Council provide financial support of \$30,000 for the establishment of the Bremer River Catchment Management Officer role in partnership with Scenic Rim Regional Council.
- B. That Council enter into a partnership agreement with Scenic Rim Regional Council and South East Queensland Council of Mayors (CoMSEQ), outlining the terms and desired outcomes of the funding arrangement.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Milligan	Nil
Fechner	
Harding	

Madsen Kunzelmann

The motion was put and carried.

3. <u>ASSESSMENT OF 12-26 EUGENE STREET, BELLBIRD PARK FOR ENVIROPLAN</u> <u>ACQUISITION</u>

This is a report concerning a desktop assessment of 12-26 Eugene Street, Bellbird Park (Lots 901 & 902 RP909175) for consideration of acquisition under the *Ipswich Enviroplan Program & Levy Policy* and *Ipswich Enviroplan Program & Levy Procedure*.

Recognising the intent of the Enviroplan Program and Levy, Council takes a strategic, priority based and financially prudent approach when it comes to considering land for acquisition as part of this program.

It is acknowledged that 12-26 Eugene Street, Bellbird Park contains a number of natural and ecological values, and has a value to the local community. However, it is recommended that purchasing 12-26 Eugene Street, Bellbird Park through the Ipswich Enviroplan Levy does not represent a strategically sound investment and as such, Council should not pursue further assessment to secure the property through this mechanism.

"The attachment/s to this report are confidential in accordance with section 275(1)(f), (e), (g) of the *Local Government Regulation 2012.*"

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

That Council not pursue the acquisition of the property identified as 12-26 Eugene Street, Bellbird Park through the Enviroplan Levy based upon findings of an initial desktop assessment and an independent kerbside evaluation of the land; instead the protection or acquisition of land adjacent to Woogaroo Creek will be considered under the planning process as part of any future development proposal.

VARIATION TO MOTION

Mayor Teresa Harding proposed a variation to the motion:

That Recommendation B be included as follows:

B. That a spreadsheet be provided to all Councillors outlining the Enviroplan Budget.

The mover and seconder of the original motion agreed to the proposed variation.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

- A. That Council not pursue the acquisition of the property identified as 12-26 Eugene Street, Bellbird Park through the Enviroplan Levy based upon findings of an initial desktop assessment and an independent kerbside evaluation of the land; instead the protection or acquisition of land adjacent to Woogaroo Creek will be considered under the planning process as part of any future development proposal.
- B. That a spreadsheet be provided to all Councillors outlining the Enviroplan Budget.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Milligan	Nil
Fechner	
Harding	
Madsen	
Kunzelmann	

The motion was put and carried.

Attachments

- 1. Enviroplan Acquisition Request Bellbird Park Preservation Group
- 2. Initial Assessment of 12-26 Eugene Street Bellbird Park

4. CHERISH THE ENVIRONMENT FOUNDATION

This is a report concerning Council's future involvement and membership of Cherish the Environment Foundation Limited.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

- A. That Council develop an exit strategy from Cherish the Environment Foundation Limited, and that the exit strategy be developed in partnership with the Cherish the Environment Foundation Directors.
- B. That Council source the required legal and governance advice to develop the exit strategy and to provide guidance to Council and Cherish the Environment Foundation through the transition phase.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Milligan Nil Fechner Harding Madsen Kunzelmann

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 12.52 pm.

The meeting closed at 1.17 pm.

IPSWICH CENTRAL REDEVELOPMENT COMMITTEE NO. 2021(02)

11 MARCH 2021

REPORT OF THE IPSWICH CENTRAL REDEVELOPMENT COMMITTEE FOR THE COUNCIL

COUNCILLORS' ATTENDANCE:	Deputy Mayor Marnie Doyle (Chairperson); Mayor Teresa Harding, Councillors Kate Kunzelmann, Russell Milligan and Nicole Jonic (Deputy Chairperson)
COUNCILLOR'S APOLOGIES:	Nil
<u>OFFICERS' ATTENDANCE:</u>	Chief Executive Officer (David Farmer), Acting General Manager Infrastructure and Environment (Sean Madigan), General Manager Planning and Regulatory Services (Peter Tabulo), General Manager Corporate Services (Sonia Cooper), General Manager Community, Cultural and Economic Development (Ben Pole), Chair – Retail Sub- Project Sub Committee (James Hepburn), Engagement Manager (Allison Grant), Manager Procurement (Richard White), Chief Financial Officer (Jeff Keech), Manager Economic and Community Development (Cat Matson), Media and Communications Manager (Darrell Giles) and Theatre Technician (Harrison Cate)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>REPORT - IPSWICH CENTRAL REDEVELOPMENT COMMITTEE NO. 2021(01) OF</u> <u>11 FEBRUARY 2021</u>

This is the report of the Ipswich Central Redevelopment Committee No. 2021(01) of 11 February 2021.

RECOMMENDATION

Moved by Councillor Russell Milligan:

Seconded by Councillor Nicole Jonic:

Nil

That the report of the Ipswich Central Redevelopment Committee No. 2021(01) held on 11 February 2021 be received and noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Doyle Harding Kunzelmann Milligan Jonic

The motion was put and carried.

OFFICERS' REPORTS

2. TENDER CONSIDERATION PLAN - RETAIL LEASING AGENT

This is a report concerning the procurement of a retail leasing agent for the Ipswich Central CBD Transformation Project, without first inviting written quotes or tenders. Section 230 of the Local Government Regulation 2012 allows a local government to enter into medium and large contractual agreements, through the preparation and adoption of a Tender Consideration Plan.

"The attachment/s to this report are confidential in accordance with section 275(1)(g) of the Local Government Regulation 2012."

RECOMMENDATION

Moved by Councillor Nicole Jonic: Seconded by Councillor Kate Kunzelmann:

- Α. That Council resolve to prepare a Quote or Tender Consideration Plan for Retail Leasing Services in accordance with section 230(1)(a) of the Local Government Regulation 2012.
- Β. That Council resolve to adopt the Quote or Tender Consideration Plan for Retail Leasing Services as outlined in the report by the Acting Goods and Services Category Manager dated 23 February 2021 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- С. That Council resolve to enter into a contract with Ranbury Property Services Pty Ltd for the provision of retail leasing agent services on the terms described in the report by the Acting Goods and Services Category Manager dated 23 February 2021.

D. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract with Ranbury Property Services Pty Ltd 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*.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Doyle	Nil
Harding	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

3. TENDER CONSIDERATION PLAN - PROGRAM MANAGEMENT SERVICES

This is a report concerning the procurement of Program Management Services for the delivery of the remaining scope of the works in the Ipswich Central CBD Transformation Project, including the defects liability period, without first inviting written quotes or tenders.

Section 230 of the *Local Government Regulation 2012* allows a local government to enter into medium and large contractual agreements, through the preparation and adoption of a Tender Consideration Plan.

A Tender Consideration Plan has been prepared, setting out the background to this matter, the options considered, market and supplier capability analysis, risk analysis and the preferred option recommended to the Council.

The report recommends that Council resolve to adopt the Tender Consideration Plan for Program Management Services for Ipswich Central CBD Transformation and enter into a contract with Ranbury Management Group Pty Ltd for a period of two (2) years for an estimated total cost of one million, seven hundred and nine thousand, eight hundred and thirty two dollars (\$1,709,832.00).

"The attachment/s to this report are confidential in accordance with section 275(1)(g) of the *Local Government Regulation 2012.*"

RECOMMENDATION

Moved by Councillor Nicole Jonic: Seconded by Councillor Russell Milligan:

A. That Council resolve to prepare a Tender Consideration Plan for Program Management Services for the Ipswich Central CBD Transformation in accordance with section 230(1)(a) of the *Local Government Regulation 2012*.

- B. That Council resolve to adopt the Tender Consideration Plan for Program Management Services as outlined in the report by the Acting Goods and Services Category Manager dated 22 February 2021 in accordance with section 230(1)(b) of the Local Government Regulation 2012.
- C. That Council enter into a contract with Ranbury Management Group Pty Ltd for Program Management Services for a period of two (2) years for an estimated total cost of one million, seven hundred and nine thousand, eight hundred and thirty two dollars (\$1,709,832.00), details provided in the report by the Acting Goods and Services Category Manager dated 22 February 2021.
- D. That under s257 (1) of the *Local Government Act 2009,* Council delegate the power to the Chief Executive Officer to be authorised to negotiate and finalise the terms of the contract with Ranbury Management Group Pty Ltd to be executed by Council (including authorisation to exercise any annual options) and to do any other acts necessary to implement Council's decision.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Doyle	Nil
Harding	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

4. NICHOLAS STREET PRECINCT EXECUTIVE REPORT NO. 25 TO 28 FEBRUARY 2021

This is a report concerning Executive Report No. 25 on the Nicholas Street Precinct Program of Works to 28 February 2021.

RECOMMENDATION

Moved by Councillor Russell Milligan: Seconded by Mayor Teresa Harding:

That the Nicholas Street Precinct Executive Report No. 25 to 28 February 2021 be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Doyle	Nil
Harding	

Kunzelmann Milligan Jonic

The motion was put and carried.

5. RETAIL SUB-PROJECT STEERING COMMITTEE REPORT NO. 8 - FEBRUARY 2021

This is a report concerning Report No. 8 (February 2021) from the Retail Sub-project Steering Committee on the status of the leasing program and associated developments with the retail component of the Nicholas Street Precinct redevelopment.

RECOMMENDATION

Moved by Councillor Russell Milligan: Seconded by Mayor Teresa Harding:

That the Retail Sub-project Steering Committee Report No. 8 for February 2021 be received and the contents noted.

AFFIRMATIVE	NEGATIVE
Councillors:	Councillors:
Doyle	Nil
Harding	
Kunzelmann	
Milligan	
Jonic	

The motion was put and carried.

6. <u>NICHOLAS STREET PRECINCT COMMUNICATIONS, ENGAGEMENT AND ACTIVATION</u> <u>MONTHLY REPORT</u>

This is a report concerning the communications, engagement and activation activity undertaken and planned for the Nicholas Street Precinct between January and February 2021.

RECOMMENDATION

Moved by Councillor Nicole Jonic: Seconded by Councillor Russell Milligan:

That the Nicholas Street Precinct: Communications, Engagement and Activation Monthly Report be received and the contents noted. AFFIRMATIVE NEGATIVE Councillors: Councillors: Doyle Nil Harding Kunzelmann Milligan Jonic

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 1.29 pm.

The meeting closed at 1.48 pm.

Doc ID No: A6821099

ITEM: 15.1

SUBJECT: NAMING OF YOUR PLACES AND SPACES - COMMUNITY ENGAGEMENT REPORT

AUTHOR: ENGAGEMENT MANAGER

DATE: 25 FEBRUARY 2021

EXECUTIVE SUMMARY

This is a report concerning the "Name Your Places and Spaces" community engagement initiative run on Shape Your Ipswich in 2020 with the goal of generating ideas from the community to potentially help council finalise the names of nine key places and spaces in the newly redeveloped Nicholas Street Precinct.

In addition, this report considers the re-naming of the Ipswich City Mall and Union Place Mall, and street numbering for both of these locations.

This report has been compiled by the Engagement Manager and Development Compliance Manager.

The final three (of nine) places and spaces yet to be named are the subject of this report to Council. They are:

- Ipswich City Council Administration Building
- The event space in the new ICC administration building (bookable for events)
- The balcony connecting to the event space in the ICC administration building (also bookable for events)

Results of the "Name Your Places and Spaces" community engagement initiative have been included in this report (below and attached) for the consideration and information of Council.

At the February Council meeting, Council confirmed these two new names:

- Cribb & Foote Lane (formerly Icon Alley / Smokers' Alley) with clarification sought from officers on whether to use "&" or "and" (see below*)
- The Ipswich Children's Library

*While Officers from Council's Cultural Heritage Team recommended the use of "&" rather than "and" from an historical perspective, consultation with the Development Compliance Manager revealed that in order to comply with Section 4.7.7 of the Australian/New Zealand Standard AS/NZS 4819:2011 – Rural and urban addressing, a road name shall only use characters from the standard alphabet and special characters (e.g. @, &, !) shall not be used.

RECOMMENDATIONS

- A. That Council determine the name for the new Ipswich City Council Administration Building.
- B. That Council determine the name for the event space in the new Ipswich City Council Administration Building.
- C. That Council determine the name for the balcony connecting to the event space in the Ipswich City Council Administration Building.
- D. That Council confirm Cribb and Foote Lane (and) as the new name for Icon Alley.
- E. That Council confirm the renaming of Ipswich City Mall to Nicholas Street.
- F. That Council confirm the renaming of Union Place Mall to Union Place.
- G. That Council confirm the street numbering plan (Attachment 3) for addresses associated with Nicholas Street and Union Place.

RELATED PARTIES

There are no conflicts of interest to note.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Places and Spaces –

The key objectives for this engagement were:

- To encourage feedback from the broader Ipswich community in regards to possible names for key precincts, sub-precincts, streets, lanes, assets and event spaces within the Nicholas Street redevelopment
- To position council as a forward-thinking, strategic and community-centric organisation.
- To encourage the broader community to come on the redevelopment 'journey' and create a sense of pride and ownership.
- To use council's Shape Your Ipswich platform as a one-stop-shop to engage with the community so the loop can be closed once the final decision is made by council.

Below is a summary of all suggestions (noting the number of times each name was suggested as well as the number of supporting thumbs-up it received).

1. The overarching precinct (currently known as Nicholas Street, Ipswich Central)

Suggested name	Why / Rationale	Contributions	Thumbs
			up
Jagara/Yuggera	Local indigenous peoples	4	167
Place/Precinct			
Tulmur	"Ipswich" in universal Indigenous language	7	149
Place/Precinct/Village			
Ipswich	Simplicity and easy wayfinding	15	130
City/Central/Town			
Jagara/Yuggara Place	Local Indigenous peoples	6	131
Nicholas Street	Maintain original street name – has been	8	60
	known as Nicholas Street since the first		
	survey map of the city was done		
Union Place	A nod to the history of the original name	2	10
	and a place where people can unite		
Town	Simplicity and easy wayfinding	1	2
Digger City River Precinct	Nod to mining history	1	6
Jeff McLean Central	Local business owner and former Wallaby	1	1
Sir Neville Bonner	Local, first Indigenous member of	1	9
	parliament		
Robert Anderson Place	Local indigenous man that beat world	1	17
	sprint champions in charters towers.		
Murrumpi or Djimbalung	Koala or my people	1	18
Limestone Hills Precinct		1	6
Switch City Plaza		1	4
Wade Korumba	-A mix of Anglo Henry Wade surveyor	1	2
	Ipswich + Korumba a word meaning great		
	in the aboriginal language.		
Ipswich Central 4		1	1
Squares Plaza			
iConnect		1	0
The Strada	Italian for "street"	1	1
The Feels of Ipswich		1	0
Unity		1	0
Newman	Local war veteran	1	0

2. The civic plaza

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Tulmur Place/Square	"Ipswich" in universal Indigenous language	15	357
Trevor Grewar Outlook	Local identity dedicated to giving back to	1	516
	the Ipswich community		
Yagara Place/Plaza	Traditional Indigenous language	2	26
Limestone Plaza	Original proposed name of Ipswich	1	31
Corroboree Connection	Indigenous cultural space for music, dance and costume	1	2
Nicholas Street	Original street name	3	9
Plaza/Nicholas Plaza			
The Plaza		1	5
Riverheart Plaza	The river and the heart of the city	1	3
	combined		
Riverslea Plaza		1	2
Heather Bonner Place	Local and founder of One People of	1	2
	Australia League		
The Oasis	A place to relax	1	1
Don Risson Place	Local who gave back to the community	1	1
People's Place	A place for people	1	1
Union Place	A place to come together	1	1
Bremer Plaza	Named after the Bremer river	1	1
Gathering Place	A place to gather	1	0
Jeff McLean Central	Local business owner and former Wallaby	1	0
Ipswich City Hub	A central hub of activity	1	0
Ipswich/Ipswich Civic	Simplicity and easy wayfinding	1	0
Place/Ipswich Central			
Aubonnett Place	Longest running music school,	1	0
	founder/director Ipswich Orchestras		
Connection Place	A place to connect	1	0

3. City (main) library

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Ipswich City/Ipswich	Simplicity and easy wayfinding	13	650
Central Library			
The John Birmingham	Locally-born author	1	34
Library			
Tulmur Central/Ipswich	"Ipswich" in universal Indigenous language	2	16
Tulmur Library			
Thomas Shapcott Library	Locally-born poet, novelist and playwright	3	13
Margaret Cook Library	Local historian	2	9
Neville Bonner	Local Indigenous politician. First	1	6
	Indigenous member of Parliament in		
	Australia.		
House of Words Library		1	5
Toni Risson Library	Local author	1	3
Glennis Nugent Library	Local and founder of Qld's first Book Fest	1	2

4. Children's library

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Aunty Sharron/Sharron	Local artist, craftsperson and musician	3	424
Lindh Library			
Dreamtime Children's	Indigenous cultural reference	1	62
Library			
Ash Barty Library	Local tennis champion	1	41
Ipswich City/Central	Simplicity and easy wayfinding	7	30
Children's Library			
Shannon Library	Local, long-time children's nurse at	2	6
	Ipswich Hospital		
Bookworms Library		1	14
Garden of Eden		1	13
Wonderland		1	8
World of Wonder		1	7
Ipswich Nyamil Library	"young ones" in traditional language	1	5

Little Lizards Library	1	1
Boomerang Library	1	1
The Little Horses Library	1	1

5. Administration building

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Neville Bonner Building	Local Indigenous politician. First	2	88
	Indigenous member of Parliament in		
	Australia.		
Ipswich/council	Simplicity and easy wayfinding	12	62
administration			
building/hub			
Cribb and Foote	Notable local business owners and store	2	14
The Coal Face	Nod to Ipswich's mining history	1	5
Square One	Council getting back to basics and starting	1	4
	over in a new era of transparency and		
	accountability		
Lewis Thomas House	Local coal miner and developer	1	2
John Murphy Building	Ipswich's first mayor	1	2
Bremer Building	Nod to Bremer River	1	2
Joseph Fleming Building	One of Ipswich's first politicians elected in	1	2
	1860		
Thorn Place	Notable local family	1	2
Harold Blair Building	Noted local Indigenous singer and OAM	1	2
Bill Hayden Centre	21 st Governor General of Australia	1	1

6. Event and function space located on level one of the administration building

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Ash Barty Function	Local tennis champion	1	467
Centre			
Helen Clarke/Aunty	Affectionately known to everyone as	2	147
Helen Event	Aunty Helen - has been teaching dance in		
Room/Centre	Ipswich for over 70 years		

Harold Blair Function	Noted local Indigenous singer and OAM	4	86
Centre			
Dandiiri Space	"meet" in traditional language	2	30
Ipswich Event Centre		1	7
Bremer Function Centre	Named for the city's river	1	6
Limestone Space		1	3
Piper Joe	Local identity and noted Scottish piper	1	2
Jeff McLean Room	Local business owner and former Wallaby	1	1

7. Event balcony space located on level one of the administration building

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
John Birmingham	Local author	1	112
Balcony			
The Balcony/Bremer	Named for the city's river	6	23
Balcony			
Kunnar Balcony	Means "one" in traditional language	1	12
Limestone Balcony		1	6
Bremer Events		2	3
Space/Hub			
Stephen Potts Balcony	Critical witness in Council's CCC	1	3
	investigation		
Matthew Hickey Balcony	Member, director and producer of the Ten	1	2
	Tenors		
Margaret Cook balcony	Local historian	1	1
Government View	The open space reflects Council's	1	1
	openness		
Clouds Balcony		1	0
Jim Hawkins Balcony	WWII digger and local identity	1	0
Blodwyn Whitehead	founder of Cambrian Junior and Youth	1	0
Balcony	choirs and musical identity of Ipswich		
Jeff McLean Balcony	Local business owner and former Wallaby	1	0
Capern Balcony	Notable local musical family	1	0

8. Laneway 1 – currently known as ICON Alley

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Ross Lawrie Laneway	Local known for giving back to the	1	571
	community		
Piper Joe Lane	Local identity and noted Scottish piper	1	502
Ash Barty Lane	Local tennis champion	1	168
Greenham's Lane	First owners of the commercial buildings	14	39
	on the corner of Nicholas and Brisbane		
	Streets		
Storey Lane/Alley	Named for local long-time union organiser	1	31
	and identity		
Supply Lane	Original name for the alleyway when used	6	9
	by merchants		
Sister Shannon Lane	Local, long-time children's nurse at	1	6
	Ipswich Hospital		
Artist Lane	Nod to the new mural on the wall	1	5
Jeff Wegener Lane	Locally-born musician who performed	1	3
	with the Saints and other bands since the		
	1970s		
Reeds Row		1	3
Bonner Lane	Neville Bonner family	1	2
Jeff McLean Lane	Local business owner and former Wallaby	1	0

9. Laneway 2 – currently known as Bottle Alley

Suggested name	Why / Rationale	Contributions	Thumbs
			ир
Bottle Alley	Has been referred to as Bottle Alley for	43	819
	over 200 years. Originally the delivery		
	route to the pub located in Nicholas Street		
Indigenous or heritage		1	18
names			
Bottle Alley EATS	Combined old name with new EATS	1	5
	precinct		
Frederick Aylott MM		1	3

Lane		
Piper Joe Lane	1	2
Ardent Avenue	1	1
EATS Laneway/Lane	2	0
Jeff McLean Lane	1	0

Numbering and Renaming

In conjunction with the recent naming of the Nicholas Street Precinct, the formal renaming of Ipswich City Mall to Nicholas Street is necessary to properly implement this naming and avoid confusion. In addition, the formal re-naming of Union Place Mall to Union Place and the numbering plan also provides logical numbering for properties in this location.

As a result of this, the current numbering of the privately owned properties (numbered to Ipswich City Mall) will remain. In addition, a proposed road numbering and naming plan (Attachment 3) has allocated numbers to several proposed new tenancies, including the Ipswich Central Library, Council Administration Building and addresses the current illogical numbering to several properties in the precinct.

Consultation with impacted businesses and property owners indicates a clear preference to retain the current numbering where possible.

LEGAL/POLICY BASIS

Council currently has a procedure in relation to the naming of all roads, private roads, parks, bridges and places (Attachment 2).

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

RISK MANAGEMENT IMPLICATIONS

There is reputational risk associated with the naming of these places and spaces following community engagement in that there have been many diverse ideas presented by the community and Council will ultimately make the decision.

FINANCIAL/RESOURCE IMPLICATIONS

There are minor financial implications associated with the naming of the places and spaces that will be covered under the existing project contingency budget.

COMMUNITY AND OTHER CONSULTATION

Places and Spaces

This community engagement program was designed to encourage the broader community to come on the redevelopment 'journey' with Council and create a sense of pride and ownership.

As noted, 2,938 people visited the Shape Your Ipswich page, with 304 contributions (and two email submissions). There were 6,405 "thumbs-ups" given to contributions (ie people supporting ideas already put forward). Of these interactions, 91 people are now following the page to keep up-to-date with the project. This is a very positive result, one of the strongest received on this site since its launch in 2019, and shows a desire by the community to have a say in Council's decision-making process.

A full report on the community engagement, including demographics, is attached.

Numbering and Renaming

A meeting of several land owners and businesses located in the Ipswich City Mall was held on 3 February 2021 to gauge opinion of the proposed name change from Ipswich City Mall to Nicholas Street and a suggestion that street numbering be reviewed for affected properties to address several instances of illogical numbering as a result of a legacy of changes to addressing in the area.

The attendees overwhelmingly supported the name change for Ipswich City Mall to Nicholas Street. However there was little support for changes to their current street number. The reason being that many businesses and land owners currently used Nicholas Street in their delivery and mailing addresses and a change in street name would have little effect, however a change to numbering may have a more significant impact particularly for deliveries.

CONCLUSION

The Engagement Section thanks the community for its incredible support of this community engagement initiative and looks forward to closing the loop with participants following Council's final naming decisions at the March Council meeting.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Community Engagement Report Places and Spaces Sept 2020 🕂 🛣
- 2. Naming Procedure 🕂 🛣
- 3. Numbering and Naming Plan Nicholas Street and Union Place 🕂 🛣

Allison Grant ENGAGEMENT MANAGER

I concur with the recommendations contained in this report.

Sean Madigan

ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

I concur with the recommendations contained in this report.

Peter Tabulo
GENERAL MANAGER, PLANNING AND REGULATORY SERVICES

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

Community Engagement Report

Name the Places and Spaces – Ipswich Central

10-30 August 2020

Coordination and Performance, Engagement Branch Post-engagement report and findings for Council Meeting 27 September Prepared by: Allison Grant, Acting Manager Communications & Engagement

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1. Introduction

The Name your Places and Spaces community engagement initiative was open to the public on the Shape Your Ipswich digital platform between 11 and 30 August 2020, with the goal of generating ideas from the community to potentially name nine key places and spaces in the newly redeveloped city heart. See https://shapeyouripswich.com.au/name-places-spaces.

Information was provided to participants for each area which included any relevant historical context and existing formal and informal names.

These areas included:

- The overarching precinct name currently referred to as Nicholas Street, Ipswich Central (1)
- The civic plaza (1)
- The two libraries main and children's (2)
- The administration building (1)
- Event and function spaces located within the administration building (2)
- Two historic laneways in Nicholas Street (2)

2,938 people read the Shape Your Ipswich page, with 304 contributions (and two email submissions. There were 6,405 "thumbs ups" given to contributions (ie. people supporting ideas already put forward). Of these interactions, 91 people are now following the page to keep up-to-date with the project.

Section 2 of this report provides an overview of all suggestions (and supporting thumbs-ups).

This report will be presented to council for consideration at the September council meeting, with the Mayor and Councillors to select the final names, taking into account the suggestions from the community as well as other influencing factors.

Once these names have been formally chosen, the results will be released to the community via the Shape Your Ipswich platform, social media, Ipswich First and local media.

2. Engagement findings

Participants' suggestions fell into four main categories:

- 1. Names that reflected the Indigenous/first peoples culture, place and language
- 2. Names of notable local residents who have gained significant achievements in sports, the arts and local war veterans.

- 3. Names of historic local significance
- 4. Names that simply reflect the location of the area

As follows is a summary of all suggestions (noting the number of times each name was suggested as well as the number of supporting thumbs-ups it received).

1. The overarching precinct (currently known as Nicholas Street, Ipswich Central)

Suggested name	Why / Rationale	Contributions	Thumbs up
Jagara/Yuggera	Local indigenous peoples	4	167
Place/Precinct			
Tulmur	"Ipswich" in universal Indigenous language	7	149
Place/Precinct/Village			
Ipswich City/Central/Town	Simplicity and easy wayfinding	15	130
Jagara/Yuggara Place	Local Indigenous peoples	6	131
Nicholas Street	Maintain original street name – has been	8	60
	known as Nicholas Street since the first survey		
	map of the city was done		
Union Place	A nod to the history of the original name and	2	10
	a place where people can unite		
Town	Simplicity and easy wayfinding	1	2
Digger City River Precinct	Nod to mining history	1	6
Jeff McLean Central	Local business owner and former Wallaby	1	1
Sir Neville Bonner	Local, first Indigenous member of parliament	1	9
Robert Anderson Place	Local indigenous man that beat world sprint	1	17
	champions in charters towers.		
Murrumpi or Djimbalung	Koala or my people	1	18
Limestone Hills Precinct		1	6
Switch City Plaza		1	4
Wade Korumba	-A mix of Anglo Henry Wade surveyor Ipswich	1	2
	+ Korumba a word meaning great in the		
	aboriginal language.		
Ipswich Central 4 Squares		1	1
Plaza			
iConnect		1	0
The Strada	Italian for "street"	1	1
The Feels of Ipswich		1	0
Unity		1	0
Newman	Local war veteran	1	0

2. The civic plaza

Suggested name	Why / Rationale	Contributions	Thumbs up
Tulmur Place/Square	"Ipswich" in universal Indigenous language	15	357
Trevor Grewar Outlook	Local identity dedicated to giving back to the	1	516
	Ipswich community		
Yagara Place/Plaza	Traditional Indigenous language	2	26
Limestone Plaza	Original proposed name of Ipswich	1	31
Corroboree Connection	Indigenous cultural space for music, dance	1	2
	and costume		
Nicholas Street	Original street name	3	9
Plaza/Nicholas Plaza			
The Plaza		1	5
Riverheart Plaza	The river and the heart of the city combined	1	3
Riverslea Plaza		1	2
Heather Bonner Place	Local and founder of One People of Australia	1	2
	League		
The Oasis	A place to relax	1	1
Don Risson Place	Local who gave back to the community	1	1
People's Place	A place for people	1	1
Union Place	A place to come together	1	1
Bremer Plaza	Named after the Bremer river	1	1
Gathering Place	A place to gather	1	0
Jeff McLean Central	Local business owner and former Wallaby	1	0
Ipswich City Hub	A central hub of activity	1	0
Ipswich/Ipswich Civic	Simplicity and easy wayfinding	1	0
Place/Ipswich Central			
Aubonnett Place	Longest running music school,	1	0
	founder/director Ipswich Orchestras		
Connection Place	A place to connect	1	0

3. City (main) library

Suggested name	Why / Rationale	Contributions	Thumbs up
Ipswich City/Ipswich	Simplicity and easy wayfinding	13	650
Central Library			
The John Birmingham	Locally-born author	1	34
Library			

Item 15.1 / Attachment 1.

Tulmur Central/Ipswich	"Ipswich" in universal Indigenous language	2	16
Tulmur Library			
Thomas Shapcott Library	Locally-born poet, novelist and playwright	3	13
Margaret Cook Library	Local historian	2	9
Neville Bonner	Local Indigenous politician. First Indigenous	1	6
	member of Parliament in Australia.		
House of Words Library		1	5
Toni Risson Library	Local author	1	3
Glennis Nugent Library	Local and founder of Qld's first Book Fest	1	2

4. Children's library

Suggested name	Why / Rationale	Contributions	Thumbs up
Aunty Sharron/Sharron	Local artist, craftsperson and musician	3	424
Lindh Library			
Dreamtime Children's	Indigenous cultural reference	1	62
Library			
Ash Barty Library	Local tennis champion	1	41
Ipswich City/Central	Simplicity and easy wayfinding	7	30
Children's Library			
Shannon Library	Local, long-time children's nurse at Ipswich	2	6
	Hospital		
Bookworms Library		1	14
Garden of Eden		1	13
Wonderland		1	8
World of Wonder		1	7
Ipswich Nyamil Library	"young ones" in traditional language	1	5
Little Lizards Library		1	1
Boomerang Library		1	1
The Little Horses Library		1	1

5. Administration building

Suggested name	Why / Rationale	Contributions	Thumbs up
Neville Bonner Building	Local Indigenous politician. First Indigenous	2	88
	member of Parliament in Australia.		
Ipswich/council	Simplicity and easy wayfinding	12	62
administration			
building/hub			

Cribb and Foote	Notable local business owners and store	2	14
The Coal Face	Nod to Ipswich's mining history	1	5
Square One	Council getting back to basics and starting over in a new era of transparency and	1	4
	accountability		
Lewis Thomas House	Local coal miner and developer	1	2
John Murphy Building	Ipswich's first mayor	1	2
Bremer Building	Nod to Bremer River	1	2
Joseph Fleming Building	One of Ipswich's first politicians elected in 1860	1	2
Thorn Place	Notable local family	1	2
Harold Blair Building	Noted local Indigenous singer and OAM	1	2
Bill Hayden Centre	21 st Governor General of Australia	1	1

6. Event and function space located on level one of the administration building

Suggested name	Why / Rationale	Contributions	Thumbs up
Ash Barty Function Centre	Local tennis champion	1	467
Helen Clarke/Aunty Helen	Affectionately known to everyone as Aunty	2	147
Event Room/Centre	Helen - has been teaching dance in Ipswich for over 70 years		
Harold Blair Function	Noted local Indigenous singer and OAM	4	86
Centre			
Dandiiri Space	"meet" in traditional language	2	30
Ipswich Event Centre		1	7
Bremer Function Centre	Named for the city's river	1	6
Limestone Space		1	3
Piper Joe	Local identity and noted Scottish piper	1	2
Jeff McLean Room	Local business owner and former Wallaby	1	1

7. Event balcony space located on level one of the administration building

Suggested name	Why / Rationale	Contributions	Thumbs up
John Birmingham Balcony	Local author	1	112
The Balcony/Bremer	Named for the city's river	6	23
Balcony			
Kunnar Balcony	Means "one" in traditional language	1	12
Limestone Balcony		1	6
Bremer Events Space/Hub		2	3

Stephen Potts Balcony	Critical witness in Council's CCC investigation	1	3
Matthew Hickey Balcony	Member, director and producer of the Ten	1	2
	Tenors		
Margaret Cook valcony	Local historian	1	1
Government View	The open space reflects Council's openness	1	1
Clouds Balcony		1	0
Jim Hawkins Balcony	WWII digger and local identity	1	0
Blodwyn Whitehead	founder of Cambrian Junior and Youth choirs	1	0
Balcony	and musical identity of Ipswich		
Jeff McLean Balcony	Local business owner and former Wallaby	1	0
Capern Balcony	Notable local musical family	1	0

8. Laneway 1 – currently known as ICON Alley

Suggested name	Why / Rationale	Contributions	Thumbs up
Ross Lawrie Laneway	Local known for giving back to the community 1		571
Piper Joe Lane	Local identity and noted Scottish piper	1	502
Ash Barty Lane	Local tennis champion	1	168
Greenham's Lane	First owners of the commercial buildings on	14	39
	the corner of Nicholas and Brisbane Streets		
Storey Lane/Alley	Named for local long-time union organiser and	1	31
	identity		
Supply Lane	Original name for the alleyway when used by	6	9
	merchants		
Sister Shannon Lane	Local, long-time children's nurse at Ipswich	1	6
	Hospital		
Artist Lane	Nod to the new mural on the wall	1	5
Jeff Wegener Lane	Locally-born musician who performed with	1	3
	the Saints and other bands since the 1970s		
Reeds Row		1	3
Bonner Lane	Neville Bonner family	1	2
Jeff McLean Lane	Local business owner and former Wallaby	1	0

9. Laneway 2 – currently known as Bottle Alley

Suggested name	Why / Rationale	Contributions	Thumbs up
Bottle Alley	Has been referred to as Bottle Alley for over	43	819
	200 years. Originally the delivery route to the		
	pub located in Nicholas Street		

Indigenous or heritage		1	18
names			
Bottle Alley EATS	Combined old name with new EATS precinct	1	5
Frederick Aylott MM Lane		1	3
Piper Joe Lane		1	2
Ardent Avenue		1	1
EATS Laneway/Lane		2	0
Jeff McLean Lane		1	0

3. Engagement approach

This engagement was open to all members of the community via council's Shape Your Ipswich digital platform – the central hub for the consultation project and home to all relevant background information (<u>https://shapeyouripswich.com.au/name-places-spaces</u>).

The functionality of the site allowed for comments and suggestions to be highlighted for other respondents to view and give a "thumbs up" to – a great way to assess the popularity of existing suggestions. See Appendix A for screenshots.

3.1 Community engagement activities

The digital survey was available via council's Shape Your Ipswich website between 11 and 30 August 2020. Each of the nine areas was highlighted on a central map, with supporting maps also created and historical background information supplied as relevant.

Additionally, council's 2019 Indigenous Community engagement report (Black Drum) was available to the public on the Shape Your Ipswich to provide participants with the relevant background and contextual information. Throughout the engagement process, the survey was monitored daily to ensure that no inappropriate content was published.

Community engagement information was also sent to Community Reference Group members as well as participants in the 2019 community engagement work carried out by Black Drum.

9

3.2 Communications activities

The project team sought to inform the community and stakeholders about the project and opportunities to provide their feedback. The following communication channels were used to promote this engagement, with approximately \$7878 spent:

- Google adverts commenced 11 August
- Radio commenced 11 August
- River 94.9FM pop up and live cross from Nicholas Street- 19 August
- QT online commenced from 12.01am on 11 August (https://www.qt.com.au/news/your-chance-to-name-cbd-landmarks/4075651/)
- Wire article 11 August (<u>https://wire.ipswich.qld.gov.au/News/Pages/Help-council-name-the-places-and-spaces-in-your-city.aspx</u>)
- QT native article 12 August
- Moreton Border News Friday 14 August
- Info pack provided to the Mayor and Councillors
- Ipswich First
- Shape your Ipswich communication to current website users
- Social Media links and information shared via Nicholas Street and Ipswich City Council Facebook pages regularly throughout the campaign to direct the community to the Shape Your Ipswich page. A paid social media campaign was also run on Facebook.

3.3 Engagement limitations and risks

As follows is a list of the limitations and risks identified in regards to the engagement and the mitigation employed.

	Risk	Mitigation
Internal	Tight timeframes could reduce the preparation time available to ensure widest possible cross section of the community is engaged.	Media created easily-read materials and promoted the initiative across all possible channels to ensure widest reach. Early discussions were had with the QT to launch the engagement. The launch did have to be delayed by one day.
	Expected fast turn-around of engagement could mean less time to plan a smooth and well-reasoned campaign	Sean Madigan approved all documents in a very timely fashion, which was very helpful.
External	Some pockets of the community may use the engagement as an opportunity to abuse council or vent their dissatisfaction.	Council officers monitored social media closely to ensure abusive comments and suggestions were hidden. This also occurred on the Shape Your Ipswich site, with pre- approval required. Two suggestions made on the site were not published for this reason.

Community may be frustrated by another name change for the precinct and/or perceive that the development could again be delayed	Messaging reflected that while the development is on schedule and progressing well, council genuinely wants the community to be a part of the naming process. Councillors made it clear that they will listen.
The community not understanding the region-wide value of the CBD redevelopment project/investment	A clearly articulated list of benefit for the city (forming a cultural and civic hub, why CBD is important to a city) was noted in comms.
Not communicating with residents who engaged with council through the recent Indigenous Art community consultation project could create a feeling that, despite giving their feedback, they have not been heard.	Officers worked with the community engagement specialist engaged on this project to communicate the purpose of this additional engagement and explain that Tulmur Place was included as a suggestion for consideration.
Place-naming delays could potentially impact the timing of the construction.	Consultation took place with Ranbury who advised council that they did not believe that the roll out of this engagement program (with a decision by council in late September), and subsequent delays in place- naming, would impact the project. However, it should be noted that leasing discussions have been had under the "Nicholas Street" brand.
Decisions should not be made in regards to the use of Indigenous names without appropriate cultural consultation.	Council's subject matter experts should be consulted on final decisions, if relevant, to ensure cultural appropriateness. Previous community engagement reports should also be considered.

4. Participant overview

4.1 Total number of participants

As follows is a summary of the Shape Your Ipswich platform engagement:

- 2,938 people read the information on the page
- 304 contributions + two email submissions
- 6,405 'thumbs-ups' to contributions (people supporting an idea put forward by someone else)
- 91 people are now following the page to keep up-to-date with the project as it progresses

4.2 Digital participation

Participants accessed the engagement on Shape Your Ipswich via the following platforms:

- Social Media: 1,891 63.41%
- Direct: 657 22.03%
- Websites: 344 11.54%
- Search Engine: 80 2.68%
- Other: 10 0.34%

Of the 2,938 participants, 2,710 (92.2%) were new visitors to Shape Your Ipswich and 228 (7.76%) were return visitors

4.3 Participant demographics

Age and gender

Across the engagement activities 326 participants provided their age and gender, as follows.

Age	0-11	21-30	31-40	41-50	51-60	61-70	71-80	Total
Digital	9 and	34 and	63 and	86 and	70 and	51 and	13 and	326 and
activity	2.7%	10.4%	19.3%	26.3%	21.4%	15.6%	3.9%	100%
	of	of	of	of	of	of	of	
	total	total	total	total	total	total	total	

Gender	Female	Male	Prefer not to say	Total
Digital activity	155 and 47% of total	158 and 48% of total	13 and 4% of total	326 and 100%

Cultural background

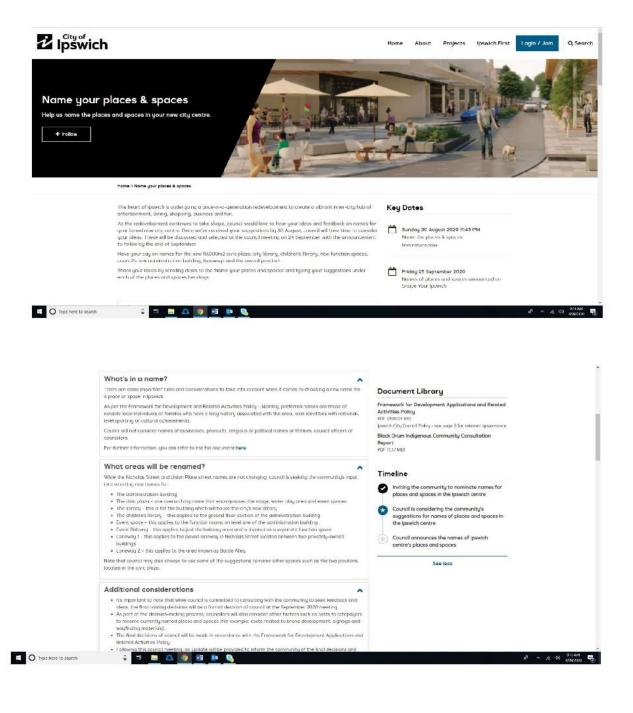
Across the engagement activities, 326 participants provided their cultural background, as follows.

Cultural background	Australian	Aboriginal	English/Irish	Other	Total
Digital activity	236 and 72% of total	40 and 12% of total	38 and 11.6% of total	12 and 3.6% of total	326 and 100%

5. References

A short reference guide has been attached (see Appendix b) to provide greater context and background on some of the suggested names.

Appendix A: Shape Your Ipswich example campaign screen shots





Appendix B: Naming Reference Guide

A

Frederick Aylott M.M. Lane. Fred was awarded the Military Medal during WW1. He was also the son of the then respected Aylott family. Aubonnett Place - Gemma Aubonnett had the longest running music school in Ipswich & amp; was the founder & director of Ipswich Orchestras B

Heather Bonner Place. Heather Founded OPAL - One People of Australia League and worked tirelessly to bring the community together.

John Birmingham Balcony. After Ipswich's most successful author, a good fit for cultural events in a relaxed outdoor setting. C

Capern Balcony. The Capern family contributed greatly to the musical heritage of Ipswich, as performers, teachers and supporters. Helen Clark - affectionately known to everyone as Aunty Helen -she has been teaching dance in Ipswich for over 70 years.

Margaret Cook balcony - a successful historian and important Ipswich identity

D

Dandiiri Space -'Meet' in Traditional language

E

Eisteddfod House - Symbolising the depth and strength of performing arts in Ipswich; a link to our Welsh heritage.

F

Joseph Fleming - was one of our 1st politicians, elected to the qld legislative assembly in 1860.

G

The Garden of Eden- Hebrew origin meaning safe place of pleasure and delight which is what the children should experience when visiting Government view. If it is an open space it should reflect that that is what Ipswich City Council should be -open to be viewed accountable Trevor Grewar Outlook, Dedicated a huge part of his life to Ipswich, rarely events run Trevor wasn't involved in. Christmas lit up his world H

Jim Hawkins Balcony. My uncle Jim Hawkins was a WWII digger and identity in Ipswich. He loved outdoors and socialised in town constantly Matthew Hickey Balcony Born in Ipswich and educated at St Edmunds he was a member director and executive producer of the Ten Tenors

Ross Lawrie Laneway- Ross lived in Ipswich for half of his life. He gave back to the community often and held lots of musical events. Limestone Plaza - Limestone was the proposed original name of Ipswich due to limestone quarries

Sharron Lindh Library for her inspiring contribution to Ipswich Children's learning

Μ

Jeff McLean - born & raised in Nicholas St. A credit to the city an Ipswich business owner for 36 years till his passing. Former Wallaby John Murphy Building - Ipswich's first mayor.

Ν

Glenis Nugent - Glenis was a tireless community worker, Initiating Qld's first Book feast recycling retired library book Ipswich Nyamil library - Children, young ones in Traditional Language

Ρ

Piper Joe Lane Bagpiper that well known in Ipswich. Has done a lot of fundraisers over the years to help people.

Stephen Potts Balcony Steve has strong family links to Ipswich. He was the critical witness which revealed the corruption in the Council.

R

Don Risson - Risson's produce was located near here for years and Don was a strong community member until he died

Toni Risson- local historian

S

Shannon Place - Steph Shannon, Nurse Unit Manager of the Children's Ward in Ipswich Hospital for 30+ years, then children's grief counselling. Thomas Shapcott Library. Australian poet, novelist and playwright. Born 1935 and raised in Ipswich. Google him Storey Alley. Named after my grandfather who arrived from England in 1926. A real character and union organiser for many years. Real pioneer

т

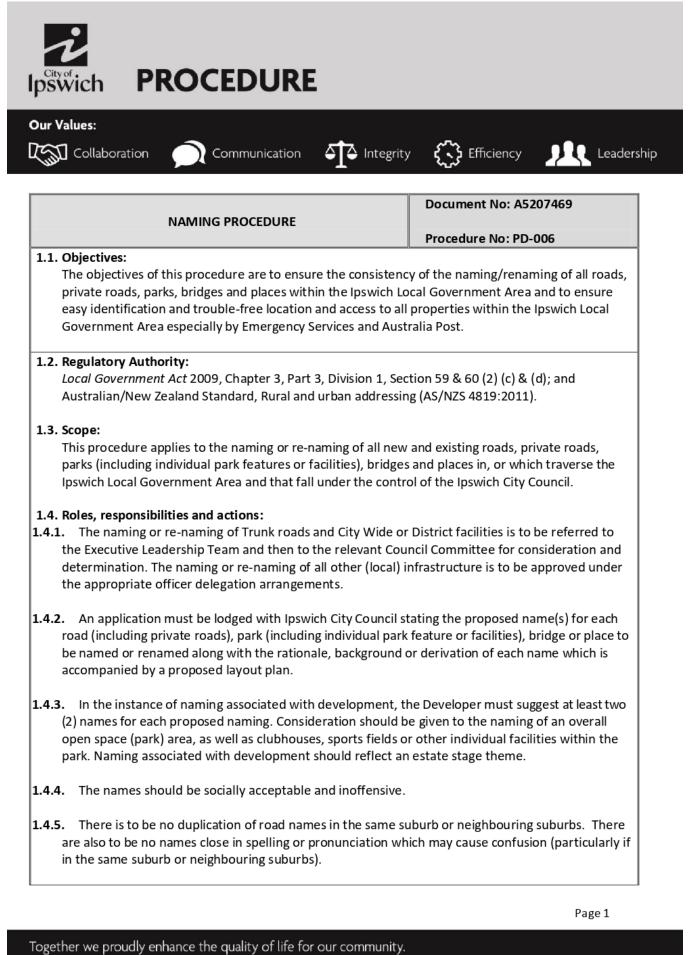
Lewis Thomas - Coal King - Welsh immigrant, miner, developer, MLA, lover of the performing arts, education sponsor

w

Jeffrey Wegener Lane after the legendary Ipswich drummer who played in the Saints, Laughing Clowns and countless others since the early 70s. Blodwyn Whitehead - founder of both Cambrian Junior and Youth choirs and musical identity of Ipswich

Ζ

Ziva Place - our dog, who is an Ipswich local, walks here with me often. She is the greatest Ipswich local there is, brings joy and happiness



- **1.4.6.** Names which could be aligned with the following are to be avoided:
- **1.4.6.1.** Offensive, profane, racist, derogatory, demeaning or likely to offend;
- **1.4.6.2.** Inappropriate sounding when pronounced;
- 1.4.6.3. Deemed incongruous out of place;
- **1.4.6.4.** Difficult to pronounce or spell.
- **1.4.7.** Roads to be named in a manner that allows for logical and unambiguous street numbering and according to road hierarchy.
- **1.4.8.** The designation of road name type is to be appropriate to the geometry and hierarchy of the road.
- **1.4.9.** Names should not be overly long to take into consideration the length of the road sign.
- **1.4.10.** Hyphenated names are generally not acceptable.
- **1.4.11.** Estate names, business names, product names, religious names or themes, political names or themes, developer, consultant and Council staff or Councillor's names are not acceptable.
- **1.4.12.** Names of Pioneers, an individual or family who have an exemplary long history associated to the area may be considered for approval. Preference is for single names such as family or surname rather than Christian names or initials.
- **1.4.13.** Names of local identities such as national level sporting or cultural achievements may be considered.
- **1.4.14.** Rationale regarding the background of each proposed name or estate name theming must be provided.
- **1.4.15.** Council may consider reviewing or re-naming a road or other named facility or infrastructure where the name is that of a person who has been convicted of an Indictable Offence against the Criminal Code or who has been convicted of an electoral offence contrary to the Local Government Electoral Act 2011 or has been convicted of an offence under s153 of the Local Government Act 2009 or the like.
- 1.4.16. Prior to consideration of any proposed name change, consultation must be undertaken with affected or potentially inconvenienced businesses and residents. Such consultation may be carried out in association with the Community Engagement Branch of the Arts, Social Development and Community Engagement Department. Any proposed name change shall not proceed unless there is a clear majority (eg.75%) of businesses and residents affected by the proposed change as a result of the consultation process.

1.5. Procedure Author:

The Development Planning Manager is responsible for the review and revision of this procedure.

Page 2

Together we proudly enhance the quality of life for our community.

Date of approval: 27 November 2018 Title of Manager: Acting City Planner Date to be reviewed: 27 November 2020

Page 3

Together we proudly enhance the quality of life for our community.



Doc ID No: A6915875

ITEM: 15.2

SUBJECT: MOWING SEASON 2020-2021

AUTHOR: CITY MAINTENANCE MANAGER

DATE: 16 MARCH 2021

EXECUTIVE SUMMARY

This report provides an overview of the 2020-2021 mowing season, analysing the CES requests over the past two years, with an outline provided of the resourcing options for the mowing service. Options and recommendations are provided to enhance the Council's response to high grass growth periods.

The following three options are considered in the business case:

- A. Business as usual no change to the current approach
- B. Increasing service standards from 9 weekly to 6 weekly mows in the local road service level, with a cost of \$550K. [Recommended option]
- C. Increased use of contractors

RECOMMENDATION/S

- A. That Council consider increasing service standards from 9 weekly to 6 weekly mows in the local road service level a cost of \$550,000 per annum.
- B. That Council consider allocating funds in the 2021-2022 financial year budget for the formation of two flying mowing crews (4 FTE's) who in addition to scheduled mowing will respond to CES requests and overdue mowing as required.
- C. That Council consider allocating additional funds in the 2021-2022 budget for the use of additional mowing contractors to meet demands dependent on seasonal variations.

RELATED PARTIES

There is no conflict of interest in relation to this report

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

1. INTRODUCTION

The mowing service at Ipswich City Council (ICC) is provided through the Open Space team in City Maintenance.

The mowing portfolio has categories based on the type and location of the assets, with Local Roads mown 9 weekly, major thoroughfares 3 weekly, unmade roads and natural areas 9 weekly, gravel roads with visibility issues - by request to address safety issues within 60 business days.

Ipswich City Council is somewhat unique in mowing the local roads network city wide. Many other councils provide this service by exception or for residents who are experiencing hardship.

Acronym	Definition
BOM	Bureau of Metrology
CES	Customer Engagement System
ICC	Ipswich City Council
NAUF	Natural Area and Urban Forest
SEQ	South East Queensland
WRC	Workforce Review Committee

Please note below is a list of Acronyms used throughout this report:

2. UPDATE ON MOWING SEASON 2020-2021

The commencement of the mowing season each year is dependent of weather and climate factors, primarily levels of rainfall, daily temperatures and level of humidity. All of these factors impact the moisture content in the soil which contributes to the growth rates of grass and other plants.

2.1. Monitoring of weather and rain trends

The City Maintenance team is proactive in monitoring and tracking rain levels, developing a report on a monthly basis (Appendix A) and utilising advice and projections from the Bureau of Meteorology (BOM) for the purpose of resource and budget planning and controls. Leading into the 2020-2021 mowing season the BOM's advice was that greater than average rain was to be expected in the South East Queensland (SEQ) region due to the impacts on the La Nina weather drivers.

2.2. Preparation for the mowing season

Armed with this knowledge the Principal Officer (Open Space) took a number of actions to prepare for the mowing season, including:

- Ensure internal mowing teams were resourced to full capacity, following Workforce Review Committee (WRC) approval processes and in line with People and Culture policy
- Ensure sufficient budget was allocated for contingent workers

- Ensure contractors were aware of the areas they were to mow
- Provide contractors with an estimate of the resources that would be required for the coming mowing season
- Provide contractors with an expected commencement date for mowing activities.

The Open Space team complete a number of operational activities to prepare and maintain the City's green assets for the mowing season as part of their normal operations, including:

- Mulching around trees and garden beds to reduce grass and weeds in these areas
- Weed spraying and controls to fields, open spaces and gardens
- Maintain year round watering of garden beds and other assets to maintain tree and plant health and reduce opportunity for introduction of invasive species and weeds.

2.3. Late start to the mowing season

The projected high rainfall did not arrive in the early stages of the Spring/Summer season, with the first above average rainfall occurring in December 2020, which was followed up with a wetter than average January as well, as shown in Figure 1.

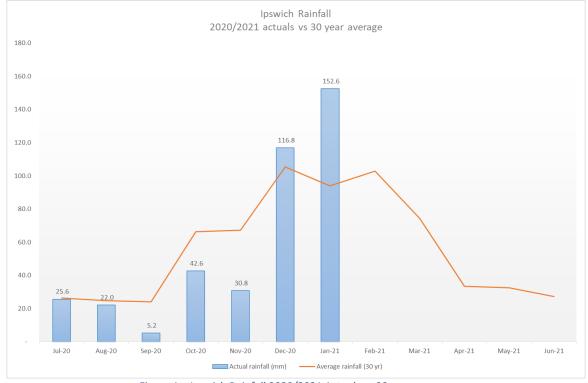


Figure 1 – Ipswich Rainfall 2020/2021 Actuals vs 30 year average

Note: the Amberley weather station is used to track rainfall totals

This pattern of rainfall has resulted in high levels of grass growth, concentrated over a period of a handful of weeks, which has led to a number of challenges in resourcing the team to respond in a timely manner, particularly with respect to contractors, as outlined in the follow section.

3. RESOURCING FOR MOWING OF THE CITY

The Open Space team utilise a mix of resources to complete the mowing service, including internal field staff, contingent labour and contractors.

3.1. Internal field staff

The field staff are a core group of 49 workers spilt across eight maintenance teams who maintain the City's open spaces including mowing. During the busy summer mowing season a number of strategies are used within the team to maintain service standards, including:

- Minimal annual leave taken
- Daily overtime approved
- Weekend work approved
- Working on rostered RDO's approved
- Resources from other open space teams utilised when possible

3.2. Contingent labour

Contingent workers are an important resource in meeting the fluctuating nature of staffing requirements in the Open Space portfolio.

In early February 2021 there were 9 contingent workers employed in the team, with another 4 commencing on 23 February 2021, bringing the total to 13.

The use of the contingent workers is a sound option to increase low skilled labour during these peak periods, however the effort to induct and train these temporary staff is costly in resources with supervisors/trainers taken away from other core duties.

Training consists of a full day of induction, which includes council induction and online training. This investment in contingent workers is a mandatory requirement. On a number of occasions contingent workers have stayed only a couple of weeks, are then replaced and the induction and training process is repeated for the new worker.

Another issue being experienced is that contingent workers who work for a season and become skilled in the duties are often not available the following season, as they have found other work for example, and therefore new workers are provided by agencies, requiring training and skilling up from scratch each season.

Low skilled mowing staff create a number of issues including:

- Increased incidents of stone damage to vehicles and other property
- Increased incidents of property damage such as knocked over bins or impact damage (machinery impact) to buildings, posts and other assets
- Low yields with longer time taken to complete cuts
- Lower general cut quality.

3.3. Contractors

Contractors are utilised in a number of ways throughout the year to ensure service levels are maintained. This includes having contracts in place for the mowing and other services to a number of parks year round (which helps to maintain contractor capacity), and also engaging contractors under the preferred contractor list to complete one off mows during busy periods.

During peak mowing periods the preferred contractor has become overwhelmed by the workloads and has been unable to complete the work to the required service levels. The recent drought has further stressed the ability of contractor's to provide resourcing during peak periods, as many contractors have downsized their operations (reducing staff and plant) or diversified their service offerings and/or client base. All of these factors has reduced the ability of the market to be flexible and respond in a prompt manner to peak mowing seasons. A typical scenario is when contractors are unable to commence new works due to outstanding works they are already completing. Contractors declining work, attempting to renegotiate rates and contract arrangements and not managing the quality of mows to a sufficient standard are evidence that the open market alone can't be relied upon to meet the seasonal demand or city growth and peak mowing periods.

Actions taken to address demand in the current 2020-2021 mowing season

- 13 contingent workers engaged to increase the capacity of Open Space mowing teams (9 in initial pre-season intake and an additional 4 to cope with demand and anticipated to start in late February subject to procurement)
- Annual leave minimised for Open Space field staff mowing teams
- Overtime and weekend work approved for Open Space field staff mowing teams
- Approval to work RDO's provided for Open Space field staff mowing teams

Actions taken to address contract arrangements

- New grounds maintenance contract commences on 12 April 2021
- New contract has a panel arrangement (4 providers) providing greater flexibility and less pressure on a single contractor compared to the current preferred contractor model
- New contact has revised areas for Open Space field teams and contractors which will realise efficiencies in mowing services (refer Appendix B)
- New contract and revised areas will result in greater accountability on contractors for mowing areas

4. CUSTOMER SERVICE REQUESTS

Customer service requests are tracked using the Customer Engagement System (CES). The ten suburbs with the highest CES requests related to mowing footpath – residential from January 2019 to January 2021 are shown in Figure 2.

Suburb	2019	2020	2021 (JAN)
Redbank Plains	126	277	95

Springfield Lakes	52	128	35
Augustine Heights	30	98	69
Collingwood Park	45	117	34
Goodna	33	129	28
Bellbird Park	25	111	37
Bundamba	42	103	16
Raceview	18	82	52
Brassall	34	77	27
Riverview	28	56	3
Figure 2 Highest number of CES requests by suburb			

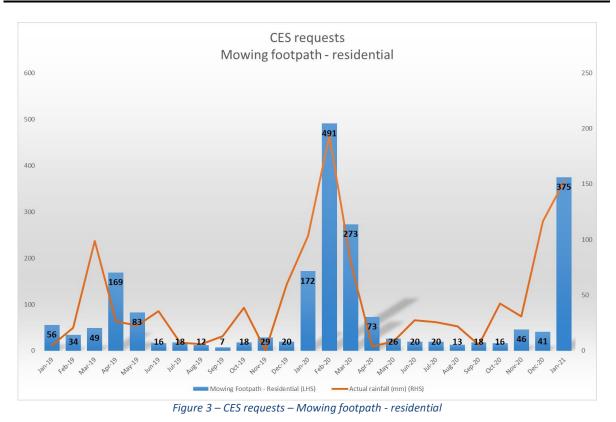
Figure 2 – Highest number of CES requests by suburb

Actions taken to address high service request areas

- New contract has revised areas for Open Space field teams and contractors which will realise efficiencies in mowing services (refer Appendix B)
- A number of suburbs experiencing high volumes of complaints will be reallocated to Open Space field team delivery, including
 - Redbank Plains
 - Collingwood Park
 - o Bellbird Park
- This realignment of suburbs will result in greater efficiencies for council plant and fleet (closer to Riverview Depot)
- This realignment of suburbs will enable greater flexibility to respond to issues and complaints using internal resources

The CES requests for request type <u>mowing footpath – residential</u> from January 2019 to January 2021 are shown in Figure 3, overlayed with the actual rainfall (orange line) during this period.

The median number of requests per month in 2020 was 34 compared with 25 in 2019.



The relationship between summer rainfall and an increase in CES requests is clearly evident. A key trend to appreciate from Figure 3 is the speed of grass growth (and therefore CES requests) after a summer rain event. The current reliance on contractors to ramp up their operations within the small window between a rain event (which cannot be predicted) and the grass growth is not effective. Contractors need greater lead times to resource their operations (both staff and plant), however such lead times are impossible to provide.

The current 2020-2021 mowing season is a great example of this issue. The Principal Officer (Parks and Sports) had contacted contractors leading into Spring 2020 (on the projections of higher than average rain from the BOM). However the rain didn't fall until Summer (December 2020), by which time many contractors had committed their resources to other customers and/or services.

Flexible and nimble solutions to respond to high grass growth rates will be discussed in the next section with a number of proposed options.

5. OPTIONS ANALYSIS

Three options have been analysed in the following section to provide the mowing service to the standard expectations of the ratepayer.

Option A – Business as usual

The business as usual approach largely meets the resident's expectations across the year, evidenced in Figure 3, where the median monthly CES requests was 34 in 2020. However after high levels of rain in summer the current model lacks the flexibility to respond in a timely manner to address grass growth.

There have been a number of changes and amendments made to the new grounds maintenance contract (effective 12 April 2021) which may address some of the issues currently being experienced, including:

- Changes made to the areas that Open Space field teams and contractors mow (improved efficiencies due to reduced travel times etc)
- Changes made to panel model, with a panel of 4 in new contract (previous contract had a primary contractor)

The following SWOT considers this option.

Strengths	Weaknesses	
 No change required, however this fails to address issues 	Poor flexibility to respond to high grass growth events	
 No amendment required to budget allocations 	grass growth events	
Opportunities	Threats	
Changes and amendments made to contract namel arrangements in the	Resident unhappy due to failing to most community expectations	
contract panel arrangements in the new grounds maintenance contract	meet community expectationsProlonged periods of overgrown	
(effective 12 April 2021) may reduce	grass may lead to increased number	
 some current issues Changes and amendments made to Prolonged periods of overgrow 		
mowing areas in the new grounds	grass may result in an unsafe	
maintenance contract (effective 12	environment for children to play,	
April 2021) may reduce some	access for physically disabled users	
current issues	and other residents	

Figure 4 – SWOT Option A - Business as usual

Option B – Increase local roads mowing service standards

An increase of the local roads service standard from the current nine (9) weekly mowing schedule to six (6) weekly would increase the number of funded mows by an additional three (3) mows. This option will reduce incidences of prolonged overgrown grass, with an estimated \$550K increase in funding to \$1.6 million (currently 1.1 million) as shown in Figure 5.

Item	Budgeted	Projected	
	cost	cost	
Current service standard (9 weekly)	\$1,097,833		
Proposed service standard (6 weekly)		\$1,646,750	
Net change		\$548,917	
Figure 5 - Drojected cost of increasing local reads service standard			

Figure 5 – Projected cost of increasing local roads service standard

Achieving an increase in the service standard will require additional resourcing, which may include FTE's for field teams (flying mowing crews) or committing contractors to additional mows under the grounds maintenance contract.

Amending the service standard to 6 weekly intervals also risks the possibility of over servicing in the area of mowing, particularly during periods of prolonged drought.

Strengths	Weaknesses	
Addresses high grass growth periods	Increased budget allocation required	
effectively	to resource for increased service	
	standard	
	Possible increase in the FTE	
	establishment of City Maintenance	
Opportunities	Threats	
A portion of the proposed funding	 Prolonged periods of drought may 	
can be used to resource flying	lead to redundant resources in the	
mowing crews	Open Space team	
• A portion of the proposed funding		
can be used to resource contract		
mowing areas		

Figure 6 – SWOT Option C - Increase local roads mowing service standard

The introduction of flying mowing crews within the Open Space team would assist with addressing the unpredictable nature of the mowing service and can be funded under the proposed increased service standards. A flying crew is a small team (2 staff plus fleet & plant) who respond to overdue mows on the schedule and CES requests, increasing the Open Space team's ability to meet customer expectations.

It is proposed that two (2) flying mowing crews be resourced, the cost of which to be offset through savings in expenditure on contractors (both planned and unplanned works), contingent workers and reduction in overtime hour. These crews will include the following resources:

- 1 x leading hand
- 1 x field worker A
- 1 x work truck
- 1 x zero turn or front deck mower
- 1 x trailer
- 2 x whipper snipper
- 1 x blower
- 1 x spray unit
- Hand tools

The annual cost of each team to the organisation will be \$175,000 per team as outlined in Figure 7, including all plant and two permanent staff for each team.

Item	Per crew	Projected costs (2 crews)
Labour	\$125,000	\$250,000
Plant and equipment	\$50,000	\$100,000

COUNCIL MEETING AGENDA Total Figure 7 – Costing's -	25 MARCH 2021 \$175,000 \$350,000 Flying mowing crews	
The following SWOT considers the introductio	n of flying mowing crews.	
 Strengths Improved capacity for Open Space team to respond to high grass growth events Nimble team which is not allocated a mowing round and are therefore able to respond to CES requests and overdue mows 	 Weaknesses Increased budget allocation required to resource team Increase in the FTE establishment of City Maintenance 	
Opportunities	Threats	
 Ability to use the flying crew in other City Maintenance sections (such as NAUF) to address priorities during period of low grass growth 	 Prolonged periods of drought may lead to redundant resources in the Open Space team Council may over commit funding to contractors if grass growth is below expectation 	

Figure 8 – SWOT Option D - Flying mowing crew

Option C – Increase use of contractor

Increasing the use of contractors on face value seems to be an easy fix to addressing high grass growth events, however in practice it is difficult to achieve a workable solution. Some of the issues faced are outlined in the following section.

Lead time required to engage contractors

There is a minimum two week lead time to engage contractors to commence additional, ad hoc mowing services. This delay is due to the need for contractors to resource teams (which may require the engagement of additional staff) and procure plant and equipment.

Variability of mowing service

Committing contractors to a scheduled area is a balancing act. If contractors are guaranteed a level of work (e.g. a number of cuts over a suburb/area) and the expected grass growth is below average (due to drought etc.) the Council will not achieve value for money in the provision of mowing services.

Failure to provide a level of guaranteed work results in contractors either failing to resource to the required level (lack of staff and plant) or committing their resources to other customers and/or service types.

The following SWOT considers this option.

Strengths	Weaknesses
Minimal growth in FTE	Slow reaction times due to lead times
establishment	required to engage contractors
• Shifts costs and effort to procure	
resources (both labour and plant) to	
contractor	
Contributes to economy by	

supporting businesses			
Opportunities	Threats		
 By allocating local roads mowing to contractors the team can realign ICC resources to more efficient forms of mowing (such as parks and major thoroughfares) which are mown with tractors etc 	 Council may over commit funding to contractors if grass growth is below expectation Slow reaction time and long lead times may lead to residents becoming unhappy due to failing to meet community expectations Slow reaction time and long lead times may lead to prolonged periods of overgrown grass may lead to increased number of vermin Slow reaction time and long lead times may lead to prolonged periods of overgrown grass may lead to increased number of vermin Slow reaction time and long lead times may lead to prolonged periods of overgrown grass may result in an unsafe environment for children to play, access for physically disabled users and other residents 		
Figure 9 – SWOT Option E - Increase contractors			

Figure 9 – SWOT Option E - Increase contractors

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

6. RISK ASSESSMENT

The enterprise risk management framework has been applied.

Risk Type	Risk Measure	Risk Impact	Comment on level of risk	Proposed Mitigation Actions
Financial	Minor (2)	 Financial loss (fines, lost revenue/funding, increased cost) >\$500,000 - <\$2M. 	 The recommended option to address high grass growth mowing services cost less than \$550K 	Increasing service standards to 6 weekly mowing intervals
Legal & Governance	Minor (2)	Minor legal issues (such as litigated contractual disputes, minor personal injury/ workers' compensation claims), failure to meet statutory timeframes, non- compliances and/or breaches of regulation/agreements; or Potential for complaints; or Minor short term governance failure impacting on the achievement of corporate objectives.	 Current provision of mowing service is failing to address high grass growth periods to the communities expectation 	Increasing service standards to 6 weekly mowing intervals will enable a flexible and timely response to CES requests and overdue
Political/Reputation	Moderate (3)	 Degradation of public image requiring effort/resources to regain; and Escalation to non-impacted 	 Public image is experiencing degradation evidenced through high CES requests numbers during wet 	Increasing service standards to 6 weekly mowing intervals will enable a flexible and timely response to CES

Risk Type	Risk Measure	Risk Impact	Comment on level of risk	Proposed Mitigation Actions
		Councillors and Mayor	summers - Mowing complaints have been escalated to councillors and mayor	requests and overdue mowing on schedules
Community & Engagement	Minor (2)	 Minor, short-term isolated impact on the health and wellbeing of the community; or Localised environmental damage that can be mitigated onsite. It will take less than 2 years for full recovery. 	 Possible impact of health and safety of community due to long grass and increased vermin activity etc Environmental damage limited to increased incidence of weeds and other undesirable species 	Increasing service standards to 6 weekly mowing intervals will enable a flexible and timely response to CES requests and overdue
Health & Safety	Minimal (1)	 Injuries treatable with first aid, no other medical treatment required; or Incident or compensable injury without time lost 	 Minimal risk of injury expected 	
Service Delivery/Business Continuity	Major (4)	• Non-essential customer- facing services cannot be delivered for 1 – 4 weeks.	 Delivery of mowing services are up to one month behind schedule during peak mowing season 	Increasing service standards to 6 weekly mowing intervals will enable a flexible and timely response to CES requests and overdue
Information Confidentiality, Integrity and Accessibility	Minimal (1)	Not applicable	- Not applicable	
Score	Medium - 15			

Figure 10 – Enterprise risk management framework

Based on the enterprise risk management framework the risk score is medium – 15. The risk escalation path in recommends that controls be reviewed and redesigned and control options reduce the risk through additional treatments.

Escalation Path	Control Risk	Control Options
 Medium Risk Risk Owner = Officer, Supervisor or Manager Risk Tolerable. Planned Action Required Risk is tolerable if all reasonably practicable steps to reduce it are taken. Work can proceed. Sign off and monitoring by Officer, Supervisor/Team Leader or Manager required 	 Controls exist but are not currently effective, appropriate or sufficient Review and redesign required 	 Treat/Reduce Additional treatments (such as isolation, engineering, administrative or personal protective equipment controls) are required to reduce the level of risk

Figure 11 – Risk Escalation path

The actions already taken by the Open Space team to amend the panel methodology in the new grounds maintenance contract shows proactive controls for the identified risks. The recommended option of increasing service standards to 6 weekly mowing intervals, including resourcing 2 x flying mowing crews and increasing contractor budget allocation addresses the required control options.

FINANCIAL/RESOURCE IMPLICATIONS

6.1. Financial impact

The financial impact of the recommended option of increasing the service standard is approx. \$550K per annum. It is further recommended that the funds be allocated between formation of 2 x flying mowing crews and additional contract mowing as outlines in Figure 10.

Recommended
allocation
\$350,000
\$200,000
\$550,000

Figure 12 – Comparison of funding internal vs external flying crew

COMMUNITY AND OTHER CONSULTATION

7. CONSULTATION

The following stakeholders have been consulted in the development of this report.

Position	Name
Sean Madigan	Acting General Manager (Infrastructure and Environment)
Graeme Martin	Manager, Works and Field Services
James Hilyard	City Maintenance Manager
Michael Jordan	Principal Officer (Parks and Sports)
Kevin Embrey	Technical Coordinator (Open Space)
Daniell Day	Maintenance Planning Officer (City Maintenance)
Louis Boneschans	Principal Officer (Finance and Funding)
Marlon Torres	Finance Officer

CONCLUSION

8. CONCLUSION

This report has provided an overview of the 2020-2021 mowing season, analysed the CES requests over the past two years, outlined the resourcing for the mowing service and provided options that enhance the council's response to high grass growth periods.

Recommendation B – increasing service standards from 9 weekly to 6 weekly mows is the recommended option. This will achieve a speedy and flexible response to overdue scheduled mows and CES requests. It is further recommended that the funds be allocated between formation of 2 x flying mowing crews and additional contract mowing.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

	Appendix A - Weather Report 🕂 🖾
2.	Appendix B - New Mowing Contract Zone Boundary 🕂 🛣
3.	Appendix C - Current Mowing Contract Zone Boundary 🚽 🖾

James Hilyard CITY MAINTENANCE MANAGER

I concur with the recommendations contained in this report.

Graeme Martin MANAGER, WORKS AND FIELD SERVICES

I concur with the recommendations contained in this report.

Sean Madigan
ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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Appendix A

Weather report

WEATHER WRAP - DECEMBER 2020

Last month a total of 116.8 mm of rain fell at the Amberley weather station, compared to a 30 year average of 105 mm as presented in Figure 1.



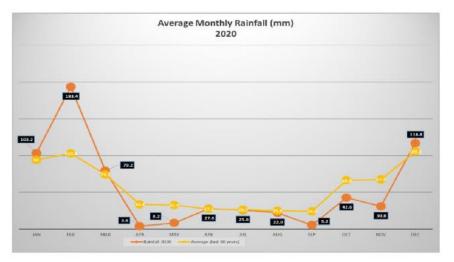


Figure 1 - Monthly Rainfall (mm)

Figure 2 shows that according to the Bureau of Meteorology, the outlook for above median rain from January to March is likely.



Figure 2 - Outlook for rain

Rainfall in the previous 12 months totalled 97% of the average as shown in Figure 3.

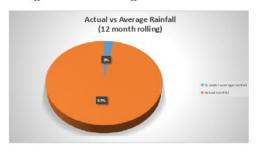
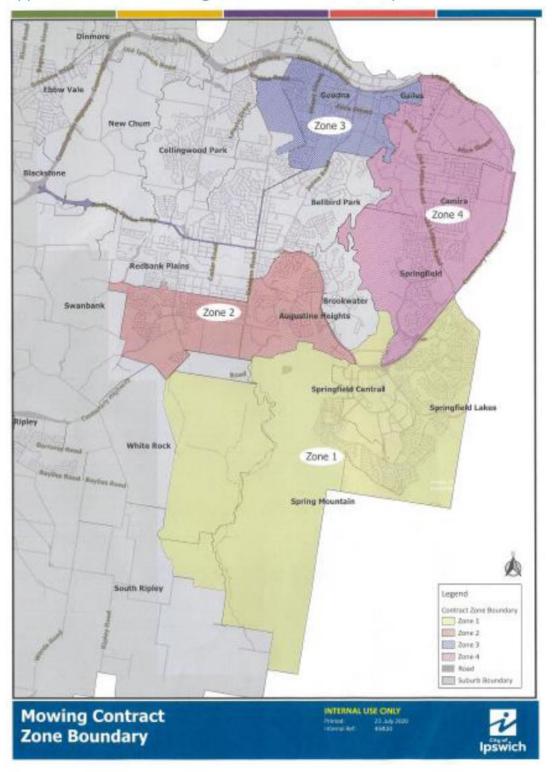


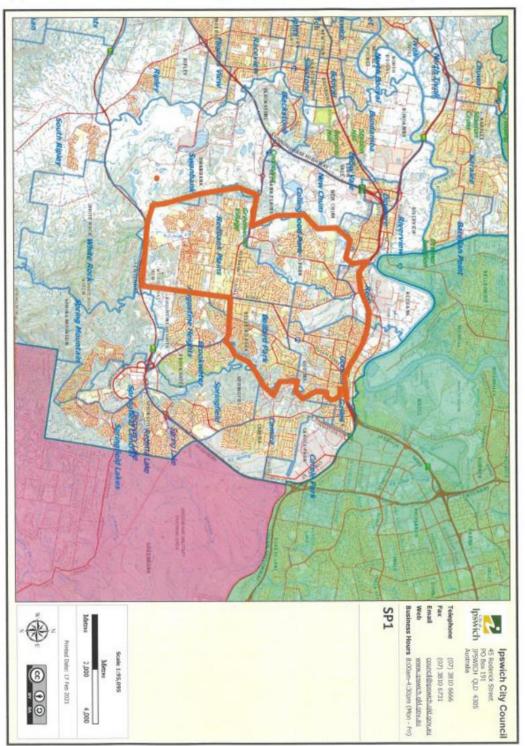
Figure 3 - Actual vs Average Rainfall





Appendix B – New Mowing Contract Zone Boundary

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Appendix C – Current Mowing Contract Zone Boundary

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Doc ID No: A6836727

ITEM: 15.3

SUBJECT: RESPONSE TO INLAND RAIL C2K EIS SUBMISSION TO OCG

AUTHOR: CONSULTANT FOR INLAND RAIL

DATE: 8 MARCH 2021

EXECUTIVE SUMMARY

The Australian Rail Track Corporation Limited (ARTC) has prepared a draft Environmental Impact Statement for the Inland Rail – Calvert to Kagaru (C2K) project. The Coordinator-General released the draft Environmental Impact Statement (EIS) for public and government agency submissions until 8 March 2021. Council officers have reviewed the draft EIS and prepared a response to submit to the Coordinator-General.

RECOMMENDATION/S

- A. That the report be received and the contents noted.
- B. That Council endorse the document detailed in Attachment 1 of the report by the Consultant for Inland Rail dated 8 March 2021, which will form the submission to the Coordinator General in response to the draft Environmental Impact Statement for the Calvert to Kagaru Inland Rail project.

RELATED PARTIES

There are no conflicts of interest.

ADVANCE IPSWICH THEME

Managing growth and delivering key infrastructure

PURPOSE OF REPORT/BACKGROUND

In December 2020, Council received an invitation from the Coordinator-General from the Department of State Development, Infrastructure, Local Government and Planning to provide feedback on the draft EIS for the Calvert to Kagaru section of the Inland Rail project. The draft EIS report was released for public display on 21 December 2020 and was available for comment until 5.00pm, 8 March 2021.

A detailed review of the draft EIS has been undertaken by Council officers which aimed to determine whether all potential impacts of the project have been identified and appropriate mitigation strategies proposed. A response has been drafted for submission to the Coordinator-General and can be viewed in Attachment 1 of this report.

It should be noted that given the EIS was open for public comment until the 8 March 2021, a formal endorsement by Council was not able to be obtained by this time. Therefore an interim submission has been sent to the Coordinator General, as per Attachment 1 of this report, which was discussed with Council at the 2 March 2021 Workshop on the Inland Rail C2K EIS. This report has been prepared to seek formal endorsement of Council's position on the C2K EIS as detailed in Attachment 1 of this report.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009 Environmental Protection Act 1994 Transport Operations (Road Use Management) Act 1995

RISK MANAGEMENT IMPLICATIONS

If the recommendations are not approved, then Council's concerns regarding the C2K EIS will not be able to be considered by the Coordinator-General.

FINANCIAL/RESOURCE IMPLICATIONS

The review of the draft EIS and preparation of a response has taken considerable time and effort due to the large documentation that was released for public comment. The majority of the review has been completed by Council Officers, with support by external consultants as required.

The estimated cost of the external support is in the order of \$13,000. There is no additional budget required within this current financial year's budget to accommodate these costs.

COMMUNITY AND OTHER CONSULTATION

The draft EIS has been distributed across the following Council Departments for input into the Council submission:

- Planning and Regulatory Services;
- Infrastructure and Environment;
- Community, Cultural and Economic Development;
- Coordination and Performance.

In addition, a workshop was held with Council on 2 March to outline the high level items that were proposed to be included in the Council submission for the C2K EIS to the Coordintor General.

CONCLUSION

A review of the draft C2K EIS has been undertaken by Council officers and a response has been prepared to submit to the Coordinator General, as outlined in Attachment 1 of this report.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Response to draft Environmental Impact Statement for Calvert to Kagaru Inland
	Rail project 🗓 🖾

Richard Hancock CONSULTANT FOR INLAND RAIL

I concur with the recommendations contained in this report.

Mary Torres INFRASTRUCTURE STRATEGY AND PLANNING MANAGER

I concur with the recommendations contained in this report.

Tony Dileo MANAGER, INFRASTRUCTURE STRATEGY

I concur with the recommendations contained in this report.

Sean Madigan
ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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Inland Rail – Calvert to Kagaru

Ipswich City Council Response

to Draft Environmental Impact Statement

March 2021



Document Control

Version	Prepared By	Approved By	Date
1	Richard Hancock	Tony Dileo	08/03/2021

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Emergency Management	
Waste and Resource Management	

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Sustainability

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	Governance/ Category - Climate Response a. There is a focus on stormwater modelling and flooding impacts in relation to the climate response which is required. However, there appears to be no reference or work being undertaken to design for heat and climate variability.	a. The proponent must ensure that climate modelling, giving consideration to projected increased temperatures and climate variability, is undertaken and incorporated into the design.
	 Environmental Protection/ Category - Efficient use of resources and minimisation of carbon footprint b. In the design phase of the project, climate variability will need to be considered. Whilst there is a category dedicated to resource efficiency and carbon minimisation, there is nothing specific related to the impacts of expected increased temperatures and climate modelling that will be incorporated into the design phase. 	b. The proponent must undertake climate modelling and climate change risk assessment for the project and incorporate any requirements into the final design prior to construction as per AS5334.
	Governance - Future-proofing c. The EIS fails to appropriately assess carbon reduction more broadly and does not include specific design measures apart from resource efficiency.	c. The proponent must include designing for carbon reduction and climate variability into the final design prior to construction.
	 Environmental Protection - Using energy, water and material resources more efficiently d. Steps to explore alternative energy sources have not been explicitly identified in the future sustainability opportunities; though selection of fuel and energy efficient plant and equipment has been referred to. 	d. The proponent must explicitly state that alternative low carbon energy sources will be utilised where feasible.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	Environmental Protection - Pollution prevention and minimising carbon e. The EIS fails to adequately assess the utilisation of lower carbon fuels and does not provide identification of further measures to reduce carbon.	e. The proponent is required to incorporate stronger commitments and more well articulated actions (e.g. workforce travel, selection of building materials, renewable energy opportunities) in relation to carbon reduction for both the construction and operation phase of the C2K.
	General Comments f. Whilst there is a level of commitment to reducing carbon and addressing climate change in the various phases of delivery in the project; there is no articulation of undertaking a Carbon Reduction Plan and a carbon analysis of a business-as-usual approach versus the implemented sustainability approach to determine the actual carbon emissions avoided/ reduced (to meet the 15% reduction target).	f. The proponent must complete a Carbon Reduction Plan that includes a carbon analysis options assessment that assess the carbon emissions avoided due to the sustainability measures implemented into the final design. The proponent must ensure the design meets the 15% (or better) carbon reduction target.
	g. Given the project has an expected lifespan of 100 years; a stronger commitment to whole-of-life procurement processes is highly desirable - not just consider, embed.	g. The proponent must devise procurement whole- of-life specifications for product categories for the project.



Land Use and Tenure

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
8.3 Legislation, policies, standards and guidelines & 8.5.3 Future Land Use Intent and Development Activity:	a. While the Ipswich Planning Scheme has been correctly identified, it should be noted that Council is currently preparing a draft Planning Scheme.	a. The proponent must revise the assessment when the Planning Scheme is reissued.
Appendix G – Impacted Properties	 b. There are a high proportion of lots which have a significant percentage of permanent disturbance, which when resumed will create fragmented boundaries surrounding the rail line. This is a concern as it will likely result in small, unviable rural lots, land locked lots and an increase in lots capable of being used to justify boundary realignments, which could potentially further fragment rural land. 	b. Properties with high percentages of permanent disturbance should be resumed in entirety, or alternatively, balance land should be amalgamated into adjoining lots. An increase in small (potentially landlocked/constrained lots) in rural areas will not be supported where it can be avoided.
	c. The Queensland Land Use Mapping Program (QLMUP) dataset has a very broad 'predominant land use' categorisation. Predominant land uses have been overlooked in some instances (approximately 40 residential uses, and 7 additional land uses). The Australian Land Use and Mapping Classification Version 8 is predominantly focused on agricultural uses and consequently is unlikely to accurately identify individual uses dispersed throughout generic agricultural uses. The Australian Land Use and Management Classicisation Version 8 has the capability of identifying ancillary/secondary uses, yet these were not provided within Appendix G of the EIS.	 c. Predominant land uses should be further investigated, this may be resolved by identifying ancillary/secondary uses with the QLMUP dataset. Ancillary/Secondary uses should be included within Appendix G of the EIS.

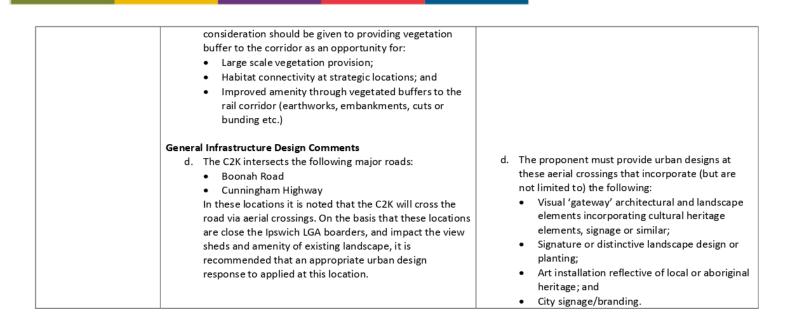
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Landscape and Visual Amenity	Landsca	pe and	Visual	Amenity
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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Table 10.12	Vegetated Watercourses – creeks and channels a. The EIS proposes 'minimisation' mitigation measures for the design of the C2K in relation waterways, riparian vegetation and in stream flora and fauna and habitats.	a. The proponent must amend the design methodology to first 'avoid' waterways, riparian vegetation and in stream flora and fauna and habitats and if unavoidable must 'minimise' design elements.
	Waterway/riparian corridors	
	 b. The Landscape Impact Assessment fails to account for the rehabilitation or restoration of waterways other than that directly impacted by the footprint of the project. The waterways and catchments associated with this project are highly vulnerable, sensitive receiving areas of the Bremer and Brisbane River catchments. As such, and particularly considering that opportunities to address regional scale catchment and waterway quality issues are rare governments have a responsibility to respond to these environmental issues through the cross-border (state/local government) and large-scale projects of this nature when the opportunities arise. 	b. The proponent must amend the rehabilitation strategy to include a considerably larger portion of waterway restoration, both upstream and downstream of the crossing points to ensure a significant improvement on waterway health.
	Restoration of waterways will have numerous benefits and extend far beyond the project footprint and leave a legacy for the project as a major infrastructure project which delivered transformative environmental benefits with relatively minor costs	
	Green Corridor c. Likewise with the above comments regarding the opportunity for regional restoration of the environment,	c. The Proponent must amend the rehabilitation strategy to include vegetation buffers to the corridor

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Flora and Fauna

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	 Koalas and Fauna Crossings a. Fauna crossings are aligned with creek crossings and related rail bridges. Although these are logical, there are no terrestrial crossings at all nor does it mean that these crossings have been prioritised and optimised for fauna movement based on an understanding of movement requirements in the area. Looking at the volume of koala data on both sides of the alignment through Ebenezer (there is also Ebenezer Creek) this area is in clear need of a crossing. b. The EIS doesn't appear to address any on-gong monitoring for koalas that would provide direction for undertaking pre-emptive measures. 	 a. The proponent must investigate the potential for fauna crossing in a prioritised and rationalised manner rather than those coincidentally located at creek crossings. While these are logical given bridges are required for flooding purposes, they don't represent a considered approach. Council will provide further information and suggestions on suitable locations. b. The proponent must implement a long-term monitoring program which analyses for potential genetic isolation and barrier effects. This can be through analysis of scat genetics.
	 c. The significance of Purga creek as a fauna crossing, particularly for koalas is not recognised by the EIS. Adjacent to the creek, Purga Nature Reserve has a significant resident koala population. Maintaining their connectivity to habitat across the landscape is critical to their viability. Note – The full extent of Purga Nature Reserve is often not recognised within the document, and its value as "nature conservation". 	c. The proponent must design a fauna crossing solution and consult stakeholders on its configuration.
	 d. In addition to the rail bridge at Purga creek not being identified as a fauna crossing, there are a number of other bridge locations that would function as crossings that are not identified as such in the EIS including: Purga Creek 2 Bridge 	 d. The proponent must design a fauna crossing solutions at the following bridge locations and consult stakeholders on its configuration: Purga Creek 2 Bridge Mount Flinders Rail Bridge

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	 Mount Flinders Rail Bridge Sandy Creek Rail Bridge Of note, the above are located where the corridor traverses koala habitat and sites with evidence of their activity. 	• Sandy Creek Rail Bridge
	e. The EIS makes no reference to how wildlife carers can be supported through construction and operation activity should there be increased wildlife injury e.g. train and haulage truck strikes.	e. The proponent must propose measures to reduce potential impact on carers.
	f. The EIS makes reference to a fauna crossing strategy. Access to this document or information would be helpful to understand treatment etc.	f. The proponent must make available the fauna crossing strategy prior to approval.
	Melaleuca Irbyana	
	g. The EIS studies conducted by various consultancies do not follow the precautionary principle with regards to calculating the total extent of Melaleuca irbyana threatened ecological community (TEC) within the study area. The definition being used to map irbyana TEC is far too narrow given there is currently very limited advice from the Commonwealth on definitions of what is a TEC vs what is just an individual specimen. There are a number of large thickets within the study area that have not been identified as being a TEC, despite ARTC commenting that they have taken a cautionary approach to mapping the TEC. Although non-remnant patches it does not exclude them from being a TEC under the Commonwealth definition.	 g. The proponent must amend the EIS submission to broaden the definition of Meleluca Irbyana to include a more cautious estimate of the total amount of TEC within the study area and not exclusive to remnant regional ecosystems. For example, the definition in the EPBC listing advice suggests the community is usually in thickets with emergent eucalypt species. However, nothing in this definition excludes regrowth thickets with minimal emergent canopy trees. Council can provide additional spatial data of areas that it deems to be TEC and should be included as part of the considerations of the EIS. https://www.environment.gov.au/system/files/resources/ca330310-bb3f- 4651-b83f-40f30140378f/files/swamp-tea-tree-forest-information- sheet.pdf

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION	
	 h. In addition to the comment above regarding the total extent recognised in the study, councils view is that the total extent impacted is underestimated. In particular the secondary impacts associated with changes to hydrology. For example there is a 19ha patch of regrowth north of Ten Mile Swamp and east of Willowbank Raceway that is not going to be impact according to the EIS. However this is despite a large section of fill being required to meet level with a bridge over Warrill Creek that has 4m clearance. This substantial amount of fill may create a bund close to this patch which is likely to alter its hydrology. These impacts have not been adequately addressed. 	 h. Council can provide additional spatial data of areas that it deems to be TEC and should be included as part of the considerations of the EIS. This includes an additional 34 hectares to an existing total of around 31 hectares impacted. Th proposed impacts should align more with the precautionary principle given how little is understood with the species and its hydrology. More detail around how this should occur is contained within Logan City Council guideline (linked below). 	
	Field Survey Effort i. All of the findings and assessments are based on limited and opportunistic field surveys as well as desktop data which is never comprehensive. For many species such as greater gliders and spotted quolls this is the first time a lot of this area has ever had any sort of survey. It is therefore curious that the EIS is largely based on predictive modelling and limited targeted field research e.g. targeted spotlight effort for Greater gliders and meat baited camera trapping for quolls.	i. The proponent must undertake targeted surveys for species prior to making desktop assessments that rule out the possibility of a species occurring within the project area.	
	Environmental Offsetting j. The C2k is subject to environmental offsets.	 j. Consistent with Commonwealth and State environmental offsetting, council expectations ar that where offsets are required, they must: Be delivered as close as practical to the impact while avoiding areas for future development; and 	

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
		 At a minimum, be provided in the Ipswich City Council local government area; and Achieve additionality, being that it creates additional opportunities that would never have occurred in the absence of the offset. Additionally, Council is to be identified as a stakeholder with respect to environmental offset planning, design and delivery within Ipswich.
	Mount Flinders Road Crossing (& other similar crossings) k. Due to insufficient detail at this stage, treatment of the	k. The proponent is to incorporate designs that
	 Relation instancial design works at Mount Flinders Road raises some concern. A large and noteworthy Eucalyptus tereticornis is located within the road design. This is a feature of the local area. There is no mention of whether it can be avoided, and if not, what mitigation measures are proposed. It is strange the rail bridge crossing is not identified as fauna crossing considering the habitat areas on the ridge and across the floodplain. Understand this may be challenging considering a road would be within the crossing. It will likely require sufficient width and fencing to provide road and fauna movement. For other similar crossing locations where rail bridges cross roads, outlining of mitigations measures to reduce 'funnelling' of fauna onto roads to cross under the rail corridor is required e.g. fauna exclusion fencing. Besides at Mount Flinders Road other potential hotspot locations includes: Bremer River rail bridge 	address impacts and fauna crossing requirements.

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	Ipswich-Boonah rail bridge	
	 Reassurance is required that community access along Mount Flinders Road to Council's Flinders – Goolman Conservation Estate is maintained at all times. Furthermore, consideration for information publicising Flinders Plum Picnic Area being open during construction at intersection with Ipswich-Boonah Road. 	 The proponent is to provide recognition within appropriate documentation.
	Construction Traffic Impacts	
	m. The EIS does not provide enough information regarding management of potential impacts (i.e. vehicle strikes) to wildlife, in particular koalas, associated with increasing construction traffic on local road network - such as for spoil haulage, materials transport and workers commute.	 The proponent must identify the extent of increased traffic, hotspot areas and detail of proposed mitigation measures.
	Detailed Design Work	
	 Reference is made across numerous sections to undertaking detailed design at later time. This makes it challenging to understand holistically the proposed projects impacts, suitability of mitigation measures and suitability of potential offsets. Following points highlight this concern. 	n. The proponent must release proposed draft documents for public and stakeholder commer
	o. The style and extent of fauna fencing is not detailed. Insight into fauna impacted and locations of risk should be sufficiently understood to provide this level of detail at this stage of the project and EIS development. EIS mentions collaborating with landholders with the style of fencing. In locations of Greater glider and Grey- headed Flying-foxes habitat, typically the use of barb wire is avoided. There is no mention on what will take	o. The proponent must release detail on the style and extent of fauna fencing.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	precedent in situations where there is differences between the fencing requirements to mitigate fauna impacts and landholder preferences.	
	p. The mitigation measures frequently mentions where practical, minimising vegetation clearing and ground disturbance. It would be helpful to understand minimum width clearing could be restricted to below the standard nominated 20m wide disturbance corridor.	p. The proponent must provide indication of minimum width and circumstances in-which this can be applied.
	q. Details into the extent of clearing required for new vehicle access tracks and permanent vehicle service tracks is not provided. Again, this makes it difficult to understand the holistic impacts.	 q. The proponent must provide details of likely locations and extent of clearing (subject to further refinement).
	Operational Details	
	r. There is limited detail into the on-going operational management or commitment to environmental management and rectification. The draft Environmental Management Plan contains no approach to operationalise ongoing environmental management.	r. The proponent must update the Environmental Management Plan to cover operational matters. This document must be released to the public prior to approval.
Section 6.1.7	s. There is limited information regarding systems for managing an environmental incident (e.g. train derailment) and associated rehabilitation of land and environmental values.	s. The proponent must provide detail on the management of an environmental incident in an updated Environmental Management Pan.
	Ongoing Monitoring	
	t. The EIS lacks detail into on-going monitoring for wildlife in proximity to the corridor, to preventative measures that avoid strikes and deaths. Subsequently, there is no detail of ongoing commitment to retrofitting measures	t. The proponent must provide detail into the ongoing monitoring during the operation of the C2K.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Section 11.5.2.3	should it be deemed necessary to rectify an ongoing environmental impact.	
Section 11.5.5	Specific Comments u. No reference to Flinders-Goolman Conservation Estate. Understand it is not located in the study area. However, if the document is making reference to the Flinders Peak Conservation Park, which is contained within the estate and managed by council, then the estate should be referenced. The estate is a regionally significant environmental area and recreation destination.	u. The proponent must amend the EIS to recognise the extent of the estate and recognise its importance. Where relevant, make reference to the estate.
Section 11.5.5	v. This map is confusing and referenced incorrectly. In the text of section 11.5.2.3 it is referenced as 11.8 but is actually 11.7 in the document. It is also unclear whether this map is intended to represent the total extent of irbyana TEC in the study area or just what is allegedly being impacted. Is there a map of the total irbyana defined in the study area within the document? This does not appear to exist within Appendix K either	v. The proponent must clarify this point on correct the figure headings. Add in a map of all irbyana mapped within the study area and make it clear which of this is actually being impacted.
Section 11.4.5.1	w. Core habitat of Marsdenia coronata has not been adequately estimated. This species is far more common than the surveys suggested, particularly through the Teviot Range. The entire Flinders-Karawatha Corridor should be considered core habitat for the species. It is noted in figure 11.2d on page 11-35 that chainage 40-42 and part of 44 have no flora survey points. This is likely to be some of the best habitat for the species in the alignment	w. The proponent must update and remodel the core habitat for the Marsdenia coronata and chainage 40-42-44 be surveyed for M. coronata

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Table 11.26	x. While Cupaniopsis tomentella (Boonah tuckeroo) is mainly found within remnant and regrowth vine forest it is also frequently found in margins and gulleys in this area particularly after fire. At various spots around Mt Elliot and Flinders Peak the species has been seen in thick regrowth clumps that are germinating after fire (Redleaf Environmental 2020). Given a cool burning wildfire went through a lot of this area in 2018 there is potential that the species could be located within the alignment	 The proponent must undertake a targeted survey through the Teviot Range section of the alignment, particularly near Dungadan Creek. Note the species can be confused with Alectryon tomentosa if not familiar and care should be taken.
	y. As above chainage 40-42 and part of 44 have no flora survey points. This is likely to be some of the best habitat in the alignment that is being directly impacted. It is noted that figure 13d has noted that opportunistic surveys were undertaken but these still do not replace targeted flora surveys	y. The proponent must survey all of Chainage 40-42- 44 for threatened flora.
Table 11.26	z. Recent surveys conducted by ICC and Wildlife Preservation Society of Queensland have located an important population of greater gliders at the base of Flinders Peak and connecting to Mt Elliot. Similar habitat extends all the way from Flinders Peak southwards to the project area. The EIS's assessment of impacts to the greater glider is not following the precautionary principle and makes general assumptions that are likely to greatly underestimate the potential impact to the species. Greater gliders are far more prevalent that most literature suggests and the only way to confirm presence is with detailed surveys. They can still be found in young forests as long as there is some hollows in the area for them to move to and from. The definition used for habitat critical to the survival of the species is inadequate	z. The proponent must undertake targeted surveys for greater gliders particularly within the Teviot Range. This includes detailed surveys with multiple repeat efforts. The estimate of impacted habitat are required to be reassessed and a more realistic estimate of habitat critical to the survival of the species is necessary, especially given the impacts to the species in the 2019-2020 bushfires and the fact that any impact of this species will be irreversible.

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	 and makes broad assumptions about the presence or absence of the species with inappropriate levels of survey effort to back the definition. In addition the species is also highly susceptible to secondary disturbance from light and noise so the tunnel is also likely to have a major impact despite retaining habitat connectivity. aa. There is a critical flaw in the assessment of proposed impact to grey-headed flying-foxes. The habitat modelling correctly includes both remnant and regrowth vegetation containing preferred winter foraging species. However the assessment only considers impacts to occur within 15km of a known roosting site. This is a flawed estimate and not in line with contemporary literature around the species mobility and foraging patterns. Flying foxes frequently forage more than 40km from a roost and also make migratory movements of more than 100km per night. These migratory movements are not in straight lines, and often involve stopping and feeding between camps 	aa. The proponent must adjust the models for habitat critical to survival of the species to include all habitat within 100km from a known or historic roost.
	bb. Mentions the use of baiting to control wild dog predation on Spotted-tailed Quoll. Appropriate and by-catch	bb. The proponent must amend the management plan and utilise an alternate approach to prevent
	impacts. Council is not supportive of this approach.	predation on the Spotted Quoll.

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Air Quality

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Chapter 12, Appendix L	Tank Water – Grain/Cotton/Coal Dust Impactsa. As the majority of properties impacted by this project are located on rural land, reticulated water supply may not be available. The primary source of drinking water for these residential premises is domestic water tanks that rely on rainwater collected from roof run-off to fill them and could be impacted by dust from the new rail line.	a. The proponent must provide additional assessment on the impact of dust on drinking water of rural homes. And if required provide appropriate mitigation measures to prevent health hazards.
Chapter 12, Appendix L	Odour Impacts b. The air quality reports do not appear to adequately account for the odour or dust impacts from desiccated manure blown off loaded or empty livestock wagons	b. The proponent must revise the assessment to account for the odour or dust impacts from desiccated manure. Any sensitive receivers to the impacts of odour are to be identified and mitigation measures proposed.
Chapter 12, Appendix L	Q Fever c. The air quality reports do not appear to adequately account for the effects <i>C. burnetii</i> (Q Fever) from contaminated airborne transmission or from desiccated manure blown off loaded or empty livestock wagons Tank Water – Grain/Cotton/Coal Impacts	c. The proponent must revise the assessment to account for Q Fever impacts from desiccated manure. Any sensitive receivers to the impacts of Q Fever are to be identified and mitigation measures proposed.
Chapter 12, Appendix L	 d. The air quality reports do not appear to adequately account for the dust impacts blown off loaded or empty grain or cotton wagons, especially the impacts to water tanks. 	d. The proponent should fully identify and assess the impacts to manage the potential dust impacts from blown off loaded or empty coal, grain or cotton wagons.
Chapter 11, Chapter 12, Appendix L	Dust Deposition – Vegetation Impacts e. The air quality reports do not appear to adequately account for potential dust deposition from livestock,	e. The proponent should fully identify and assess the impacts to manage the potential dust

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	coal, grain or cotton wagons, so that they will not adversely affect the health of ecologically sensitive vegetation.	deposition from the trains so that they will not adversely affect the health of ecologically sensitive vegetation including aquatic habitat. Practical mitigations measures such as vegetated wind breaks can reduce the concentration of dust moving laterally into native vegetation.
Chapter 12, Chapter 13, Chapter 14, Appendix L	Dust Deposition – Water Quality Impacts f. The air quality reports do not appear to adequately account for potential dust deposition from livestock, coal, grain or cotton wagons, so that they will not adversely affect surface and / or ground water quality	f. The proponent should fully identify and assess the impacts to manage the potential dust deposition from the trains so that they will not adversely affect the surface and / or ground water quality.
Chapter 12, Appendix L	Intrinsic Value – Indigenous Heritage Sites g. The air quality reports do not appear to adequately account for the impacts to the Intrinsic Value of Indigenous Heritage sites. "Intrinsic Value" is a much less tangible value of heritage. It typically involves the perceptions of individuals as to how a heritage property contributes to the basic and essential elements of a local community. The presence of these values helps form the identity of an area and the people that live within it. The existence value or inherent value of heritage is firmly embedded in a building and / or site's identity, uniqueness and significance.	g. The proponent should fully identify and assess the impacts to the Intrinsic Value of all Indigenous Heritage sites to manage the air quality and odour Issues

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Surface	Water	Quality	
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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Section 13.3.3	 Bremer River Water Quality Objectives (WQO) are currently under review by DES and potentially will be updated. 	a. The proponent must update the surface water quality assessment to achieve the latest WQOs for the Bremer River Catchment.
Section 13.4.1	b. The EIS fails to account for on-going monitoring of wate quality during the operation C2K.	b. The proponent must development a management strategy that monitors water quality during the operation of the project and account for remediation measures required to maintain the WQOs of the Bremer River catchment.
Section 13.4.1.1	 c. The EIS states that 'Sites targeted watercourses that crowthe proposed alignment, with additional sites located upstream and downstream of the alignment crossing'. This appears contradicted by Appendix M- Surface WQ Tech Report and Figure 13.1 which only identify a single monitoring site in Western Creek, Bremer River, Warrill Creek and no WQ monitoring site at the major crossing Purga Creek. 	by monitoring upstream and downstream of existing sites and consider in the short term a second site downstream to detect an impact to surface WQ if one is to exist.
Section 13.5.3.2 & 13.5.3.3	d. Table 13.11 and 13.12 indicate many sites were dry at the time of sampling, with some of the sites only sampl once out of the three baseline monitoring rounds. This makes it difficult to build a temporal trend in data. Although most waterways were currently degraded and not meeting WQO's for many parameters, the baseline data for some sites is scant and may make detecting future impacts difficult or vague.	reaches that are reliable for taking water quality samples.
Section 13.6.1	e. The EIS states 'Potential surface WQ impacts will be avoided or minimised through initial mitigation through design responses'	e. The proponent must ensure that works associated with construction on ephemeral waterways occur during dry periods.

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Section 13.6.1	f. The EIS states 'Wastewater quality involving TSS, Phosphorus, and Nitrogen via MUSIC modelling of alignment drainage, indicates that impacts to rural areas associated with potential stormwater discharges are expected to be negligible with buffering from swales producing discharge of a better quality (reduced concentrations) than typical for rural areas'. This is considered vague and unsupported (is this on site or off- site wastewater?), no evidence in Appendix M other than MUSIC modelling was used to conclude this. Furthermore, simply being 'better quality than typical for rural areas' is insufficiently ambitious and does not outline if this meets any relevant legislative objectives.	f. The proponent must quantify expected values of both onsite and off-site wastewater parameters and provide clarity on how it is expected to be 'better quality than typical for rural areas' in an amended surface water quality assessment.
Section 13.6.1.1	g. Erosion and sediment deposition from runoff into Ipswich waterways is one of the greatest surface water quality risks of the proposed project.	g. The proponent must implement an Erosion and Sediment Control Plan in accordance with IECA guidelines and standards.
Section 13.7.1	h. The EIS Table 13.24 states 'The design has been developed to avoid the need to permanently divert watercourses'. Despite stating that it refers to mapped waterways, this statement seems somewhat misleading as section 13.5.2.2 identifies five unmapped waterways that will need to be diverted.	h. The proponent must ensure that watercourses are not diverted.
Section 13.7.1.3	i. The EIS States 'In the event that Water Quality Objectives cannot be achieved for receiving waters, alternate treatment/ disposal options as adaptive management actions are to be implemented 'Water treatment plants are also mentioned here, and it is recognised they will need to be of sufficient size to hold the required volumes of water.	 The proponent is required to provide clarification on the sizing of water treatment plants and adopt this into the final design.

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Hydrology and Flooding

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Independent Flood	Independent Flood Review Panel Comments	
Review Panel	 a) The Independent Flood Review Panel highlighted multiple short fallings of the EIS flood study. 	 a) The proponent must incorporate the recommendations put forward by the Independent Flood Review Panel
Appendix N – Section 8	Hydrology	
	 b) The hydrology utilised for the EIS study has adopted hydrology information from the Brisbane River Catchment Flood Study (BRCFS), 2012. Specifically Intensity-Frequency-Duration (IFD) rainfall data that has been proven to underestimate flows by the Ipswich Rivers Flood Studies Update, 2019. Review of the current report appears to indicate that the underestimation has been considered to some degree. ARTC design flows at the Walloon gauge are still notably below BRCFS FFA (and Council's) flow values while the issue at the Amberley gauge has been improved through the application of factored BRCFS flows. This approach overall appears inconsistent as a result. 	b) The proponent must update the hydrology for the Bremer River and ensure that the design flows match that determined by the Ipswich Rivers Flood Studies Update, 2019.
Appendix N – Section 9	 Flood Impact Results c) Significant flood impact occurs along Waters Road and Kuss Road of magnitude up to 80mm. This change in flood level is unacceptable to ICC as the roads serve as the sole evacuation route for the affected community. 	 c) The proponent must either: i. Maintain the existing flood levels on Waters and Kuss Road by incorporating changes into the proposed design.
		 Engage with the affected community to raise awareness among community members as to the change in flood conditions.

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Noise and Vibration

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	a. The design and implementation of noise mitigation measures required to meet noise levels, are the responsibility of the proponent. However the long-term effectiveness of noise mitigation strategies and measures is likely to be dependent on implementation of an effective ongoing maintenance and management plan.	a. The proponent must provide an Ongoing Maintenance Management Plan with relation to noise mitigation measures to ensure that the long-term impacts of operational noise are mitigated.
	b. The acoustic reports submitted state that the predicted noise emissions from the rail operational use have been determined to exceed the adopted noise limits at the 65 nearby sensitive uses (residences) along the Calvert to Kagaru corridor.	 b. The proponent must incorporate design features into the C2K to limit noise emissions to acceptable noise limits.
	c. The list of sensitive receptors appears to be limited to buildings which excludes camping facilities within the study area and so does not appear to be adequately comprehensive.	c. The proponent must assess the impact to all sensitive receptors in the study area.
	d. The acoustic report has indicated that the proposed standard construction hours of operation, including construction traffic, will be 7.00am-6.00pm Mon to Fri and 8.00am to 1.00pm Sat. However the Environmental Impact Statement, Chapter 23, states that there will be construction activities outside these hours.	d. The proponent must ensure consistency between the EIS documentation and must amend the acoustic report if required. The Proponent should fully identify and implement strategies to manage the residents impacted by all types of construction work at all times of the day for the duration of the project. Considering that the majority of sensitive uses are on agricultural land, they potentially cannot be relocated to other premises at night due to their location and the
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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
		availability of alternative temporary accommodation
	e. The acoustic reports do not appear to adequately account for the impacts of noise on fauna. The rail corridor location will potentially impact 33 existing threatened wildlife, including Koala and Brush Tailed Rock Wallaby, which are both listed as vulnerable under the Environmental Protection and Biodiversity Conservation Act 1999.	e. The proponent must provide assessment on th noise impact caused to fauna during operation the C2K. The assessment must include (but not limited to) the koala, black cockatoo and Rock Wallaby. The proponent must fully identify an implement strategies to manage the potential noise and vibration impacts to fauna (including edge impacts).
		The Proponent must demonstrate the Acousti Quality Objectives for any Protected or Critica Areas including edge impacts are assessed. Th Qld Environmental Protection (Noise) Policy 20 identifies a Protected Area or Critical Area as a sensitive receptor and identifies the noise qua objective to be achieved as, "the level of noise that preserves the amenity of the existing mar park".
	f. There is no indication within the various acoustic reports that an assessment of the noise impacts on farm animals in support of the proposal was conducted. The rail corridor location will potentially impact a number dairy, cattle, poultry and horse breeding/training farms.	f. The Proponent should fully identify and implement strategies to manage the potential noise and vibration impacts to these animals.
	g. The acoustic reports have conducted measurement parameter to the façade of the residential buildings, as they have identified these as the sensitive uses. This	g. The Proponent should fully identify and implement strategies to manage the potential noise impacts to ensure that outdoor spaces of

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	potentially quarantines the existing and future use of the land between the building and the boundary of the rail corridor.	the residence achieve the noise criteria for new rail lines for a minimum of 2000m2, or if the outdoor area is smaller than 2000m2, the whole area.
	The Qld Operational Railway Noise and Vibration Guideline 2019 identifies a sensitive land use to include outdoor spaces of the residence as a noise criteria for new rail lines to achieve. It states that this criteria must be achieved for a minimum of 2000m2 or if the outdoor area is smaller than 2000 m2, the whole area.	
	h. The reports have assessed the predicted noise levels of the new rail development for the project opening in 2026 and also for the expected rail volumes over an indicative period into the future (in this case 2040). Future growth in rail vehicle volumes have been taken into account in noise monitoring. The reports state that 59 sensitive receptors will be impacted at project opening and further 6 by 2040.	h. Consideration must be given to mitigate the nois impacts for all 65 sensitive uses at the project opening at 2026.
	It is not clear if the Proponent will mitigate the noise impacts for all 65 sensitive uses at the project opening or progressively mitigate these properties.	
	 The acoustic reports do not appear to adequately account for the effects of varying topography and source- receiver geometry on noise propagation from the proposed rail line or adverse meteorological effects. It appears that the noise propagation calculations, and recommendation for management controls, have been made based on noise propagation over flat ground. The 	 The proponent must amend the acoustic report to account for the impacts of varying topography. The proponent must fully identify and implemen strategies to manage the potential of the variation of noise levels due to the effects of sound reflection and meteorological effects.

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	effect of this omission may be an under-prediction of noise impact levels on adjacent residential receivers. The Qld Operational Railway Noise and Vibration Guideline 2019 identifies a requirement to identify variation of noise levels due to the effects of sound	
	 reflection and meteorological effects. j. The reports have indicated that due to the location of the sensitive users (mostly rural), it will not be feasible to install acoustic barriers within the rail corridor. The reports have recommended that fixed noise mitigation measures should be installed on impacted private property outside the rail corridor (such as upgrading property boundary fences, or architectural façade treatments such as double-glazing). 	j. The Proponent should fully identify, describe and implement strategies to ensure that all the fixed noise mitigation measures are installed at impacted private sensitive uses, at the project opening at 2026. And that a plan is in place to maintain the infrastructures integrity at the cost of the proponent.
	The Proponent did not provided details of what would be required to upgrade a property boundary fence so that it will screen rail noise. Generally this would require a solid acoustic barrier of a certain height, which considering that the location as mostly rural, may not be suitable. Further, once constructed who will be responsible for the maintenance of this infrastructure, considering the various potential threats to these barriers such as from a bush fire.	
	k. The engineering reference design train volume (peak) in the business case is for 418 train per week for 2040, which equates to an average of 60 train movements a day. However the acoustic report has modelled an average of 51 trains per day using this line by 2040	k. The proponent must ensure consistency between the EIS documentation and must amend the acoustic report if required.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	Impacts of Noise on an Indigenous Heritage Site	I. The Proponent should fully identify and assess the
	 The acoustic reports do not appear to adequately 	impacts to the Intrinsic Value of all Indigenous
	account for the impacts to the Intrinsic Value of	Heritage sites to manage the potential noise from
	Indigenous Heritage sites.	the trains.
	"Intrinsic value" - is a much less tangible value of	
	heritage. It typically involves the perceptions of	
	individuals as to how a heritage property contributes to	
	the basic and essential elements of a local community.	
	The presence of these values helps form the identity of	
	an area and the people that live within it. The existence	
	value or inherent value of heritage is firmly embedded in	
	a building and or site's identity, uniqueness and	
	significance.	



SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Chapter 16, Chapter 17	Intermodal Terminala. The current content of both Chapter 16 (Social) and Chapter 17 (Economic) do not consider the full scope of Inland Rail operation which is likely to include an intermodal terminal within the study area. The current content does not consider an intermodal's impact but instead broadly suggest that Inland Rail could be beneficial to social and economic development by facilitating industrial land uptake and associated undefined employment generation. The facilitation of industrial land uptake, particularly at Ebenezer Regional Industrial Area, relies on an intermodal terminal. EIS key findings that the project will support regional and local economic development is diminished without a catalyst to industrial land uptake and employment generation. An intermodal at Ebenezer is critical to securing local benefit to the Ipswich community, as outlined by the objectives of the proponent, but also may intensify negative impacts. If Inland Rail was to eventuate without an intermodal terminal at Ebenezer it is possible that the Ipswich LGA would experience an increase in road freight task from industrial precincts towards other intermodal terminals. This would increase the impact to the LGA's roads, safety outcomes and amenity for residents both inside and outside of the study area outlined in the EIS.b. Reference documents will be updated e.g. Advance Ipswich and the 2016 census	 a. i. The proponent must revise reporting to explore the potential negative and positive impacts of Inland Rail considering its full operational scope which is likely to include ar intermodal terminal within the study area, possibly at Ebenezer. ii. To assist in this, Council has provided the Willowbank Intermodal Social and Economic Benefits and Impacts Study, 2020, which outlines the social and economic benefits and impacts of an intermodal in the vicinity of Inland Rail. b. The proponent must update Social Impact Assessment with updated reference documents



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	c. Council welcome the suggested involvement of Council in the monitoring and review of the Social Impact Management Plan (SIMP), as well as involvement in the development of a Community Wellbeing Plan and AMP as outlined	 c. The proponent must include the following in the Social Impact Management Plan: Quarterly reports prepared by the contractor regarding stakeholder and community engagement. (stakeholder and community engagement plan). Quarterly reports on the contractor's construction employment register/percentage of personnel employed locally and local procurement outcomes. Updates provided to the ICC Tourism Team regarding monitoring of changes to event attendance or demands on tourism accommodation.
	d. The measure to address 'exposure to construction noise or vibration from laydown areas or bridge construction sites may affect the wellbeing and/or lifestyles of households near the Project footprint' and the Proponent will communicate with landowners within 250m of laydown and bridge construction sites and monitor complaints from residents in these areas	d. The proponent must communicate with landowners at a greater distance from work sites
	e. A Grievance Procedure will be developed	e. The proponent must provide Council with opportunity to review and provide feedback on the Grievance Procedure for complaints management/ongoing complaints management.
	 Reliance on Queensland Police Service data to change a Traffic Management Plan is not adequate. This will not cover near misses. 	 f. The proponent must analyse community complaints to identify improvements to Traffic Management Plans, including at level crossings.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	g. No cumulative construction noise impacts have been identified at Willowbank	g. The proponent must undertake regular review of construction projects and impacts at Willowbank
	h. Proponent will consult with Ipswich Tourism Operators Network annually to identify any decreases in visitation established as attributable to the project.	h. The proponent must undertake more frequent consultation, and criteria for assessment developed, including what documentation will be required for any claim
	 An estimated 16 households within the EIS investigation corridor in the Ipswich local government area will need to relocate to enable the project's construction. SIMP states access will be available to support services and potentially additional funding from ARTC. 	i. Proponent must provide support to vulnerable residents who need to relocate
	j. Potential safety risks of creating new rail corridor	j. Proponent must provide rail safety awareness campaigns



Traffic, Transport and Access

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
1.	Traffic / Route Assessment a) The haul routes associated with construction of the C2k has yet to be confirmed. Traffic volumes and resulting impacts will be subject to significant variation, depending on the haul routes chosen by the Proponent.	 a) The proponent must revise the route assessment once the haul routes have been confirmed and ensure the applicable road network meets an appropriate performance standard.
	Baseline Traffic Volume	
	 Baseline traffic volumes utilised for the traffic assessment for a number of Ipswich Council roads are based on data up to 10 years old. 	 b) The proponent must complete updated traffic counts and revise the assessment prior to construction.
	Construction Access Roads	
	 c) Council have concerns with a number of proposed construction access roads: Coopers Road (Ebenezer Road to Cunningham Highway) – There are a number of residential properties in proximity to Coopers Road, particularly towards its eastern end, Significant volumes of construction traffic on this route, will create amenity issues for the nearby residents. Champions Way (Cunningham Highway to Paynes Road) – There are concerns regarding the existing geometric constraints and the suitability of the existing pavement to accommodate the potential construction traffic for this section of road. Ripley Road (Cunningham Highway to Edwards Street) – It is noted that this section of Ripley Road currently functions as a sub-arterial road, however it is expect that there may be amenity issues / concerns for residents that live along this section of road, 	 c) The proponent must complete the following in relation to parts of the proposed construction access route. Any changes to the access route must be reflected in a revised traffic assessment. i. Coopers Road – The proponent must review the impact of increased traffic volumes on amenity (including limiting night-time work), if amenity impairment is unacceptable, the proponent must determine an alternate route. ii. Champions Way – The proponent is required to upgrade the geometric layout of the road and pavement or is to utilise an alternate haul route during construction. Council's preferred option is for access to be through State Development land to south of the Willowbank Motorsports Precinct.

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SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	 depending on the volume and time of day for construction / delivery vehicles. iv. Edwards Street (Ripley Road to Briggs Road) – It is noted that this section of Edwards Street currently functions as a sub-arterial road, however it is expect that there may be amenity issues / concerns for residents that live along this section of road, depending on the volume and time of day for construction / delivery vehicles. v. Macalister Street (Moffatt Street to Park Street) – This section of Macalister Street is fundamentally a residential street. vi. Park Street (Macalister Street to Warwick Road) – This section of Park Street is fundamentally a residential street 	 iii. Ripley Road – The proponent must review the impact of increased traffic volumes on amenity (including limiting night-time work), if amenity impairment is unacceptable, the proponent must determine an alternate route. iv. Edwards Street – The proponent must review the impact of increased traffic volumes on amenity (including limiting night-time work), if amenity impairment is unacceptable, the proponent must determine an alternate route. v. Macalister Street – The proponent must clarify the proposed trips types that would use Macalister Street, and determine alternate haul routes that avoids heavy vehicle use of Macalister Street. vi. Park Street – The proponent must clarify the proposed trip types that would use Park Street and determine alternate haul routes that avoids heavy vehicle use of Park Street.
	 Road / Rail Crossings d) Council have identified a number of issues associated with the C2K crossing within Ebenezer. 	d) The proponent must provide a grade separated crossing (road under rail) within Ebenezer (to the west of the Cunningham Highway at the proposed Ebenezer Creek rail bridge) to accommodate the future north-south industrial arterial road connection. This crossing shall be suitable to ultimately accommodate a 4-lane dual carriageway industrial arterial road, with a minimal vertical clear of 6.5m.

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Item 15.3 / Attachment 1.

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	 e) The Middle Road crossing is currently shown as a level crossing, which is not supported by Council. 	 e) The proponent must provide an alternate design to the proposed level crossing provided at Middle Road Crossing.
	f) There are a number of minor Council roads that will likely see on-going increased traffic volumes following the completion of the Inland Road corridor construction, due to the closure of existing alternate access roads.	f) The proponent must construct new local roads and upgrade existing Minor Council roads to an appropriate standard as part of the Inland Rail project, to remove the need for level crossings at Hayes Road, M Hines Road and Glencairns Road.
	General Traffic Impacts During Operation g) There are a number of rural roads (Coveney Road, Hayes Road, Lane Road, Middle Road, Old Grandchester Road, Reillys Road, Strongs Road, T Morrows Road, Waters Road – Refer Chapter 19 Traffic, Transport and Access - Table 19.21), that will be subject to a significant short- term increase (>50%) in daily traffic volumes during construction that will potentially create operational or safety issues.	g) The proponent must carry out road upgrades that will adequately support the increased traffic associated with the construction of the C2K.
	 h) The Traffic Assessment has not considered the high frequency of trains passing and the cumulative impact on traffic delays at rail crossings. 	 h) The proponent must undertake additional assessment of traffic delays considering cumulative impact of frequently passing trains during peak traffic times, and also give consideration to impacts on services times for emergency service vehicles.

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Emergency Management

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
Section 20.7.1	a. The EIS fails to mention the impact of severe storms, hail events or destructive winds on the C2K.	 The proponent must provide discussion on the impacts of severe storms, hail events or destructive winds and list relevant mitigation strategies to prevent adverse weather impacts.
Table 20.9	b. The report acknowledges alterations caused by the C2K to road traffic will impact on emergency services' ability to respond in the case of an accident during the construction and operational phase of the project.	b. The proponent must undertake community consultation with emergency service providers to ensure they are aware of road closures detours
Section 20.9.4.4	c. The risk table does not include bushfire risk caused by lightning strike. Often in Ipswich City Council Bushfires are caused by lightning strike and should be referenced in the EIS.	c. The proponent must amend the hazard risk table to include lightning storms.
	d. The EIS mentions consultation with Ipswich Local Disaster Management Group	 d. The proponent must provide evidence of consultation with the Local Disaster Management Group occurring.





Waste and Resource Management

SECTION	DESCRIBE THE ISSUE	SUGGESTED SOLUTION
	a. Community members have expressed concerns that the Inland Rail project will be used to enable the establishment of new waste management facilities in the Ipswich Region.	a. The proponent must identify proposed freight categories.



Doc ID No: A6832128

ITEM: 15.4

SUBJECT: MEMORABILIA ITEMS

AUTHOR: ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

DATE: 3 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning a large number of memorabilia items catalogued following the Crime and Corruption Commission investigation – Operation Windage and the dismissal of the previous Council. The catalogue contains items that have been retained by Council via two former Mayors, returned items from former Councillors and items located within Council facilities across a number of locations. A number of these items may have been purchased with Council funds, are owned by Council or have been donated to Council.

Cataloguing of the items commenced in November 2018 with a total of 755 items captured within the final catalogue as shown in **Attachment 1**.

On 8 December 2020 the Crime and Corruption Commission provided email advice to Council's General Counsel (**Attachment 5**) confirming that Council may proceed with the appropriate disposal of these items.

Council should now determine how to manage the disposal of these items in the context of Council's statutory obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012.*

RECOMMENDATION/S

- A. That Council engage an auction house to sell the items which are assessed as being within the "Sporting Memorabilia" category as outlined within Attachments 3 and 4.
- B. That those items which have been assessed as "Donated Gifts to the City" be reviewed as to whether Council wishes to retain them within its civic collection. Those items that are deemed surplus be either returned to the original donor where viable and appropriate, or disposed of in accordance with policy and statutory requirements.
- C. That efforts be made to return items that are assessed as being within the "Returned to the Donor" category. Those items that are not able to be returned be disposed of in accordance with policy and statutory requirements.

- D. That those items which are listed in the "Requested to be Returned to the Former Mayor" category be returned if private ownership can be substantiated or they are deemed to have no value. Those that are not returned to the former Mayor be disposed of in accordance with policy and statutory requirements.
- E. That the items in the Non-Valuable Items for Disposal category be disposed of in accordance with policy and statutory requirements.
- F. That the net proceeds of disposal of these items be made available in a special community funding program to be deployed in the 2021-2022 financial year.

RELATED PARTIES

There was no declaration of conflicts of interest identified.

ADVANCE IPSWICH THEME

Listening, leading and financial management.

PURPOSE OF REPORT/BACKGROUND

In November 2018 following the Crime and Corruption Commission investigations and the dismissal of the former Council, items identified as memorabilia were catalogued and itemised.

A total of 755 items of memorabilia either purchased with Council monies, donated to Council or in the possession of Council have been catalogued.

Prior to commencement of the cataloguing of these items consultation was undertaken with the Crime and Corruption Commission regarding the management of the items to be catalogued.

Each item was individually photographed, wrapped and catalogued for record keeping purposes and transported and stored at a secure location on Council property.

The catalogued items are items that have been retained by Council from two former Mayors, returned items from former Councillors and items located within Council facilities across a number of locations. Most of these items have likely been purchased with Council funds or gifted to Council and as such are owned by Council.

In December 2020, the Crime and Corruption Commission confirmed that they no longer have any further interest in the memorabilia items retained by Council following their investigation.

Following the advice from the Crime and Corruption Commission in December 2020, Council can now progress with deciding on how to dispose of the catalogued memorabilia items.

To enable Council to decide on the appropriateness of the disposal of these items, the items have been categorised as outlined below with proposed actions for each of the categories:

SPORTING MEMORABILIA:

These are genuine sporting memorabilia items of value which have been independently valued based on the authenticity of the item. A total of 148 items were identified and valued with an estimated accumulative value of \$53,985.00. The valuation advice letter from the engaged supplier is shown in Attachment 2. The schedule of items valued as sporting memorabilia is provided in Attachment 3 and Attachment 4.

Proposed Action: That an auction house or agency equipped to manage the sale of memorabilia items be engaged through Council's procurement process to auction and sell the items on Council's behalf.

DONATED GIFTS TO THE CITY:

These are items also identified within the memorabilia such as plaques, medallions and framed images that appear to be items that may have been gifted to the City or the Mayor as a donated gift from groups such as visiting delegations from other governments and organisations.

Proposed Action: Items within this category will need to be individually assessed to determine if Council wishes to retain the items as part of its collection. If the items do not meet the above criteria, determine if the items can be returned to original donor or be disposed of appropriately.

ITEMS TO BE RETURNED TO DONOR:

These items are those that appear to have been donated to former Mayor's, former Councillors or Council, and the donors may like the items returned to them. For example – portrait paintings, framed images and photographs, handmade items or craftwork.

Proposed Action: Items within this category will need to be individually assessed to determine if a donor's information and contact details are located on or with the item and contact is made with the donor to determine if they wish the item to be returned. If this offer is not accepted, and the item is of minimal value, the item should be disposed of appropriately.

ITEMS REQUESTED TO BE RETURNED BY FORMER MAYOR PISASALE

A number of items within the memorabilia catalogue have been requested by former Mayor Pisasale to be returned to his possession following the investigation. The items requested to be returned have been identified within the catalogue in the comments section. It should be noted that a large amount of other material which was obviously the property of the former Mayor has already been returned to his possession.

Proposed Action: Items within this category will need to be individually assessed to determine if it is appropriate for Council to return these items to former Mayor Pisasale and a final decision be made on these items. Former Mayor Pisasale would be required to

provide proof that items came into his possession without the use of Council funds and were not gifts provided to Council. Where the ownership is unclear and the items are assessed to have no disposal value it is proposed that these would also be made available to the former Mayor.

NON-VALUABLE ITEMS FOR DISPOSAL

A large proportion of the items contained with memorabilia register do not appear to have any substantial value and have not been requested to be returned by former Mayor Pisasale. Items in this category consist of the following: oriental teas, glassware, kitchen giftware, ceramic ware, clothing, alcohol, jewellery, soft toys and various other items.

Proposed Action: Items within this category will need to be individually assessed to determine if they have not already been requested to be returned, and following the finalisation of these items, should be disposed of appropriately and permanently.

Due to the nature and timeframe of the project, including the high volume of items required to be assessed, catalogued and stored, the catalogued items are not identified individually by category and will require some detailed scrutiny over the items to ensure the appropriate action is taken with regard to each item.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Act 2009 and Local Government Regulation 2012*

Council may dispose of items in accordance with the *Local Government Regulation 2012*, where the items of property are considered to be valuable non-current assets.

The method of disposal may be complicated due to the potential interest in some of the property by other parties. Council should obtain further legal advice on the best method of disposal, for property items, other than the sporting memorabilia which is for public auction.

Once a decision has been made to dispose of the property potentially to community organisations, the legal advice can support the decision making process to ensure that Council are fully compliant with the *Local Government Regulation 2012*, due to the sensitive nature and the manner in which this property was recovered by Council.

Disposal by means of auction would be compliant with regulatory requirements for the property which has been valued.

RISK MANAGEMENT IMPLICATIONS

Due to the public and community perception in relation to the purchases of such items with public funds, a decision to finalise these items would provide the community transparency and good governance by Council to dispose or recoup some of the costs expended on these items.

FINANCIAL/RESOURCE IMPLICATIONS

There is opportunity for Council to recoup some of the outlaid costs to purchase some of the memorabilia items, particularly the genuine sporting memorabilia. Council would need to consider the costs associated with how this is to be achieved. It is believed the majority of valuable items were purchased at charity auctions for considerably higher prices than are likely to be realised at commercial auction.

It is proposed that the net proceeds of any disposal be included in a special funding round to assist community and sporting organisations within the local government area.

COMMUNITY AND OTHER CONSULTATION

Consultation occurred with Council's General Counsel in relation to the process of cataloguing the items, and that determination would need to be made by Council in relation to the final outcome of the items including any disposal.

In addition, the former Administrator, current Chief Executive Officer (CEO) and General Manager (Coordination and Performance) held discussions concerning the final list of catalogued items and the items to be individually valued at the time the project was completed.

Some early consultation occurred through the Community Reference Groups when established, and media articles circulated on social media also generated community feedback and input.

CONCLUSION

In conclusion, the Crime and Corruption Commission have informed Council that the memorabilia items can be disposed of as Council deems most appropriate.

As such, Council is now is a position to review the items and consider how the 755 memorabilia items and other items of property are to be managed as outlined through the proposed actions under each of the categories in this report.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Memorabilia Catalogue (under separate cover) 🖆
- 2. Valuation Letter for Sporting Memorabilia Items (under separate cover)
- 3. Schedule of Sporting Items to be Valued (under separate cover) 🖆
- 4. Additional Items added to be valued as Sporting Memorabilia *(under separate cover)*
- 5. Advice from Crime and Corruption Commission on Disposal of Memorabilia Items *(under separate cover)*

Sean Madigan ACTING GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

I concur with the recommendations contained in this report.

Barbara Dart ACTING GENERAL MANAGER COORDINATION AND PERFORMANCE

I concur with the recommendations contained in this report.

David Farmer CHIEF EXECUTIVE OFFICER

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Doc ID No: A6826827

ITEM: 15.5

SUBJECT: COUNCILLOR REPRESENTATION ON EXTERNAL GROUPS

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 1 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning Councillor Memberships to external groups and committees.

RECOMMENDATION/S

- A. That Council nominate one of its Councillors as the representative on the Friends of the Workshop Rail Museum Committee.
- B. That Council nominate one or more of its Councillors as the representative on the West Moreton Diabetes Alliance.
- C. That Council nominate one of its Councillors as an Ambassador for Australian Horizons Foundation.
- D. That the Councillor Memberships document as detailed in Attachment 1 be amended to include the memberships as resolved above.

RELATED PARTIES

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team
- Committee Manager

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

Councillors as part of their role in representing the community participate in a number of external groups and decision making forums. Many of these groups require formal representation by council and it is at the discretion of the elected council to select which Councillor or Councillors are its nominated representatives.

This report specifically addresses nominating representatives for the following committees:

Friends of the Workshops Rail Museum Committee

Council has been invited to nominate either a Councillor or a Council Officer to the Friends of the Workshops Rail Museum Committee.

Although the friends of the TWRM Committee is a volunteer organisation; it is well supported by Queensland Museums with CEO and Director Dr Jim Thompson attending every meeting.

All administration and preparation of committee papers is undertaken by Queensland Museums. Meetings are held quarterly.

Name	Position
Mr James Long	Chair
Professor Alan Rix	Treasurer
Dr Jim Thompson	Committee Member
Mr Vince O'Rourke	Committee Member
Mrs Dianne O'Neill	Committee Member
Mr Peter Johnston	Committee Member
Mr Kel Creedy	Committee Member
Mr Kevin Wright	Committee Member

The committee currently has the following membership:

West Moreton Diabetes Alliance

The West Moreton Diabetes Alliance was established in 2020 in response to the growing risk diabetes poses to our community's health and well-being.

West Moreton – which includes the City of Ipswich - has become a Type 2 diabetes hotspot with the condition the leading cause of preventable hospitalisation in the region, with numbers continuing to grow.

The Alliance brings together key partners to improve collaboration on the prevention and management of diabetes in the West Moreton region.

The Alliance has four key goals including the development of a more liveable local community by supporting active transport and addressing the planning practices which create car dependent, unhealthy lifestyle.

The Alliance includes representatives from West Moreton Health, the Ipswich Hospital Foundation, the Darling Downs and West Moreton Primary Health Network, Kambu – Aboriginal and Torres Strait Islander Corporation for Health, the University of Southern Queensland, and the University of Queensland.

Australian Horizons Foundation

Councillor Russell Milligan has been invited to become an Ambassador for the Australian Horizons Foundation. This is a national foundation for rural Australia.

The Australian Horizons Foundation supports Australia's struggling rural communities suffering serious challenges such as drought, severe debt, downturned communities. Funding is provided as either charitable giving initiatives, or for hard infrastructure construction and development, adding or expanding services, resources, investments in projects for the betterment of Australia's rural communities.

The Foundations focus is on raising substantial funds from many sources, then distributing those funds Australia wide, to rural organisations, charities, associations and communities that achieve measurable and life-changing results.

As an Ambassador, the Councillor's role will include promoting the Charity, attending various meetings of the Charity and promoting the Charities objectives.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009 Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications related to this report.

COMMUNITY AND OTHER CONSULTATION

Consultation has occurred with the relevant stakeholders regarding membership at committees.

CONCLUSION

In order to participate fully in the community in their role as an elected representative, Councillors are expected to participate in various groups and committees.

The above requests are indicative of the communities desire to have representation on their community bodies.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1. Councillor Representation - External Groups 🗓 🖾

Wade Wilson MANAGER, EXECUTIVE SERVICES

I concur with the recommendations contained in this report.

David Farmer CHIEF EXECUTIVE OFFICER

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Lipswich	COUNCILLOR REPRESENTATION ON ORGANISATIONS, COM	IMITTEES, GROUPS ETC.	INVOLVING EXTERNAL INDIVIDUALS	
ORGANISATION	PURPOSE	FREQUENCY	REPRESENTATIVE/NOMINEE	REPORTING
Cherish the Environment Foundation Board	Increase the area of natural bushland through environmental offsets and to increase the level of awareness and understanding in the community of Ipswich's environmental values	As required	Councillor Andrew Fechner Chief Financial Officer	Environment and Sustainability Committee
The City of Ipswich Defence Industry Development and Attraction Committee	To guide the implementation of the City of Ipswich Defence Industry Action Plan and advocate for the local defence industry.	Monthly meetings	Mayor Teresa Harding - Chair David Farmer – Deputy Chair	
Council of Mayors (SEQ)	Independent political advocacy organisation to represent the interests of South East Queensland	As required	Mayor Teresa Harding	Governance and Transparency Committee
Council of Mayors (SEQ) Economic Development Working Group	The Council of Mayors (SEQ) Economic Working Group is a sub-group of elected representatives and officers from each of the member Councils focused on key challenges and opportunities influencing the South East Queensland economy.	Quarterly	Councillor Nicole Jonic	Economic and Industry Development Committee
Council of Mayors (SEQ) Resilient Rivers Taskforce	Represent the interests of South East Queensland - Improving the health of SEQ's waterways by delivering a coordinated approach to catchment management	As required	Mayor Teresa Harding	Environment and Sustainability Committee
Council of Mayors (SEQ) Waste Working Group	SEQ working group regarding Waste	As required	Mayor Teresa Harding Manager, Environment and Sustainability	Environment and Sustainability Committee
Darling Downs-Moreton Rabbit Board	The Board's role is to maintain the fence in rabbit–proof condition and to monitor compliance with the Biosecurity Act 2014.	As required	Councillor Kate Kunzelmann* Councillor Russell Milligan*	Environment and Sustainability Committee
Ipswich City Council/Ipswich UDIA Branch Joint Working Group	To create a strong, transparent and positive working relationship between the Ipswich City Council and the Urban Development Institute of Australia's Ipswich Branch, to advance good planning and development and to promote the region and attract investment.	As required	Mayor Teresa Harding Councillor Kate Kunzelmann Councillor Sheila Ireland Councillor Paul Tully	Growth, Waste and Infrastructure
lpswich District Disaster Management Group	Disaster management planning and operations at a district level	3 times per year More frequently as required during disaster management arrangements	Mayor Teresa Harding Councillor Kate Kunzelmann General Manager, Coordination and Performance General Manager, Planning and Regulatory Services Emergency Management and Sustainability Manager	Environment and Sustainability Committee
Ipswich Local Disaster Management Group	Disaster management planning and operations at a local level	1 per year More frequently as required during disaster management arrangements	Mayor Teresa Harding Councillor Kate Kunzelmann General Manager, Coordination and Performance General Manager, Planning and Regulatory Services Emergency Management and Sustainability Manager	Environment and Sustainability Committee
Ipswich Rivers Improvement Trust	Delivers waterway improvement works within Ipswich	Monthly meetings	Councillor Andrew Fechner Councillor Jacob Madsen Manager Environment and Sustainability	Environment and Sustainability Committee
Queensland Local Government Association (Conference delegates)	Represent the collective interests of local governments in Queensland	Annually	Mayor Teresa Harding Councillor Paul Tully	Governance and Transparency Committee

Item 15.5 / Attachment 1.

Wednesday, August 19, 2020

COUNCILLOR REPRESENTATION ON ORGANISATIONS, COMMITTEES, GROUPS ETC. INVOLVING EXTERNAL INDIVIDUALS					
ORGANISATION PURPOSE FREQUENCY REPRESENTATIVE/NOMINEE					
Scenic Valley Regional Road Transport Group (SV RRTG)	Cooperative governance arrangement between the Department of Transport and Main Roads (TMR), the Local Government Association of Queensland (LGAQ) and Queensland Councils to address shared road and transport challenges across Queensland.	2- 4 per year	Councillor Russell Milligan Manager, Infrastructure Strategy (Chairs the Technical Committee)	Growth, Infrastructure and Waste Committee	
Sub regional Waste Alliance Steering Group		As Required	Mayor Teresa Harding Councillor Russell Milligan Councillor Andrew Fechner	Environment and Sustainability Committee	
Waste and Mining Working Group	Define the current challenges and opportunities and determine a preferred future state for and waste and mining in Ipswich	As required	Mayor Teresa Harding All Councillors	Growth, Waste and Infrastructure	
Waste and Mining Industry Representative Group	Define the current challenges and opportunities and determine a preferred future state for and waste and mining in Ipswich with industry groups	As required	Mayor Teresa Harding All Councillors	Growth, Waste and Infrastructure	

*Applications pending

Item 15.5 / Attachment 1.

Wednesday, August 19, 2020

Doc ID No: A6777382

ITEM: 15.6

SUBJECT: COUNCILLOR INTEGRITY POLICY PACKAGE - REVIEW

AUTHOR: MANAGER, EXECUTIVE SERVICES

DATE: 9 FEBRUARY 2021

EXECUTIVE SUMMARY

This is a report concerning proposed amendments to the Councillor Integrity Policy Package. The amendments proposed have been made to ensure that the Council can continue to operate in a manner that remains efficient while upholding the principles of good governance.

RECOMMENDATION/S

- A. That the revised policy titled 'Meeting Procedures Policy' as detailed in Attachment 2 be adopted.
- B. That the revised policy titled 'Councillor Acceptable Requests Guidelines and Staff Interaction Policy' as detailed in Attachment 4 be adopted.
- C. That the revised policy titled 'Councillor Expenses Reimbursement and Administrative Support Policy' as detailed in Attachment 6 be adopted.

RELATED PARTIES

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

The Councillor Integrity Policy Package was implemented during interim administration to set leading practice standards for all incoming councillors to ensure that good governance, ethical and legal behaviour standards and transparent and effective processes are in place, providing a clear benchmark for all interactions between councillors, council officers and members of the community.

The integrity package placed more appropriate and transparent controls around the risk areas that were highlighted in the much publicised Operation Windage Report.

The policy set that was put in place by the interim administrator was never intended to remain unchanged for the term of Council. Rather, it is a recommendation of the Department of Local Government that both the Councillor Expenses Reimbursement Policy and Councillor Acceptable Requests Guidelines should be reviewed by the incoming council and set at the first meeting.

Legislative provisions outline that it is a decision for the elected council to determine their level of support and appropriate interaction with the organisation among other matters including the meeting schedule, structure and annual budget.

With the elected council now having been in place for close to a year, it was considered timely to review the policy set and determine if any further changes were required.

Meeting Procedures Policy

This policy (and the related Meeting Conduct Policy) has already seen several minor revisions to meet both the needs of the elected council and accommodate legislative reforms that have been made.

- Recent meetings highlighted that there was a need for further control measures around repealing a decision of council. The changes have been proposed with a view to not restrict this from occurring, but to ensure that appropriate governance is in place when it does.
- An organisational performance report from the Chief Executive Officer has been included as part of the Order of Business of an Ordinary Council Meeting.
- Inclusion of an additional procedural motion for requesting items within a motion be voted on separately.
- Revisions have also been made to accommodate the use of e-petitions presented to council recognising this as the current preferred medium.

Councillor Staff Interaction Policy

The title of this policy is proposed to be updated (formerly Councillor Staff Interaction Policy) to better reflect the legislative nature of this policy (s170A (7) of the Act) while acknowledging the ongoing importance of having an adopted practice in place for staff interactions outside the prescriptive requests for advice or information.

During the development of the revised support model adopted by Council in November 2020, it was identified that changes will be required to several related Policies. At the time of the change, the Councillor Staff Interaction Policy was identified as one that would require amendment. It was determined to hold the proposed amendments to this policy until further consultation could be undertaken with the organisation.

With this consultation now complete, it is appropriate to finalise the proposed revisions to ensure that the elected body can continue to operate in an effective manner.

The proposed policy has been revised to better reflect the current demands from the community, remove several aspect of administratively burdensome requirements and provide sensible flexibility for how formal requests can be made by Councillors. With the current policy being intrinsically linked to the Expenses Reimbursement and Administrative Support Policy and the staffing model within, amendments must be made to reflect the recently revised arrangements.

Further clarity has also been provided to detail the relationship between the elected council the community and the council administration.

Councillor Expenses Reimbursement and Administrative Support Policy

Adopted by Council in November 2020 with revisions required to support the overwhelming contact from the Ipswich community, some further revisions are proposed to ensure that the policy intent is clear to all parties.

While the provisions of the policy that were established under interim administration remain sound, they have been found ambiguous around the provision of a Vehicle/Transport Allowance and revealed to not be inclusive enough to cater for different use cases.

The proposed minor revisions remain either in line with or below that made available to comparable Queensland Local Government areas, State and Federal MP's and offer Council a lower burden of cost and risk than what was in place with the previous council.

A minor change has also been proposed to respond to the changing media landscape in the city that would allow choice of digital subscription services. Other minor technical amendments have been made to ensure consistency within the policy provisions.

All Councillor expenses, allowances and reimbursements under this policy are published on the Transparency and Integrity Hub.

Remaining Policies that formed part of the Councillor Integrity Policy Package have been reviewed and require no amendment at this time.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

Changes to the applicable policies are required to ensure that Council is compliant in adhering to legislative obligations and to allow for improved efficiency and flexibility in delivering support services to the Mayor and Councillors.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial implications of the policy amendments proposed in this report.

COMMUNITY AND OTHER CONSULTATION

Consultation on the policy revisions has been undertaken with the following parties:

- Mayor and Councillors
- Chief Executive Officer
- Executive Leadership Team
- Internal Departmental Working group

CONCLUSION

The revisions proposed in this report are constrained to refining what is already in place and some required amendments following recent changes to related policies.

These changes will continue to ensure the Mayor and Councillors can fulfil the ongoing role and responsibilities of their position and represent the community.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Meeting Procedures Policy (Clean Skin) 🕂 🖾
2.	Meeting Procedures Policy (Track Changes) 🕂 🖾
3.	Councillor Acceptable Requests Guidelines and Staff Interaction Policy (Clean Skin) $\frac{1}{2}$
4.	Councillor Acceptable Requests Guidelines and Staff Interaction Policy (Track Changes) 🕂 🖀
5.	Councillor Expenses Reimbursement and Administrative Support Policy (Clean Skin) 🕂 🖀
6.	Councillor Expenses Reimbursement and Administrative Support Policy (Track Changes) 🕂 🖫

Wade Wilson MANAGER, EXECUTIVE SERVICES

I concur with the recommendations contained in this report.

David Farmer CHIEF EXECUTIVE OFFICER

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



IPSWICH CITY COUNCIL MEETING PROCEDURES POLICY

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1. Statement

Council is strongly committed to ensuring that the local government principles are reflected in the conduct of local government meetings and committee meetings.

2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of meetings of the local government and its committees.

"The following local government principles underpin Council's commitment to meeting processes:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery
 of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees

3. Strategic Plan Links

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

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Ipswich City Council Councillor Code of Conduct
- Ipswich City Council Investigations Policy

5. Scope

This policy applies to all Councillors and Council staff that attend and participate in committee and Council meetings. It sets out the processes that must be followed in relation to meeting protocol. This policy does not deal with meeting conduct, this process in outlined in a corresponding policy titled Meeting Conduct Policy.

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6. Roles and Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

The Executive Services Branch of the Coordination and Performance Department is responsible for ensuring the publication of this policy on Council's website.

7. Meeting Procedures

- 7.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 7.2 Any provision of these Meeting Procedures may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension of a provision of the Meeting Procedures and must specify the purpose and duration of each suspension.
- 7.3 Where at a local government meeting a matter arises which is not provided for in these Meeting Procedures, such matters shall be determined by the Chairperson of the meeting in consultation with members of the meeting or by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Meeting Procedures.

8. Procedures for Meetings of Council

8.1. Presiding Officer

- 8.1.1 The Mayor will preside at a meeting of Council.
- 8.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 8.1.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 8.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 8.1.5 If the Chairperson of a Committee is absent or unavailable to preside, the Deputy Chairperson will preside. If both the Chairperson and Deputy Chairperson are absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

8.2. Times of Meeting

8.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.

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- 8.2.2 If there is no resolution fixing the day and time for an ordinary meeting, the Chief Executive Officer may fix the date and time for the meeting.
- 8.2.3 Before the Chief Executive Officer fixes the date and time for an ordinary meeting, the Chief Executive Officer will, if practicable, consult with the Mayor about the proposed day and time for the meeting.

8.3. Notice and Agendas for meetings

- 8.3.1 The Agenda may contain:
 - Notice of meeting
 - Minutes of the previous meetings
 - Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice (Mayoral Minute)
 - Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO
 - Officers' reports to Council referred to the meeting by the CEO
 - Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 8.3.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting.
- 8.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

8.4. Order of Business

- 8.4.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 8.4.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 8.4.3 Unless otherwise altered, the order of business for an ordinary meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Condolences
 - Tributes

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- Presentation of petitions
- Presentations and deputations
- Public Participation
- Declaration of Interests
- Confirmation of Minutes
- Mayoral Minute
- Business Outstanding including conduct matters and matters lying on the table to be dealt with
- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice
- 8.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Attendances including apologies and leave of absence
 - Declaration of Interests
 - Confirmation of Minutes
 - Business Outstanding including matters lying on the table to be dealt with
 - Officers Reports
 - Notices of Motion
 - Matters Arising
- 8.4.5 The minutes of a preceding meeting whether an ordinary, special or standing committee meeting, not previously confirmed shall be taken into consideration, at the next relevant meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 8.4.6 The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.

8.5. Special Meetings

- 8.5.1 The Chief Executive Officer must call a special meeting of the local government if-
 - the special meeting is required by a resolution of the local government; or

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- the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
- a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 8.5.2 below.
- 8.5.2 A written request for a special meeting of the local government must-
 - be signed by the Mayor or three or more Councillors; and
 - specify the purpose of the special meeting; and
 - propose a date and time for the holding of the special meeting.
- 8.5.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor.
- 8.5.4 The order of business for a special meeting of Council shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Officer's Reports.

A mayoral minute is allowed but must only relate to the specific matter that has been notified in the request for special meeting.

- 8.6. Attendance at committee meetings
- 8.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 8.4.5 of this policy.
- 8.6.2 A Councillor must attend a meeting of committee or Council in person, except if there is a natural disaster or severe weather prevents the Councillor from attending the place of the meeting or unless a resolution is passed that the Councillor be allowed to take part in the meeting by teleconference.
- 8.7. Leave of absence from meetings
- 8.7.1 Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting due to private or business purposes.
- 8.7.2 Leave is granted at the discretion of the Council.
- 8.7.3 An application for leave of absence does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.
- 8.7.4 Where a Councillor needs to seek leave from more than a single meeting, such requests are to be made in writing to the CEO specifying the dates of the meeting/s for the requested leave. The CEO will inform the chairperson of the relevant meeting of the request.

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- 8.7.5 If a Councillor attends a meeting for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.
- 8.7.6 A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

8.8. Absence from meetings

- 8.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.
- 8.8.2 Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the apologies section of the meeting minute.

8.9. Mayoral minute

- 8.9.1 The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor, without notice, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 8.9.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- 8.9.3 The Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 8.9.4 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded at any stage of the ordinary meeting considered appropriate by the Mayor.
- 8.9.5 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 8.9.6 Amendments or variations to Mayoral Minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

8.10. Petitions

- 8.10.1 Any petition presented to a meeting of Council shall:
 - be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
 - include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
 - include the postcode of all petitioners, and
 - for printed petitions, have the details of the specific request/matter appear on each page of the petition.

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- 8.10.2 Where a Councillor presents a petition to a meeting of Council, no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report back to the Council; or not be received because it is deemed invalid.
- 8.10.3 Council will respond to the Principal Petitioner in relation to all petitions.
- 8.11. Deputations
- 8.11.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 8.11.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO or relevant General Manager shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.11.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.
- 8.11.4 A deputation shall be given adequate opportunity to explain the purpose of the deputation however the maximum total time allocated per deputation will not exceed 15 minutes, unless otherwise agreed by the Chairperson.
- 8.11.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 8.11.6 The Chairperson may terminate an address by a person in a deputation at any time where:
 - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 8.11.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.12. Repealing or amending resolutions
- 8.12.1 A resolution of Council is effective from the moment it is passed and it is the function and duty of the Chief Executive Officer to give effect to such resolution.
- 8.12.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 8.12.3 Motions to repeal or amend a resolution of Council are to be made by:
 - i. A notice of motion signed by two or more Councillors, lodged to the Chief Executive Officer at least 7 days before the meeting at which the proposal is to be made.

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- ii. A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.
- 8.12.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.
- 8.12.5 Where a rescission motion is received in accordance with 8.12.3 above, the original resolution shall be placed in abeyance.
- 8.12.6 Where a motion to repeal or amend a resolution of Council is defeated, a motion to the same, or like effect, will not be considered for at least three (3) months after the date the relevant motion was defeated.

8.13. Statement of Reasons

8.13.1 In accordance with section 273 of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

8.14. Adjournments

8.14.1 An adjournment may be called by the Chairperson at any time in order for a rest break. Such break will be taken in a separate meeting room.

9. Motions

- 9.1. Notice of matter to be included on agenda by Councillor
- 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given.
- 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.
- 9.1.3 Notice of motions must:
 - be framed as succinctly as possible;
 - not include argument or discussion or excessive background material;
 - be relevant to the good order of the business of the Council; and
 - not be an action that could be dealt within operational procedures.

9.2. Motion to be moved and seconded

9.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

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- 9.2.2 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.
- 9.2.3 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 9.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 9.2.5 A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these meeting procedures shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 9.2.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

9.3. Absence of Mover of Motion

- 9.3.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - moved by another Councillor at the meeting; or
 - deferred to the next appropriate committee or ordinary meeting.

9.4. Amendment of Motion

- 9.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 9.4.2 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 9.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 9.4.4 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 9.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 9.4.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.4.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillors who moved and seconded the original motion ie; the amendment becomes a variation to the original motion.

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9.4.8 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

9.5. Foreshadowed motions and amendments

- 9.5.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion.
- 9.5.2 The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.5.3 Where and amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with.
- 9.5.4 There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.5.5 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.
- 9.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

9.6. Withdrawal of Motion

- 9.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - before the motion is voted on; or
 - before an amendment to the motion is moved and seconded.

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- 9.6.2 If an amendment to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.
- 9.6.3 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 9.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.
- 9.7. Speaking to Motions and Amendments
- 9.7.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 9.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 9.7.3 The order of speakers will be:
 - the Councillor moving the motion;
 - Councillors alternatively against and for the motion;
 - once alternative speakers are exhausted, as determined by the Chairperson;
 - the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - the mover of an amendment motion will have no right of reply.

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- 9.7.4 If the amendment to a motion is passed, the Councillor who moved the original motion will have the right of reply to the amended motion.
- 9.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 9.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 9.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 9.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

9.8. Method of taking vote

- 9.8.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 9.8.2 The Chairperson must, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 9.8.3 Councillors must vote by a show of hands.
- 9.8.4 The Chairperson must call for all Councillors in favour of the motion to indicate their support. The Chairperson must then call for all Councillors against the motion to indicate their objection.
- 9.8.5 All voting at Council meetings (including committee meetings) must be recorded in the minutes of meeting with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.
- 9.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote, the Councillor is taken to have voted in the negative and this will be recorded in the minutes accordingly, including the fact that the councillor failed to vote.
- 9.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 9.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 9.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.

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- 9.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 9.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 9.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, <u>all voting must be recorded in accordance with 9.8.5 of this *Meetings Procedure Policy*.</u>

10. Procedural motions

- 10.1. Process for procedural motions
- 10.1.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put;
 - that the motion items be voted on separately;
 - · that the motion or amendment now before the meeting be adjourned;
 - that the meeting proceed to the next item of business;
 - that the motion/question lie on the table;
 - that the motion/question be taken from the table;
 - a point of order;
 - a motion of dissent against the Chairpersons decision;
 - that this report/document be tabled;
 - suspension of meeting procedures;
 - that the meeting stand adjourned.

10.2. That the motion be put

- 10.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 10.2.2 A Councillor may move that a motion or an amendment be now put:
 - if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.

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- 10.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 10.3. That the motion items be voted on separately
- 10.3.1 Where a procedural motion, "that the motion items be voted on separately", is carried, each separate recommendation item will be voted on as if it was an individual motion.
- 10.4. That the debate on the motion or amendment be adjourned
- 10.4.1 The procedural motion, "that the debate on the motion or amendment be adjourned", will specify a time or date, to which the debate will be adjourned.
- 10.5. That the meeting proceed to the next item
- 10.5.1 Where a procedural motion, "that the meeting proceed to the next item" is carried, debate on the matter that is the subject of the motion shall cease. However, debate on the matter of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

10.6. That the matter lie on the table

- 10.6.1 A procedural motion, "that the matter lie on the table", shall only be moved where the Chairperson or a Councillor requires additional information on the matter, or the result of some other action of Council or person is required, before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.
- 10.6.2 If the motion to lay the matter on the table is lost, debate continues and the motion cannot be moved again in respect of that substantive motion.
- 10.6.3 If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.
- 10.6.4 If the motion is carried, the matter is unable to be dealt with until a procedural motion 'that the matter be lifted from the table and dealt with' is carried.
- 10.7. That the matter be taken from the table
- 10.7.1 The motion, "that the matter be taken from the table", can only be taken from the table by the same committee or the ordinary meeting.
- 10.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.
- 10.8. Points of Order
- 10.8.1 A member who is speaking shall not be interrupted, except by the Chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the Chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.

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- 10.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
 - another Councillor has failed to comply with these meeting procedures;
 - a matter before the meeting is in contravention of the Local Government Act/Regulations, or is beyond the jurisdiction power of Council or is of an objectionable nature;
 - another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.
- 10.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.
- 10.8.4 Where a 'point of order' is raised, consideration of the matter to which the motion was raised shall be suspended and the Chairperson shall determine whether the point of order is upheld.
- 10.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.
- 10.8.6 Notwithstanding anything contained in these meeting procedures to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

10.9. Motion of dissent

- 10.9.1 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made.
- 10.9.2 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made.
- 10.9.3 Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 10.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.
- 10.10. That the report/document be tabled
- 10.10.1 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 10.10.2 The only motion which will be moved following tabling is that:
 - the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
 - the report/document not be received.

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10.11. Suspension of Meeting Procedures

- 10.11.1 A procedural motion, "that a provision of these meeting procedures be suspended for a specified period", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.
- 10.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 10.11.3 At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" shall be made to reinstate all provisions of the meeting procedures to the meeting.

10.12. That the meeting be adjourned/resumed

- 10.12.1 A procedural motion, "that the meeting be adjourned", may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate.
- 10.12.2 Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

10.13. Closed meetings

- 10.13.1 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the matters as detailed in section 254J of the Local Government Regulation 2012 (Closed meetings).
- 10.13.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 10.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 10.13.4 A resolution that a local government meeting be closed <u>must</u> state the matter that is to be discussed as outlined in the section 254J(3) of the *Local Government Regulation 2012* and <u>must</u> include an overview of what is to be discussed while the meeting is closed.
- 10.13.5 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 10.13.6 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 10.13.7 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of" is passed, all members of the public must leave and not re-enter

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the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.

10.13.8 A resolution (other than procedural) of the Local Government or committee must be made in a public meeting. A resolution cannot be made in a closed meeting.

10.14. Questions

- 10.14.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 10.14.2 Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- 10.14.3 A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question.
- 10.14.4 A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for response at the next meeting. In this instance the question must be reduced to writing and provided to the relevant Councillor or Chief Executive Officer.
- 10.14.5 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 10.14.6 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

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11. Maintenance of Good Order

11.1. Business of objectionable nature

11.1.1 If at a meeting the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chairperson may, on the Chairperson's own volition or at the request of another Councillor, declare that the matter not be considered further.

11.2. Disorder

11.2.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

11.3. Acts of disorder by members of the local government or a committee

11.3.1 If a member of the local government or committee fails to leave the meeting place as directed by the Chairperson, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

12. Public attendance at meetings

- 12.1. Attendance of public and media at meetings
- 12.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 12.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 12.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 12.1.4 A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.
- 12.1.5 If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the Chairperson of the meeting may ask the person to leave the meeting place.
- 12.1.6 A person asked to leave a meeting place must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the Chairperson.
- 12.1.7 If a person contravenes clause 12.1.6 above, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

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12.1.8 The Chairperson will adjourn the meeting until the person asked to leave the meeting place has left. After the person has left the meeting place, the Chairperson will reconvene the meeting.

12.2. Public participation at meetings

- 12.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 12.2.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. Any public participation at a meeting will be conducted in accordance with the Public Participation Policy.
- 12.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 12.2.4 For any matter arising from such an address, Council may take the following actions:
 - refer the matter to a committee;
 - deal with the matter immediately;
 - place the matter on notice for discussion at a future meeting;
 - note the matter and take no further action.
- 12.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 12.2.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

13. Monitoring and Evaluation

The effectiveness of this policy will be measured by an annual review process by the CEO in consultation with the Mayor and Councillors. Upon review a report will be submitted to Council outlining proposed amendments or continuing with the status quo. In the case of proposed amendments, the report will clearly outline the reasoning for such amendments.

14. Definitions

Term	Definition
Act or LGA	Local Government Act 2009
Advisory Committee	A committee of the local government appointed under section
	265 of the Local Government Regulation 2012
Authorised person	Means a person who holds office under section 202 of the LGA
Chairperson	The person presiding at a meeting of the local government or
	committee
Chief Executive Officer	The Chief Executive Officer of the local government
or CEO	A person who holds an appointment under section 194 of the
	Act.

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Term	Definition
Standing Committee	A committee of the local government appointed under section
	264 of the Local Government Regulation 2012
Council	Ipswich City Council
Councillor	Of a local government, includes the Mayor
Deputation	A presentation from a member/s of the public (which could be on behalf of an organisation or individual) to an ordinary or
	committee meeting
Foreshadowed	Means a proposed amendment foreshadowed by a Councillor
amendment	under clause 9.5 of this meeting procedure during debate on the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause 9.5 of the meeting procedure during debate on an original motion
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Matters Arising	A matter that arises fairly from the published Agenda of the meeting or a matter determined by the meeting in accordance with clause 7.3 of the procedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold pursuant to section 257 of the <i>Local Government Regulation 2012</i>
Point of order	An interjection during a meeting by a member who does not have the floor, to call to the attention of the Chairperson an alleged violation or breach of the local government's standing orders or meeting procedures
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Regulation	Local Government Regulation 2012
Standing	The rules adopted by Council that regulate the meetings of the
orders/meeting procedures	Ipswich City Council
Variation to a motion	Where a Councillor seeks to vary a motion by obtaining the consent of the mover and seconder of the motion to have the proposed variation included in the motion

15. Policy Owner

Executive Services is responsible for authoring and reviewing this policy.

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IPSWICH CITY COUNCIL MEETING PROCEDURES POLICY

	Version Control and Objective ID	Version No: <u>5</u> 3	Objective ID:
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1. Statement

Council is strongly committed to ensuring that the local government principles are reflected in the conduct of local government meetings and committee meetings.

2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of meetings of the local government and its committees.

"The following local government principles underpin Council's commitment to meeting processes:

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- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery
 of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees

3. Strategic Plan Links

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

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Ipswich City Council Councillor Code of Conduct
- Ipswich City Council Investigations Policy

5. Scope

This policy applies to all Councillors and Council staff that attend and participate in committee and Council meetings. It sets out the processes that must be followed in relation to meeting protocol. This policy does not deal with meeting conduct, this process in outlined in a corresponding policy titled Meeting Conduct Policy.

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6. Roles and Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

The Executive Services Branch of the Coordination and Performance Department is responsible for ensuring the publication of this policy on Council's website.

7. Meeting Procedures

- 7.1 These Meeting Procedures provide rules for the conduct of:
 - Local government meetings;
 - Local government standing committee meetings; and
 - Local government advisory committee meetings.
- 7.2 Any provision of these Meeting Procedures may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension of a provision of the Meeting Procedures and must specify the purpose and duration of each suspension.
- 7.3 Where at a local government meeting a matter arises which is not provided for in these Meeting Procedures, such matters shall be determined by the Chairperson of the meeting in consultation with members of the meeting or by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Meeting Procedures.

8. Procedures for Meetings of Council

8.1. Presiding Officer

- 8.1.1 The Mayor will preside at a meeting of Council.
- 8.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 8.1.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 8.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 8.1.5 If the Chairperson of a Committee is absent or unavailable to preside, the Deputy Chairperson will preside. If both the Chairperson and Deputy Chairperson are absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

8.2. Times of Meeting

8.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.

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- 8.2.2 If there is no resolution fixing the day and time for an ordinary meeting, the Chief Executive Officer may fix the date and time for the meeting.
- 8.2.3 Before the Chief Executive Officer fixes the date and time for an ordinary meeting, the Chief Executive Officer will, if practicable, consult with the Mayor about the proposed day and time for the meeting.

8.3. Notice and Agendas for meetings

- 8.3.1 The Agenda may contain:
 - Notice of meeting
 - Minutes of the previous meetings
 - Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice (Mayoral Minute)
 - Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO
 - Officers' reports to Council referred to the meeting by the CEO
 - Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 8.3.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting.
- 8.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

8.4. Order of Business

- 8.4.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 8.4.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 8.4.3 Unless otherwise altered, the order of business for an ordinary meeting shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Condolences
 - Tributes

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- Presentation of petitions
- Presentations and deputations
- Public Participation
- Declaration of Interests
- Confirmation of Minutes
- Mayoral Minute
- Business Outstanding including conduct matters and matters lying on the table to be dealt with
- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice
- 8.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:
 - Opening of meeting
 - Attendances including apologies and leave of absence
 - Declaration of Interests
 - Confirmation of Minutes
 - Business Outstanding including matters lying on the table to be dealt with
 - Officers Reports
 - Notices of Motion
 - Matters Arising
- 8.4.5 The minutes of a preceding meeting whether an ordinary, special or standing committee meeting, not previously confirmed shall be taken into consideration, at the next relevant meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 8.4.6 The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.

8.5. Special Meetings

- 8.5.1 The Chief Executive Officer must call a special meeting of the local government if-
 - the special meeting is required by a resolution of the local government; or

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- the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
- a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 8.5.2 below.
- 8.5.2 A written request for a special meeting of the local government must-
 - be signed by the Mayor or three or more Councillors; and
 - specify the purpose of the special meeting; and
 - propose a date and time for the holding of the special meeting.
- 8.5.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor.
- 8.5.4 The order of business for a special meeting of Council shall be as follows:
 - Opening of meeting
 - Welcome to country or acknowledgement of country
 - Opening Prayer
 - Attendances including apologies and leave of absence
 - Officer's Reports.

A mayoral minute is allowed but must only relate to the specific matter that has been notified in the request for special meeting.

- 8.6. Attendance at committee meetings
- 8.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 8.4.5 of this policy.
- 8.6.2 A Councillor must attend a meeting of committee or Council in person, except if there is a natural disaster or severe weather prevents the Councillor from attending the place of the meeting or unless a resolution is passed that the Councillor be allowed to take part in the meeting by teleconference.
- 8.7. Leave of absence from meetings
- 8.7.1 Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting due to private or business purposes.
- 8.7.2 Leave is granted at the discretion of the Council.
- 8.7.3 An application for leave of absence does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.
- 8.7.4 Where a Councillor needs to seek leave from more than a single meeting, such requests are to be made in writing to the CEO specifying the dates of the meeting/s for the requested leave. The CEO will inform the chairperson of the relevant meeting of the request.

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- 8.7.5 If a Councillor attends a meeting for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.
- 8.7.6 A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

8.8. Absence from meetings

- 8.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.
- 8.8.2 Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the apologies section of the meeting minute.

8.9. Mayoral minute

- 8.9.1 The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor, without notice, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 8.9.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.
- 8.9.3 The Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 8.9.4 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded at any stage of the ordinary meeting considered appropriate by the Mayor.
- 8.9.5 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.
- 8.9.6 Amendments or variations to Mayoral Minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

8.10. Petitions

- 8.10.1 Any petition presented to a meeting of Council shall:
 - be in legible writing/print or <u>an e-petition typewritten</u> and contain a minimum of ten (10) <u>namessignatures;</u>
 - include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
 - include the postcode of all petitioners, and
 - <u>for printed petitions</u>, have the details of the specific request/matter appear on each page of the petition.

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- 8.10.2 Where a Councillor presents a petition to a meeting of Council, no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report back to the Council; or not be received because it is deemed invalid.
- 8.10.3 Council will respond to the Principal Petitioner in relation to all petitions.
- 8.11. Deputations
- 8.11.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 8.11.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO or relevant General Manager shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.11.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.
- 8.11.4 A deputation shall be given adequate opportunity to explain the purpose of the deputation however the maximum total time allocated per deputation will not exceed 15 minutes, unless otherwise agreed by the Chairperson.
- 8.11.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 8.11.6 The Chairperson may terminate an address by a person in a deputation at any time where:
 - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 8.11.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.12. Repealing or amending resolutions
- 8.12.1 A resolution of Council is effective from the moment it is passed and it is the function and duty of the Chief Executive Officer to give effect to such resolution.
- 8.12.2 A resolution can only be rescinded or repealed if it has not been acted upon.
- 8.12.3 <u>Motions to repeal or amend a resolution of Council are to be made</u><u>A resolution of Council</u> may not be amended or repealed unless <u>by</u>:

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- i. A -notice of motion signed by two or more Councillors, lodged to the Chief Executive Officer at least 7 days before the meeting at which the proposal is to be made.
- i.i.A notice of intention submitted by an officer with approval of the CEO in a reportfor consideration by the council.is given in accordance with the requirements of the
Local Government Act 2009 or the Local Government Regulation 2012.
- 8.12.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.
- 8.12.5 Where a rescission motion is received in accordance with 8.12.3 above, the original resolution shall be placed in abeyance.
- 8.12.6 Where a motion to repeal or amend a resolution of Council is defeated, a motion to the same, or like effect, will not be considered for at least three (3) months after the date the relevant motion was defeated.

8.13. Statement of Reasons

8.13.1 In accordance with section 273 of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

8.14. Adjournments

8.14.1 An adjournment may be called by the Chairperson at any time in order for a rest break. Such break will be taken in a separate meeting room.

9. Motions

- 9.1. Notice of matter to be included on agenda by Councillor
- 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given.
- 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.
- 9.1.3 Notice of motions must:
 - be framed as succinctly as possible;
 - not include argument or discussion or excessive background material;
 - be relevant to the good order of the business of the Council; and

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• not be an action that could be dealt within operational procedures.

9.2. Motion to be moved and seconded

- 9.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 9.2.2 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.
- 9.2.3 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 9.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 9.2.5 A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these meeting procedures shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 9.2.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
- 9.3. Absence of Mover of Motion
- 9.3.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - moved by another Councillor at the meeting; or
 - deferred to the next appropriate committee or ordinary meeting.

9.4. Amendment of Motion

- 9.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 9.4.2 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 9.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 9.4.4 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 9.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

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- 9.4.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.4.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillors who moved and seconded the original motion ie; the amendment becomes a variation to the original motion.
- 9.4.8 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.
- 9.5. Foreshadowed motions and amendments
- 9.5.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion.
- 9.5.2 The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.5.3 Where and amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with.
- 9.5.4 There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.5.5 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.
- 9.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

9.6. Withdrawal of Motion

- 9.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
 - before the motion is voted on; or
 - before an amendment to the motion is moved and seconded.

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- 9.6.2 If an amendment to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.
- 9.6.3 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 9.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.
- 9.7. Speaking to Motions and Amendments
- 9.7.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 9.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 9.7.3 The order of speakers will be:
 - the Councillor moving the motion;
 - Councillors alternatively against and for the motion;
 - once alternative speakers are exhausted, as determined by the Chairperson;
 - the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
 - the mover of an amendment motion will have no right of reply.

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- 9.7.4 If the amendment to a motion is passed, the Councillor who moved the original motion will have the right of reply to the amended motion.
- 9.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 9.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 9.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 9.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

9.8. Method of taking vote

- 9.8.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 9.8.2 The Chairperson must, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 9.8.3 Councillors must vote by a show of hands.
- 9.8.4 The Chairperson must call for all Councillors in favour of the motion to indicate their support. The Chairperson must then call for all Councillors against the motion to indicate their objection.
- 9.8.5 All voting at Council meetings (including committee meetings) must be recorded in the minutes of meeting with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.
- 9.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote, the Councillor is taken to have voted in the negative and this will be recorded in the minutes accordingly, including the fact that the councillor failed to vote.
- 9.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 9.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 9.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.

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- 9.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 9.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 9.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, <u>all voting must be recorded in accordance with 9.8.5 of this *Meetings Procedure Policy*.</u>

10. Procedural motions

- 10.1. Process for procedural motions
- 10.1.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put;
 - that the motion items be voted on separately;
 - that the motion or amendment now before the meeting be adjourned;
 - that the meeting proceed to the next item of business;
 - that the motion/question lie on the table;
 - that the motion/question be taken from the table;
 - a point of order;
 - a motion of dissent against the Chairpersons decision;
 - that this report/document be tabled;
 - suspension of meeting procedures;
 - that the meeting stand adjourned.

10.2. That the motion be put

- 10.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 10.2.2 A Councillor may move that a motion or an amendment be now put:
 - if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.

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- 10.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 10.3. That the motion items be voted on separately
- 10.3.1 Where a procedural motion, "that the motion items be voted on separately", is carried, each separate recommendation item will be voted on as if it was an individual motion.

10.3.10.4. That the debate on the motion or amendment be adjourned

10.34.1 The procedural motion, "that the debate on the motion or amendment be adjourned", will specify a time or date, to which the debate will be adjourned.

10.4.10.5. That the meeting proceed to the next item

10.45.1 Where a procedural motion, "that the meeting proceed to the next item" is carried, debate on the matter that is the subject of the motion shall cease. However, debate on the matter of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

10.5.10.6. That the matter lie on the table

- 10.56.1 A procedural motion, "that the matter lie on the table", shall only be moved where the Chairperson or a Councillor requires additional information on the matter, or the result of some other action of Council or person is required, before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.
- 10.56.2 If the motion to lay the matter on the table is lost, debate continues and the motion cannot be moved again in respect of that substantive motion.
- 10.56.3 If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.
- 10.56.4 If the motion is carried, the matter is unable to be dealt with until a procedural motion 'that the matter be lifted from the table and dealt with' is carried.

10.6.10.7. That the matter be taken from the table

- 10.67.1 The motion, "that the matter be taken from the table", can only be taken from the table by the same committee or the ordinary meeting.
- 10.67.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

10.7.10.8. Points of Order

10.78.1 A member who is speaking shall not be interrupted, except by the Chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the Chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.

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10.78.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believe that:	ed
 another Councillor has failed to comply with these meeting procedures; 	
 a matter before the meeting is in contravention of the Local Government Act/Regulations, or is beyond the jurisdiction power of Council or is of an objectionab nature; 	le
 another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct. 	
10.78.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.	
10.78.4 Where a 'point of order' is raised, consideration of the matter to which the motion was raised shall be suspended and the Chairperson shall determine whether the point of order is upheld.	er
10.78.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.	
10.78.6 Notwithstanding anything contained in these meeting procedures to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.	
10.8. 10.9. Motion of dissent	
10.89.1 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made.	
10.89.2 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made.	
10.89.3 Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.	
10.89.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.	
10.9.<u>10.10.</u> That the report/document be tabled	
10.910.1 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.	en
10.910.2 The only motion which will be moved following tabling is that:	
 the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or 	

• the report/document not be received.

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10.10.10.11. Suspension of Meeting Procedures

- 10.101.1 A procedural motion, "that a provision of these meeting procedures be suspended for a specified period", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.
- 10.101.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 10.101.3 At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" shall be made to reinstate all provisions of the meeting procedures to the meeting.

10.11.10.12. That the meeting be adjourned/resumed

- 10.112.1 A procedural motion, "that the meeting be adjourned", may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate.
- 10.1<u>+2</u>.2 Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

10.12.10.13. Closed meetings

- 10.123.1 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the matters as detailed in section 254J of the Local Government Regulation 2012 (Closed meetings).
- 10.123.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 10.123.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 10.123.4 A resolution that a local government meeting be closed <u>must</u> state the matter that is to be discussed as outlined in the section 254J(3) of the *Local Government Regulation 2012* and <u>must</u> include an overview of what is to be discussed while the meeting is closed.
- 10.123.5 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 10.123.6 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

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- 10.123.7 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of" is passed, all members of the public must leave and not reenter the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.
- 10.123.8 A resolution (other than procedural) of the Local Government or committee must be made in a public meeting. A resolution cannot be made in a closed meeting.

10.13.10.14. Questions

- 10.1<u>34</u>.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 10.134.2 Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- 10.134.3 A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question.
- 10.134.4 A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for response at the next meeting. In this instance the question must be reduced to writing and provided to the relevant Councillor or Chief Executive Officer.
- 10.134.5 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 10.134.6 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

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11. Maintenance of Good Order

11.1. Business of objectionable nature

11.1.1 If at a meeting the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chairperson may, on the Chairperson's own volition or at the request of another Councillor, declare that the matter not be considered further.

11.2. Disorder

11.2.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

11.3. Acts of disorder by members of the local government or a committee

11.3.1 If a member of the local government or committee fails to leave the meeting place as directed by the Chairperson, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

12. Public attendance at meetings

- 12.1. Attendance of public and media at meetings
- 12.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 12.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 12.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 12.1.4 A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.
- 12.1.5 If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the Chairperson of the meeting may ask the person to leave the meeting place.
- 12.1.6 A person asked to leave a meeting place must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the Chairperson.
- 12.1.7 If a person contravenes clause 12.1.6 above, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

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12.1.8 The Chairperson will adjourn the meeting until the person asked to leave the meeting place has left. After the person has left the meeting place, the Chairperson will reconvene the meeting.

12.2. Public participation at meetings

- 12.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 12.2.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. Any public participation at a meeting will be conducted in accordance with the Public Participation Policy.
- 12.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 12.2.4 For any matter arising from such an address, Council may take the following actions:
 - refer the matter to a committee;
 - deal with the matter immediately;
 - place the matter on notice for discussion at a future meeting;
 - note the matter and take no further action.
- 12.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 12.2.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

13. Monitoring and Evaluation

The effectiveness of this policy will be measured by an annual review process by the CEO in consultation with the Mayor and Councillors. Upon review a report will be submitted to Council outlining proposed amendments or continuing with the status quo. In the case of proposed amendments, the report will clearly outline the reasoning for such amendments.

14. Definitions

Term	Definition
Act or LGA	Local Government Act 2009
Advisory Committee	A committee of the local government appointed under section
	265 of the Local Government Regulation 2012
Authorised person	Means a person who holds office under section 202 of the LGA
Chairperson	The person presiding at a meeting of the local government or
	committee
Chief Executive Officer	The Chief Executive Officer of the local government
or CEO	A person who holds an appointment under section 194 of the
	Act.

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Term	Definition
Standing Committee	A committee of the local government appointed under section
	264 of the Local Government Regulation 2012
Council	Ipswich City Council
Councillor	Of a local government, includes the Mayor
Deputation	A presentation from a member/s of the public (which could be on behalf of an organisation or individual) to an ordinary or committee meeting
Foreshadowed	Means a proposed amendment foreshadowed by a Councillor
amendment	under clause 9.5 of this meeting procedure during debate on the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause 9.5 of the meeting procedure during debate on an original motion
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Matters Arising	A matter that arises fairly from the published Agenda of the meeting or a matter determined by the meeting in accordance with clause 7.3 of the procedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold pursuant to section 257 of the <i>Local Government Regulation 2012</i>
Point of order	An interjection during a meeting by a member who does not have the floor, to call to the attention of the Chairperson an alleged violation or breach of the local government's standing orders or meeting procedures
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Regulation	Local Government Regulation 2012
Standing	The rules adopted by Council that regulate the meetings of the
orders/meeting procedures	Ipswich City Council
Variation to a motion	Where a Councillor seeks to vary a motion by obtaining the consent of the mover and seconder of the motion to have the proposed variation included in the motion

15. Policy Owner

Executive Services is responsible for authoring and reviewing this policy.

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Ipswich

IPSWICH CITY COUNCIL Councillor Acceptable Requests Guidelines and Staff Interaction Policy

Version Control and Objective ID	Version No: 2	Objective ID:
Approved by Council on	17 September 2019	
Date of Review		

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1. STATEMENT

This policy establishes the way in which Councillors are expected to interact with Council employees. This Policy also incorporates the acceptable requests guidelines as required by Section 170A(7) of the *Local Government Act 2009* (the Act).

It is necessary that Councillors and Council employees are able to interact so informed decisions that deliver positive outcomes for the community are achieved. It is important that we achieve the right balance to ensure onerous constraints do not impede the flow of information while still ensuring that the principles of good governance are achieved and appropriate controls are in place to protect both employees and Councillors alike.

2. PURPOSE AND PRINCIPLES

- Provide for the way in which a Councillor may ask a Council employee for advice or information to help the Councillor carry out his/her responsibilities under the *Local Government Act 2009*;
- Set reasonable limits on requests made by Councillors;
- Provide clarity on Councillors access to council staff and buildings; and
- Assist Councillors in carrying out their responsibilities as elected representatives in an open and transparent manner.

3. STRATEGIC PLAN LINKS

• Listening, Leading and Financial Management

The Mayor and Councillors represent the Ipswich community and provide strong and visionary leadership.

4. REGULATORY AUTHORITY

Local Government Act 2009	Local Government Regulation 2012	
Right to Information Act 2009	Information Privacy Act 2009	
Public Sector Ethics Act 2004		

5. RELATED DOCUMENTS

Councillor Administrative Support Guidelines Councillor Briefing Sessions and Workshops Policy Councillor Expenses Reimbursement and Administrative Support Policy Code of Conduct for Councillors in Queensland Employee Code of Conduct Complaints Management Policy Council Meetings Policy Good Governance Policy

6. SCOPE

This policy is applicable to all Councillors and Council employees.

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7. ROLES AND RESPONSIBILITIES

All Councillors and Council employees are bound by the provisions of this Policy in addition to all other obligations under legislation, regulations and Council documents including those listed in Clauses 4 and 5 above.

Where a Councillor is appointed to a specific role under an act or regulation, the requirements of that act or regulation will take precedence where they are undertaking the specific responsibilities as defined in the relevant act or regulation in accordance with that role.

8. ACCEPTABLE REQUESTS GUIDELINES

8.1 Acceptable Requests Guidelines outline

Section 170A of the Act prescribes 'acceptable request guidelines', adopted by resolution of Council, as the way in which Councillors may ask Council employees for advice or information to help a Councillor carry out their responsibilities under the Act. This policy constitutes and incorporates the 'acceptable requests guidelines' as required by the Act and provides the way in which a Councillor may ask a Council employee for advice, or to provide information, in order to assist the Councillor to carry out his or her responsibilities under the Act.

These Guidelines are about:

- The way in which a Councillor may ask a Council employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- The way in which a Councillor may ask the Chief Executive Officer for information relating to the local government; and
- The reasonable limits on requests that a Councillor may make.

These Guidelines do not override an individual Councillor's statutory obligations under the Act, including in respect to the use of information under s171 and s171A of the Act.

Unless otherwise expressed, terms used in these Guidelines will have the same meaning given to those terms under the Act.

8.2 General requirements for requests

When asking for advice or information Councillors must:

- act in accordance with the local government principles prescribed in section 4(2) of the Act;
- act in accordance with the Code of Conduct for Councillors in Queensland;
- act in accordance with all of the obligations set out in Chapter 6, Division 5 of the Act;
- not direct, or attempt to direct any Council employee to do anything
- not behave towards Council employees in an overbearing or threatening manner;
- not coerce or entice, or attempt to coerce or entice any Council employee to do anything that does not comply with these Guidelines;

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- not unduly disrupt a Council employee in the undertaking of that Council employee's routine employment obligations;
- not place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; and
- comply with all laws that apply to the local government, as well as Council policies, procedures and guidelines;
- not breach any confidentiality obligations under legislation whereby information is not to be disclosed by Councillors (for example, the Information Privacy Act 2009, Crime and Corruption Act 2001, Public Interest Disclosure Act 2010, Workers' Compensation and Rehabilitation Act 2003);
- during the caretaker period not request information or advice that involves or relates to major policy decisions of Council or which will result in or be likely to result in any inappropriate political gain or advantage for the Councillor (as per sections 90A – 90D of the Act);
- act in good faith;
- be respectful, reasonable and professional.

Councillors should be aware that any request for advice or information and response provided may be subject to disclosure if an application for access is made under the Right to Information Act 2009.

Councillors may request advice or information with assistance from an allocated Support Officer in accordance with the Councillor Administrative Support Guidelines. However, when doing so, the Support Officer must not be utilised in a way to deliberately circumvent the requirements of this policy.

8.3 Distinction between 'Advice' and 'Information'

'Advice' means the provision of knowledge or opinion by a Council employee to assist a Councillor to carry out their duties under the Act. For example, a Councillor may ask a Council employee to advise the Councillor on the status, and process to be followed for consideration, of an application made by a ratepayer to council.

'Information' means information relating to Council that the local government has access to. It includes records and documents (in printed and electronic form) that Council possesses or can access. For example, a Councillor may ask the Chief Executive Officer for a copy of an application that was submitted by a ratepayer to council.

8.4 How a Councillor can make a request for Advice or Information

8.4.1 Requests for Advice

A Councillor may ask for advice to assist in carrying out their responsibilities under the Act directly from:

a. The Chief Executive Officer

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- b. General Manger
- c. Branch Manager
- d. Nominated Section Managers (as determined by the relevant General Manager)

by lodging the request either:

- a. Via the Councillor portal
- b. via a councillor administrative support officer
- c. by email
- d. via telephone, or
- e. in person.

The Manager may require that the request be made in writing to ensure that the request meets the intended requirements.

8.4.2 Requests for Information

A Councillor may ask for information to assist in carrying out their responsibilities under the Act from:

a. The Chief Executive Officer

by lodging the request either:

- a. Via the Councillor portal
- b. via a councillor administrative support officer
- c. by email
- d. via telephone, or
- e. in person.

The Chief Executive Officer may require that the request be made in writing and, may delegate the request to a General Manager where appropriate.

8.4.3 Process for Requests

Requests for advice will be managed by assigned administrative support staff and sent to the most appropriate Council Officer for response. For information requests, it will be sent to the Chief Executive Officer or delegated General Manager for response.

Requests will be acknowledged within 1 business day and best efforts should be made to provide the information as soon as practical. In accordance with the provisions of the Act, responses must be provided within 10 business days, except where the request is of a complex nature or requires substantial research. Requests of a complex nature must be responded to within 20 business days with an interim response provided within 10 days.

In the case of a genuine emergency, contact should be made by telephone with the Chief Executive Officer or General Manager of the relevant area of responsibility to determine the appropriate approach and timelines.

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Service requests made by residents or by Councillors on behalf of residents are not considered as requests for advice or information. Where the Councillor has made a request on the status, and/or the process to be followed for the actioning of a service request, this is considered a request for advice.

8.5 Reasonable limits on requests for advice or information

A Councillor may not ask for information:

- a. that is capricious or which will place an unreasonable burden on Council's resources;
- b. that is a record of the conduct tribunal;
- c. if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal;
- d. that would be privileged from production in a legal proceeding on the grounds of legal professional privilege;
- e. that would disclose personal information, including employees' bank accounts details, child support deductions or tax file number;
- f. which relates to a public interest disclosure under the Public Interest Disclosure Act 2010;
- g. that is confidential information under the Crime and Corruption Act 2001;
- h. that is about matters relating to the conduct of any councillor pursuant to Part 3, Chapter 5A of the Act;
- i. that is a record in relation to an employee's recruitment and performance with the exception of the recruitment and performance of the Chief Executive Officer.

8.6 Provision of documents or information in response to requests

In line with Council's commitment to the environment and a reduction in paper usage, access to electronic copies of documents only will be provided wherever possible.

Councillors are to be aware of their responsibilities under the Act regarding the sharing or further distribution of this advice or information. The right of Councillors to have access to information is for the purpose of exercising the roles and responsibilities of a Councillor. It does not carry with it the right to disclose any information obtained by a Councillor to another person, unless the information is already in the public domain.

While not every document will be considered 'Confidential', Councillors should be aware that information provided may contain confidential material and must be handled appropriately to ensure that Council maintains its reputation and good standing within the community. Providing details of discussions held with Council employees regarding Council projects, internal policy considerations or technical opinion with third parties would be considered a breach of this Policy.

Councillors must not cause the by-passing of the provisions of the Right to Information Act 2009 by providing to a member of the public with information made available to a Councillor as an elected representative that is not already within the public domain.

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Councillors must ensure that hardcopy documents provided by Council are securely destroyed when the documents are no longer required.

8.7 'View only' access to documents

Where 'view only' access to documents is the preferred option available for requested documents, officers of the Administrative Support team will organise a suitable time in a meeting room.

Appropriate reasons to only allow 'view access' to a Councillor are when:

- a. A document is of historical significance and could be damaged if copied or scanned;
- b. If copying or scanning a document would unreasonably divert the resources of the relevant department from its other operations;
- c. If an act or agreement signed by Council states that the document is not to be copied or reproduced.
- d. The contents of the document are considered by the Chief Executive Officer to be of such a confidential nature, that a risk could arise in the provision of the document in hardcopy or electronic format.

8.8 Refusal to Provide Advice or Information

Should a request for advice or information be raised that is considered to be outside of the scope of a Councillor's official duties or a request for advice or information be received which, upon consideration, will take a significant amount of resources to satisfy or cause an undue impact on employees' 'business as usual' responsibilities, the matter is to be escalated to the General Manager and then the Chief Executive Officer.

- The General Manager is to make a decision as to whether it is considered that the fulfilment of the request is required to allow the Councillor to perform their duties.
- If the General Manager confirms that the advice or information requested is not deemed to be required for the Councillor to carry out their official duties the Councillor can ask for the Chief Executive Officer to review and if still withheld, the Councillor has the opportunity to apply for access to the documents via Council's Right to Information process.
- The Right to Information application form is available on Council's website at <u>www.ipswich.qld.gov.au</u>. The Councillor will be required to pay the processing fee as if he/she were a member of the public making an application. This fee is not eligible for Council reimbursement.

8.9 Request a review

If a Councillor is not satisfied with a response to their request for advice or information, the Councillor may request the Chief Executive Officer to have the matter reviewed. That review shall be undertaken by the Chief Executive Officer's nominee under Council's Complaints Management Policy.

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Councillors are not permitted to directly contact a Council employee regarding a complaint about a request for advice or information. All enquiries must be directed to the Chief Executive Officer.

9. CUSTOMER SERVICE REQUESTS AND SERVICE STANDARDS

Members of the community are encouraged to raise any matter they determine of importance with a Councillor. Community members/customers should be mindful however that where the matter is a simple operational request, (e.g. reporting a pothole, missed bin service or submitting an application) they may receive more prompt attention by lodging a request via the Customer Service Centre in the first instance.

For these routine matters, direct engagement between the community member/customer and Council will reduce delays and enable the most appropriate support or advice to be provided directly to the customer.

9.1 Customer requests

Where the community member/customer is unwilling or unable to contact Council directly, a Councillor may submit the relevant information on their behalf via councillor support staff, for actioning by the organisation.

Community members/customers will not receive preferential treatment by lodging service requests via Councillors. Any requests raised through this channel will be processed in accordance with agreed service level standards.

9.2 Raising a General Operational Matter with Council

If a Councillor has identified or become personally aware of an ordinary operational matter, (e.g. reporting a pothole, missed bin service or submitting an application) that requires attention, the Councillor may raise this request via any existing channels available to external customers and also via the allocated councillor administrative support.

In these instances the Councillor is considered to be the customer. The same service level standards that apply to external community members/customers will be applicable for these issues.

9.3 Constituent Complaints Regarding Operational Performance

Feedback from the community/residents regarding operational performance is an important aspect of a Councillors legislated role of monitoring the performance of the local government.

If a community member/resident raises an issue where they are not satisfied with the performance or service provided by Council, the Councillor should in the first instance raise the concern with the Chief Executive Officer or relevant General Manager.

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Councillors are to be mindful of adopted service response standards when monitoring service requests. Under no circumstances is it acceptable for a Councillor to directly contact a Council employee regarding a complaint about operational performance.

Where the complaint is about a decision or action taken by the council administration, the resident should be directed to make a complaint under Council's Complaints Management Policy.

9.4 Emergency and after hours service

Councillors must use the after-hours emergency service process if they become aware of an issue after-hours that is an emergency. This will ensure the effective operation of the after-hours service as well as duty of care for on call officers and other staff.

When an issue arises after-hours that is not an emergency as prescribed in the after-hours procedure, but is of such urgency that to delay contact would bring harm to Council or damage the reputation of Council, Councillors may contact the Chief Executive Officer or relevant General Manager.

10. GENERAL COUNCILLOR INTERACTION WITH COUNCIL EMPLOYEES

Local Government has two (2) distinct areas of expertise:

- The operational arm headed by Chief Executive Officer and encompassing the employees of Ipswich City Council;
- The strategic arm headed by the Mayor and encompassing all Councillors.

The Mayor and Councillors, as the strategic arm, set the long term direction of the City and the means for achieving the required outcomes. The Chief Executive Officer and staff provide expert support to the Mayor and Councillors in this role.

The Chief Executive Officer is responsible for the management of the operational requirements of Council in the provision of services to the community and the implementation of Council's objectives with the support of all Council employees.

In achieving this, Councillors and staff are equally responsible to act courteously and respectfully towards each other and in a manner consistent with the relevant codes of conduct.

10.1 Interaction with Council Officers/Employees

Councillors may interact with the Chief Executive Officer, General Managers, Branch Managers and Section Managers (where nominated by a General Manager) to discuss specific projects or services that they are directly responsible for.

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- Where required, appointments will be co-ordinated by Councillors Administrative Support in accordance with the Administrative Support Guidelines.
- Where the discussion entails the performance of a program of council or relates to a request for Advice or Information, minutes should be taken to ensure that any conflicts of interest that arise during the discussion are appropriately recorded and dealt with in accordance with legislative provisions.
- Councillors must not make direct contact with any other staff not listed above or in Section 8 of this Policy unless the General Manager has determined that a specific subject matter expert is better placed to provide the information or commentary to the Councillor. In these circumstances, the officer will initiate the contact with the Councillor.
- Where direct contact approval is granted by the General Manager, it shall be limited to a specific program or project. The suitability of any ongoing direct contact should be reviewed on a regular basis as determined by the relevant General Manager.
- The protocol for general interaction between councillors and staff during a meeting of council is outlined in Council's Meetings Procedures Policy and Council's Briefing Sessions and Workshops Policy.

10.2 Non Work Related Interactions between Councillors and Council Employees

It is recognised that Councillors and Council employees often live in the same community; interact as members of community/sporting/volunteer organisations as individuals and may form friendships as a consequence of these associations. The requirements of this policy do not in any way impact on the ability of community members (including Councillors and Council employees) to interact from a community/social perspective.

However, it must also be recognised that the abovementioned interactions should not be used as a forum to discuss Council related matters.

If during the course of general conversation a Council related matter is raised by either party, it is appropriate to terminate that topic of discussion and advise the Councillor or Council Officer to raise the matter through the appropriate Council channels.

Should this behaviour become repetitive, these matters need to be raised through the appropriate channels as outlined in section 11 of this Policy.

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10.3 Council Offices and Building Access

As elected representatives of Council, Councillors are entitled to have access to:

- Council Chambers;
- Dedicated spaces for meetings, briefings and official functions;
- Nominated Councillor office space, work areas and Councillors' Administrative Support areas;
- All publicly accessible areas in Council buildings.

Councillors are not entitled to enter any work areas of Council. Meetings with officers are to be coordinated by the Councillor Support staff in accordance with any requirements outlined in the Councillor Administrative Support Guidelines.

Should an occasion arise that a Councillor is required to enter a staff area for a meeting, they shall be accompanied by an attendee of the meeting both to and from the meeting room.

11. SUSPECTED BREACHES OF POLICY

Any suspected breach of this Policy is to be communicated immediately, in writing, as follows:

11.4.1 Employee Breach

Any suspected breach by employees may constitute a breach of the Employee Code of Conduct is and is reported to the relevant General Manager who is to handle the complaint in accordance with adopted Council process.

11.4.2 Councillor Breach

Any suspected breach of this policy by a Councillor may constitute a breach of the Code of Conduct for Councillors in Queensland. The Office of the Independent Assessor is the responsible agency for complaints about the performance or conduct of a councillor in Queensland.

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12. SUMMARY TABLE

The table below summarises the process for the handling of Councillor Requests as set out in this Policy.

TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Public requests for service (e.g. repairs to footpath, mowing of park)	Utilising existing customer service channels of Council or via administrative support resources.	 Request will be dealt with under Council's customer service system in the usual manner Council's usual service level standards will apply All Councillors representing that Division will receive an acknowledgement email to ensure that multiple requests are not raised for the same issue.
Access to Council documents for a purpose related to your role as a Councillor.	 a. via the Councillor portal b. via a councillor administrative support officer c. by email d. via telephone, or e. in person. 	 Request will be responded to by relevant manager Information may be provided electronically or viewed
Access to documents for a private purpose.	Application to be made via Council's Right to Information process.	Applications forms available at www.ipswich.qld.gov.au
Access to a Council work area to participate in a meeting.	Coordinated by Administrative Support Staff.	Meeting organiser will arrange appropriate access
Advice (e.g. technical advice, current status of development application, request for allocation of capital budgets)	 a. via the Councillor portal b. via a councillor administrative support officer c. by email d. via telephone, or e. in person. 	 Meeting minutes will be taken and kept in Council's records management system.
Administrative Support (e.g. stationery, office supplies, stenographic or clerical service)	Coordinated by Administrative Support Staff	Arranged in accordance with Councillors Administrative Support Guidelines
Discussion of Council services or projects.	Coordinated by Administrative Support Staff	 Meeting minutes will be taken and kept in Council's records management system.

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13. MONITORING AND EVALUATION

Effectiveness of this policy will be clearly demonstrated by the strategic arm of Council, as represented by the Councillors, forming a professional relationship with the operational arm of Council, as represented by the Chief Executive Officer and staff. This relationship will encompass the four ethics principles identified in the *Public Sector Ethics Act 1994*:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

The true measure of success will be that Ipswich City Council is proudly demonstrating, through its actions and interactions with the community, that it is embracing the five local government principles as follows:

- 1. Transparent and effective processes, and decision-making in the public interest; and
- 2. Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- Democratic representation, social inclusion and meaningful community engagement; and
- 4. Good governance of, and by, local government; and
- 5. Ethical and legal behaviour of Councillors and local government employees.

14. DEFINITIONS

Councillors - All elected representatives including the Mayor.

Guidelines – A term used in legislation that broadly translates to a policy or procedure of Council.

Administrative Support Staff – Support staff allocated to Councillors as defined in the Councillor Administrative Support Guidelines.

Senior Executive Employee - Chief Executive Officer, General Managers.

Council Employee – Any person employed directly by Ipswich City Council, regardless of their employment status (full time, part time, casual, volunteer) and contractors, undertaking duties on behalf of Council.

15. POLICY OWNER

The General Manager, Coordination and Performance Department is the policy owner. The Manager, Executive Services is responsible for authoring and reviewing this policy.

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IPSWICH CITY COUNCIL Councillor <u>Acceptable Requests Guidelines and</u>—Staff Interaction Policy

	Version Control and Objective ID	Version No: <u>2</u> 1	Objective ID: A5811743
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Councillor Acceptable Requests Guidelines and Staff Interaction Policy Councillor – Staff Interaction

1. STATEMENT

This policy confirms Council's establishes the way in which Councillors are expected to interact with Council employees. This Policy also incorporates the acceptable requests guidelines as required by Section 170A(7) of the *Local Government Act 2009* (the Act).

It is necessary that Councillors and Council employees are able to interact so informed decisions that deliver positive outcomes for the community are achieved. It is important that we achieve the right balance to ensure onerous constraints do not impede the flow of information while still ensuring that the principles of good governance are achieved and appropriate controls are in place to protect both employees and Councillors alike.

commitment to section 170A(6) of the *Local Government Act 2009* (the Act) that prescribes 'acceptable request guidelines', adopted by resolution of Council, as the way in which Councillors may ask Council employees for advice or information to help a Councillor carry out their responsibilities under the Act. This policy constitutes and incorporates the 'acceptable requests guidelines' as required by the Act.

Section 150L(1)(c)(ii) of the Act prescribes that the conduct of a Councillor is misconduct if the conduct contravenes the acceptable request guidelines of the Council. Therefore, any conduct by an Ipswich City Councillor that contravenes this Councillor – Staff Interaction Policy is considered to be misconduct.

2. PURPOSE AND PRINCIPLES

- Provide for the way in which a Councillor may ask a Council employee for advice or information to help the Councillor carry out his/her responsibilities under the Local Government Act 2009;
- Set reasonable limits on requests made by Councillors;
- Provide clarity on Councillors access to council staff and buildings; and
- Assist Councillors in carrying out their responsibilities as elected representatives in an open and transparent manner.

3. STRATEGIC PLAN LINKS

Listening, Leading and Financial Management

The Mayor and Councillors represent the Ipswich community and provide strong and visionary leadership.

4. REGULATORY AUTHORITY

Local Government Act 2009	Local Government Regulation 2012
Right to Information Act 2009	Information Privacy Act 2009
Public Sector Ethics Act 2004	

5. RELATED DOCUMENTS

Councillor Administrative Support Guidelines Councillor Briefing Sessions and Workshops Policy Councillor Expenses Reimbursement and Administrative Support Policy

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Councillor Acceptable Requests Guidelines and Staff Interaction Policy Councillor – Staff Interaction

Councillor Code of Conduct for Councillors in Queensland

Employee Code of Conduct Complaints Management Policy Council Meetings Policy Good Governance Policy

6. SCOPE

This policy provides a set of guidelines to ensure that Councillors are provided with all relevant advice or information and an appropriate level of access to Council employees in order to exercise the functions of civic office and to facilitate informed decision making. This policy is applicable to all Councillors and Council employees.

7. ROLES AND RESPONSIBILITIES

All Councillors and Council employees are bound by the provisions of this Policy in addition to all other obligations under legislation, <u>rRegulations</u> and Council documents including those <u>outlined_listed</u> in Clauses 4 and 5 above.

Where a Councillor is appointed to a specific role under an Aact or Rregulation, the requirements of that aAct or rRegulation will take precedence where they are undertaking the specific responsibilities as defined in the relevant Aact or Rregulation in accordance with that role.

8. ACCEPTABLE REQUESTS GUIDELINES

8.1 Acceptable Requests Guidelines outline

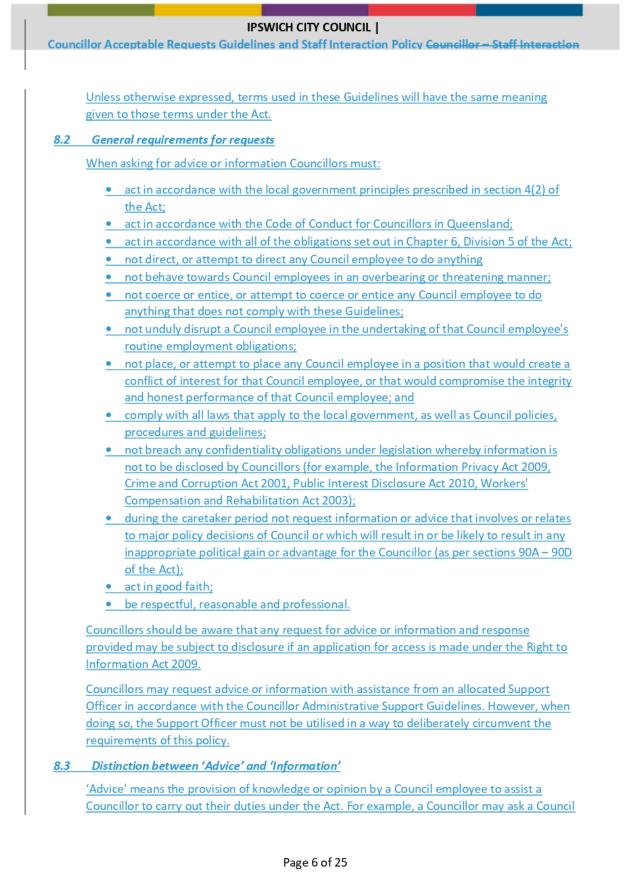
Section 170A of the Act prescribes 'acceptable request guidelines', adopted by resolution of Council, as the way in which Councillors may ask Council employees for advice or information to help a Councillor carry out their responsibilities under the Act. This policy constitutes and incorporates the 'acceptable requests guidelines' as required by the Act and provides the way in which a Councillor may ask a Council employee for advice, or to provide information, in order to assist the Councillor to carry out his or her responsibilities under the Act.

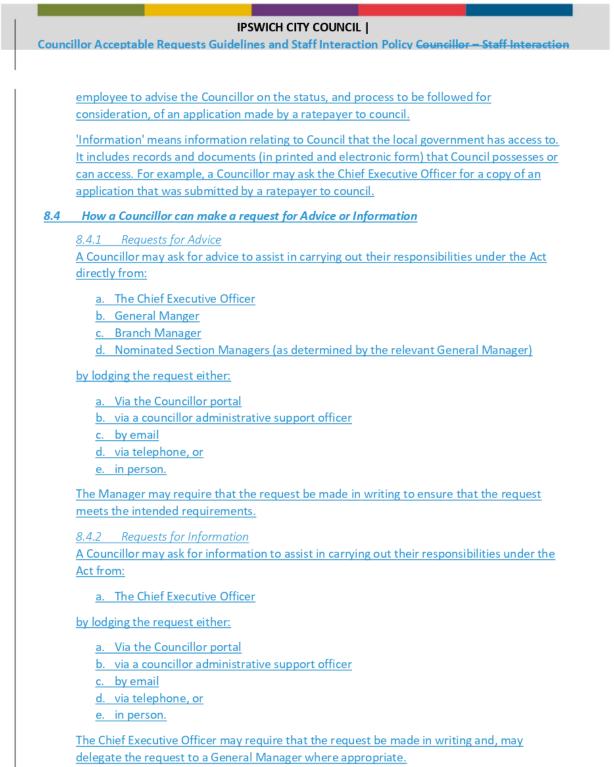
These Guidelines are about:

- The way in which a Councillor may ask a Council employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- The way in which a Councillor may ask the Chief Executive Officer for information relating to the local government; and
- The reasonable limits on requests that a Councillor may make.

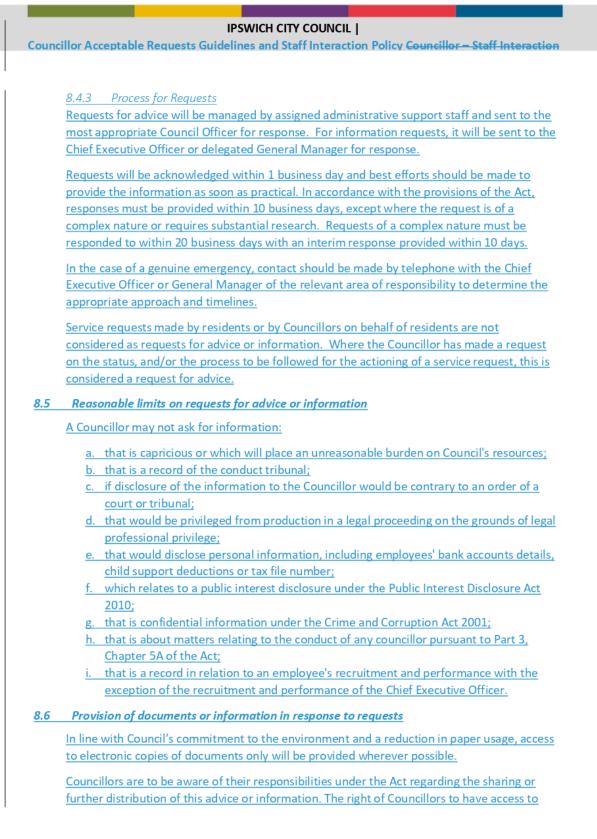
<u>These Guidelines do not override an individual Councillor's statutory obligations under the</u> <u>Act, including in respect to the use of information under s171 and s171A of the Act.</u>

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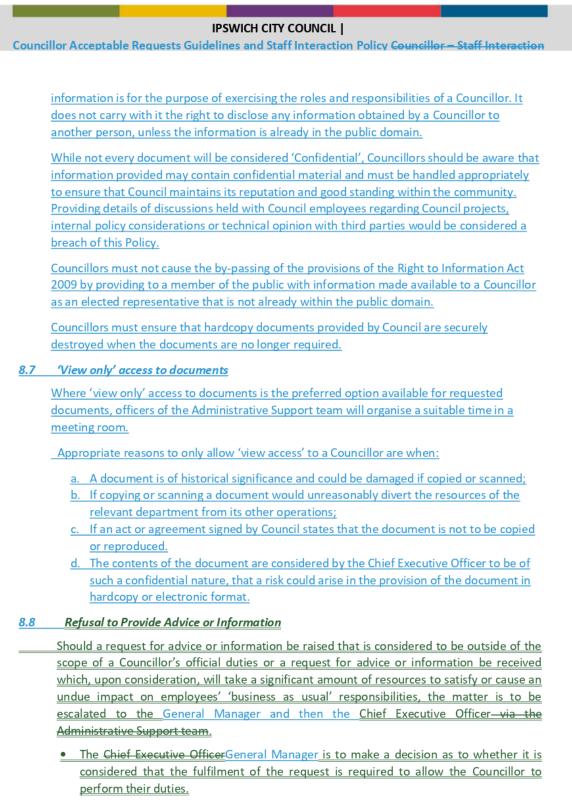




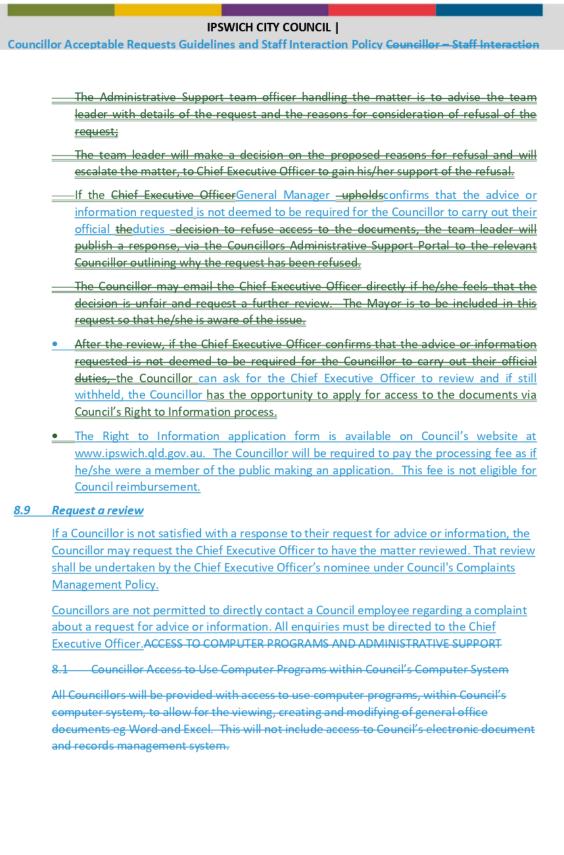
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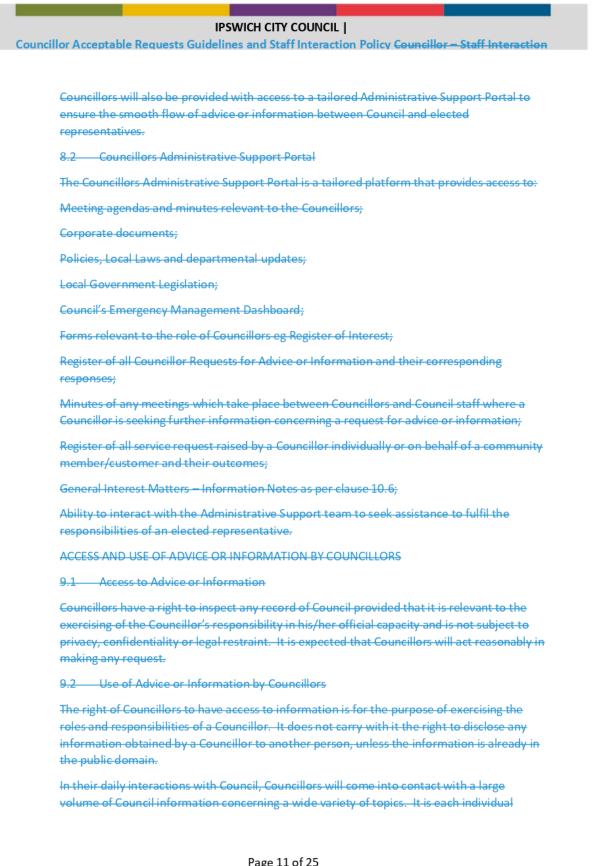
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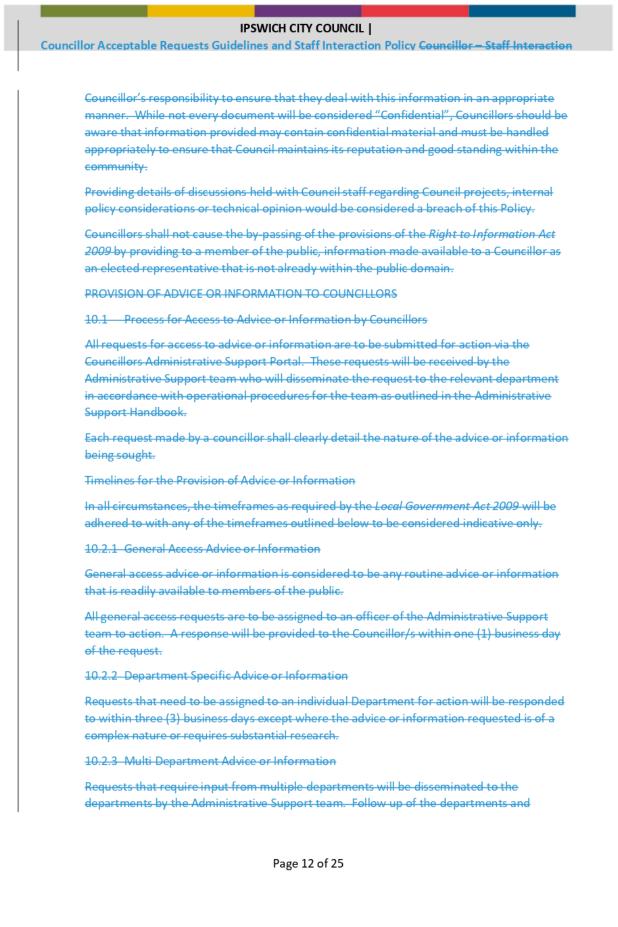
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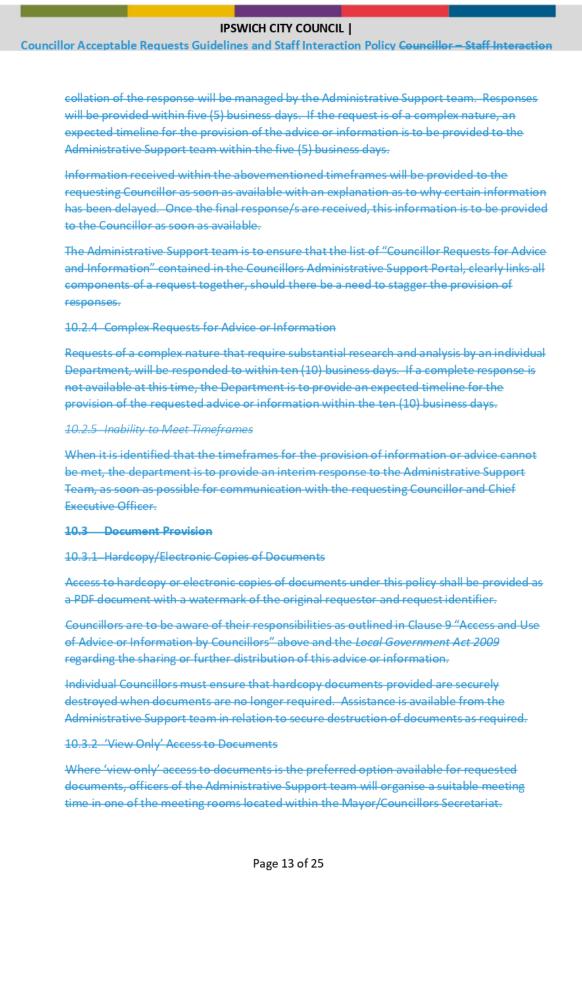


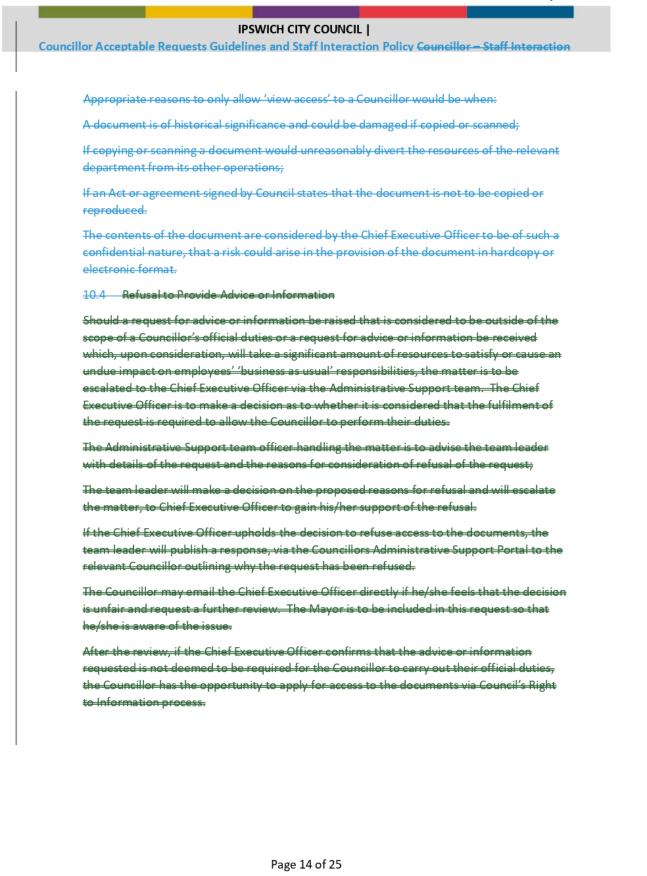
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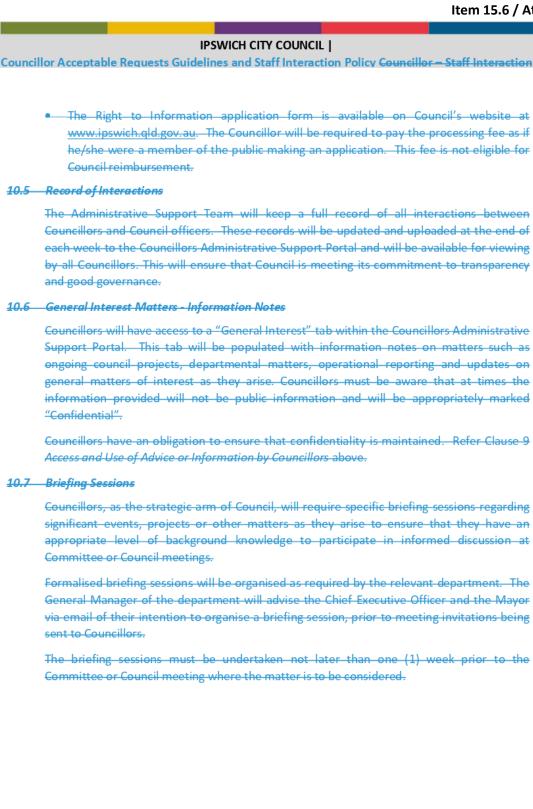


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When organising the briefing session, the organiser will ensure that ALL Councillors have an opportunity to attend and that the intent of the meeting is clearly communicated in the invitation. Any associated background material or information packs will be made available to all councillors.

The purpose of a briefing session is to inform Councillors only, not to provide a closed forum for debate on the matter or provide an opportunity for Councillors to influence the recommendations of the Committee report outside of the Committee process

To ensure adherence to the abovementioned obligations and legislated requirements, Council's Committee Manager or a member of the Committee team will attend the meeting as the minute taker. Minutes from the briefing session along with associated background material or information packs and any outcomes are to be published and made available to all councillors in accordance with legislated timeframes.

9. CUSTOMER SERVICE REQUESTS AND SERVICE STANDARDS

Members of the community are encouraged to raise any matter they determine of importance with a Councillor. Community members/customers should be mindful however that where the matter is a simple operational request, (e.g. reporting a pothole, missed bin service or submitting an application) they may receive more prompt attention by lodging a request via the Customer Service Centre in the first instance.

For these routine matters, direct engagement between the community member/customer and Council will reduce delays and enable the most appropriate support or advice to be provided directly to the customer.

9.1 Customer requests

Where the community member/customer is unwilling or unable to contact Council directly, a Councillor may submit the relevant information on their behalf via councillor support staff, for actioning by the organisation.

<u>Community members/customers will not receive preferential treatment by lodging service</u> <u>requests via Councillors. Any requests raised through this channel will be processed in</u> <u>accordance with agreed service level standards.</u>

9.2 Raising a General Operational Matter with Council

If a Councillor has identified or become personally aware of an ordinary operational matter, (e.g. reporting a pothole, missed bin service or submitting an application) that requires attention, the Councillor may raise this request via any existing channels available to external customers and also via the allocated councillor administrative support.

In these instances the Councillor is considered to be the customer. The same service level standards that apply to external community members/customers will be applicable for these issues.

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IPSWICH CITY COUNCIL | Councillor Acceptable Requests Guidelines and Staff Interaction Policy Councillor – Staff Interaction **Constituent Complaints Regarding Operational Performance** 9.3 Feedback from the community/residents regarding operational performance is an important aspect of a Councillors legislated role of monitoring the performance of the local government. If a community member/resident raises an issue where they are not satisfied with the performance or service provided by Council, the Councillor should in the first instance raise the concern with the Chief Executive Officer or relevant General Manager. Councillors are to be mindful of adopted service response standards when monitoring service requests. Under no circumstances is it acceptable for a Councillor to directly contact a Council employee regarding a complaint about operational performance. Where the complaint is about a decision or action taken by the council administration, the resident should be directed to make a complaint under Council's Complaints Management Policy. **Emergency and after hours service** 9.4 Councillors must use the after-hours emergency service process if they become aware of an issue after-hours that is an emergency. This will ensure the effective operation of the afterhours service as well as duty of care for on call officers and other staff. When an issue arises after-hours that is not an emergency as prescribed in the after-hours procedure, but is of such urgency that to delay contact would bring harm to Council or damage the reputation of Council, Councillors may contact the Chief Executive Officer or relevant General Manager. 8-10. GENERAL COUNCILLOR INTERACTION WITH COUNCIL EMPLOYEES Local Government has two (2) distinct areas of expertise: The operational arm headed by Chief Executive Officer and encompassing the employees of Ipswich City Council; The strategic arm headed by the Mayor and encompassing all Councillors. The Mayor and Councillors, as the strategic arm, set the long term direction of the City and the means for achieving the required outcomes. The Chief Executive Officer and staff provide expert support to the Mayor and Councillors in this role. The Chief Executive Officer is responsible for the management of the operational requirements of Council in the provision of services to the community and the implementation of Council's objectives with the support of all Council employees. In achieving this, Councillors and staff are equally responsible to act courteously and respectfully towards each other and in a manner consistent with the relevant codes of conduct.

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110.1 General-Interaction with Council Officers/Employees

Councillors may interact with the Chief Executive Officer, General Managers, and Branch Managers and Section Managers (where nominated by a General Manager) to discuss specific projects or services that they are directly responsible for. A request for an appointment, including specific details on the matters to be discussed, is to be entered into the Councillors Administrative Support Portal by the interested Councillor. These a

- <u>Where required, appointments will be co-ordinated by the-Councillors</u> Administrative Support in accordance with the Administrative Support Guidelines.<u>team and</u>
- Where the discussion entails the performance of a program of council or relates to a request for Advice or Information, mminutes will be taken of the meeting by a team member for uploading to the Councillors Administrative Support Portal for the interest of all Councillors.should be taken to ensure that any conflicts of interest that arise during the discussion are appropriately recorded and dealt with in accordance with legislative provisions.
- Councillors must not make direct contact with any other staff <u>not listed above or in</u> <u>Section 8 of this Policy</u> unless the General Manager has determined that a specific subject matter expert is better placed to provide the information or commentary to the Councillor.— In these circumstances, the officer will initiate the contact with the Councillor with the support of the Administrative Support Team as required.
- Where direct contact approval is granted by the General Manager, it shall be limited to a specific program or project. The suitability of any ongoing direct contact should be reviewed on a regular basis as determined by the relevant General Manager.
- Where further detailed discussion is required, that cannot be facilitated by the way of a brief telephone conversation, a meeting will be arranged by a member of the Administrative Support Team. Meeting attendees will be:
 - The subject matter expert;
 - The relevant manager;
 - ⊖ The Councillor/s making the enquiry;
 - ⊖ Minute taker.

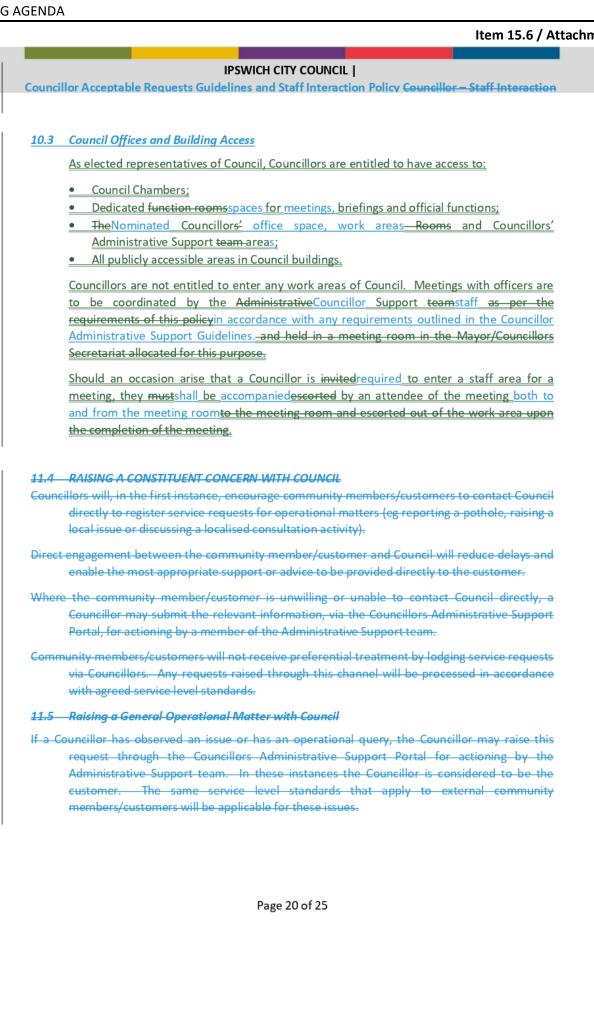
The meeting will be minuted by a member of the Administrative Support team and published to the Councillors Administrative Support Portal.

Where such approval for contact is granted or an associated meeting takes place, councillors will not direct or attempt to direct staff in the performance of their duties or attempt to influence the decision making process.

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11.6 Provision of Feedback on Service Requests

To ensure transparency in all dealings between Councillors, Council staff and community members/customers, the Administrative Support team will maintain registers within the Councillors Administrative Support Portal that will be available to all Councillors. The registers will contain details of all interactions that involve Councillors.

11.7 Constituent Complaints Regarding Operational Performance

Any constituent complaints raised with a Councillor regarding the performance of, or service provided by, Council will be submitted via the Councillors Administrative Support Portal for escalation to the Complaints Management Unit (CMU). The CMU will action the complaint in accordance with Council's legislated obligations and the Complaints Management Policy.

Under no circumstances is it acceptable for a Councillor to directly contact a Council staff member regarding a complaint about operational performance.

9.11. 11. SUSPECTED BREACHES OF POLICY

Any suspected breach of thise Councillors Access to Information and Staff Interactions Policy is to be communicated immediately, in writing, as follows:

11.<u>4</u>8.1 Employee Breach

Any suspected breach by employees may constitute a breach of the Employee Code of Conduct is and is reported to the relevant General Manager who is to <u>handle the complaint</u> in accordance with adopted Council process.

- Advise the Chief Executive Officer and the Manager, People and Culture;
- Investigate the matter;
- Document the outcome of the investigation;
- Inform the Chief Executive Officer and the Manager, People and Culture of the outcome so that appropriate action may be taken to resolve the issue.

11.8.2<u>.4.2</u> Councillor Breach

Any suspected breach of this policy by a Councillor may constitute a breach of the <u>Code of</u> <u>Conduct for Councillors in Queensland</u><u>Councillor Code of Conduct</u><u>-and will be referred to</u> \pm The Office of the Independent Assessor<u>is the responsible agency for complaints about the</u> <u>performance or conduct of a councillor in</u>₇ Queensland<u>Government for investigation and</u> action as appropriate.

10. COUNCIL OFFICES AND BUILDING ACCESS

As elected representatives of Council, Councillors are entitled to have access to:

Council Chambers;

Dedicated function rooms for briefings and official functions;

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The Councillors' Rooms and Councillors' Administrative Support team area;

All publicly accessible areas in Council buildings.

Councillors are not entitled to enter any work areas of Council. Meetings with officers are to be coordinated by the Administrative Support team as per the requirements of this policy and held in a meeting room in the Mayor/Councillors Secretariat allocated for this purpose.

Should an occasion arise that a Councillor is invited to enter a staff area for a meeting, they must be escorted by an attendee of the meeting to the meeting room and escorted out of the work area upon the completion of the meeting.

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IPSWICH CITY COUNCIL | Councillor Acceptable Requests Guidelines and Staff Interaction Policy Councillor - Staff Interaction 11.12. SUMMARY TABLE The table below summarises the process for the handling of Councillor Requests as set out in this Policy. TYPE OF REQUEST FORM OF REQUEST PROCESS Public requests for service (ege.g the Request will be dealt with under Council repairs to footpath, mowing of Administrative Support customer service system in the usual park) PortalUtilising existing customer manner service channels of Council or via Council's usual service level standards will administrative support resources. apply Request entered into the Custor Engagement System bv the Administrative Support Team (AST) Details entered into the Customer Engagement Register in the Councillors Administrative Support Portal All Councillors belonging representing to that Division will receive an acknowledgement email to ensure that multiple requests are not raised for the same issue. Access to Council documents for Entered into the Councillors AST will submit the request with the Administrative Support Portal_a. relevant department. a purpose related to your role as a Councillor. via the Councillor portal • AST will act as liaison between the b. via a councillor administrative department and the Councillor to ensure support officer that timeframes set out in this policy are by email met.Request will be responded to by d. via telephone, or relevant manager e. in person. Information may be provided electronically or viewed Access to documents for a Application to be made via Council's Applications forms available at private purpose. Right to Information process. www.ipswich.qld.gov.au Access to a Council work area to the AST will telephone the GM's office of the Entered into CouncillorsCoordinated participate in a meeting. by work area and arrange for an escort to be Administrative Support StaffPortal. waiting in the public area of the floor.Meeting organiser will arrange appropriate access Advice (ege.g. technical advice, <u>a. via the Councillor portal</u> MAST will organise a meeting between current status of development b. via a councillor administrative the Councillor and the relevant officer/s. application, request for support officer Meeting to be held in one of the allocation of capital budgets) dedicated Councillor meeting rooms. by email c. d. via telephone, or AST member will attend and minute the e. in person.Entered into the meeting and save eeting minutes will be Administrative Councillors taken and kept in Council's records Portal. management system. Administrative Support (ege.g. Coordinated by Administrative Arranged in accordance with Councillors stationery, office supplies, Support StaffEntered into the Expenses Reimbursement and stenographic or clerical service) Councillors Administrative Support Administrative Support Portal Policy-Administrative Support Guidelines

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Portal

 Discussion of Council services or projects.
 Coordinated by Support
 Administrative into
 • AST will organise a meeting between the Councillor and the relevant officer/s,
 Councillors Administrative Support • Meeting to be held in one of the

dedicated Councillor meeting rooms. AST member will attend and minute the meeting and save minutes in Council's records management system. Meeting minutes will be taken and kept in Council's records management system.

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12.13. MONITORING AND EVALUATION

Effectiveness of this policy will be clearly demonstrated by the strategic arm of Council, as represented by the Councillors, forming a professional relationship with the operational arm of Council, as represented by the Chief Executive Officer and staff. This relationship will encompass the four (4) ethics principles identified in the *Public Sector Ethics Act 1994*:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

The true measure of success will be that Ipswich City Council is proudly demonstrating, through its actions and interactions with the community₂ that it is embracing the five (5) local government principles as follows:

- 1. Transparent and effective processes, and decision-making in the public interest; and
- 2. Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- 3. Democratic representation, social inclusion and meaningful community engagement; and
- 4. Good governance of, and by, local government; and
- 5. Ethical and legal behaviour of Councillors and local government employees.

13.14. DEFINITIONS

Councillors - All elected representatives including the Mayor.

<u>Guidelines</u> – A term used in legislation that broadly translates to a policy or procedure of Council.

<u>Administrative Support Staff</u> – Support staff allocated to Councillors as defined in the Councillor Administrative Support Guidelines.

Senior Executive Employee – Chief Executive Officer, General Managers – and – Branch Managers.

Council Employee – Any person employed directly by Ipswich City Council, regardless of their employment status (full time, part time, casual, volunteer) and contractors, undertaking duties on behalf of Council.

14.15. POLICY OWNER

<u>The General Manager, Coordination and Performance Department is the responsible for</u> authoring and reviewing this-policy owner. <u>The Manager, Executive Services is responsible</u> for authoring and reviewing this policy.

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IPSWICH CITY COUNCIL Councillor Expenses Reimbursement and Administrative Support Policy

Version Control and Objective ID	Version No: 5	Objective ID: A6677349
Approved by Council on		
Date of Review	10 December 2024	

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1. Statement

The objectives of this policy are:

- a) to provide set guidelines for the reimbursement of legitimate business expenses incurred or to be incurred by a Councillor while carrying out their civic duties as elected representatives of their local communities;
- b) to provide set guidelines for the provision of administrative support to assist Councillors fulfil their professional role for the community at an appropriate standard.

2. Purpose and Principles

Councillors are elected representatives of the community who take on the role to set the strategic direction of the City. It is Council's responsibility to ensure that Councillors are not financially disadvantaged when carrying out the requirements of their role and are fairly and reasonably compensated. Council is also required to provide appropriate administrative support to allow the Councillors to fulfil the role and responsibilities of their position and to adequately represent the community.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- a) is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- b) based on ensuring economy and efficiency; and
- c) subject to budget provisions.

Council's annual report must contain the particulars enacted by this policy and details of any expenses reimbursed under this policy.

3. Strategic Plan Links

This policy relates to:

Listening, Leading and Financial Management

4. Regulatory Authority

Local Government Act 2009 Public Sector Ethics Act 1994 Local Government Regulation 2012

5. Scope

This policy sets out specific guidelines for the reimbursement of legitimate expenses incurred or to be incurred by a Councillor while carrying out Council business. It also deals with the provision of administrative support to enable Councillors to perform their duties with relative ease to discharge their duties and responsibilities as a Councillor.

This policy does not provide for salaries or any other form of remuneration to Councillors.

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6. Policy Exclusions

- i. Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors (This is not intended to exclude spousal attendance at events where it would be customary for the partner of the Mayor to attend or the Councillor deputising for the Mayor).
- ii. Council will not reimburse or provide funds, services or facilities solely or mainly for the purposes of advertising by, or the self-promotion of Councillors.
- iii. Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer.
- iv. No reimbursement is to be provided for expenses incurred during travel to internal meetings, informal policy discussions, party or political meetings between Councillors.

7. Legislative Responsibilities

The *Local Government Regulation 2012*, s252 states that "a local government cannot resolve under section 275 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment) be closed".

To ensure public accountability and transparency, Ipswich City Council will give public notice of any proposal to change the adopted Councillor Expenses Reimbursement and Administrative Support Policy.

8. Reimbursements

In making a determination as to the validity of a claim for reimbursement, Council must consider public perceptions to ensure that the process meets the community's expectations concerning accountability and transparency. Councillors incurring expenses should not gain personal funds as a result of their role servicing the community. The Chief Executive Officer will be responsible for determining the appropriateness of payment of any request for reimbursement.

8.1 Council Business Expenses

Requests for reimbursement of expenses will only be considered where it can be proven, by the provision of appropriate documentation, that the expense is a genuine council-related business expense incurred whilst undertaking official duties. Payment will be on the grounds that the incurring of this expense could not be avoided.

8.2 Professional Development

Councillors are encouraged to undertake relevant professional development and council will organise and pay for all associated business costs (including registration, travel, accommodation, meals, etc) where the activity level is reasonable and the activity is associated with the councillor's portfolio or organised by a government agency or an industry body eg LGAQ, ALGWA. Any funds expended at the event on personal pursuits will be payable by the Councillor from private funds. Refer to 8.3 Travel Expenses below for a list of examples of what is considered a personal expenditure.

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8.3 Travel Expenses

Requests by Councillors to attend conferences, seminars or training are to be made in writing to the Chief Executive Officer outlining the details of the event and the benefits to the City of Ipswich. All requests for travel are to be made in sufficient time to gain the required approval as outlined below as well as allowing Council to take advantage of travel discounts and deals. Council's "Representation of the City at Official Functions Policy" outlines Councillors specific obligations concerning reporting requirements following their attendance at conferences/seminars.

Approval required:

- i. Local and Interstate Travel Chief Executive Officer approval
- ii. International A resolution of Council

Economy class air travel is the standard and Councillors are required to travel by the most direct route. Where flight time exceeds five (5) hours, the Mayor is eligible for Business Class travel with all other councillors eligible for Premium Economy class in this circumstance.

Any costs incurred which are deemed to be of a personal nature are required to be paid for by the Councillor from private funds. Below is a list of examples of what is considered to be a personal expenditure. This list of examples is not exhaustive:

- i. Tourism related costs
- ii. Social events
- iii. In-flight and in-house movies
- iv. Mini bar purchases
- v. Airline club fees
- vi. Alcohol not consumed as part of a meal
- vii. Payment of costs associated with the return of personal items which have been left behind

8.3.1 Meals while undertaking domestic or international travel

Councillors will be reimbursed for the actual cost of meals, associated with official business, when:

- i. the councillor incurs the cost personally;
- ii. the meal was not provided within the registration costs of the approved activity/event/travel;
- iii. the councillor can produce original documents sufficient to verify the actual meal cost;
- iv. the expenses are reasonable;
- v. Reimbursement will be limited to a maximum of the Australian Taxation Office guidelines for meal allowance except for in exceptional circumstances (E.g. entertaining in an unusually expensive location outside the city) where approved by the Chief Executive Officer and the Mayor.

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IPSWICH CITY COUNCIL | Councillor Expenses Reimbursement and Administrative Support Policy

8.3.2 Accommodation while undertaking domestic or international travel

Where practical, Council will book accommodation offered as part of a conference package. In all other circumstances, Councillors are entitled to stay in accommodation to a standard of 4 stars or equivalent when undertaking professional development or other council business where it is not reasonable for the Councillor to return home for the night in accordance with the following conditions:

- i. Council will book and pay for all accommodation under this policy;
- ii. where a Councillor chooses to stay with friends or family, no accommodation expenses will be paid.

Councillors may be reimbursed for reasonable incidentals in accordance with this policy (up to a maximum of the Australian Taxation Office guidelines).

9. Provision of Administrative Support and Resources

Council is responsible for the provision of appropriate administrative support and resources to ensure that a Councillor is able to undertake their civic duties with relative ease and at a standard appropriate to fulfil their professional role for the community. The provision of facilities and resources is for the sole use of councillors in undertaking their duties and should be used responsibly and appropriately.

9.1 Transportation Allowance

A transport allowance will be provided to Councillors for the costs of transport while undertaking the duties of a Councillor.

Option A - Vehicle Allowance

A vehicle allowance of \$19,500 p.a. (by advance weekly payment) will be automatically provided to cover the costs of procuring, maintaining and running (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc.) a vehicle.

For the Mayor, a vehicle allowance of \$22,500 p.a. (by advance weekly payment) will be provided in recognition of the additional civic duties and responsibilities that this role is required to undertake.

Councillors will have access to Council's preferred salary packaging provider.

<u>OR</u>

Option B – Alternative Arrangement

A maximum allowance of \$19,500p.a. (\$22,500p.a. for the Mayor) will be available to cover the cost of other transport options including taxis, ride share, public transport and active transport equipment.

The allowance will be automatically provided by advance weekly payment at 50% of the maximum rate (\$9,750p.a. or \$11,275 for the Mayor) except where actual costs incurred exceed the full advance amount. Where proof of expense incurred is provided above the full advance payment amount, further reimbursements of expenses incurred can be claimed up to the maximum allowance amount.

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Councillors are required to provide written advice to the CEO of the option chosen upon commencement of this policy or their term as a councillor and should seek their own independent financial advice regarding this allowance and any potential taxation implications.

9.2 Councillor Identification on Vehicle

Two (2) magnetic vehicle door decals, displaying the Councillor's name and the Ipswich City Council logo will be provided to each Councillor.

9.3 Corporate Wear, Personal Protective Equipment and Name Badges

Ipswich City Council has a non-compulsory uniform policy and Councillors will be considered eligible to participate in this corporate scheme under the same conditions that apply to general employees. No provision will be made for Council meeting the cost of any alterations to the garments if required. These costs will be met from the Councillor's private funds.

Councillors will be provided with all necessary safety equipment and are expected to observe the appropriate Workplace, Health and Safety requirements as outlined in Council's Workplace, Health and Safety Policy.

Councillors will be provided with a name badge displaying their name and the Ipswich City Council logo.

9.4 Communication and Technology Resources

- i. One (1) mobile telephone will be provided at the beginning of the Council term for the purposes of conducting council business. The model provided will be in accordance with the standard device made available for Council Managers. At the end of the term, the mobile device is to be returned to Council in fair condition. Limited personal usage is accepted in line with the provisions available to Council Officers. Any use deemed inappropriate will be required to be reimbursed.
- ii. One (1) laptop computer will be provided at the beginning of the Council terms for the purposes of conducting council business. The model provided will be in accordance with the standard device made available to Council Officers. At the end of the term, the laptop computer is to be returned to Council in fair condition.
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- iv. A docking station, monitor and A4 printer will be provided to assist Councillors work from home. All items are to be returned to Council at the end of term. Items must be in a fair condition.
- v. A mobile internet connection for iPad and laptop will be provided.

9.5 Office Facilities

i. A separate office for the Mayor and the Deputy Mayor will be provided in the Council Administration Building.

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- ii. Shared office facilities, located within the Council Administration Building, will be provided for the remaining Councillors with hot desk facilities available at other council Customer Service Centres subject to booking availability.
- iii. Access to dedicated Councillor meeting rooms will be provided within the Council Administration Building. In addition, access to an external meeting room to meet with constituents will be available at Council's Customer Service Centres and library facilities subject to booking availability.

9.6 Administrative Support

Council is responsible for the provision of access to appropriate administrative support and resources to ensure that Councillors are able to undertake their civic duties and meet the responsibilities of their roles.

Administrative support will be provided in accordance with the Councillor Administrative Support Guidelines as set by the Chief Executive Officer. Requests made by Councillors for administrative support will be sought in accordance with the provisions of the guidelines.

All support staff will be employees of Ipswich City Council and will be employed under guidelines set for employment by Council's People and Culture Branch based on substantial previous experience to ensure that the best level of service is provided to Councillors. Recommendations received from Councillors which may be construed as a political appointment will not be considered.

Administrative support and resources are provided to Councillors for the sole purpose of the conduct of legitimate Council business, and should be used responsibly and appropriately.

9.6.1 Office of the Mayor

The Mayor will be provided with the following support staff:

- i. Chief of Staff*
- ii. Senior Policy and Communications Officer
- iii. Personal Assistant to the Mayor
- iv. Policy and Communications Officer
- v. Diary and Correspondence Coordinator *Contract position, aligned with term of the Mayor

9.6.2 Councillor Support

Councillors will be provided with the following support staff:

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- ii. Four(4) Council Liaison Officers
- iii. Four(4) Executive Support and Research Officers

9.7 Personalised Stationery Items, Electronic Media and Other Items

The following items will be made available to Councillors:

- i. Personalised Electronic Letterhead for Council business using a standard design format;
- ii. Council email address
- iii. Councillor Facebook account

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- iv. Business cards (English language only)
- v. Digital newspaper subscriptions relevant to the Ipswich Region
- vi. Digital Council Christmas Card for Council business use using a standard design format.

9.8 Advertising and Sponsorship

All advertising undertaken which solely or mainly contains the Councillor's image and name is deemed to be for electioneering purposes and the costs involved will not be paid by Council under any circumstances.

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Proudly supported by the Mayor and Councillors of Ipswich City Council

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All facilities/equipment provided to Councillors to undertake their duties as a Councillor remain the property of Ipswich City Council and must be accounted for during Council's equipment audits. Councillors are expected to responsibly look after all publicly funded facilities and assets provided to them.

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Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use (subject to proper usage and standards of care).

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Council will pay the excess (deductible) on all insurance claims, made in accordance with any policy of insurance.

In relation to Inappropriate Conduct complaints, Council may recover from the Subject Councillor any excess (deductible) which has been paid by Council, where:

- i. A claim was made by the Subject Councillor, under any of Council's policies of insurance for legal representation, in relation to an Inappropriate Conduct complaint; and
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13. Related Documents

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This policy applies to all Councillors and any Council employee who either performs a support role for the Councillors or processes any of the requirements of this policy.

15. Key Stakeholders

The following will be consulted during the review process:

Chief Executive Officer

Manager Executive Services (Coordination and Performance Department)

16. Monitoring and Evaluation

The effectiveness of this policy will be reflected in the Councillors of the City of Ipswich ability to fulfil their professional role as elected representatives to the high standards of good governance and transparency expected by the community, without being financially disadvantaged as a result.

Quarterly reports of Councillor Expenses and Reimbursements will be presented to the Audit and Risk Committee and published in the Annual Report at the end of the financial year.

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17. Definitions

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	the City of Ipswich
Inappropriate Conduct	Conduct as defined under s150K of the Local Government Act 2009
	(Qld)
Political Appointment	A person who has worked closely with a candidate on their campaign
	for election or who has a close affiliation through membership to the
	same political party which would be considered to align the person to
	the Councillor rather than to Council.
Subject Councillor	A Councillor who is subject to any allegations of inappropriate conduct

18. Policy Owner

The General Manager (Coordination and Performance) is the policy owner and Manager, Executive Services is responsible for authoring and reviewing this policy.

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IPSWICH CITY COUNCIL Councillor Expenses Reimbursement and Administrative Support Policy

Version Control and Objective ID	Version No: <u>5</u> 4	Objective ID: A6677349
Approved by Council on	10 December 2020	
Date of Review	10 December 2024	

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1. Statement

The objectives of this policy are:

- a) to provide set guidelines for the reimbursement of legitimate business expenses incurred or to be incurred by a Councillor while carrying out their civic duties as elected representatives of their local communities;
- b) to provide set guidelines for the provision of administrative support to assist Councillors fulfil their professional role for the community at an appropriate standard.

2. Purpose and Principles

Councillors are elected representatives of the community who take on the role to set the strategic direction of the City. It is Council's responsibility to ensure that Councillors are not financially disadvantaged when carrying out the requirements of their role and are fairly and reasonably compensated. Council is also required to provide appropriate administrative support to allow the Councillors to fulfil the role and responsibilities of their position and to adequately represent the community.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- a) is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- b) based on ensuring economy and efficiency; and
- c) subject to budget provisions.

Council's annual report must contain the particulars enacted by this policy and details of any expenses reimbursed under this policy.

3. Strategic Plan Links

This policy relates to:

Listening, Leading and Financial Management

4. Regulatory Authority

Local Government Act 2009 Public Sector Ethics Act 1994 Local Government Regulation 2012

5. Scope

This policy sets out specific guidelines for the reimbursement of legitimate expenses incurred or to be incurred by a Councillor while carrying out Council business. It also deals with the provision of administrative support to enable Councillors to perform their duties with relative ease to discharge their duties and responsibilities as a Councillor.

This policy does not provide for salaries or any other form of remuneration to Councillors.

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6. Policy Exclusions

- i. Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors (This is not intended to exclude spousal attendance at events where it would be customary for the partner of the Mayor to attend or the Councillor deputising for the Mayor).
- ii. Council will not reimburse or provide funds, services or facilities solely or mainly for the purposes of advertising by, or the self-promotion of Councillors.
- iii. Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer.
- iv. No reimbursement is to be provided for expenses incurred during travel to internal meetings, informal policy discussions, party or political meetings between Councillors.

7. Legislative Responsibilities

The *Local Government Regulation 2012*, s252 states that "a local government cannot resolve under section 275 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment) be closed".

To ensure public accountability and transparency, Ipswich City Council will give public notice of any proposal to change the adopted Councillor Expenses Reimbursement and Administrative Support Policy.

8. Reimbursements

In making a determination as to the validity of a claim for reimbursement, Council must consider public perceptions to ensure that the process meets the community's expectations concerning accountability and transparency. Councillors incurring expenses should not gain personal funds as a result of their role servicing the community. The Chief Executive Officer will be responsible for determining the appropriateness of payment of any request for reimbursement.

8.1 Council Business Expenses

Requests for reimbursement of expenses will only be considered where it can be proven, by the provision of appropriate documentation, that the expense is a genuine council-related business expense incurred whilst undertaking official duties. Payment will be on the grounds that the incurring of this expense could not be avoided.

8.2 Professional Development

Councillors are encouraged to undertake relevant professional development and council will organise and pay for all associated business costs (including registration, travel, accommodation, meals, etc) where the activity level is reasonable and the activity is associated with the councillor's portfolio or organised by a government agency or an industry body eg LGAQ, ALGWA. Any funds expended at the event on personal pursuits will be payable by the Councillor from private funds. Refer to 8.3 Travel Expenses below for a list of examples of what is considered a personal expenditure.

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8.3 Travel Expenses

Requests by Councillors to attend conferences, seminars or training are to be made in writing to the Chief Executive Officer outlining the details of the event and the benefits to the City of Ipswich. All requests for travel are to be made in sufficient time to gain the required approval as outlined below as well as allowing Council to take advantage of travel discounts and deals. Council's "Representation of the City at Official Functions Policy" outlines Councillors specific obligations concerning reporting requirements following their attendance at conferences/seminars.

Approval required:

- i. Local and Interstate Travel Chief Executive Officer approval
- ii. International A resolution of Council

Economy class air travel is the standard and Councillors are required to travel by the most direct route. Where flight time exceeds five (5) hours, the Mayor is eligible for Business Class travel with all other councillors eligible for Premium Economy class in this circumstance.

Any costs incurred which are deemed to be of a personal nature are required to be paid for by the Councillor from private funds. Below is a list of examples of what is considered to be a personal expenditure. This list of examples is not exhaustive:

- i. Tourism related costs
- ii. Social events
- iii. In-flight and in-house movies
- iv. Mini bar purchases
- v. Airline club fees
- vi. Alcohol not consumed as part of a meal
- vii. Payment of costs associated with the return of personal items which have been left behind

8.3.1 Meals while undertaking domestic or international travel

Councillors will be reimbursed for the actual cost of meals, associated with official business, when:

- i. the councillor incurs the cost personally;
- the meal was not provided within the registration costs of the approved activity/event/travel;
- iii. the councillor can produce original documents sufficient to verify the actual meal cost;
- iv. the expenses are reasonable;
- v. Reimbursement will be limited to a maximum of the Australian Taxation Office guidelines for meal allowance except for in exceptional circumstances (E.g. entertaining in an unusually expensive location outside the city) where approved by the Chief Executive Officer and the Mayor.

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8.3.2 Accommodation while undertaking domestic or international travel

Where practical, Council will book accommodation offered as part of a conference package. In all other circumstances, Councillors are entitled to stay in accommodation to a standard of 4 stars or equivalent when undertaking professional development or other council business where it is not reasonable for the Councillor to return home for the night in accordance with the following conditions:

- i. Council will book and pay for all accommodation under this policy;
- ii. where a Councillor chooses to stay with friends or family, no accommodation expenses will be paid.

Councillors may be reimbursed for reasonable incidentals in accordance with this policy (up to a maximum of the Australian Taxation Office guidelines).

9. Provision of Administrative Support and Resources

Council is responsible for the provision of appropriate administrative support and resources to ensure that a Councillor is able to undertake their civic duties with relative ease and at a standard appropriate to fulfil their professional role for the community. The provision of facilities and resources is for the sole use of councillors in undertaking their duties and should be used responsibly and appropriately.

9.1 VehicleTransportation Allowance

A vehicle-transport allowance of \$19,500 p.a. (by weekly payment) will be provided to Councillors in order to facilitate for the costs of transport while undertaking the duties of a Councillor procuring, maintaining and running (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc.) a vehicle.

Option A - Vehicle Allowance

A vehicle allowance of \$19,500 p.a. (by advance weekly payment) will be automatically provided to cover the costs of procuring, maintaining and running (including but not limited to fuel, registration, insurance, repairs, depreciation, finance costs etc.) a vehicle.

For the Mayor, a vehicle allowance of \$22,500 p.a. (by <u>advance</u> weekly payment) will be provided in recognition of the additional civic duties and responsibilities that this role is required to undertake.

Councillors will have access to Council's preferred salary packaging provider.

<u>OR</u>

Option B – Alternative Arrangement

A maximum allowance of \$19,500p.a. (\$22,500p.a. for the Mayor) will be available to cover the cost of other transport options including taxis, ride share, public transport and active transport equipment.

The allowance will be automatically provided by advance weekly payment at 50% of the maximum rate (\$9,750p.a. or \$11,275 for the Mayor) except where actual costs incurred exceed the full advance amount. Where proof of expense incurred is provided above the full advance payment

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amount, further reimbursements of expenses incurred can be claimed up to the maximum allowance amount.

<u>Councillors are required to provide written advice to the CEO of the option chosen upon</u> <u>commencement of this policy or their term as a councillor and Councillors</u> should seek their own independent financial advice regarding this allowance and any potential taxation implications.

9.2 Councillor Identification on Vehicle

Two (2) magnetic vehicle door decals, displaying the Councillor's name and the Ipswich City Council logo will be provided to each Councillor.

9.3 Corporate Wear, Personal Protective Equipment and Name Badges

Ipswich City Council has a non-compulsory uniform policy and Councillors will be considered eligible to participate in this corporate scheme under the same conditions that apply to general employees. No provision will be made for Council meeting the cost of any alterations to the garments if required. These costs will be met from the Councillor's private funds.

Councillors will be provided with all necessary safety equipment and are expected to observe the appropriate Workplace, Health and Safety requirements as outlined in Council's Workplace, Health and Safety Policy.

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- iv. Business cards (English language only)
- v. Digital subscription to the following newspapers subscriptions relevant to the Ipswich Region:
- vi.v. Queensland Times | Courier Mail
- vii._vi.___Digital Council Christmas Card for Council business use using a standard design format.

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- i. A claim was made by the Subject Councillor, under any of Council's policies of insurance for legal representation, in relation to an Inappropriate Conduct complaint; and
- ii. A finding is made at any Council meeting, by Council, that the Subject Councillor has committed Inappropriate Conduct.

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This policy applies to all Councillors and any Council employee who either performs a support role for the Councillors or processes any of the requirements of this policy.

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Chief Executive Officer

Manager Executive Services (Coordination and Performance Department)

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The effectiveness of this policy will be reflected in the Councillors of the City of Ipswich ability to fulfil their professional role as elected representatives to the high standards of good governance and transparency expected by the community, without being financially disadvantaged as a result.

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Subject Councillor	A Councillor who is subject to any allegations of inappropriate conduct

18. Policy Owner

The General Manager (Coordination and Performance) is the policy owner and Manager, Executive Services is responsible for authoring and reviewing this policy.

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Doc ID No: A6824395

ITEM: 15.7

SUBJECT: SMART CITY PROGRAM OVERVIEW

AUTHOR: ICT DIGITAL TRANSFORMATION MANAGER

DATE: 1 MARCH 2021

EXECUTIVE SUMMARY

At the Special Council Meeting of 27 April 2020, Council resolved to adopt a Mayoral Minute by the Mayor concerning the establishment of the Ipswich City Council Transparency and Integrity Hub.

Recommendation D of that Mayoral Minute was to 'Prepare a report to Council (and for public viewing) on the Smart City Program including detailed project financial data for the past five years and the community outcomes delivered.

In July 2020 as part of the live Ipswich City Council Transparency and Integrity Hub, Council published a summary and detailed financial records related to the Smart City Program.

In February 2021, the Governance and Transparency Committee considered a report on the Smart City Program and after doing so, resolved as follows:

'That a report on the Smart City Program be provided to the next Governance and Transparency Committee (GTC) including:

- Detailed project financial data with a breakdown of costs by project level and category ie consultancies, travel, accommodation and deputations
- Information incurred by council entities Ipswich Enterprises Pty Ltd, Ipswich City Enterprises Investments Pty Ltd, Ipswich City Properties Pty Ltd and Ipswich City Developments Pty Ltd
- Operational costs and capital costs including the value of these assets
- Community outcomes delivered –value that ratepayers have received for the \$4.6 million'

At the Council meeting on 25 February 2021, this resolution was adopted. A report has subsequently been prepared and reviewed in line with the Council resolution.

A brief report was submitted to the GTC on 11 March 2021 advising that a detailed report has been prepared and is being reviewed with a recommendation the report is presented to Council on 25 March 2021. This was noted by the GTC.

This significantly revised report provides relevant detailed information on the Ipswich Smart City Program going back to its inception in the 2015-2016 financial year.

The attached detailed project financial data shows total Council expenditure for the Ipswich Smart City Program 2015-2016 to 2020-2021 of \$4,710,558 and total revenue of \$629,137.

In addition, the attached detail from the Controlled Entities shows capital, labour and operational expenditure for Fire Station 101 (2016 to 2018) of \$1,198,122 and total revenue of \$211,866, prior to its incorporation back into Council. While it might not be specifically related to the Smart City Project, the Controlled Entities data details the purchase and refurbishment costs of the building, before sale back to Council as part of the wind up of the entities.

RECOMMENDATION/S

That the report be received and the contents noted.

RELATED PARTIES

There are no related parties or discernible conflicts of interest associated with the contents or recommendation of this report.

ADVANCE IPSWICH THEME

Listening, leading and financial management

PURPOSE OF REPORT/BACKGROUND

The Ipswich Smart City Program was a strategy document and series of projects developed to address a range of Ipswich challenges and opportunities.

It can be considered as three main stages of work.

The first was the research and development of a Smart City Blueprint and Implementation Plan, delivered in 2016.

The second was a deployment of proof-of-concept (PoC) projects utilising digital technology solutions.

The third being the normalisation of certain projects into standard Council business – such as Fire Station 101, Public Wi-Fi or the Cooperative and Automated Vehicle Initiative – or the decommissioning of those PoC projects.

The Ipswich Smart City Program gained traction between 2016 and 2017 with the deployment of PoC projects attracting interest from a range of potential partners.

From June 2017 that market interest waned significantly as the resignation of then Mayor and subsequent Crime and Corruption Commission investigations led to the dismissal of Ipswich City Council in August 2018.

Following the appointment of an Interim Administrator and Interim Management Committee in August 2018, Council prioritised its resources towards the Business Transformation Program as its primary strategic and operational activity. This rendered the Smart City Program as a deferred program of work – except for those initiatives which had already transitioned into ongoing business operations.

Detailed Project Financial Data

Attachment 1 provides detailed project financial data for 2015-2016 to 2020-2021 and is segmented by project code and can generally be explained as:

- FPM00364 Smart City Program Blueprint Research, Development and Implementation
- ECD00002 and EDM00022 Fire Station 101 and Advancing Regional Innovation Program (ARIP) Operations
- FPM00381 Public WiFi and Sensor Network Deployment and Operations
- INFO2355, INFO2356, INFO2408 and WPR00001 Proof of Concept Pilots

Attachment 2 provides financial data detailed by supplier.

Information Incurred by Council Controlled Entities

Attachment 3 provides detailed project financial data related to costs incurred by Council Controlled Entities primarily related to the purchase and operation of Fire Station 101 prior to its incorporation into Council in 2018.

Included in these costs are travel and accommodation expenses of \$24,096 relating to a site tour of New Zealand innovation and start-up accelerator sites. The itinerary for this tour is included as Attachment 4 of this report.

Operational Costs and Capital Costs Including the Value of These Assets

Attachment 1 provides operational costs and capital costs including the value of assets.

Community Outcomes Delivered

A summary of these projects, their associated costs and a summary of the community outcomes delivered is provided here.

Smart City Program Blueprint Research, Development and Implementation

Total expenses: \$1,412,041

The Smart City Program Blueprint and supporting documents are the output of an eight (8) month research and development project. These documents have been provided in full as Attachments 5, 6, 7 and 8 of this report.

Of the related costs for this project, \$976,250 is attributed to consultancy services provided by Accenture Australia in the research and development of the Smart City Program Blueprint and supporting documents.

Also referenced as a key cost for this project is the Japan and USA Accenture Global Smart Cities Site Visits Tour undertaken by former Mayor Paul Pisasale, former Councillor Andrew Antoniolli, Jim Lindsay (former Chief Executive Officer), Craig Maudsley (former Chief Operating Officer (Works, Parks and Recreation) and Dan Best (former General Counsel and City Solicitor) as published on page 92 of the 2015-2016 Annual Report. The itinerary and insights summary from this tour is provided as Attachment 9 of this report.

The total cost for travel and accommodation relating to the Smart City Program Blueprint is \$252,849, for costs Council incurred in associated travel and accommodation including a \$98,136 expense payment to Accenture Australia coded to travel and accommodation.

The Smart City Program Blueprint guided the development of projects such as the Public WiFi and Sensor Network and the Proof of Concept Pilots, as well as a range of other projects which did not progress.

By 2018 the Smart City Program was relegated as a deferred program of work with Council prioritising its resources towards the Business Transformation Program as its primary strategic and operational activity.

Fire Station 101 and ARIP Operations

Total expenses:\$996,161Total revenue:\$629,137

Fire Station 101 was established as a regional business innovation hub and start-up accelerator. Since opening in 2016, Fire Station 101 has supported approximately 200 members and delivered more than 500 workshops and events for the broader business community.

Successful small businesses that have started and grown at Fire Station 101 include Golden Bone Bakery, Sandstone Financial, Holospace, White Rhino Finance Group, Grow Logic and Carousel Consulting.

Fire Station 101 continues to operate as a local business support hub and co-working space. The labour expenses which make up the bulk of costs attributed to the Smart City Program in 2019, 2020 and 2021 are primarily the Local Business and Investment Team who operate out of Fire Station 101 and have provided direct assistance to over 500 businesses in the past 12 months.

Since 2020, Fire Station 101 has been the home to the Queensland Government Defence Industry Hub, a \$5 million defence industry development program.

The Advancing Regional Innovation Program (ARIP) is a Queensland Government funded collaboration initiative for local entrepreneurs, business leaders and key industries.

ARIP generated more than 55 cooperatively funded innovation activities bringing together local entrepreneurs and small businesses with corporate and industry players including Telstra, Urban Utilities, Motor Trades Association of Queensland, Brisbane Broncos, Queensland Trust for Nature and the University of Southern Queensland.

Public WiFi and Sensor Network Deployment and Operations

Total expenses: \$978,279

The Public WiFi project provides free high speed publicly accessible WiFi 24 hours a day seven (7) days a week across Ipswich Central, North Ipswich Reserve, Rosewood Showgrounds, Rosewood Library, Redbank Plaza Library, Redbank Plains Library, Robelle Domain, Orion Lagoon and Springfield Library.

Average monthly usage of the Public WiFi network over the past 12 months is 1,917 users per month. This usage has been significantly impacted by COVID-19 restrictions to public movement and gatherings. By comparison, in relatively unrestricted months (March 2020, November 2020 and February 2021) the usage averages 7,990 users per month.

The ongoing cost to maintain the Public WiFi at its current scope is \$8,000 per month.

The Sensor Network is a closed network for smart devices such as those deployed at the Proof of Concept Pilot precincts. It enables the control of these devices and facilitates the collection of data from these devices.

The ongoing cost to maintain the Sensor Network at its current scope is \$600 per month.

Proof of Concept Pilots

Total expenses: \$1,324,078

The Proof of Concept Pilots are a range of projects devised to serve as test beds for Internet of Things (IoT) technology solutions to either increase efficiency or improve effectiveness of Council operations such as asset management and maintenance.

Rosewood Showgrounds and North Ipswich Reserve were chosen as the key pilot sites along with Woodend Park and Tivoli Sports Complex for lighting solution testing.

Approximately 170 IoT devices were installed across the pilot sites testing technology solutions including lighting management, waste management, security management, environmental monitoring, keyless entry, access counting, video analytics and solar power.

As at February 2021, approximately 43 devices have been retained and continue to be utilised by Council at these sites. There is no reportable data available relating to any increase in efficiency or improvement in effectiveness of Council operations as a result of these devices. A treatment plan has been developed for all remaining assets to be administered by Council's ICT Digital Transformation Manager.

Ongoing Activity

While no longer categorised as being part of the Smart City Program, the following projects originated from that program of work to now be operationalised as ongoing activity.

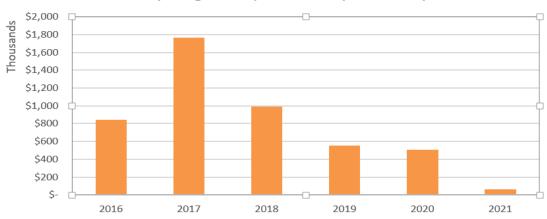
Name	Output	Lead
Public WiFi Network	Provide general public access to free high speed WiFi 24 hours a day seven days a week across a range of public locations.	Corporate Services
Cooperative and Automated Vehicle Initiative	A Department of Transport and Main Roads project in partnership with Council, Australia's largest trial of new vehicle technologies with a focus on safety, mobility and environmental benefits.	Infrastructure and Environment
Smart Lighting	Connected LED lighting installed on streets and facilities across Ipswich including Springfield, Ripley and the Ipswich Cycle Park.	Infrastructure and Environment
Fire Station 101	Local business support hub and co- working space, also home to the Queensland Government Defence Industry Hub.	Community, Cultural and Economic Development
Digital Skilling	Targeted programming delivered through Ipswich Libraries, Fire Station 101 and Council Community centres aimed at increasing digital literacy across all resident ages – Tech Savvy Seniors, STEAM Lab and Makerspace for example.	Community, Cultural and Economic Development

RISK MANAGEMENT IMPLICATIONS

A Smart City Program Closure Report has been drafted by the ICT Digital Transformation Manager auditing and assessing outstanding pilot deployment for decommissioning or retention to mitigate any unnecessary costs or obligations. There are no specific risk management implications associated with the receiving and noting of this report by Council.

FINANCIAL/RESOURCE IMPLICATIONS

The attached detailed project financial data shows total Council expenditure for the Ipswich Smart City Program 2015-2016 to 2020-2021 of \$4,710,558 and total revenue of \$629,137.



Smart City Program expenditure by financial year

COMMUNITY AND OTHER CONSULTATION

Internal consultation has occurred with Council's subject matter experts to inform this report.

CONCLUSION

This report provides detailed project financial data, information incurred by Council Controlled Entities, operational costs and capital costs including asset values and a summary of community outcomes delivered by the Ipswich Smart City program over the period 2015-2016 to 2020-2021.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Smart City Project Details (under separate cover)
- 2. Smart City Supplier Details (under separate cover) 🖀
- 3. Entity Details (under separate cover) 🛣
- 4. Innovation and Accelerator Tour (under separate cover)
- 5. Smart City Blueprint (under separate cover) 🖀
- 6. Smart City Blueprint Implementation Plan 2016 (under separate cover)
- 7. Smart City Blueprint Peer City Analysis (under separate cover)
- 8. Smart City Blueprint Capability Assessment (under separate cover) 🖀
- 9. Insights From Smart City Site Visits (under separate cover)

lan Jones ICT DIGITAL TRANSFORMATION MANAGER

I concur with the recommendations contained in this report.

Ben Pole GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

I concur with the recommendations contained in this report.

Sonia Cooper GENERAL MANAGER CORPORATE SERVICES

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

Doc ID No: A6898749

ITEM: 15.8

SUBJECT: 2020-21 BUDGET AMENDMENT - MARCH 2021

AUTHOR: CHIEF FINANCIAL OFFICER

DATE: 11 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning proposed amendment of the 2020-2021 budget, submitted in accordance with Section 170(3) of the *Local Government Regulation 2012*.

RECOMMENDATION/S

That the proposed amended 2020-2021 Budget and Long Term Financial Forecast, as detailed in Attachments 1, 2, 3 and 5, to the report by the Chief Financial Officer, be adopted.

RELATED PARTIES

There are no related party matters or conflicts of interest associated with this report.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

PURPOSE OF REPORT/BACKGROUND

Based on year to date (YTD) financial results, a budget review was undertaken to identify proposed budget amendments affecting the year to date results, and forecast revenue and expenditure for the remainder of the financial year. In accordance with Section 170(3) of the *Local Government Regulation 2012*, Council can resolve to amend its budget at any time during the financial year.

Council's revised forecast 2020-2021 Net Result (Surplus), which includes capital revenue and expenses (donated assets and capital grants) and excludes debt refinancing costs and landfill repair, is \$88.5 million, a decrease of \$7.8 million when compared to the current adopted budget of \$96.3 million. If Council chooses to take up the opportunity offered by the Queensland Government to refinance its debt and after the accounting for the repair of the landfill site, the net surplus would reduce to \$60.0 million.

The underlying operating position (deficit), which excludes capital revenue and expenses and the one-off adjustments discussed later, is \$6.5 million, a reduction of the deficit by \$2.2 million when compared to the current adopted budget deficit of \$8.7 million.

There are two matters discussed later in the report which relate to accounting in the 2020-2021 financial year for the requirement to further rehabilitate an old landfill site and the refinancing opportunity Queensland Government announced for Councils as part of its COVID-19 Pandemic stimulus response. These items, including the debt re-financing if Council decides to undertake this later in the financial year, will impact on the operating and net result of Council.

The reduction in the Net Result and Operating Result are impacted by non-cash adjustments including \$3.2 million depreciation and \$7 million loss on disposal of assets (Net Result only). These items are discussed further below.

Over the first half of this financial year and through to date the monthly performance reports submitted to Council have made note of a number of variances in operational revenue and expenses as well as capital under-expenditure. Through monthly monitoring of results, a number of adjustments have been identified for inclusion in this budget amendment. However, there is still a level of uncertainty surrounding the impact of the COVID-19 Pandemic for the remainder of the financial year and this will continue to be monitored.

The major movements proposed in the budget amendment are outlined below, a summary of movements is included in Attachment 4.

Operational Revenue

The total increase in operational revenue is forecast at approximately \$5.2 million. Major movements include:

- Additional town planning fee revenue of \$3.5 million as a result of the anticipated reduction from the COVID-19 Pandemic not eventuating.
- A reduction in rates and utilities revenue of \$1 million related to the revaluation and re-categorisation of former mining properties partially offset by increased utility charges.
- Urban Utilities (UU) tax equivalents revenue increase of \$2.5 million relating to the additional revenue received YTD due to the impact of COVID-19 being less than anticipated. UU will be releasing a revised forecast in due course which will provide Council with greater clarity over expected revenue however, as with previous years, the final tax position of UU is difficult to forecast.

Operational Expenses

The total increase in normal operational expenditure is \$2.9 million (excluding one-off costs depending on future re-financing opportunities and providing for landfill remediation).

Employee expenses are forecast to increase by approximately \$2.3 million due to lower vacancy rates and reduced annual leave taken during periods of COVID-19 Pandemic restrictions, termination payments incurred to date, a small number of additional positions,

overtime primarily related to Resource Recovery and a transfer of employee expenditure from labour contracts relating to waste truck drivers.

Labour contracts increase of \$0.8 million primarily relates to labour contracts being utilised in the Infrastructure and Environment Department (IED) to fill vacancies and maintain service delivery including temporary and contingent staff to assist with recent increased mowing. This will be funded from the transfer of budget from external contractors. Labour contracts are budgeted as part of materials and services.

Materials and services for Council's normal operations are forecast to decrease by \$2.8 million including:

- \$3.9 million reduction in the IED. Reductions primarily relate to City Maintenance underspends to date (\$3 million) resulting from savings earlier in the year from drier than expected weather conditions, mulching completed late last financial year, savings in electricity costs for street lighting and reduced use of swim centres due to COVID-19. There are additional underspends on Infrastructure Planning (\$0.3 million), savings in fuel pricing and consumption (\$0.3 million) and savings in Environment and Sustainability (\$0.3 million).
- \$1.1 million reduction in the Community, Cultural and Economic Development Department (CCED) primarily relating to the COVID-19 impact on events and programs.
- \$1.4 million increase for additional legal and consultancy costs in the Planning and Regulatory Services Department (PRSD) relating to complex legal matters relating to landfill appeals.

An increase of \$3.2 million for depreciation due to the asset revaluation which occurred at 30 June 2020. Based on the current monthly depreciation expense, the depreciation forecast is likely to exceed the revised budget. In addition, the Queensland Audit Office has requested the review of Council's policy of not depreciating land improvement assets, which if revised will result in additional depreciation. The Finance Branch will look to review asset useful lives with the IED Asset Management Branch.

Re-financing opportunity

In September 2020 the Queensland Government announced an opportunity for local governments, subject to the annual statutory approval process, to re-finance their existing debt portfolios. This offer allows Councils to re-finance some or all of their debt portfolios at current low interest rates as well as extend the term to maturity of the existing loan accounts. The primary intent of this opportunity is free up existing cash flows that can then be used to provide economic stimulus in response to the COVID-19 Pandemic.

The amended Budget and Long Term Financial Forecast (LTFF), as well as the amended Debt Policy, Attachment 5, contains the necessary changes required for Council to exercise its discretion to seek approval for the re-financing. These changes do not commit Council to

refinancing its debt which will be decided by Council later in the financial year. If Council decided to refinance its debt, the major impact to the 2020-2021 financial year is an increase of \$21.3 million. This would be to finance costs for the estimated market value adjustment required to re-finance the existing debt which will impact the operating result in the 2020-2021 year by increasing the operating deficit referred to above. To maximise cash flow opportunities this market value adjustment is also budgeted to be capitalised into the existing debt portfolio upon re-financing.

The LTFF includes the revised debt service payments under the proposed re-financing arrangements, being the reduced estimates for the principal and interest payments resulting from the re-financing activities. In line with the primary intent of the re-financing opportunity, the amended Budget and LTFF also includes a level of unspecified capital project expenditure of approximately \$17 million p.a. in the years 2023-2024 through 2027-2028 which can be allocated to specific projects and financial years during the development of the 2021-2022 Budget and LTFF.

It should be noted however that these budget and policy amendments do not commit Council to undertake any specific level of debt re-financing or capital projects. Rather, they provide administrative capacity for officers to seek the statutory Queensland Government approval for the re-financing opportunity.

While the Mayor and Councillors have previously been briefed on the re-financing opportunity, the extent or otherwise of Council's ultimate desire to undertake any level of re-financing will be sought during the 2021-2022 budget deliberations. Given the unique nature of the re-financing opportunity, the extent or otherwise of Council's ultimate desire to undertake any level of re-financing activities for 2020-2021 will be presented to the Council meeting in May 2021.

Whitwood Road Landfill

A report was presented to the Growth Infrastructure and Waste Committee in November 2020 regarding the previous capping of the closed landfill and detailing that the current site capping is not suitable due to on-going issues of erosion.

The committee resolved to consider when developing Council's capital works portfolio budget over the next two years to fund the estimated cost of regrading and final capping of the landfill at an estimated cost of \$6.5 million to \$7.3 million.

As it is likely that to meet environmental standards this expenditure will be required, from an accounting perspective Council will provide for this expenditure in the current financial year. This accounting entry will also have an impact on the overall operating and net result discussed above with cash expenditure as / if adopted by Council in its budget deliberations in future years.

With the inclusion of the financing costs related to the debt refinancing of \$21.3 million and the provision of the landfill probable costs of \$7.3 million, the operating deficit in total would increase to approximately \$35 million and a Net Result of \$60 million.

Capital

A reduction of \$3 million in capital grants revenue relating to a number of grants not expected to be received this financial year due to the timing of the delivery of projects. It is anticipated this will be received in the next financial year.

As per the monthly financial reports, whilst non-cash, Council continues to have losses on disposal / decommissioning of assets. To try and forecast an accurate net result for the year it is proposed to include an estimate of losses incurred of approximately \$7 million this financial year. Approximately \$5 million has been expensed YTD February 2021.

As reported to the Growth Infrastructure and Waste Committee during the year the IED capital program for the financial year is forecast to be lower than the original budget due to the deferral of some projects and net savings / underspends across other projects. In addition, due to the changes in the timing of the retail assets being developed as part of the Nicholas Street precinct, it is forecast by the project team that the some of the expenditure will be deferred until next financial year. The total forecast reduction of \$36.7 million in capital expenditure is:

- \$21.9 million timing reduction in CBD Retail
- \$2.6 million bring forward of expenditure for the CBD Admin Building
- \$14.4 million reduction in IED capital portfolio
 - \$8.6 million for deferrals
 - \$5.8 million in net savings
- \$2.0 million savings in the ICT capital and budget underspend on contingency initiatives
- \$0.9 million reduction from CCED relating to the library pod and logistics hub

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

By processing this budget amendment for known and forecast variances, this will allow for more accurate monitoring and reporting during the year. It also allows the Finance Branch to better manage the financial risks to the organisation and cash flow impacts.

Monitoring will continue for COVID-19 impacts, depreciation expenditure, employee expenses, timing of materials and services and capital expenditure.

FINANCIAL/RESOURCE IMPLICATIONS

The financial impacts of the requested budget amendments are included in the report and the detailed attachments.

COMMUNITY AND OTHER CONSULTATION

No community consultation has occurred in relation to this report. The Finance Branch have liaised with various leaders, managers and staff across the organisation in relation to the requested amendments.

CONCLUSION

A budget review was undertaken to identify proposed budget amendments affecting the year to date results, and forecast any amendments for the remainder of the financial year.

As required by Section 169 of the *Local Government Regulation 2012*, the proposed amended budget documents including the Long Term Financial Forecast, the Revenue Policy and the Revenue statement are attached (Attachments 1, 2 and 3). There are no changes to the Revenue Policy and Revenue Statement compared to the documents adopted in Council's 2020-2021 Budget and Long Term Financial Forecast.

The proposed amended Debt Policy (Attachment 5) is also included for adoption and has been updated only to reflect the reduced estimates for the principal and interest payments resulting from the re-financing activities and the consequential changes to the forecast debt balances. Noting that these amendments provide administrative capacity to seek approval for and to undertake the re-financing activities but do not commit Council to re-finance any specific loan.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1 Amended 2020-2021 Budget and Long Term Financial Forecast 🗓 🛣
- 2 2020-2021 Revenue Policy 🕹 🛣
- 3 2020-2021 Revenue Statement 🗓 🛣
- 4 Budget Amendment list of movements 🗓 🖾
- 5 Amended 2020-2021 Debt Policy 🗓 🖾

Jeffrey Keech CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Sonia Cooper GENERAL MANAGER CORPORATE SERVICES

I concur with the recommendations contained in this report.

David Farmer CHIEF EXECUTIVE OFFICER "Together, we proudly enhance the quality of life for our community"

2020-2021 Budget Statement of Income and Expenditure

	2020-2021 Budget \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000
Income			
Operating Revenue	197.046	104 222	201 450
Differential General Rates	187,946	194,333	201,459
Utility and Other Charges	37,457	38,762	40,319
less Discounts and Remissions	(11,614)	(11,780)	(12,002)
Net Rates, Levies and Charges	213,789	221,315	229,776
Fees and Charges	29,614	28,243	31,610
Interest and Investment Revenue	2,035	2,001	2,283
Sales Revenue	3,526	3,648	3,792
Other Income	33,511	35,760	35,430
Grants, Subsidies, Contributions and Donations	12,700	13,054	13,388
Total Operating Revenue	295,175	304,021	316,279
Capital Revenue	45 745	7 070	7.040
Grants, Subsidies, Contributions and Donations	15,745	7,079	7,048
Developer Donated Assets	67,685	69,716	71,518
Developer Cash Contributions	18,565	26,536	24,684
Capital Loss on Disposal	(7,000)	-	(4,856)
Total Income	390,170	407,352	414,673
Expenses			
Operating Expenses			
Employee Benefits	108,770	110,223	113,305
Materials and Services	99,512	97,525	96,449
Finance Costs	34,785	9,718	9,847
Depreciation and Amortisation	79,143	80,448	83,296
Other Expenses	7,999	9,193	8,984
Total Expenses	330,209	307,107	311,881
Net Result	59,961	100,245	102,792
Operating Result			
Operating Revenue	295,175	304,021	316,279
Operating Expenses	330,209	307,107	311,881
Operating Result	(35,034)	(3,086)	4,398

2020-2021 Budget

Statement of Financial Position

Budget \$'000 Estimated \$'000 Estimated \$'000 Assets		2020-2021	2021-2022	2022-2023
S'000 S'000 S'000 Assets Current Assets Cash and Cash Equivalents 141,521 118,297 129,376 Receivables 24,496 25,260 26,406 Inventories 1,314 1,371 1,442 Other Current Assets 3,999 4,081 4,167 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 325,994 314,725 704,4725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Investments 3,24,377 3,389,791 3,461,077 Total Non-Current Assets 3,246,357 3,538,800 3,622,468 Liabilities Current Liabilities 22,052 23,855 24,527 Payables 22,052 23,855 24,527 Borrowings 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Assets		Budget	Estimated	Estimated
Current Assets 141,521 118,297 129,376 Receivables 24,496 25,260 26,406 Inventories 1,314 1,371 1,442 Other Current Assets 3,999 4,081 4,167 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,2898 29,268 3,6210 Total Non-Current Assets 3,224,377 3,389,791 3,461,077 Total Assets 3,224,6357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 76,77 109,449 78,870 <th></th> <th>-</th> <th>\$'000</th> <th>\$'000</th>		-	\$'000	\$'000
Cash and Cash Equivalents 141,521 118,297 129,376 Receivables 24,496 25,260 26,406 Inventories 1,314 1,371 1,442 Other Current Assets 3,999 4,081 4,167 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,10,142 Intangible Assets 23,289 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,242,657 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Assets 2,3 23 23 23	Assets			
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Inventories 1,314 1,371 1,442 Other Current Assets 3,999 4,081 4,167 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 191,980 149,009 161,391 Non-Current Assets 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 3,6210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,246,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Payables 33,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 <td>Cash and Cash Equivalents</td> <td>141,521</td> <td>118,297</td> <td>129,376</td>	Cash and Cash Equivalents	141,521	118,297	129,376
Other Current Assets 3,999 4,081 4,167 Non-Current Assets Held for Sale 20,650 - - Total Current Assets 191,980 149,009 161,391 Non-Current Assets 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,224,377 3,389,791 3,461,077 Total Assets 3,246,357 3,538,800 3,622,468 Liabilities 21,067 59,678 27,468 Provisions 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,351 344,874 373,515 384,876 Provisions 2,651 <th< td=""><td>Receivables</td><td>24,496</td><td>25,260</td><td>26,406</td></th<>	Receivables	24,496	25,260	26,406
Non-Current Assets 20,650 - - Total Current Assets 191,980 149,009 161,391 Non-Current Assets 1 191,980 149,009 161,391 Non-Current Assets 2,884,485 3,034,529 3,110,142 Intagible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Non-Current Assets 3,246,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Other Current Liabilities 23 23 23 23 Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 </td <td>Inventories</td> <td>1,314</td> <td>1,371</td> <td>1,442</td>	Inventories	1,314	1,371	1,442
Total Current Assets 191,980 149,009 161,391 Non-Current Assets Investments 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Payables 23 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,7	Other Current Assets	3,999	4,081	4,167
Non-Current Assets 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Non-Current Liabilities 2,951,037 3,051,282 3,154,074 Net Community Ass	Non-Current Assets Held for Sale	20,650	-	-
Investments 325,994 325,994 325,994 314,725 Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities	Total Current Assets	191,980	149,009	161,391
Property, Plant & Equipment 2,884,485 3,034,529 3,110,142 Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 23 Payables 2,374 373,515 384,374 373,515 384,376 Non-Current Liabilities 2,651 2,738 2,832 0ther Non-Current Liabilities 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 375,18 468,394 Net Com	Non-Current Assets			
Intangible Assets 23,898 29,268 36,210 Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Payables 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282	Investments	325,994	325,994	314,725
Total Non-Current Assets 3,234,377 3,389,791 3,461,077 Total Assets 3,426,357 3,538,800 3,622,468 Liabilities 22,052 23,855 24,527 Payables 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 2,951,037 3,051,282 3,154,074 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 2,412,251	Property, Plant & Equipment	2,884,485	3,034,529	3,110,142
Total Assets 3,426,357 3,538,800 3,622,468 Liabilities Current Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496	Intangible Assets	23,898	29,268	36,210
Liabilities 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 358,786 538,786 538,786 538,786 Accumulated Surplus 2,412,251	Total Non-Current Assets	3,234,377	3,389,791	3,461,077
Current Liabilities Payables 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Total Assets	3,426,357	3,538,800	3,622,468
Current Liabilities Payables 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288				
Payables 22,052 23,855 24,527 Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786 538,786	Liabilities			
Borrowings 21,967 59,678 27,468 Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Current Liabilities			
Provisions 31,052 24,406 25,108 Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786 538,786	Payables	22,052	23,855	24,527
Other Current Liabilities 1,408 1,510 1,767 Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 2,951,037 3,051,282 3,154,074 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786	Borrowings	21,967	59,678	27,468
Total Current Liabilities 76,479 109,449 78,870 Non-Current Liabilities 23 23 23 23 Payables 23 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Provisions	31,052	24,406	25,108
Non-Current Liabilities Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786 538,786	Other Current Liabilities	1,408	1,510	1,767
Payables 23 23 23 Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Total Current Liabilities	76,479	109,449	78,870
Borrowings 394,374 373,515 384,876 Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 538,786 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786 538,786	Non-Current Liabilities			
Provisions 2,651 2,738 2,832 Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity 388,786 538,786 538,786 538,786 Accumulated Surplus 538,786 538,786 538,786 538,786	Payables	23	23	23
Other Non-Current Liabilities 1,793 1,793 1,793 Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Borrowings	394,374	373,515	384,876
Total Non-Current Liabilities 398,841 378,069 389,524 Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Provisions	2,651	2,738	2,832
Total Liabilities 475,320 487,518 468,394 Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Other Non-Current Liabilities	1,793	1,793	1,793
Net Community Assets 2,951,037 3,051,282 3,154,074 Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Total Non-Current Liabilities	398,841	378,069	389,524
Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Total Liabilities	475,320	487,518	468,394
Community Equity Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Not Community Assots	2 951 037	2 051 292	3 154 074
Asset Revaluation Surplus 538,786 538,786 538,786 Accumulated Surplus 2,412,251 2,512,496 2,615,288	Net community Assets	2,331,03/	3,031,282	3,134,074
Accumulated Surplus 2,412,251 2,512,496 2,615,288			520 500	F AA B C -
	-			
Total Community Equity 2,951,037 3,051,282 3,154,074	Accumulated Surplus	2,412,251	2,512,496	2,615,288
	Total Community Equity	2,951,037	3,051,282	3,154,074

2020-2021 Budget

Statement of Cash Flows

	2020-2021	2021-2022	2022-2023
	Budget	Estimated	Estimated
	\$'000	\$'000	\$'000
Cash Flows from Operating Activities			
Receipts from Customers	278,942	288,205	299,463
Payments to Suppliers and Employees	(248,438)	(215,239)	(218,148)
Interest Revenue	2,035	2,001	2,283
Non-Capital Grants, Subsidies and Contributions	12,700	13,048	13,388
Borrowing Costs	(11,472)	(8,874)	(8,970)
Other Cash Flows from Operating Activities	(765)	(7,439)	(157)
Net Cash Flow from Operating Activities	33,002	71,702	87,859
Cash Flows from Operating Activities			
Payments for property, plant and equipment	(190,059)	(161,783)	(131,631)
Payments for intangible assets	(3,686)	(9,690)	(11,960)
Proceeds from Property, Plant and equipment	5,049	25,978	44,402
Grants, Subsidies, Contributions and Donations	34,310	33,615	31,732
Other Cash Flows from Investing Activities	(4,282)	102	11,526
Net Cash Flows from Investing Activities	(158,668)	(111,778)	(55,931)
Cash Inflows from Financing Activities			
Proceeds from Borrowings	239,881	40,000	40,000
Repayment of Borrowings	(172,609)	(23,028)	(60,729)
Repayments made on Finance Leases	(120)	(120)	(120)
Net Cash Flows from Financing Activities	67,152	16,852	(20,849)
Net Increase/(Decrease) for the year	(58,514)	(23,224)	11,079
Opening Cash and Cash Equivalents	200,035	141,521	118,297
Closing Cash and Cash Equivalents	141,521	118,297	129,376

2020-2021 Budget Statement of Changes in Equity

	2020-2021	2021-2022	2022-2023
	Budget	Estimated	Estimated
	\$'000	\$'000	\$'000
Balance at Beginning of Year			
Accumulated surplus'	2,352,290	2,412,251	2,512,496
Asset revaluation reserve	538,786	538,786	538,786
Total Community Equity	2,891,076	2,951,037	3,051,282
Net Result for the Period			
Accumulated surplus'	59,961	100,245	102,792
Asset revaluation reserve	-	-	-
Total Community Equity	59,961	100,245	102,792
Asset Revaluation Adjustments			
Accumulated surplus'	-	-	-
Asset Revaluation reserve	-	-	-
Total Community Equity	-	-	-
Balance at End of Period			
Accumulated surplus'	2,412,251	2,512,496	2,615,288
Asset revaluation reserve	538,786	538,786	538,786
TOTAL COMMUNITY EQUITY	2,951,037	3,051,282	3,154,074

2020-2021 Long Term Financial Forecast

Statement of Income and Expenditure

	2020-2021 Budget	2021-2022 Estimated	2022-2023 Estimated	2023-2024 Estimated	2024-2025 Estimated	2025-2026 Estimated	2026-2027 Estimated	2027-2028 Estimated	2028-2029 Estimated	2029-2030 Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income										
Operating Revenue										
Differential General Rates	187,946	194,333	201,459	209,491	218,638	228,239	238,319	248,904	260,023	271,705
Utility and Other Charges	37,457	38,762	40,319	42,111	44,115	46,223	48,440	50,773	53,228	55,812
less Discounts and Remissions	(11,614)	(11,780)	(12,002)	(12,270)	(12,575)	(12,885)	(13,198)	(13,515)	(13,836)	(14,161)
Net Rates, Levies and Charges	213,789	221,315	229,776	239,332	250,178	261,577	273,561	286,162	299,415	313,356
Fees and Charges	29,614	28,243	31,610	35,714	39,435	39,643	39,957	41,891	43,922	46,054
Interest and Investment Revenue	2,035	2,001	2,283	2,518	2,992	3,407	3,891	4,185	4,376	4,572
Sales Revenue	3,526	3,648	3,792	3,959	4,145	4,341	4,547	4,764	4,992	5,232
Other Income	33,511	35,760	35,430	35,430	35,734	36,706	37,723	38,789	39,906	41,076
Grants, Subsidies, Contributions and Donations	12,700	13,054	13,388	13,751	14,141	14,550	14,979	15,429	15,900	16,394
Total Operating Revenue	295,175	304,021	316,279	330,704	346,625	360,224	374,658	391,220	408,511	426,684
Capital Revenue										
Grants, Subsidies, Contributions and Donations	15,745	7,079	7,048	7,480	7,587	7,675	7,765	4,875	4,986	5,098
Developer Donated Assets	67,685	69,716	71,518	73,666	75,510	77,775	80,108	4,873	4,580	95,000
Developer Cash Contributions	18,565	26,536	24,684	27,387	28,484	29,315	30,326	35,097	36,000	37,000
Capital Loss on Disposal	(7,000)	20,550	(4,856)	27,367	20,404	29,315	50,520		30,000	37,000
Total Income	390,170	407,352	414,673	439,237	458,206	474,989	492,857	513,703	534,497	563,782
	,	,	,	,	,			,		
Expenses										
Operating Expenses										
Employee Benefits	108,770	110,223	113,305	117,135	121,450	125,959	130,482	135,213	140,163	145,343
Materials and Services	99,512	97,525	96,449	98,874	99,565	104,287	106,255	112,531	113,982	120,971
Finance Costs	34,785	9,718	9,847	9,851	10,072	10,302	10,301	10,240	10,303	10,565
Depreciation and Amortisation	79,143	80,448	83,296	85,363	87,345	88,849	90,625	89 <i>,</i> 578	93,805	98,944
Other Expenses	7,999	9,193	8,984	9,313	9,676	10,057	10,457	10,878	11,320	11,785
Total Expenses	330,209	307,107	311,881	320,536	328,108	339,454	348,120	358,440	369,573	387,608
Net Result	59,961	100,245	102,792	118,701	130,098	135,535	144,737	155,263	164,924	176,174
Operating Result	205 175	204.024	216 270	220 704	246 625	200.224	274 (52	201 222	400 511	426 624
Operating Revenue	295,175	304,021	316,279	330,704	346,625	360,224	374,658	391,220	408,511	426,684
Operating Expenses	330,209	307,107	311,881	320,536	328,108	339,454	348,120	358,440	369,573	387,608
Operating Result	(35,034)	(3,086)	4,398	10,168	18,517	20,770	26,538	32,780	38,938	39,076

2020-2021 Long Term Financial Forecast

Statement of Financial Position

		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030 Estimated
	Budget	Estimated								
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Assets										
Current Assets										
Cash and Cash Equivalents	141,521	118,297	129,376	136,729	151,826	158,128	163,246	149,121	144,384	134,371
Receivables	24,496	25,260	26,406	27,674	29,092	30,177	31,327	32,619	34,160	35,685
Inventories	1,314	1,371	1,442	1,526	1,622	1,724	1,833	1,949	2,071	2,202
Other Current Assets	3,999	4,081	4,167	4,257	4,350	4,448	4,551	4,658	4,769	4,886
Non-Current Assets Held for Sale	20,650	-	-	-	-	-	-	-	-	-
Total Current Assets	191,980	149,009	161,391	170,186	186,890	194,477	200,957	188,347	185,384	177,144
Non-Current Assets										
Investments	325,994	325,994	314,725	314,725	314,725	314,725	314,725	314,725	314,725	314,725
Property, Plant & Equipment	2,884,485	3,034,529	3,110,142	3,226,327	3,353,885	3,487,879	3,615,026	3,775,879	3,944,843	4,133,867
Intangible Assets	23,898	29,268	36,210	43,629	45,082	46,764	48,280	49,271	49,800	49,742
Total Non-Current Assets	3,234,377	3,389,791	3,461,077	3,584,681	3,713,692	3,849,368	3,978,031	4,139,875	4,309,368	4,498,334
Total Assets	3,426,357	3,538,800	3,622,468	3,754,867	3,900,582	4,043,845	4,178,988	4,328,222	4,494,752	4,675,478
Liabilities										
Current Liabilities										
Payables	22,052	23,855	24,527	25,582	26,630	27,980	29,151	30,634	31,934	33,576
Borrowings	21,967	59,678	27,468	30,438	33,718	36,303	37,976	39,947	42,279	44,715
Provisions	31,052	24,406	25,108	26,020	26,973	27,968	28,967	30,012	31,106	32,250
Other Current Liabilities	1,408	1,510	1,767	2,004	2,225	2,333	2,446	2,564	2,689	2,820
Total Current Liabilities	76,479	109,449	78,870	84,044	89,546	94,584	98,540	103,157	108,008	113,361
Non-Current Liabilities										
Payables	23	23	23	23	23	23	23	23	23	23
Borrowings	394,374	373,515	384,876	393,279	403,267	405,824	392,141	381,356	377,966	377,013
Provisions	2,651	2,738	2,832	2,953	3,080	3,213	3,346	3,485	3,630	3,782
Other Non-Current Liabilities	1,793	1,793	1,793	1,793	1,793	1,793	1,793	1,793	1,793	1,793
Total Non-Current Liabilities	398,841	378,069	389,524	398,048	408,163	410,853	397,303	386,657	383,412	382,611
Total Liabilities	475,320	487,518	468,394	482,092	497,709	505,437	495,843	489,814	491,420	495,972
Net Community Assets	2,951,037	3,051,282	3,154,074	3,272,775	3,402,873	3,538,408	3,683,145	3,838,408	4,003,332	4,179,506
										. ,
Community Equity										
Asset Revaluation Surplus	E20 70C	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786
	538,786		550,700		,	,			,	
Accumulated Surplus	2,412,251	2,512,496	2,615,288	2,733,989	2,864,087	2,999,622	3,144,359	3,299,622	3,464,546	3,640,720

2020-2021 Long Term Financial Forecast

Statement of Cash Flows

	2020-2021 Budget \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000	2028-2029 Estimated \$'000	2029-2030 Estimated \$'000
Cash Flows from Operating Activities										
Receipts from Customers	278,942	288,205	299,463	313,165	328,075	341,182	354,639	370,316	386,694	404,193
Payments to Suppliers and Employees	(248,438)	(215,239)	(218,148)	(224,147)	(229,520)	(238,828)	(245,947)	(257,059)	(264,079)	(276,372)
Interest Revenue	2,035	2,001	2,283	2,518	2,992	3,407	3,891	4,185	4,376	4,572
Non-Capital Grants, Subsidies and Contributions	12,700	13,048	13,388	13,751	14,141	14,550	14,979	15,428	15,900	16,394
Borrowing Costs	(11,472)	(8,874)	(8,970)	(8,936)	(9,114)	(9,298)	(9,249)	(9,138)	(9,148)	(9,355)
Other Cash Flows from Operating Activities	(765)	(7,439)	(157)	(174)	(190)	(200)	(211)	(222)	(235)	(247)
Net Cash Flow from Operating Activities	33,002	71,702	87,859	96,177	106,384	110,813	118,102	123,510	133,508	139,185
Cash Flows from Operating Activities										
Payments for property, plant and equipment	(190,059)	(161,783)	(131,631)	(128,241)	(139,997)	(146,181)	(138,847)	(168,768)	(178,063)	(192,980)
Payments for intangible assets	(3,686)	(9,690)	(11,960)	(13,006)	(7,137)	(7,215)	(7,345)	(7,540)	(7,735)	(7,930)
Proceeds from Property, Plant and equipment	5,049	25,978	44,402	5,946	6,288	6,645	7,013	7,396	7,500	8,000
Grants, Subsidies, Contributions and Donations	34,310	33,615	31,732	34,867	36,071	36,990	38,091	39,972	40,986	42,098
Other Cash Flows from Investing Activities	(4,282)	102	11,526	237	221	108	113	119	125	131
Net Cash Flows from Investing Activities	(158,668)	(111,778)	(55,931)	(100,197)	(104,554)	(109,653)	(100,975)	(128,821)	(137,187)	(150,681)
Cash Inflows from Financing Activities										
Proceeds from Borrowings	239,881	40,000	40,000	40,000	45,000	40,000	25,000	30,000	40,000	45,000
Repayment of Borrowings	(172,609)	(23,028)	(60,729)	(28,627)	(31,733)	(34 <i>,</i> 858)	(37,009)	(38,814)	(41,058)	(43,517)
Repayments made on Finance Leases	(120)	(120)	(120)	-	-	-	-	-	-	-
Net Cash Flows from Financing Activities	67,152	16,852	(20,849)	11,373	13,267	5,142	(12,009)	(8,814)	(1,058)	1,483
Net Increase/(Decrease) for the year	(58,514)	(23,224)	11,079	7,353	15,097	6,302	5,118	(14,125)	(4,737)	(10,013)
Opening Cash and Cash Equivalents	200,035	141,521	118,297	129,376	136,729	151,826	158,128	163,246	149,121	144,384
Closing Cash and Cash Equivalents	141,521	118,297	129,376	136,729	151,826	158,128	163,246	149,121	144,384	134,371

2020-2021 Long Term Financial Forecast

Statement of Changes in Equity

	2020-2021 Budget	2021-2022 Estimated	2022-2023 Estimated	2023-2024 Estimated	2024-2025 Estimated	2025-2026 Estimated	2026-2027 Estimated	2027-2028 Estimated	2028-2029 Estimated	2029-2030 Estimated
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at Beginning of Year										
Accumulated surplus'	2,352,290	2,412,251	2,512,496	2,615,288	2,733,989	2,864,087	2,999,622	3,144,359	3,299,622	3,464,546
Asset revaluation reserve	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786
Total Community Equity	2,891,076	2,951,037	3,051,282	3,154,074	3,272,775	3,402,873	3,538,408	3,683,145	3,838,408	4,003,332
Net Result for the Period										
Accumulated surplus'	59,961	100,245	102,792	118,701	130,098	135,535	144,737	155,263	164,924	176,174
Asset revaluation reserve	-	-	-	-	-	-	-	-	-	-
Total Community Equity	59,961	100,245	102,792	118,701	130,098	135,535	144,737	155,263	164,924	176,174
Asset Revaluation Adjustments										
Accumulated surplus'	-	-	-	-	-	-	-	-	-	-
Asset Revaluation reserve	-	-	-	-	-	-	-	-	-	-
Total Community Equity	-			-	-		-		-	-
Balance at End of Period										
Accumulated surplus'	2,412,251	2,512,496	2,615,288	2,733,989	2,864,087	2,999,622	3,144,359	3,299,622	3,464,546	3,640,720
Asset revaluation reserve	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786	538,786
TOTAL COMMUNITY EQUITY	2,951,037	3,051,282	3,154,074	3,272,775	3,402,873	3,538,408	3,683,145	3,838,408	4,003,332	4,179,506

2020-2021 Long Term Financial Forecast

FINANCIAL RATIOS (as per Local Government Regulation 2012)

	2020-2021 Budget \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000	2028-2029 Estimated \$'000	2029-2030 Estimated \$'000
Operating Surplus (Net Result (excluding Capital items)) / Total Operating Rev	-9.40%	-1.02%	1.39%	3.07%	5.34%	5.77%	7.08%	8.38%	9.53%	9.16%
This is an indicator of what extent to which revenues raised only or are available for capital funding purposes. The oper operating surplus (deficit) expressed as a percentage of tot	l cover operational ating surplus ratio is	s the								
Net Financial Liabilities (Total Liabilities less Current Assets / Total Operating Rever	95.99%	111.35%	97.07%	94.32%	89.67%	86.32%	78.71%	77.06%	74.91%	74.72%
This is an indicator of the extent to which the net financial l can be serviced by its operating revenues. A ratio greater t total financial liabilities exceed current assets. These net fin serviced using available operating revenues.	iabilities of a local g han zero (positive) i	indicates that								
Asset Sustainability	52.09%	85.87%	77.77%	78.56%	78.25%	83.68%	82.57%	89.06%	95.52%	98.71%
(Capex on replacement of assets / Depreciation Expense)										
This is an approximation of the extent to which the infrastru										
local government are being replaced as these reach the end										
Depreciation expense represents an estimate of the extent assets have been consumed in a period.	to which the infrast	tructure								

2020-2021 Long Term Financial Forecast OTHER FINANCIAL RATIOS (as determined by Council)

	2020-2021 Budget \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000	2028-2029 Estimated \$'000	2029-2030 Estimated \$'000
Operating Efficiency (Operating Revenue / Operating Expenses)	0.91	0.99	1.01	1.03	1.06	1.06	1.08	1.09	1.11	1.10
This ratio provides an indication of Council's capacit expenses of Council. This includes the consumption depreciation expense.	•									
Debt Servicing	62.36%	10.49%	22.04%	11.36%	11.78%	12.26%	12.35%	12.26%	12.29%	12.39%
(I & R / Total Operating Revenue) This ratio provides an indication of Council's capaci borrowings.	ty to service its outstanding	loan								
Working Capital (: 1) (Current Assets / Current Liabilities)	2.51 : 1	1.36 : 1	2.05 : 1	2.02 : 1	2.09 : 1	2.06 : 1	2.04 : 1	1.83 : 1	1.72 : 1	1.56 : 1
This ratio provides an indication of Council's ability they fall due. Budget estimates are within satisfact		ations as								
Note : Current Liabilities are exclusive of liability for	r infrastructure Credits.									
Return on Assets (EBIT / Assets)	-0.47%	0.16%	0.37%	0.51%	0.71%	0.74%	0.86%	0.97%	1.07%	1.04%
This ratio provides an indication of Council's efficien	ncy in using its assets to ger	erate								

earnings.

(Where EBIT = Net Operating Result + interest expense + tax)



IPSWICH CITY COUNCIL Revenue Policy

Version Control and Objective ID	Version No:	Objective ID:
Approved by Council on		
Date of Review		

1. Statement

In accordance with section 104(5)(c)(iii) of the *Local Government Act 2009* and section 193 of the *Local Government Regulation 2012*, the council has prepared and adopted this revenue policy as a financial policy of the local government.

The objective of this revenue policy is to help ensure consistency between the council's longer term objectives, as set out in the Financial Plan, and the revenue decisions made in the 2020-2021 budget process.

2. Purpose and Principles

It is an intended outcome of the Financial Plan that Council remains in a sound financial position at all times whilst delivering on the objectives contained within the Financial Plan. It is envisaged that overall net wealth of the community (total equity) will continue to be enhanced throughout the planning period.

To achieve this outcome the council will seek to ensure that its revenues (after concessions on rates and charges) are sufficient to cover its costs having regard to year-to-year variations in revenues.

The council has adopted a set of principles relating to the levying of rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery methods.

The council will take account of the principles of equity, economic efficiency and simplicity in levying rates and charges and granting concessions for rates and charges.

3. Strategic Plan Links

This policy relates to:

- Strengthening our local economy and building prosperity
- Managing growth and delivering key infrastructure
- Listening, Leading and Financial Management

4. Regulatory Authority

Local Government Act 2009.

Local Government Regulation 2012.

5. Scope

5.1. Levying rates and charges

5.1.1. Principles

In accordance with section 193(1)(a)(i) of the *Local Government Regulation 2012*, the council intends to apply the principles as set out below for levying rates and charges.

In general terms, to ensure that Ipswich continues to be a great place to live and to attract business investment and employment, the council intends to fund the cost of providing services from user charges, except where:

- (a) the benefits of a service or facility are available to all residents;
- (b) concessions for rates and charges are applicable to groups or individuals based on their lower capacity to pay and exceptional circumstances of groups or individuals who meet eligibility criteria;
- (c) it is not cost-effective to levy user charges;
- (d) not doing so provides net economic benefits in attracting and retaining businesses; and
- (e) in the opinion of the council, such charges do not meet the objectives of the Financial Plan.

Further, from a practical perspective, in levying rates and charges, the council intends to:

- (a) make the system for paying rates and charges simple and inexpensive to administer;
- (b) manage its cashflows from rates and charges by providing for quarterly payments, discounts for payment by the due date and interest on overdue amounts; and
- (c) provide an equitable payment system that provides a range of payment options for ratepayers to pay the rates and charges and arrears of any rates or charges.

5.1.2. Differential general rates

The council intends to levy differential general rates on all rateable land in the local government area. This recognises the inequity which would result if a single general rate were applied to all rateable land in the local government area by reference to the rateable value of the land alone.

For rateable land that is used for residential purposes or is used for commercial activities a higher rate may be applied than that applied to rateable land that has no capacity to produce revenue such as rateable land used for a residential purpose which is occupied by the land owner. This reflects the revenue-producing capacity of rateable land that may be rented or is used for commercial activities.

Differential general rating categories, described in the Revenue Statement, are reviewed each financial year in order to maintain a rating structure that is clear, cost effective and simple to administer.

Differential general rates will be set at levels:

- to generate revenue sufficient to meet the difference between the outlays of the council's business activities less any ordinary business or trading income, grants, subsidies or contributions received in respect of those programs and any internal financial accommodation arranged;
- (b) that recognise the different revenue-producing capacity of rateable land within the local government area; and

(c) that recognise the differing level of benefits that rateable land in different rating categories receive from the council's services and facilities.

5.1.3. Rateable value of land

The council has determined that the rateable value of land shall be the 3-year averaged value of land and that the 3-year averaged value of land will be used as the basis for calculating the differential general rates. The value of the land as determined by the Valuer-General in accordance with the *Land Valuation Act 2010*, will be used by the council for calculating the 3-year averaged value of the land, and the 3-year averaged value will be worked out in accordance with section *76* of the *Local Government Regulation 2012*.

5.1.4. Minimum amount of general rates and special rates and charges

The council has determined that due to the cost of providing a minimum service to rateable land, an equitable contribution per rateable land is to apply in relation to the funding of the council's services and facilities and that this contribution is to be made irrespective of where the rateable land is located or its valuation.

The council has also determined that rateable land in certain rating categories may have a different minimum amount of general rates to that applying to other rating categories.

The council may also elect to fix a minimum amount of special rates and charges.

5.1.5. Limitation of increase in rates or charges levied

The council intends to limit the increase in the differential general rates for certain rating categories of rateable land in the local government area to moderate the impact of rapid, uneven and significant changes in land values across the local government area.

5.1.6. Special rates and charges

The council may elect to levy special rates and charges, on a year by year basis, for rural fire brigades and other facilities or services which it considers have a special association with particular land in the local government area. The proceeds of the particular special rate and charge are directed towards the costs of the relevant initiative or facility.

5.1.7. Separate rates and charges

A separate charge for the Enviroplan will be levied on all rateable land in the local government area, to provide for the acquisition and protection of bushland areas and for the provision of facilities for public access to those areas, on the basis that the benefit is shared equally by all parcels of rateable land, regardless of their value. The revenue raised is used to contribute to the costs of acquiring bushland and for providing and managing public access.

A separate charge for the Rural Fire Brigades Services will be levied on all rateable land in the local government area, to provide for the purchase and maintenance of specialist equipment, station improvements and brigade operating costs of the Ipswich Group Rural Fire Brigades, on the basis that the benefit is shared equally by all parcels of rateable land, regardless of their value.

IPSWICH CITY COUNCIL | Name of Policy

5.1.8. Utility charges

Utility charges for waste management services are determined having regard to the following:

- (a) performance targets in the Ipswich Waste Services Annual Performance Plans;
- (b) the cost of provision of the services and infrastructure and an appropriate return on assets;
- (c) pricing oversight requirements of the Queensland Competition Authority;
- (d) operating and capital grants, subsidies or contributions received from others.

Some waste management utility charges are supplied by special agreement. The charges which have been negotiated under those agreements still have regard to the above principles.

The council's waste management utility charges are applied on a per waste management service basis. All costs associated with providing the waste management service are recovered by levying the waste management utility charges.

5.1.9. Discount

It is the council's policy to encourage the prompt payment of rates and charges by allowing a discount for the payment of certain rates or charges where payment is made in full on or before the end of the discount period stated in the rate notice being 30 days from the issue of the rate notice. The discount is only to apply to the differential general rate (excluding utility charges, separate charges, Emergency Management Levy and arrears of any rate or charge).

The council also encourages prompt payment of selected fees such as annual dog registrations by offering a discount for the full payment by the due date.

5.2. Granting concessions for rates and charges

5.2.1. Principles

In accordance with section 193(1)(a)(ii) of the *Local Government Regulation* 2012, the council intends to apply the following principles for granting concessions for rates and charges:

- (a) where an applicable Council policy in relation to the granting of the concession is in place, the council will grant concessions where there is a need to resolve anomalies in order to ensure equitable treatment for groups and individuals in similar circumstances;
- (b) regard is to be had to the limited financial capacity to pay and exceptional circumstances of groups or individuals who meet eligibility criteria in any applicable Council policy;
- (c) that the requirements for granting concessions be clear and transparent in order to ensure the equitable treatment of all beneficiaries.

5.2.2. Purpose for the concessions

The purpose for the concession for rates and charges to be granted by the council are stated in the following table.

Column 1	Column 2
Concession for rates and charges	Purpose for the concession
Concession to an eligible pensioner who owns and occupies rateable land.	Acknowledge that pensioners have limited financial capacity.
Concession to an eligible entity whose	Support activities that do not make a profit.
objects do not include making a profit which owns rateable land.	
Concession to an eligible entity that provides assistance or encouragement for arts or cultural development which owns rateable land.	Support activities that assist and encourage arts and cultural development.
Concession to an eligible landowner who is an individual and who is subject to financial hardship from the payment of rates and charges.	Support individuals where the payment of rates and charges will or has affected the wellbeing of the individuals in such a way as to constitute an unreasonable outcome based on present community standards.
Concession to an eligible landowner whose land is subject to a mining lease requiring the carrying out of improvement restoration for the mining lease.	Support the carrying out of improvement restoration for the mining lease which is exceptional and necessitated by the characteristics of the land.

5.3. Recovering overdue rates and charges

5.3.1. Principles

In accordance with section 193(1)(a)(iii) of the *Local Government Regulation 2012,* the council intends to apply these principles set out below for recovering overdue rates and charges.

In general terms the council exercises its rate recovery powers in order to reduce the overall rate burden on ratepayers.

The council specifically intends to apply the following principles for recovering overdue rates and charges:

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- (a) transparency by making clear the obligations of ratepayers and the processes used by the council in assisting them to meet their financial obligations;
- (b) making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- (c) equity by having regard to capacity to pay in determining appropriate arrangements for different sectors of the community and providing the same treatment for ratepayers with similar circumstances;
- (d) flexibility to respond to community expectations by providing assistance to encourage or discourage certain behaviours.

5.3.2. Interest

The council also intends to charge interest on overdue rates and charges from the day on which they become overdue and at the rate as may be determined under section 133(1)(a) of the *Local Government Regulation 2012* compounded on daily rests. However, if the overdue rates and charges are paid within 21 days from their due date, no interest shall be charged.

5.4. Cost-recovery methods

5.4.1. Principles

In accordance with section 193(1)(a)(iv) of the *Local Government Regulation 2012*, the council intends to apply the following principles for cost-recovery methods:

- (a) fees and charges are set to recover the costs of the council in providing services and taking actions associated with regulatory compliance;
- (b) the process for recovering the council's costs is to be clear, simple to administer and cost effective.

5.4.2. Cost-recovery fees

The council has fixed cost-recovery fees under section 97 of the *Local Government Act 2009*. All cost-recovery fees set by the council are included in the Register of Cost Recovery Fees which is open for inspection at the council's public office.

5.5. Funding of physical and social infrastructure costs for new development

In accordance with section 193(1)(c) of the *Local Government Regulation 2012*, the council intends to fund the provision of local government trunk infrastructure networks for new development by the adoption and levying of infrastructure charges on new development in accordance with the *Planning Act 2016*.

The infrastructure charges for providing local government trunk infrastructure networks are detailed in resolutions made by the council under the *Planning Act 2016* having regard to the council's planning scheme including its priority infrastructure plan.

The council also intends for new development to meet the council's additional costs of bringing forward development infrastructure and other physical and social infrastructure costs for a new development which is of sufficient magnitude to accelerate the growth rate of a specific area so that the availability of facilities is not adversely affected and existing ratepayers are not burdened with the cost of providing the additional infrastructure.

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5.6. Other revenue

5.6.1. Commercial fees

The council charges commercial fees for other services provided by the council.

The council intends to set the commercial fees having regard to the following:

- (a) the user pays principle;
- (b) the estimated cost of provision of services or access to the council's facilities;
- (c) a fair return for the use of the council's infrastructure;
- (d) the fees charged by any alternative providers;
- (e) the performance targets set for the council's business activities;
- (f) the need to encourage or discourage particular behaviours.

5.6.2. Other revenue

The council intends to pursue and collect other revenue, such as investment interest income, sale or disposal of assets, grants and subsidies, sale of Council's provision of goods or services and dividends from investments on the basis of the council taking advantage of opportunities to maximise the efficient use of resources and activities under its control.

6. Roles and Responsibilities

The General Manager in each department, together with the Finance Branch of the Corporate Services Department, are responsible for ensuring compliance with this policy.

7. Monitoring and Evaluation

• The Revenue Policy is to be reviewed annually in accordance with section 193 of the *Local Government Regulation 2012.*

8. Policy Owner

The General Manager (Corporate Services) is the policy owner and the Chief Financial Officer is responsible for authoring and reviewing this policy.

Part 10 REVENUE STATEMENT

10.1 PURPOSE

- (1) In accordance with section 169 of the *Local Government Regulation 2012,* the council has prepared this revenue statement for its budget for the 2020-2021 financial year.
- (2) The purpose of this revenue statement is to outline and explain the revenue measures adopted by the council in the Budget for the 2020-2021 financial year (2020-2021 Budget) in compliance with relevant legislative requirements.
- (3) This revenue statement is to be read in conjunction with the Revenue Policy, Rating Resolutions and Forecast Financial Statements in the 2020-2021 Budget.
- (4) The council may, by resolution, amend the revenue statement for the financial year at any time before the end of the financial year.

10.2 RATES AND CHARGES

The council has levied the following rates and charges in accordance with the principles stated in the revenue policy in the 2020-2021 Budget:

- (1) differential general rates (see Part 2 of the 2020-2021 Budget);
- (2) waste management utility charges (see Part 3 of the 2020-2021 Budget);
- (3) rural fire resources levy special charge (see Part 4 of the 2020-2021 Budget);
- (4) rural fire resources levy separate charge (see Part 5 of the 2020-2021 Budget);
- (5) enviroplan separate charge (see Part 6 of the 2020-2021 Budget).

10.3 DIFFERENTIAL GENERAL RATES

- (1) The council has decided to levy differential general rates for different rating categories of rateable land in the local government area on the basis set out in Part 2 of the 2020-2021 Budget.
- (2) The council has decided that there are 60 rating categories for rateable land in the local government area as stated in column 1 of Table 1 (Differential General Rating Categories) in Part 2 of the 2020-2021 Budget. Each of these 60 rating categories and a description of each rating category is stated in Table 5.

- (3) The council has decided that, due to the cost of providing services to rateable land, a minimum amount of general rates is to apply to certain rating categories of rateable land in the local government area as stated in Table 2 (Differential General Rates) in Part 2 of the 2020-2021 Budget.
- (4) The council has decided that, to address the concerns of the community resulting from changes in the valuation of the rateable land from year to year, particularly where the Valuer-General has not undertaken a comprehensive review of all valuations each year, the increase in the differential general rates for certain rating categories of rateable land in the local government area is to be limited to not more than the differential general rates for the last financial year increased by the percentage stated in column 4 of Table 2 (Differential General Rates) in Part 2 of the 2020-2021 Budget.
- (5) The council has decided that the rateable value of land for 2020-2021 shall be the 3-year average of the valuations provided by the Valuer-General in accordance with the *Land Valuation Act 2010* and that the 3-year averaged value will be used as the basis for calculating the differential general rates.

TABLE 5 – DIFFERENTIAL GENERAL RATING CATEGORIES

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
1	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) is owner occupied;
		(d) is not located in Brookwater.
4	Land not used for a residential purpose	Land which meets all of the following criteria:
	or for profit purpose.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is not used for a residential purpose or for profit purpose.
8	Land in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is owner occupied or which is vacant land that is	 (a) has any of the Primary Council Land Use Codes for this rating category;
	potential owner occupied.	(b) is either:
		 primarily residential and owner occupied; or
		(ii) vacant land that is potential owner occupied;
		(c) is located in Brookwater.
9	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) is not owner occupied;
		(d) is not located in Brookwater.
10	Land not in Brookwater which is vacant	Land which meets all of the following criteria:
	land less than 20,000m ² that is potential owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is vacant land;
		(c) is less than 20,000m ² ;
		(d) is potential owner occupied;
		(e) is not located in Brookwater.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
11	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is owner occupied that is in a community titles scheme not in a high rise structure.	 (a) has any of the Primary Council Land Use Codes for this rating category;
	scheme not in a night ise structure.	(b) is primarily residential;
		(c) is owner occupied;
		(d) is included in a community titles scheme;
		(e) is not in a high rise structure;
		(f) is not located in Brookwater.
15	Land in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is not owner occupied or which is vacant land that is	 (a) has any of the Primary Council Land Use Codes for this rating category;
	not potential owner occupied.	(b) is either:
		 primarily residential and is not owner occupied; or
		(ii) vacant land that is not potential owner occupied;
		(c) is located in Brookwater.
16	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is not owner occupied that is in a community titles	 (a) has any of the Primary Council Land Use Codes for this rating category;
	scheme not in a high rise structure.	(b) is primarily residential;
		(c) is not owner occupied;
		(d) is included in a community titles scheme;
		(e) is not in a high rise structure;
		(f) is not located in Brookwater.
17	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is owner occupied that is in a community titles scheme in a high rise structure.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) is owner occupied;
		(d) is included in a community titles scheme;
		(e) is in a high rise structure;
		(f) is not located in Brookwater.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
18	Land not in Brookwater used for a	Land which meets all of the following criteria:
	residential purpose which is not owner occupied that is in a community titles	 (a) has any of the Primary Council Land Use Codes for this rating category;
	scheme in a high rise structure.	(b) is primarily residential;
		(c) is not owner occupied;
		(d) is included in a community titles scheme;
		(e) is in a high rise structure;
		(f) is not located in Brookwater.
19	Land not in Brookwater which is vacant	Land which meets all of the following criteria:
	land less than 20,000m ² that is not potential owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is vacant land;
		(c) is less than 20,000m ² ;
		(d) is not potential owner occupied;
		(e) is not located in Brookwater.
22a	Land used for a multi residential	Land which meets all of the following criteria:
	purpose, with two dwellings or a dwelling with an auxiliary unit, which	 (a) has any of the Primary Council Land Use Codes for this rating category;
	are not owner occupied.	(b) is primarily residential;
		(c) includes:
		(i) two dwellings or;
		(ii) a dwelling with an auxiliary unit;
		(d) none of the dwellings or the auxiliary unit are owner occupied.
22b	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with three to five dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes three to five dwellings;
		 (d) one or more of the dwellings is not owner occupied.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
22c	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with six to nine dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes six to nine dwellings;
		(d) one or more of the dwellings is not owner occupied.
22d	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with 10 to 14 dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes 10 to 14 dwellings;
		 (d) one or more of the dwellings is not owner occupied.
22e	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with 15 to 19 dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes 15 to 19 dwellings;
		 (d) one or more of the dwellings is not owner occupied.
22f	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with 20 to 29 dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes 20 to 29 dwellings;
		 (d) one or more of the dwellings is not owner occupied.
22g	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with 30 to 39 dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes 30 to 39 dwellings;
		 (d) one or more of the dwellings is not owner occupied.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
22h	Land used for a multi residential	Land which meets all of the following criteria:
	purpose with 40 or more dwellings which are not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily residential;
		(c) includes 40 or more dwellings;
		 (d) one or more of the dwellings is not owner occupied.
23	Land not in Brookwater which is vacant	Land which meets all of the following criteria:
	land that is 20,000m ² or greater and is potential owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is vacant land;
		(c) is 20,000m ² or greater;
		(d) is potential owner occupied;
		(e) is not located in Brookwater.
24	Land not in Brookwater which is vacant	Land which meets all of the following criteria:
	land that is 20,000m ² or greater and is not potential owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is vacant land;
		(c) is 20,000m ² or greater;
		(d) is not potential owner occupied;
		(e) is not located in Brookwater.
25	Land which is vacant land requiring	Land which meets all of the following criteria:
	rehabilitation as the subject of a previous extractive industry involving	 (a) has any of the Primary Council Land Use Codes for this rating category;
	coal mining.	(b) is vacant land;
		 (c) has the Secondary Land Use Code of 78 Previous extractive industries land use requiring site rehabilitation;
		 (d) requires rehabilitation as the subject of a previous extractive industry involving coal mining.
41	Land used for a farming and grazing	Land which meets all of the following criteria:
	purpose which is owner occupied or potential owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for farming and grazing;
		(c) is either:
		(i) owner occupied; or
		(ii) potential owner occupied.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
42	Land used for a farming and grazing	Land which meets all of the following criteria:
	purpose which is not owner occupied.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for farming and grazing;
		(c) is not owner occupied.
43a	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of less than \$200,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of less than \$200,000.
43b	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of \$200,000 to less than \$500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of \$200,000 to less than \$500,000.
43c	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of \$500,000 to less than \$1,000,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of \$500,000 to less than \$1,000,000.
43d	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of \$1,000,000 to less than \$2,500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of \$1,000,000 to less than \$2,500,000.
44a	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of \$2,500,000 to less than \$5,000,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of \$2,500,000 to less than \$5,000,000.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
44b	Land used for a commercial purpose	Land which meets all of the following criteria:
	with a rateable value of \$5,000,000 or greater.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a commercial use;
		(c) has a rateable value of \$5,000,000 or greater.
45	Land used for a noxious industry that is	Land which meets all of the following criteria:
	not in rating categories 46, 47b and 50.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a noxious industry;
		(c) is not in rating categories 46, 47b and 50.
46	Land used for a noxious industry	Land which meets all of the following criteria:
	involving waste recycling or waste processing.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) has the Secondary Land Use Code of 37 Noxious Industry - Waste Recycling/Processing;
		 (c) is primarily for a noxious industry involving waste recycling or waste processing.
47a	Land used for an extractive industry	Land which meets all of the following criteria:
	involving coal mining or the rehabilitation of land the subject of a previous or current extractive industry involving coal mining.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) has the Secondary Land Use Codes of 00 Coal mining and ancillary and/or associated activities including mine rehabilitation;
		(c) is primarily for an extractive industry involving coal mining or the rehabilitation of land the subject of a previous or current extractive industry involving coal mining.
47b	Land used for a noxious industry	Land which meets all of the following criteria:
	involving a landfill.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) has any of the following Secondary Land Use Codes:
		(i) 17 Noxious Industry Land Fill - Putrescible Material;
		(ii) 27 Noxious Industry Land Fill - Non Putrescible Material;
		(c) is primarily for a noxious industry involving a landfill.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
48	Land used for an extractive industry	Land which meets all of the following criteria:
	that is not in rating category 47a.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for an extractive industry not involving any of the following:
		(i) coal mining;
		 (ii) rehabilitation of land the subject of a previous or current extractive industry involving coal mining;
		(c) is not in rating category 47a.
49a	Land used for a light industry with a	Land which meets all of the following criteria:
	rateable value of less than \$500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a light industry;
		(c) has a rateable value of less than \$500,000.
49b	Land used for a light industry with a	Land which meets all of the following criteria:
	rateable value of \$500,000 to less than \$1,000,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a light industry;
		 (c) has a rateable value of \$500,000 to less than \$1,000,000.
49c	Land used for a light industry with a	Land which meets all of the following criteria:
	rateable value of \$1,000,000 to less than \$2,500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a light industry;
		(c) has a rateable value of \$1,000,000 to less than \$2,500,000.
49d	Land used for a light industry with a	Land which meets all of the following criteria:
	rateable value of \$2,500,000 to less than \$5,000,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a light industry;
		(c) has a rateable value of \$2,500,000 to less than \$5,000,000.
49e	Land used for a light industry with a	Land which meets all of the following criteria:
	rateable value of \$5,000,000 or greater.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a light industry;
		(c) has a rateable value of \$5,000,000 or greater.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
50	Land used for a heavy industry.	Land which meets all of the following criteria:
		 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) if the land has a Primary Council Land Use Code of 37 Noxious/Offensive Industry, the land also has a Secondary Land Use Code of 99 Power Station;
		(c) is primarily for a heavy industry.
55a	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of less than 5,000m ² and a rateable value of less than \$200,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a retail purpose with a total GLA of less than 5,000m ² ;
		(c) has a rateable value of less than \$200,000.
55b	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of less than 5,000m ² and a rateable value of \$200,000 to less than	 (a) has any of the Primary Council Land Use Codes for this rating category;
	\$500,000.	 (b) is primarily for a retail purpose with a total GLA of less than 5,000m²;
		(c) has a rateable value of \$200,000 to less than \$500,000.
55c	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of less than 5,000m ² and a rateable value of \$500,000 to less than \$1,000,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a retail purpose with a total GLA of less than 5,000m ² ;
		(c) has a rateable value of \$500,000 to less than \$1,000,000.
55d	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of less than 5,000m ² and a rateable value of \$1,000,000 to less than \$2,500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of less than 5,000m²;
		(c) has a rateable value of \$1,000,000 to less than \$2,500,000.
55e	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 5,000m ² to less than 7,500m ² and a rateable value of less than \$2,500,000.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 5,000m² to less than 7,500m²;
		 (c) has a rateable value of less than \$2,500,000.

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
55f	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 7,500m ² to less than 10,000m ² and a rateable value of less	 (a) has any of the Primary Council Land Use Codes for this rating category;
	than \$2,500,000.	 (b) is primarily for a retail purpose with a total GLA of 7,500m² to less than 10,000m²;
		 (c) has a rateable value of less than \$2,500,000.
55g	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of less than 10,000m ² and a rateable value of \$2,500,000 or greater.	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of less than 10,000m²;
		(c) has a rateable value of \$2,500,000 or greater.
55h1	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 10,000m ² to less than 12,500m ² and a land area of less than	 (a) has any of the Primary Council Land Use Codes for this rating category;
	200,000m².	 (b) is primarily for a retail purpose with a total GLA of 10,000m² to less than 12,500m²;
		(c) has a land area of less than 200,000m ² .
55h2	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 12,500m ² to less than 15,000m ² and a land area of less than 200,000m ² .	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 12,500m² to less than 15,000m²;
		(c) has a land area of less than 200,000m ² .
55h3	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 15,000m ² to less than 17,500m ² and a land area of less than 200,000m ² .	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 15,000m² to less than 17,500m²;
		(c) has a land area of less than 200,000m ² .
55h4	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 17,500m ² to less than 20,000m ² and a land area of less than	 (a) has any of the Primary Council Land Use Codes for this rating category;
	200,000m².	 (b) is primarily for a retail purpose with a total GLA of 17,500m² to less than 20,000m²;
		(c) has a land area of less than 200,000m ² .

	Column 1	Column 2
	Rating category of rateable land	Description of rating category
55i1	Land used for a retail purpose with a total GLA of 20,000m ² to less than 25,000m ² and a land area of less than 200,000m ² .	 Land which meets all of the following criteria: (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 20,000m² to less than 25,000m²; (c) has a land area of less than 200,000m².
55i2	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 25,000m ² to less than 30,000m ² and a land area of less than	 (a) has any of the Primary Council Land Use Codes for this rating category;
	200,000m².	 (b) is primarily for a retail purpose with a total GLA of 25,000m² to less than 30,000m²;
FF.		(c) has a land area of less than 200,000m ² .
55j	Land used for a retail purpose with a total GLA of 30,000m ² to less than	Land which meets all of the following criteria:
	45,000m ² and a land area of less than 200,000m ² .	 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 30,000m² to less than 45,000m²;
		(c) has a land area of less than 200,000m ² .
55k	Land used for a retail purpose with a	Land which meets all of the following criteria:
	total GLA of 45,000m ² or greater and a land area of less than 200,000m ² .	 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a retail purpose with a total GLA of 45,000 m ² or greater;
		(c) has a land area of less than 200,000m ² .
551	Land used for a retail purpose with a total GLA of 10,000m ² to less than 20,000m ² and a land area of 200,000m ² or greater.	Land which meets all of the following criteria:
		 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a retail purpose with a total GLA of 10,000m ² to less than 20,000m ² ;
		(c) has a land area of 200,000m ² or greater.
55m	Land used for a retail purpose with a total GLA of 20,000m ² to less than 30,000m ² and a land area of 200,000m ² or greater.	Land which meets all of the following criteria:
		 (a) has any of the Primary Council Land Use Codes for this rating category;
		(b) is primarily for a retail purpose with a total GLA of 20,000m ² to less than 30,000m ² ;
55n	5n Land used for a retail purpose with a total GLA of 30,000m ² to less than 45,000m ² and a land area of 200,000m ² or greater.	 (c) has a land area of 200,000m² or greater. Land which meets all of the following criteria:
		 (a) has any of the Primary Council Land Use Codes for this rating category;
		 (b) is primarily for a retail purpose with a total GLA of 30,000m² to less than 45,000m²;
		,

Column 1 Rating category of rateable land			Column 2 Description of rating category				
	land area of 200,000m ² or greater.		for this rating category;				
		(b)	is primarily for a retail purpose with a total GLA of 45,000m ² or greater;				
		(c)	has a land area of 200,000m ² or greater.				

10.4 WASTE MANAGEMENT UTILITY CHARGES

- (1) The Council has decided to levy utility charges for waste management services (Waste Management Utility Charges) in respect of the following waste management services to rateable land in the local government area on the basis set out in Part 3 of the 2020-2021 Budget:
 - (a) household waste service;
 - (b) adjusted household waste service
 - (c) green waste service;
 - (d) non-household waste service;
 - (e) non-household waste levy.
- (2) The waste management utility charges are applied on a per service basis and are set at a level to raise revenue as specified in the Ipswich Waste Services budget.
- (3) The waste management utility charges are levied on all rateable land in the local government area provided with the waste management service and are levied on a pro rata basis where a waste management service is provided for only part of the year.
- (4) Waste management utility charges are determined on a full-cost pricing basis in accordance with the National Competition Policy to recover sufficient income to meet the full cost outlays of the functional programs, including administrative costs and overheads not funded from general revenue, having regard to the following:
 - (a) performance targets in the Ipswich Waste Services Annual Performance Plan;
 - (b) the cost of capital provision and an appropriate return on assets;
 - (c) pricing oversight requirements of the Queensland Competition Authority;
 - (d) operating and capital grants, subsidies or contributions received from others.

10.5 RURAL FIRE RESOURCES LEVY SPECIAL CHARGE

- (1) The council has decided to levy a special charge on rateable land within that part of the local government area that specially benefits from the Rural Fire Brigades Services on the basis set out in Part 4 of the 2020-2021 Budget.
- (2) The council's policy is to levy special charges, on a year by year basis, for rural fire brigades and other associated facilities to particular areas of the local government area which specially benefits from the rural fire brigades and associated facilities.
- (3) The special charges collected by the council are used to meet the costs of the relevant initiative or facility.

10.6 RURAL FIRE RESOURCES LEVY SEPARATE CHARGE

The council has decided to levy a separate charge for the Rural Fire Brigades Services on all rateable land in the local government area on the basis set out in Part 5 of the 2020-2021 Budget.

10.7 ENVIROPLAN SEPARATE CHARGE

The council has decided to levy a separate charge for the Ipswich Enviroplan on all rateable land in the local government area on the basis set out in Part 6 of the 2020-2021 Budget.

10.8 DISCOUNT FOR RATES AND CHARGES

- (1) The council has decided to allow a discount for payment of rates and charges on the basis set out in Part 7 of the 2020-2021 Budget.
- (2) The council's policy is to encourage prompt payment of rates and charges by allowing a discount for full payment by the due date.
- (3) The discount is only to apply to the differential general rates (excluding utility charges, special charges, separate charges, Emergency Management Levy, and arrears of any rate or charge).

10.9 CONCESSIONS

- The council has decided to grant a concession for rates and charges for land to an eligible pensioner who owns and occupies rateable land on the basis set out in Part 9 of the 2020-2021 Budget.
- (2) The council has also decided that the following concessions for rates and charges are to be granted in the financial year:
 - (a) concession to an eligible entity whose objects do not include making a profit which owns rateable land;
 - (b) concession to an eligible entity that provides assistance or encouragement for arts or cultural development which owns rateable land;
 - (c) concession to an eligible landowner who is an individual and who is subject to financial hardship from the payment of rates and charges;
 - (d) concession to an eligible landowner whose land is subject to a mining lease requiring the carrying out of improvement restoration for the mining lease.

10.10 INTEREST

The council has decided that interest is payable on overdue rates or charges on the basis set out in Part 8 of the 2020-2021 Budget.

10.11 COST-RECOVERY FEES

(1) Under section 97 of the *Local Government Act 2009*, a cost-recovery fee is a fee for any of the following:

- (a) an application for the issue or renewal of a licence, permit, registration or other approval under a local government act as defined in the *Local Government Act 2009*;
- (b) recording a change of ownership of land;
- (c) giving information kept under a local government act as defined in the *Local Government Act 2009*;
- (d) seizing property or animals under a local government act as defined in the *Local Government Act 2009*;
- (e) the performance of another responsibility imposed on the local government under the *Building Act 1975* or the *Plumbing and Drainage Act 2018*.
- (2) The council has decided the amount of cost-recovery fees having regard to the following:
 - (a) the estimated cost, including overheads, of operating each of the council's regulatory regimes, such as:
 - (i) animal control;
 - (ii) environmental protection;
 - (iii) development approval;
 - (iv) community health and safety;
 - (v) entertainment venues;
 - (b) amounts prescribed by State legislation;
 - (c) the need to recover the cost of operating the regulatory regimes;
 - (d) the need to encourage compliance with relevant laws.
- (3) The council's cost-recovery fees are included in the Register of Cost Recovery Fees which is open for inspection at the council's public office.
- (4) The council applies a common set of criteria to ensure cost-recovery fee concessions are granted equitably across each area of Council's operations.

10.12 COMMERCIAL FEES

- (1) Commercial fees are for services which relate to the provision of services or access to Council's facilities which are not regulated by a local law or other legislative schemes.
- (2) The council has decided the amount of commercial fees having regard to the following:
 - (a) the user pays principle;
 - (b) the estimated cost of provision of services or access to the council's facilities;
 - (c) fees charged by any alternative providers;
 - (d) a fair return for the use of the council's infrastructure;
 - (e) performance targets set for the council's business activities;
 - (f) the need to encourage or discourage particular behaviours.

10.13 DEVELOPER FINANCIAL CONTRIBUTIONS FOR DEVELOPMENT INFRASTRUCTURE

(1) The council's intention is to ensure that development infrastructure costs and other physical and social infrastructure costs caused by the incremental development of premises in the local government area are funded or provided for by that development, to the extent authorised by law or negotiated by agreement.

- (2) The council will require financial contributions for providing local government trunk infrastructure networks in relation to the development of premises in accordance with the *Planning Act 2016*.
- (3) Financial contributions for trunk infrastructure for the distributor-retailer's (Queensland Urban Utilities) water service and wastewater service may be collected by the council under an agreement with Queensland Urban Utilities or to the extent required by law and remitted to Queensland Urban Utilities.
- (4) The developer is also required to provide the non trunk infrastructure considered by the council to be appropriate for the development as a condition of a development approval.

10.14 OTHER REVENUE

The council will seek to collect other revenue, such as investment interest income, grants and subsidies, income from the sale of the council's provision of goods and services, dividends from investments and the income from the sale or disposal of assets, on the basis of the council taking advantage of opportunities to maximise the efficient use of resources and activities under its control.

10.15 MAINTENANCE OF THE COUNCIL'S OPERATING CAPABILITY

- (1) The council will seek to ensure that its revenues (after concessions on rates and charges) are sufficient to cover its costs.
- (2) It is the council's intention that the operating capability of the local government is to be increased to provide the capacity to invest in physical and social infrastructure for the growing community.
- (3) The Net Operating Surplus included in the Statement of Income and Expenditure describes the extent of the increase in the budget year.

020-2021	Budget Amendment v2	ATTACHMENT
HANGES TO	REVENUE:-	\$
let rates and	utilities charges	
CS	Reduction in rates revenue due to change in categorisation, offset with additional utility charges	(1,000,000)
		(1,000,000)
ees and Char	-	
PR	Additional Town Planning Fees revenue	3,500,000
PR	Reduced parking fee revenue offset by higher road permit revenue	(375,296)
IE	Additional Waste fee revenue, including extension of the Somerset contract	800,000 3,924,704
perational G	rants	3,524,704
PR	Portion of illegal dumping grant to be received in 2021-22	(50,000)
		(50,000)
ther Revenu		
CS	Additional Urban Utilities tax equivalents revenue	2,500,000
terest Rever	116	2,500,000
CS	Reduced interest revenue due to lower interest rates	(189,120)
		(189,120)
	Total change in revenue	5,185,584
HANGESTO	DPERATIONAL EXPENSES:-	
10123101		
nployee Exp	enses	
woc	Additional employee expenses related to termination payments, reduced turnover which is putting pressure on vacancy rate and	1,760,000
	less annual leave taken than budgeted for, small number of new hires and reduced labour charged to capital project than budgeted	
PR & IE	Local Government Infrastructure Plan (LGIP) fixed term additional labour	100,000
IE	Reallocate budget from Labour Contracts for 6 Waste Truck Drivers (offset in M&S below)	495,168
		2,355,168
abour Contra	ets	
IE	Labour contracts budget for the use of contingent workers to fill vacancies and maintain service delivery based on current	1,500,000
	expenditure	
IE	Reallocate budget to employee expenses for 6 Waste truck Drivers (offset in employee expenses above)	(495,168)
PR	Contingent workers for parking regulation not utilised	(175,000)
		829,832
laterials and		
CS CS	Reductions across the Department	(482,000)
CP	iVolve Platform Project Preliminary Business Case	181,800
PR	Additional external legal requirement for current landfill related legal appeals.	1,442,020
PR	Lower volumes of penalty infringements issued (Covid-19 impact).	(199,000)
PR	Digitalisation of microfilm property records	130,000
CCED	COVID-19 impact of events and programs within the Community, Cultural and Economic Development Department	(1,219,065)
CCED	CCED Reductions above redirected to Ipswich Central project	125,000
IE	Reductions in City Maintenance budget as a result of early year savings from drier than expected weather conditions, mulching	(3,000,000)
	completed late last financial year, savings in electricity costs for street lighting as well as savings from swim centres including Orion	
	lagoon due to reduced use during Covid-19.	
IE	Infrastructure Planning underspend across various projects	(300,000)
IE	Savings in fuel pricing and consumption.	(300,000)
IE	Minor savings across Environment and Sustainability (external funded initiatives not impacted).	(250,000)
IE	Additional traffic control for Transfer Station and contingent labour for additional 3 months of Somerset waste contract	195,000
PR & IE	LGIP Consultants	100,000
CS	Clearing of unidentified savings included in BAv1	810,000
		(2,766,245)
thar average	se .	
ther expense CCED	es Reduction due to accounting for lease contracts as depreciation (offset in depreciation)	(532,176)
IE	Adjustments to Waste Lew, as well as realignment of Waste Lew Rebate	(649,386)
		(1,181,562)
		(2,202,502)
epreciation		
woc	Increased depreciation costs relating to revaluation from July 2020	3,200,000
CCED	Increase due to accounting for lease contracts as depreciation (offset in offset in other expenses)	532,176
		3,732,176
	Total change in operating expenses excluding financing costs	2,969,369
	Overall change in underlying operating result before one - costs detailed below	2,216,215
	VACIAN MARKE IN MILETIVINE OUCLAUNE LENUL DETOIE OUCLE UNE OPTAILED DETOW	2,210,215

OTHER ONE	OFF CHANGES TO EXPENSES	
Finance cos	15	
CS	Additional borrowing costs for the market value adjustment as a result of refinancing existing loans if Council decided to refinance its loan as part of COVID stimulus arrangement allowed by State.	21,258,330
Materials &	Services	
IE	Provision for landfill rehabilitation at the Whitwood Road landfill site.	7,300,000
	Total change in expenses one-off expenses re debt financing and provision costs	28,558,330
	Overall change in operating result after financing and provision costs	(26,342,115)

	N CAPTIAL REVENUE AND CAPITAL EXPENSES: -					
IANGES II	N CAPITAL REVENUE AND CAPITAL EXPENSES: -					
	Project Name	Sub-Program	Current Approved Budget	Proposed Amended Budget	Budget Change requested	Comments
IE	Capital grants revenue		18,745,112	15,745,112	- 3,000,000	Various grants not expected to be received by 30 June or to be recognis 2021-22 financial year.
IE	Loss on disposal of assets		-	7,000,000	7,000,000	Decommissioning of assets has resulted in losses recognised
ANGES I	N CONSTRUCTION & ASSET PURCHASE: -					
	Project Name	Sub-Program	Current Approved	Proposed Amended	Budget Change requested	Comments
			Budget \$	Budget \$	\$	
Capital	projects: Significant adjustments				·	
IE	Provisional Projects Unallocated Budget	Provisional Projects	-	100,000	100,000	Initial funds for design and scoping in line with new Provisional Projects
CS	ІСТ				(1,997,000)	Reduced expenditure for Admin Building & CBD and contingent initative
CE	Library Conversion Logistics Hub Fitout				(660,000)	
CE	Library Pod Deployment				(250,000)	
CP	Admin Building ahead of schedule				2,594,000)
CP	CBD Retail				(21,946,000)	Changes in the timing of the retail development
	Subtotal		0	100,000	(22, 159,000)	-
	ital Portfolio					
IE	Capital Portfolio		2,650,000	3,982,088		Capital projects: Bring forward
IE	Capital Portfolio		16,661,852	8,037,767		Capital projects: Deferral
IE	Capital Portfolio		28,257,284	19,419,257		Capital projects: Savings/Potential Savings
IE	Capital Portfolio		3,364,500	742,171		Capital projects: Other underspends & expensed items
IE	Capital Portfolio		11,734,076	15,956,494	4,222,418	Capital projects: Carry Over from FY 19/20, Additional Expenditure & En Works
	Subtotal		62,667,712	48,137,776	(14,529,936)	Ī
	Reduction in Total Capital Budget			-	(36,688,936)	-



IPSWICH CITY COUNCIL Debt Policy

Version Control and Objective ID	Version No:	Objective ID:
Approved by Council on		
Date of Review		

1. Statement

Council will utilise a debt management strategy, based on sound financial management guidelines, to undertake borrowings to fund capital expenditure.

2. Purpose and Principles

The purposes of establishing an annual debt policy are to:

- comply with legislative requirements;
- establish when borrowings will be made by council and for what purpose;
- provide a view of the city's long-term debt requirements;

3. Strategic Plan Links

This policy relates to:

• Listening, Leading and Financial Management

4. Regulatory Authority

Local Government Act 2009 Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982

5. Scope

In accordance with section 192 of the *Local Government Regulation 2012*, it is Council's intention to borrow only for growth/enhancement capital expenditure and commercial debt structures for its commercial business units. The authority to borrow is drawn from section 34 of the *Statutory Bodies Financial Arrangements Act 1982*.

Borrowings for the organisation are required by Business Units and Council Departments. These aspects of the organisation have different roles within the organisation and therefore different borrowing requirements.

Capital expenditure for the organisation is categorised into two different aspects, growth/enhancement and refurbishment. Borrowings required for growth/enhancement projects are calculated on a net basis. Net basis being the total value of those projects less any external funding such as developer cash contributions, donations, grants and subsidies. In addition to these external funding sources, Council may determine that growth/enhancement projects be funded, in part or in full, from other available cash surplus'.

IPSWICH CITY COUNCIL | Debt Policy

The final determination of the borrowing requirements is based on an assessment of existing debt levels and the requirement to maintain a prudent level of cash for operating purposes and employee provisions.

All Ipswich City Council borrowings including existing loan balances are on either a principal and interest or interest only basis and have a maximum term to maturity of 20 years.

Loan borrowings including existing loan balances for strategic asset acquisitions are for projects that are intended to enhance the commercial business centres of the City. Loan borrowings including existing loan balances allocated to Council Departments are for growth/enhancement related projects and are required to meet the increasing service needs of Council's customers and the Ipswich community.

All external borrowings are from the Queensland Treasury Corporation (QTC). The rate of payment is dependent upon market conditions and other principles agreed to between QTC and the Ipswich City Council.

The overall position of debt for the Council for 2020-2021 is an increase of $\frac{41.2}{567.8}$ million to $\frac{385.4}{5412.0}$ million from the previous level of 344.2 million. Table 1 reflects the estimated loan balances and movements for 2020-2021 and the next nine financial years.

In September 2020 the Queensland Government announced an opportunity for local governments to re-finance their existing debt portfolios. Table 1 reflects the net impacts of re-financing Council's existing debt portfolio, creating capacity to undertake re-financing, should Council choose to exercise this option.

6. Roles and Responsibilities

The Financial Branch will be responsible for undertaking periodic reviews of Council's borrowings in order to ensure the amount, terms and interest charged represent the optimum financial position for Council.

7. Key Stakeholders

Finance Branch - Corporate Services Department

8. Monitoring and Evaluation

- Council will continually evaluate its financing options to ensure it assesses the relative risks and benefits, including the performance of its finances.
- Council's long term financial model will provide the basis for the determination of funding options.
- The policy is to be reviewed annually in accordance with section 192 of the *Local Government Regulation 2012*.

9. Definitions

All definitions are as per the Local Government Act 2009 and the Local Government Regulation 2012.

IPSWICH CITY COUNCIL | Debt Policy

10. Policy Owner

The General Manager (Corporate Services) is the policy owner and the Chief Financial Officer is responsible for authoring and reviewing this policy.

IPSWICH CITY COUNCIL | Debt Policy

Table 1 - ESTIMATED LOAN BALANCES

LOAN LIABILITIES	2020-2021 Estimated \$'000	2021-2022 Estimated \$'000	2022-2023 Estimated \$'000	2023-2024 Estimated \$'000	2024-2025 Estimated \$'000	2025-2026 Estimated \$'000	2026-2027 Estimated \$'000	2027-2028 Estimated \$'000	2028-2029 Estimated \$'000	2029-2030 Estimated \$'000
Opening Balance	344,183	412,023	429,569	409,421	421,380	435,241	440,983	429,580	421,303	420,245
add New Borrowings	95,262	40,000	40,000	40,000	45,000	40,000	25,000	30,000	40,000	45,000
less Principal Repayments	27,422	22,454	60,148	28,041	31,139	34,258	36,403	38,277	41,058	43,517
Closing Balance	412,023	429,569	409,421	421,380	435,241	440,983	429,580	421,303	420,245	421,728
Borrowing Costs	11,424	8,833	8,934	8,906	9,091	9,282	9,240	9,135	9,148	9,355

Doc ID No: A6891788

ITEM: 15.9

SUBJECT: MONTHLY FINANCIAL PERFORMANCE REPORT - FEBRUARY 2021

AUTHOR: CHIEF FINANCIAL OFFICER

DATE: 11 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning Council's financial performance for the period ending 28 February 2021, submitted in accordance with section 204 of the *Local Government Regulation 2012*.

RECOMMENDATION/S

That the report on Council's financial performance for the period ending 28 February 2021, submitted in accordance with section 204 of the *Local Government Regulation 2012* be considered and noted by Council.

RELATED PARTIES

There are no conflicts of interest or related party matters associated with this report.

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity.

PURPOSE OF REPORT/BACKGROUND

The attached report outlines the financial results for Ipswich City Council as at 28 February 2021. The total Net Result (including capital revenue for Ipswich City Council as at 28 February 2021 is \$57.1 million compared to the year to date (YTD) budget of \$61.9 million.

Council's operating surplus (excluding capital revenue) is approximately \$628k compared to the YTD Budget deficit of \$9.4 million. This continues to be driven by additional fees and charges revenue as well as under expenditure in the first half of the financial year.

Overall, capital expenditure including the Nicholas Street Redevelopment as at 28 February 2021 is \$45 million below the YTD original phased budget noting that this phased budget was set in May/June 2020 and is in the process of being reset based on revised forecast expenditure. Asset donations as at 28 February 2021 are \$4.5 million under the YTD budget.

A review has been undertaken with Managers which forecasts expected revenue and expenditure for the remainder of the financial year and informs the proposed March budget amendment.

Revenue

As mentioned in previous months, rates and utilities charges are under budget relating to the valuation and rate categorisation changes. Whilst this may be offset, to some extent, by better than forecast residential growth, it is unlikely to be fully recovered by year end. The next quarterly rates issued in early April will provide further visibility of growth.

Fees and charges revenue was slightly under budget for the month of February 2021, with fees and charges now \$4.4 million favourable to budget YTD. Approximately \$3.6 million of the YTD variance relates to Town Planning and Development Fees. In conjunction with Planning and Regulatory Services Department (PRS), Finance Branch will amend the forecast revenue as part of the March budget amendment.

Government grant revenue is approximately \$6.5 million under the YTD budget primarily relating to the Infrastructure and Environment Department (IED) including returned grants of \$485k relating to the previous financial year. The timing of the receipt of grants is being reviewed to determine if payments may be received later than forecast due to the delays in capital works into the next financial year. An adjustment to the budget will be made in the March budget amendment as an estimate of possible impacts.

Other revenue continues to track above budget relating to the Urban Utilities (UU) tax revenue payments which is subject to UU's revenue and tax position throughout the year.

Donated asset revenue and cash contributions is approximately \$4 million under budget YTD relating to lower than expected donated revenue in IED for the months of December and January.

Expenses

Employee expenses including contingent labour contracts are over budget \$1 million or 1.5% YTD as at 28 February 2021. A significant amount of the YTD variance relates to contractual termination payments paid during the period which were not budgeted for. Additional overtime and the use of contingent workers has also contributed to employee expenditure being over budget.

Materials and services (excluding contingent labour contracts) are under budget \$7 million YTD. \$5 million relates to IED as a result of delays in expenditure relating to various factors including weather conditions and procurement timings, and a delay in the invoice of the SES Service Agreement. \$1.8 million relates to lower expenditure in Community, Cultural & Economic Development Department (CCED) primarily in the Libraries and Customer Service Branch due to reduced public programming due to COVID-19 restrictions and delays in purchasing of books due to supplier delivery issues during COVID-19 lockdowns. This is partially offset by PRS over budget (\$331k) primarily relating to major legal appeals. As mentioned above, a proposed budget amendment has been collated to adjust for some of the variance in materials and services.

Other expenses are over budget YTD resulting from the loss on disposal of assets of \$5 million, including \$833k in February relating to a partial write off of land. This is partially offset by under-expenditure in CCED relating to a change in accounting treatment for the recognition of leases now being recorded under depreciation and Resource Recovery relating to waste levy charges.

Depreciation continues to track over budget each month (\$449k in February) and is approximately \$3.2 million over budget YTD. As mentioned in previous months, changes in accounting treatment, revaluation increases and sale of some assets have resulted in variances in the depreciation result this financial year. Additional depreciation will be incurred next year when the new Council administration building and civic space become operational.

Capital Expenditure

The total YTD capital expenditure (including the Nicholas Street redevelopment) when compared to the original phased budget is \$105.4 million compared to a budget of \$150.5 million. With the significant changes in the timing of the delivery of the capital program, the March budget amendment will re-phase the forecast expenditure.

The variances in the Nicholas Street capital expenditure relates to the changes in the delivery of the retail building upgrades. The Nicholas Street project team are currently reviewing the final costs of the project and the timing as a result of the changes in relation to the retail buildings and strategy.

The IED expenditure in the month was \$4.2 million compared to the most recent departmental forecast of \$5.4 million. Total YTD expenditure is \$27.7 million.

Following a detailed review of forecast project costs for the financial year, the revised forecast IED capital expenditure in total for the 2020-21 year is estimated at \$71.7 million against a current adopted budget of \$86.6 million.

The reduced forecast expenditure includes savings and under-expenditure on projects and programs being delivered (e.g. sealed road program) and projects deferred to the 2021-22 year. This has been included in the budget amendment proposed.

Cash Balances

Council's cash held in the bank and investments is slightly above forecasts due to the delays in the capital program.

LEGAL/POLICY BASIS

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

RISK MANAGEMENT IMPLICATIONS

As mentioned above, Finance has finalised a review of revenue and expenditure and an estimated forecast has been prepared for the financial year which has been incorporated into the upcoming budget amendment. The original budget was prepared based on best estimates in relation to possible COVID-19 impacts and whilst this risk still exists for the remainder of the year, year to date variances can be updated.

Further analysis and discussion will need to occur in relation to FTE, vacancies and forecast employee expenses for the year.

Significant forecast expenditure is still to be incurred in relation to the delivery of the revised capital program in the remainder of the financial year.

FINANCIAL/RESOURCE IMPLICATIONS

There are no specific implications as a result of this report.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation. Analysis and explanations of the variances are undertaken in conjunction with the various departments.

CONCLUSION

The monthly performance report for February 2021 is included at Attachment 1.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Monthly	/ Performance	Report -	Februar	y 2021 🎝 🛣

Jeffrey Keech CHIEF FINANCIAL OFFICER

I concur with the recommendations contained in this report.

Sonia Cooper GENERAL MANAGER CORPORATE SERVICES

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



Ipswich City Council

Performance Report

FEBRUARY 2021

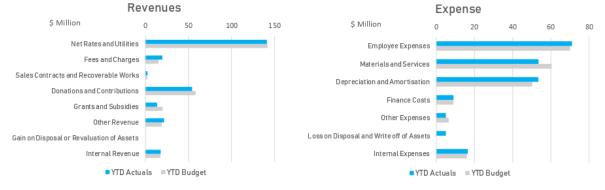
Item 15.9 / Attachment 1.

FINANCIAL EXECUTIVE SUMMARY

FEBRUARY 2021

		Y	Annual			
	Actuals	Current Budget	Variance	Variance	Current Budget	Trend from
	\$'000s	\$' 000s	\$'000s	%	\$'000s	JAN 2021
Operating Revenue	209,161	202,883	6,278	3.1%	316,461	•
Operating Expense	208,533	212,308	3,775	1.8%	325,152	•
Operating Surplus/(Deficit)	628	(9.425)	10.053	(106.7%)	(8.691)	▼
Capital Revenue	61,300	71,347	(10,047)	(14.1%)	10 4,995	•
Other Capital Income (Asset disposals)	(1)	0	(1)	N/A	0	•
Capital Loss (Asset write-off)	4,844	0	(4.844)	N/A	0	•
NetResult	57,083	61,922	(4.839)	(7.8%)	96,304	•
Construction Program and Asset Purchase	37,016	62,084	25,068	40.4%	106,152	
CBD	68.423	88.392	19.968	22.6%	124.281	

CBD	00,423	00,372	17,700	22.0/6	124,201		
Donated Assets	40.645	45,120	4,475	9.9%	67,685	•	
Total Capital Expenditure	146,084	195,596	49,511	25.3%	298,118	A	
							-



Net Result

The total Net Result (including capital revenues) for Ipswich City Council as at 28 February 2021 is \$57.1 million compared to the YTD budget of \$61.9 million. Council's operating surplus (excluding capital revenue) is approximately \$628k compared to the YTD budget deficit of \$9.4 million.

Operating revenue is \$6.3 million above the YTD Budget

The \$6.3 million variance is made up of: net rates and utilities \$937k under budget, fees and charges \$4.4 million over budget, operational grant revenue \$461k under budget, other revenue \$3 million over budget, sales contracts and recoverable works \$242k over budget, interest revenue \$182k under budget and internal revenue \$156k over budget. These items are discussed further in this report.

Operating expenses is \$3.8 million under the YTD Budget

The \$3.8 million variance is made up of: employee expenses including labour contracts \$1 million over budget, materials and services under budget \$7 million, other expenses \$1.5 million under budget, depreciation and amortisation \$3.2 million over budget, finance costs \$15k over budget and \$437k over budget in internal expenses. These items are discussed further in this report.

Capital Expenditure

Capital expenditure including CBD as at 28 February is \$45 million below the YTD budget. Approximately \$105.4 million has been expended to 28 February compared to the YTD capital expenditure budget of \$150.5 million.

• The Infrastructure Program actual expenditure was below forecast for February by approximately \$5 million bringing the YTD variance to \$19.6 million . Actual

YTD costs are \$26.5 million compared to the current YTD budget of \$46.1 million.

CBD Development is approximately \$20 million under budget. Actual YTD costs are \$68.4 million compared to the current YTD budget of \$88.4 million.

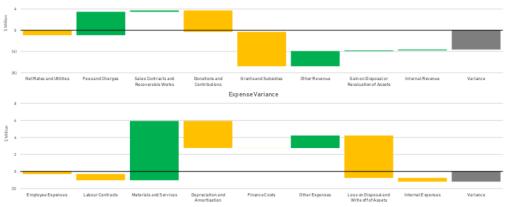
Asset donations as at 28 February is \$4.5 million under the YTD budget. Approximately \$41 million has been recognised to 28 February compared to the YTD donated assets budget of \$45.1 million.

Item 15.9 / Attachment 1.

FINANCIAL EXECUTIVE SUMMARY

FINANCIAL EXECUTIVE SUMMARY FEBRU								JARY 2021					
		Y	TD		Annual	Annual Variance \$ 000s by Department							
	Actuals \$'000s	Current Budget \$1000s	Variance \$1000s	Variance %	Current Budget \$1000s	Trend from JAN 2021	Note	CP	CS	CE	IE	IWS	PR
Revenue													
Netrates and utilities charges	140,983	141,920	(937)	(0.7%)	214,789	•	1	N/A	(1,272)	N/A	1 16	348	(28)
Fees and charges	19,650	15,243	4,407	28.9%	25,690	•	2	N/A	18	(64)	1 7	890	3,555
Government grants and subsidies	13,599	20,056	(6,457)	(32.2%)	31,456	•	3	N/4		(186)	(6,152)	L 0	(120)
Internal revenue	17,697	17,541	156	0.9%	26,472		4	N/4	(264)	30	I (1)	390	۰ I
Otherrevenue	24,433	21,203	3,230	15.2%	36,761		5	103	2,864	95	223	(89)	36
Donations and contributions	54,230	58,266	(4,036)	(6.9%)	86,289		6		N/A	(389)	(3,647)	N/A	N/A
Total Revenue	270,592	274,229	(3,637)	(1.3%)	421,457	T		10:	1,346	(514)	(9,554)	1,539	3,443
Expense													
Employee expenses	68,668	68,363	(305)	(0.4%)	106,415	•	7	5	35	(2)	344	(732)	ι ω
Labour contracts	2,451	1,721	(730)	(42.4%)	2,483	•	7	65	(168)	285	(1,235)	263	60
Materials and services	53,510	60,464	6,954	11.5%	93,936		8	(28)	204	1,823	5,033	252	(331)
Internal expenses	16,462	16,023	(439)	(2.7%)	24,202	•	9	(71)	(6)	68	(393)	(68)	31
Otherexpenses	18,979	15,464	(3,515)	(22.7%)	22,706	•	10	43	275	1 1008	(5,232)	389	1 3
Depreciation & amortisation	53,440	50,274	(3,166)	(6.3%)	75,411	•	11	(17)	(159)	(778)	(2,234)	16	6
Total Expenses	213,510	212,309	(1,201)	(0.6%)	325,153	T		43	181	2,404	(3,717)	120	(232)
NetResult	57,082	61,920	(4,838)	(7.8%)	96,304	T		145	1,527	1,890	(13,271)	1,659	3,211





Revenue

1. As mentioned in previous months, under budget in rates and utilities relating to the valuation and rate categorisation changes on former mining properties. The ongoing annual impact of these changes is estimated to be \$1 million. This may be offset by better than forecast residential gowth across the whole financial year, but the level of such an offset cannot be fully quantified until the next quarterly rates are issued in early April. This is partially offsett by over budget in Resource Recovery relating to an increase in rated services.

2, Fees and charges over budget relates to PRS planning and development fees (\$3.6 million), including an Area Development Plan application lodged in Springfield and a Tesa and charge of the budget relates to replanning and the expiritence (good midual), including annual between and an amaterial charge of use application in Standards. Also over budget \$80% in Resource Recovery relating to higher customers than budgeted in the Recycling Refuse Centre.
 Grant revenue under budget in IED relating to returned grants of \$40% relating to the previous financial year and a number of budgeted grants not expected to be received this year. This is offset by additional unbudgeted grants expected this financial year.

4. Internal revenue over budget in Resource Recovery relates to internal recovery for various services offset partly by increased internal expenses. This is partially offset in CS relating to lower than expected tax equivalents revenue payments.
5. Other revenue over budget primarily relates to the higher than expected QUU Tax Revenue in CS and is subject to QUU's revenue and tax position throughout the year. Also over budget in IED relating to the RMPC Contract received earlier than budgeted and unbudgeted revenue received from Energex for tree replacements.

6. Donations and contributions under budget relates to lower than expected donated asset revenue in IED.

Expenses

7. Employee expenses including labour contracts over budget \$1 million or 1.5% at the end of February. As mentioned previously analysis of the results indicate that the 5% Employee expenses including labour contracts over budget symilution or 1.5% at the end or rebraining. As mentioned previously analysis of the results indicate that the vacancy rate applied to the employee expenses budget is creating pressure across Council, particularly as recruitment is undertaken to fill vacancies and support delivery. The use of contingent workers to fill vacancies in various Departments and additional overtime in Resource Recovery is continuing to negatively impact the employee expenses budget. Analysis on weekly employee costs will continue to be undertaken.
 Materials and services (excluding labour contracts) under budget \$7 million YTD. \$5 million relates to IED as a result of delays in projects, lower than expected maintenance costs, delay in the payment of the SES Service Agreement and minor variances across the Department\$1.8 million relates to a nunderspend in CCED primarily in the Libraries and Customer Service branch and Marketing and Promotion branch. This is partially offset by PRS over budget to relating to major legal appeals.

Internal trading expense variance relates to fleet cost recovery and indicates a lower utilisation of assets compared to budgeted expectations, and waste charges for various services, offset by increased internal expenses.
 Other expenses over budget in IED relating to the loss on disposal of assets (\$5 million) which includes \$833k in February primarily relating to a partial write off of

land. This is partially offset by under budget in CCED relating to a change in accounting treatment for the recognition of leases now being recorded under depreciation and

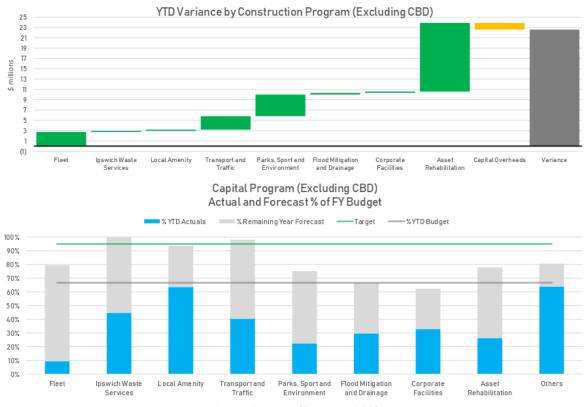
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FINANCIAL EXECUTIVE SUMMARY

FEBRUARY 2021

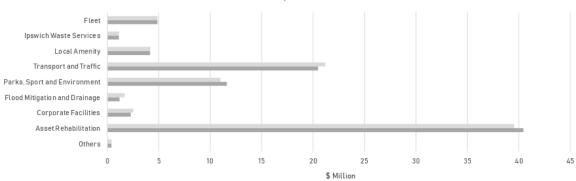
Capital

		Ý	D		Annual	
	Actuals	Current	Variance	Variance	Current	
		Budget			Budget	Trendfrom
	\$'000s	\$'000s	\$'000s	%	\$'000s	JAN 2021
Coordination and Performance	72,869	91,540	18,671	20.4%	125,361	•
Corporate Services	3,287	5,578	2,291	41.1%	13,913	▲
Community, Cultural and Economic Development	1,568	3,010	1,442	47.9%	4,431	▲
Infrastructure and Environment	27,691	50,347	22,656	45.0%	86,563	· · ·
Planning and Regulatory Services	23	0	(23)	N/A	165	
Net Result	105,439	150,476	45.036	29.9%	230,433	▲



Capital Program (Excluding CBD) Budget Version Comparison





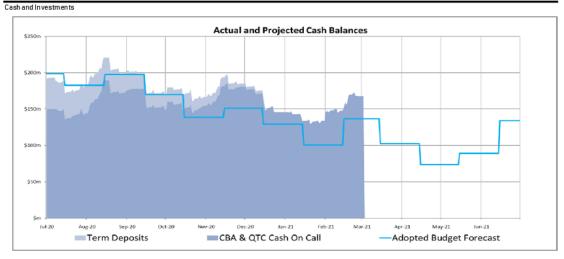
Item 15.9 / Attachment 1.

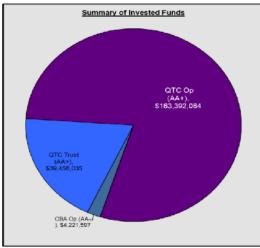
				CAF	PITAL SU	MMARY A	S AT FEB	BRUARY2021
	MTD Actual	MTD Budget	MTD Variance	YTD Actual	YTD Budget	YTD Variance	FullYear	ECY Forecast Comments
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$000s
Whole of Council								
Construction Program and Asset Purchase	7,299	21,163	13,863	105.439	150,476	45.036	230,433	215.611
Donated Assets	7,316	5,640	(1,676)	40.645	45,120	4,475	67,685	67.685
bonatea Abberb	7,010	0,040	(1,070)	40,040	40,120		01,000	01,000
Coordination and Performance								
Construction Program and Asset Purchase	0	0	0	5,115	5,150	35	8,330	8,330 CBD – Variance is primarily related to phasing based on a superseded CBD construction program.
CBD Development	2,617	9,103	6,486	67,754	86,390	18,636	117,031	117,031
Total Capital Expenditure	2,617	9,103	6,486	72,869	91,540	18,671	125,361	125,361
Corporate Services	137	837	701	0./10	0 592	050	1.110	
Construction Program and Asset Purchase			701	2,618	3,577	959	6,663	with the hudget on degree dhy the ICT Steeping Compatitude
CBD Development - ICT Component	33	762	729	669	2,001	1,332	7,250	
								CBD component on track, an underspend is projected for this project.
Total Capital Expenditure	169	1,599	1,429	3,287	5,578	2,291	13,913	13,913
Community, Cultural and Economic Developmen	at.							
Construction Program and Asset Purchase	290	700	410	1,568	3,010	1,442	4, 431	4,431 Library - Underexpenditure to be addressed in teh upcoming budget amendment.
2								Olde Onders - Under beder beder bedelande de la service and de bei service and is service and the
								Civic Centre - Under budget relates to delays which are expected to be incurred in coming months.
								Art Gallery - No issues
								Community Safet y and Innovation - Under budget relates to delays which are expected to be incurred in coming
								months.
Total Capital Expenditure	290	700	410	1,568	3,010	1,442	4,431	4,431
Infrastructure and Environment								
Infrastructure Program	4,100	9,082	4,982	26,484	46,117	19,633	80,167	
								Rehabilitation, Transport and Traffic and Parks, Sport and Environment programs. Works on a number of projects across the capital program are currently forecast to be de layed.
Equipment	9	20	11	257	318	61	404	
Waste	67	96	29	500	732	232	1,122	
Fleet	48	562	514	449	3,180	2,731	4,870	
								been approved. Increased lead times experienced as a result of COVID-19.
Total Capital Expenditure	4,223	9,761	5,537	27,691	50,347	22,656	86,563	71,741
Planning and Regulatory Services								
Construction Program and Asset Purchase	(0)	0	0	23	0	(23)	165	165 Cemeteries - No issues
Total Capital Expenditure	(0)	0	0	23	0	(23)	165	165
Donated Assets								
Coordination and Performance	0	0	0	0	0	0	0	0
Corporate Services	0	0	0	0	0	0	0	
Community, Cultural and Economic Development Infrastructure and Environment	0 7.316	2 5.638	2 (1.678)	9 40.636	16 45,104	7 4.468	28 67.657	
Planning and Regulatory Services	0	0	0	0	0	0	0	0
Total Donated Assets	7,316	5,640	(1,676)	40,645	45,120	4,475	67,685	67,685

Item 15.9 / Attachment 1.



FEBRUARY 2021





Investments and Earnings Summary	Margin	% Return	\$
CBA Operating Account	0.006	0.60%	\$4,221,597
Term Deposit Investments	- 0.000		
QTC Trust Fund Account	0.007	0.67%	\$39,458,035
QTC Operating Account - CBD	0.007	0.67%	\$12,253,844
QTC Operating Account - General	0.007	0.67%	\$151,138,220
QTC Operating Account - Total	0.007	0.67%	\$163,392,064
Total Invested funds (W.Avg return)	0.006	0.67%	\$207,071,697
Total Operating Funds (Ex Trust)	0.006	0.67%	\$167,613,662

Cashflow

Council's cash and cash equivalents balance as at 28 February 2021 was \$167.6 million. The end of period cash holdings includes \$12.3 million of carried forward unspent loan funds invested with ATC. Council's investments are made in accordance with Council's Investment Policy (adopted as part of the annual budget) with an average return percentage of 0.67%.

Doc ID No: A6821267

ITEM: 15.10

SUBJECT: REPORT - AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01) OF 10 FEBRUARY 2021

AUTHOR: MEETINGS COORDINATION MANAGER

DATE: 26 FEBRUARY 2021

INTRODUCTION

This is the report of the Audit and Risk Management Committee No. 2021(01) of 10 February 2021.

RECOMMENDATION

That the report of the Audit and Risk Management Committee No. 2021(01) of 10 February 2021 be received, the contents noted and the recommendations contained therein be adopted.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Audit and Risk Management Committee Report No. 2021(01) of 10 February 2021
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Item 15.10 / Attachment 1.

10 FEBRUARY 2021

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)

10 FEBRUARY 2021

REPORT

<u>MEMBER'S ATTENDANCE:</u> Quayle (External Member), Martin Power (External Member), Deputy Mayor Marnie Doyle and Councillor Kate Kunzelmann

MEMBER'S APOLOGIES: Nil

OTHER ATTENDANCE:Queensland Audit Office attendees – Patrick Flemming
(Assistant Auditor-General Parliamentary Services) and Lisa
Fraser (Director), David Farmer (Chief Executive Officer), Steve
Greenwood (Advisor to the Minister), Ben Pole (General
Manager Community, Cultural and Economic Development),
Freddy Beck (Chief Audit Executive), Sonia Cooper (General
Manager Corporate Services), Jeff Keech (Chief Financial
Officer), Angela Harms (Governance Manager), Graham
McGinniskin (Principal Risk and Compliance Specialist), Sylvia
Swalling (Chief Information Officer), Anna Payne (Principal
Officer, Program Management Office), Josh Edwards (Business
Improvement Manager), Talia Love-Linay (Manager, People
and Culture), Christina Binoya (Financial Accounting Manager)

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

CEO VERBAL UPDATE

The Chief Executive Officer provided a verbal update on the following matters:

- People and culture
- Fill Site Management
- Ripley PDA funding model

DISCUSSION

<u>People and culture</u> – the Chief Executive Officer provided an overview of organisational initiatives to address workplace culture and actions taken in response to regular pulse surveys over the last 12 months. It was noted that the organisation is investing in the development of leaders to support better leadership of the workforce and its service delivery.

Dr Annette Quayle (External Member) stated that culture risk should be on the Audit and Risk Management committee agenda and requested that a trend report from a risk

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

perspective specifically on staff turnover be provided to the next meeting. Robert Jones (Chairperson) stated that council should continue to track improvements around culture to improve governance.

ACTION: General Manager Corporate Services to provide information on staff turnover to the next meeting.

<u>Fill Site Management</u> – The Chief Executive Officer provided background information on a fill and site management agreement and the legal proceedings under way relating to this site.

Robert Jones (Chairperson) queried whether this was on council's risk register and if not, whether there is opportunity to review corporate and departmental risk registers accordingly. The General Manager Corporate Services advised that discussion had occurred at the ELT level in relation to the corporate risk register and that one of the corporate risks covered the issue broadly as did the Infrastructure and Environment Department risk register. As a direct action, the CEO has requested advice on any other property owned by council where risks such as these may exist.

<u>Ripley PDA Funding Model</u> – The Chief Executive Officer outlined the three (3) planning systems that council currently operates under namely the conventional planning system, Springfield and Ripley who have their own legislation and different planning regimes and that with these different schemes come different developer contributions. He further outlined that Ripley is a state government priority development area and that there are significant issues in funding trunk infrastructure in this space. The CEO stated that council is liaising with Queensland Treasury Corporation about developing a model for this process over the next 12 months.

RECOMMENDATION

That the verbal update be received and noted.

<u>BUSINESS OUTSTANDING –</u> <u>ACTIONS CARRIED OVER FROM PREVIOUS MEETING HELD 16 NOVEMBER 2020</u>

BO1. PRESENTATION ON THE CORPORATE SERVICES DEPARTMENT RISK REGISTER

The presentation on the Corporate Services Department Risk Register did not proceed due to available time and was therefore deferred to the meeting scheduled for May 2020.

BO2. UPDATE ON IMPLEMENTATION OF THE CONFLICTS OF INTERERST FOR EMPLOYEES FRAMEWORK

PREVIOUS ACTION: Report on Councillors Conflict of Interest Framework to be

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

provided to a future meeting.

The CEO outlined the legislative process required for Councillors conflict of interest. The General Manager Corporate Services advised that the responsible area of Council, being the Coordination and Performance Department, would prepare a report which outlines the legislation and present to the next meeting.

ACTION: That a report be prepared for the next meeting of the Audit and Risk Management Committee outlining the process and background for Councillors Conflict of Interest in local government.

BO3. INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 5 AUGUST 2020 TO 6 NOVEMBER 2020

PREVIOUS ACTION: Council's policy on engagement of contractors to be provided to Audit and Risk Management Committee.

The General Manager Corporate Services advised that there is no Council policy as such on the engagement of contractors however there is a procedure and that a report can be provided on the matter.

ACTION: That a report be prepared for the next meeting of the Audit and Risk Management Committee outlining the process for the engagement of contractors

BO4. TRANSPARENCY AND INTEGRITY HUB GOVERNANCE AND CONTROLS

PREVIOUS ACTION: Council to provide a further report on the Hub at the August 2021 meeting.

ACTION: That a presentation be provided to the Audit and Risk Management Committee scheduled for August 2021.

CONFIRMATION OF MINUTES

1. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2020

RECOMMENDATION

That the Minutes of the Meeting held on 16 November 2020 be confirmed.

DISCUSSION

Martin Power (External Member) requested an update on any decision by council on its ongoing relationship with Cherish the Environment Foundation . The General Manager Corporate Services advised that there was no decision as yet however work has been

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

progressing, the Mayor and Councillors will soon be briefed and it is expected a report would be submitted to the March 2021 council meeting seeking a decision.

OFFICERS' REPORTS

2. QUEENSLAND AUDIT OFFICE BRIEFING PAPER AND 2021 EXTERNAL AUDIT PLAN

This is a report concerning a briefing paper and 2021 External Audit Plan submitted by the Queensland Audit Office.

"The attachment/s to this report are confidential in accordance with section 275(1)(i) of the *Local Government Regulation 2012.*"

RECOMMENDATION

That the Queensland Audit Office briefing paper and 2021 External Audit Plan be received and the contents noted.

DISCUSSION

Patrick Flemming (QAO) advised that he will be moving off the Ipswich Audit to head up the parliamentary division and that Lisa Fraser will be taking over as the engagement leader. Dale Hassell will be joining the team to assist Lisa and has had previous experience with Ipswich City Council.

Committee members discussed the projected gross replacement costs on roads, bridges and footpaths in 2024 in the External Audit Plan and sought clarification and explanation.

Robert Jones (Chairperson) suggested that given the process of centralisation that council is going through with key governance processes, there should be an assessment on where the weak points are in the transition so that council can focus some of the testing on these areas instead of random selection. He stated that it would be good to get a sense of how the process is working from a practical perspective through the QAO audit and the work that the Chief Audit Executive will be doing.

3. INTERNAL AUDIT BRANCH ACTIVITIES REPORT FOR THE PERIOD 6 NOVEMBER 2020 TO 1 FEBRUARY 2021

This is a report concerning the activities of Internal Audit undertaken during the above mentioned period and the current status of these activities.

"The attachment/s to this report are confidential in accordance with section 275(1)(b), (f), (i) of the *Local Government Regulation 2012.*"

RECOMMENDATION

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

That the report be received and the recommendations in Attachment 3 be considered finalised and archived.

DISCUSSION

Robert Jones (Chairperson) advised that the focus moving forward is to make sure that audits are addressed on a timely basis and that where internal audit don't think they are, the General Manager of that area should attend Audit and Risk Management Committee to outline how they are addressing the outstanding audit issue. Robert Jones advised that the overdue audit recommendations will be monitored moving forward and a decision made prior to the May meeting on whether the relevant General Manager should be invited to attend.

ACTION: Internal Audit and Chairperson of the Audit and Risk Management Committee to monitor overdue audit recommendations and decide if the relevant General Manager should be invited to attend the May Audit and Risk Management meeting.

4. UPDATED ANNUAL ARMC PLAN FOR 2021

This is a report concerning an updated Audit and Risk Management Committee (ARMC) Annual Plan for 2021 with background information provided by the Chair of the Audit and Risk Management Committee.

RECOMMENDATION

That the updated Audit and Risk Management Committee Annual Plan for 2021 be adopted.

DISCUSSION

The ARMC Annual Plan for 2021 was adopted.

5. <u>GOVERNANCE, INTERNAL CONTROLS AND COMPLIANCE</u>

Council is progressively maturing and strengthening its governance, internal controls and compliance with the broad range of legislative, policy and procedural obligations upon it.

This report provides an update to the Audit and Risk Management Committee on key governance, internal controls and compliance matters for the past quarter.

RECOMMENDATION

That the Audit and Risk Management Committee note the initiatives and actions being implemented to mature and strengthen Council's governance, internal controls and compliance.

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

DISCUSSION

Robert Jones (External Member) queried the governance checklist and the processes involved. The Governance Manager provided an explanation on how the checklist would be operationalised.

The Governance Manager advised that the Governance Section will be the overseer of the governance checklist to ensure that the organisation is complying. Robert Jones (Chairperson) queried if it was the intention that the checklist would be completed at the same time as the financial statements. The Governance Manager advised that this checklist needs to be distributed now for this to occur. Robert Jones (Chairperson) asked how exceptions would be captured and dealt with noting that it doesn't mean the matter can't be finalised.

Martin Power (External Member) queried the audit of information privacy statements on information collection notices and what this is trying to achieve. The Governance Manager outlined the information privacy principles that need to be adhered to for information collection notices. She advised that some sections have developed their own privacy statements and that the focus will be council using a consistent and compliant approach.

Dr Annette Quayle (External Member) noted that there seemed to be many frameworks being developed and asked if and how they were all interconnected. The Governance Manager advised that the major focus is on an annual program of requirements and an education and communication campaign.

The General Manager (Corporate Services) advised that the Good Governance Policy and Guide are the overarching governance documents and that the Internal Controls Framework is a supporting piece. The General Manager Corporate Services advised a map can be provided to the Committee at a future meeting.

ACTION: The Good Governance Policy and Guide to be uploaded to the reference library on LG Hub.

ACTION: The General Manager Corporate Services to bring forward to a future meeting a map of council's governance and internal controls framework.

6. TAX RISK MANAGEMENT UPDATE 2020

This is a report to the Audit and Risk Management Committee concerning taxation risk management issues for the year ended 31 December 2020.

Council has approximately \$52 million of tax risk per annum with Goods and Services Tax (GST) of approximately \$26 million and Pay As You Go Withholding (PAYGW) of approximately \$25 million. The balance of the tax risk is represented by Fringe Benefits Tax (FBT) and Fuel Tax Credits (FTC) of approximately \$207,000 and \$470,000 per annum respectively.

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

Council is a full participant in the Australian taxation system and has not been the focus of any audit activity from the ATO during the year. Council is a low risk taxpayer under the ATO's risk differentiation framework. Council's tax risk continues to be consistently low.

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

The report was received and the contents noted.

7. ICT STEERING COMMITTEE PROGRESS REPORT

The ICT Steering Committee provides oversight for the Information, Communications and Technology and Information Management portfolios and meets on a six-week cycle.

This report provides an update to the Audit and Risk Management Committee on matters considered by the ICT Steering Committee (ICTSC) in the past quarter.

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

Councillor Kate Kunzelmann stated that councillors have a great deal of interest as a stakeholder in the customer experience strategy in terms of customers and the responses that they receive.

Dr Annette Quayle (External Member) sought clarification that the minutes of each steering committee will be presented at each Audit and Risk Management Committee meeting and that the committee would get an in-person update on this. She stated that culture was the biggest risk of the ICT Strategy so would like a culture and progress report at the next meeting.

The Chief Information Officer advised that iVolve in itself is a project. ICT has a transformation program as well but as a branch they are not waiting on iVolve to implement the ICT program and that the change program is occurring concurrently.

Rob Jones (Chairperson) advised that the committee would hear more about this at the next meeting.

ACTION: That an update on culture be included in the next ICT Steering Committee update to the Audit and Risk Management Committee.

AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

8. INSURANCE AND RISK MANAGEMENT UPDATE

This is a report concerning Council's insurance and risk management activities for the period 1 October 2020 to 31 December 2020.

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

Three attachments to the report were inadvertently not included so attachments to be uploaded to LG Hub and provided with the minutes.

Martin Power (External Member) queried the feeling of the risk team of risk owners meeting their obligations on the risk control reporting exercise. The Principal Risk and Compliance Specialist advised that the response was positive.

Martin Power (External Member) queried the five year road map and the new software to implement in year 5. He asked whether, from a risk management perspective, five years is too far away. The Principal Risk and Compliance Specialist advised that in light of previous software investments the focus was on establishing and embedding risk management in decision-making and processes over the coming years.

Dr Annette Quayle (External Member) queried the bottom up risk registers such as assets and what it was that connected these to what is coming out of the QAO Audit such as a listing of things we haven't completed.

Rob Jones (Chairperson) requested that the summary of risk escalation process and practical examples be carried forward. Discussion also to occur on how risk management drives action.

ACTION: That a summary of the risk escalation process along with practical examples be discussed at a future meeting.

Attachments

- 1. Ipswich City Council Corporate Risk Register
- 2. Good Governance Annual Checklist
- 3. Risk Control Reporting Exercise

8.1. REPORT - RISK ELT MEETING NO. 2020(06) OF 4 DECEMBER 2020

This is the report of the Risk ELT Meeting No. 2020(06) of 4 December 2020.

RECOMMENDATION

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

That the report be received and the contents noted.

P1. <u>PRESENTATION - DEEP DIVE ON DEPARTMENTAL RISK REGISTER FOR COMMUNITY</u>, CULTURE AND ECONOMIC DEVELOPMENT DEPARTMENT

The General Manager Community, Culture and Economic Development provided a presentation on the Community, Culture and Economic Development departmental risk register.

DISCUSSION

Robert Jones queried the risk rating for Risk Number 3 – Preventable harm to worker and whether the target risk rating should be changed from medium to low. This was acknowledged and will be considered further. The General Manager Corporate Services noted that the Corporate Risk Target Risk Rating in this risk should also be reviewed.

ACTION: Review target risk rating for preventable harm to worker.

P2. PRESENTATION - ASSET REVALUATION PROCESS FOR 2020-2021

The Chief Financial Officer provided a presentation on the asset revaluation process for 2020-2021.

DISCUSSION

Martin Power (External Member) queried the qualifications of the asset management team in checking the draft valuations and being able to challenge Cardno if required. The Chief Financial Officer advised that he was comfortable that staff would do a reasonable amount of testing.

Martin Power (External Member) queried the tenure of the valuer and what the cut off times were. Rob Jones (Chairperson) advised that the process was currently sitting at 8 years and the tenure was for 10 years. The Chief Financial Officer advised that when the tenure is due they will have to go through an open tender process.

The Committee sought an update on the policy for dealing with contributed / donated assets and the CFO advised that a draft was with him for consideration.

ACTION: That the Chief Financial Officer provide an update to the next meeting of the Audit and Risk Management Committee scheduled for 19 May 2021 on the policy for contributed/donated assets.

9. PROGRAM MANAGEMENT OFFICE REPORT

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

This is a report concerning the progress on delivery on strategic work identified within the Program of works for the Program Management Office.

"The attachment/s to this report are confidential in accordance with section 275(1)(g) of the *Local Government Regulation 2012.*"

RECOMMENDATION

That the report be received and the contents noted.

DISCUSSION

Robert Jones (Chairperson) queried the appointment of a business partner for the iVolve project and their scope, role and participation.

The Principal Officer (Program Management Office) outlined the process for appointment of KPMG, the roles and responsibilities. KPMG will be engaged for 11 weeks for the preliminary business case to be delivered by 31 March 2021. The Principal Office (Program Management Office) advised that they were happy with the participation and workshops so far which were targeted at third level managers and the Executive Management team.

Robert Jones (Chairperson) queried the status of implementing promapp noting that there were a few red flags and that it would be useful for the committee to see an example of what promapp does at a future meeting. It was suggested that an example process be selected to show the committee.

ACTION: That a presentation on an example process in Promapp be prepared for a future meeting of the Audit and Risk Management Committee to showcase how the program works.

10. <u>PEOPLE AND CULTURE REPORT INCLUDING IMPLEMENTATION OF THE PEOPLE AND</u> CULTURE STRATEGIC PLAN, PAYROLL & COUNCILLOR REMUNERATION

This is a further report to the Audit and Risk Management Committee on performance and progress in the implementation of the People and Culture Strategic Plan 2019-2021. The report also provides a high level update as requested by the Chair on payroll and Councillor remuneration.

RECOMMENDATION

That the Audit and Risk Management Committee note the report and the performance and progress in implementation of the People and Culture Strategic Plan, including an update on payroll and Councillor remuneration.

DISCUSSION

The General Manager Corporate Services advised that a report on people and culture will be

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AUDIT AND RISK MANAGEMENT COMMITTEE NO. 2021(01)]

submitted to each Audit and Risk Management committee meeting.

Rob Jones (Chairperson) queried how council was capturing what courses staff have and haven't completed. The General Manager Corporate Services advised that council has a reasonable learning management system that tracks modules required and those completed with escalations to managers, however there is opportunity for improvement. Rob Jones asked if there was exception reporting.

Martin Power (External Member) queried the weekly payroll cycle and if this was efficient. After discussion by the Committee it was noted that this could be considered further in the coming years.

12. NEXT MEETING

The next meeting is scheduled for Wednesday, 19 May 2021.

13. <u>GENERAL BUSINESS - SALE OF PROPERTY TO WEST MORETON HOSPITAL AND</u> HEALTH SERVICE

Dr Annette Quayle (External Member) queried the sale of council's four properties to West Moreton Hospital and Health Service (WMHHS) and outlined that the Audit and Risk Management Committee need to be assured of the process undertaken.

ACTION: The Chief Financial Officer to liaise with the Property Services Manager to prepare a report to the next Audit and Risk Management Committee meeting scheduled for 19 May 2021 outlining the process undertaken in the sale to WMHHS including valuations and financial implications.

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 9.31 am.

A members only session commenced at 12.56 pm.

The meeting closed at 1.28 pm.

Doc ID No: A6912088

ITEM:16.1FROM:Councillor Sheila IrelandRE:NOTICE OF MOTION - CIVIC CELEBRATIONSDATE:25 MARCH 2021

This is a notice of motion submitted by Councillor Sheila Ireland concerning Civic Celebrations.

Councillor Sheila Ireland gave notice of her intention to move the following motion at the Community, Culture, Arts and Sport Committee of 11 March 2021 however it was agreed at the meeting to move the motion for consideration at the Council Ordinary Meeting scheduled for 25 March 2021.

<u>MOTION</u>

- A. That Council form a Civic Celebrations function to undertake and support events across the city that bring together community members and celebrate our achievements and significant events.
- B. That the events this function should undertake include:
 - i. Australia Day Awards
 - ii. Anzac Day Ceremony Support
 - iii. Remembrance Day support
 - iv. VP Day support
 - v. Citizenship Ceremonies
 - vi. Achievers and Volunteers Celebration Day
 - vii. Dignitary Visits
 - viii. Keys to the city
 - ix. Freedom of Entry
 - x. Other selected celebratory seasonal community events
- C. That expected costing for each proposed event including resourcing be provided to allow for this program to be considered during budget deliberations.

Further information to support Notice of Motion

Council has a role to play in improving and supporting community interactions through times of civic celebration both required and discretionary. Following a period of interim administration, many important activities that brought the community together were not continued or continued in a way that did not capture the significance of the occasion and appropriately harness the community spirit. This motion proposes to shift the council to become more involved in the community again by listening, learning and celebrating our successes and city achievements.

Doc ID No: A6912103

ITEM:16.2FROM:Councillor Sheila IrelandRE:NOTICE OF MOTION - CUSTOMER SERVICEDATE:25 MARCH 2021

This is a notice of motion submitted by Councillor Sheila Ireland concerning the Customer Service request system within Council.

Councillor Sheila Ireland gave notice of her intention to move the following motion at the Community, Culture, Arts and Sport Committee of 11 March 2021 however it was agreed at the meeting to move the motion for consideration at the Council Ordinary Meeting scheduled for 25 March 2021:

MOTION

- A. That Council take immediate action to ensure that customers have visibility over the progress, status and outcome of any service request that has been submitted utilising the existing 'My Ipswich' service.
- B. That a report be provided to a future Community, Culture, Arts and Sport Committee meeting no later than May 2021 outlining how Council is currently performing against adopted standards, what steps have been taken to rectify the above issue and any other steps that can be taken to improve the service and transparency of operations Council provides to the community.

Further information to support Notice of Motion:

Councillors are continuing to receive feedback from ratepayers and residents of the city that they are not being kept informed on the progress or current status of service requests they have submitted to council. Council needs to take steps to ensure that the organisation is adhering to its customer service policy at all times. Customers of Ipswich City Council have the right to be aware of the progress, status and outcome of requests raised.

Doc ID No: A6933578

ITEM: 16.3

FROM: DEPUTY MAYOR MARNIE DOYLE

RE: NOTICE OF MOTION - EXPEDITED KERB AND CHANNEL PROGRAM

DATE: 19 MARCH 2021

This is a notice of motion submitted by Councillor Marnie Doyle concerning an Expedited Kerb and Channel Program of Works.

MOTION:

- A. That Council implement a 'Forgotten Streets' Expedited Kerb and Channel Program of works.
- B. That a report be provided to Council no later than May 2021 outlining:
 - a. A proposed prioritisation methodology for the upgrade of kerb and channel in Ipswich;
 - b. That this prioritisation methodology include a weighting for local stormwater issues;
 - c. Identification of locations suitable for treatment;
 - d. Identification of 'Missing Links' across the city;
 - e. High level estimates for the program;
 - f. Summary of the previous kerb and channel construction activities since 2011;
 - g. A cost benefit analysis of engaging an external contractor to deliver a multiyear program of prioritised Framework projects; and
 - h. Development of a process through which the community may nominate potential kerb and channel installation or repair projects for consideration.
- C. That a prioritised list of projects be presented for the consideration of council during the 2021-2022 budget considerations.
 - a. Identification of the top 10 kerb and channel upgrade projects.
 - b. Identification of the top 10 kerb and channel repair projects.